

BYLAWS OF THE MORINVILLE YOUTH BASKETBALL ASSOCIATION (MYBA)

NOVEMBER, 2024

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SECTION I – OBJECTIVES OF THE MYBA

- 1.1. To provide a safe and healthy environment for youth in the Town of Morinville and surrounding areas to play recreational and competitive basketball.
- 1.2. To ensure the legal and efficient operation of the Association in concert with the Edmonton Youth Basketball Association (EYBA), the Alberta Basketball Association (ABA) and the Town of Morinville.
- 1.3. Coordinate programming for youth and coaches registered in the MYBA consistent with the guidelines set out by the Alberta Basketball Association.
- 1.4. To recruit new players and coaches to the MYBA.
- 1.5. To coordinate the development of young athletes through fair play, equity, and mentorship.

SECTION II – DEFINITIONS AND INTERPRETATION

Article 2.1 – Definitions

- 2.1.1. The name of the Association shall be the **Morinville Youth Basketball Association (MYBA)**.
- 2.1.2. “Officer” means a person elected or appointed to hold one of the Executive Offices of the MYBA.
- 2.1.3. “Executive” or “Executive Board” or “Board” means the Officers of the MYBA.
- 2.1.4. “Member” means any player registered in the MYBA, a coach, assistant coach, or team manager who is actively assigned to a team in the MYBA.
- 2.1.5. “Notification” means informing members of the Executive Board and the general membership of MYBA activities and meetings. In all cases within these Bylaws where notification is required, electronic notification shall be the accepted method.

Article 2.2 – Interpretation of the Bylaws

- 2.2.1 The Board shall have the authority to interpret these bylaws and to determine their application in specific situations.
- 2.2.2 In the event of a dispute or ambiguity arising in interpreting any provision within these bylaws, the Board shall make a final and binding decision.
- 2.2.3 The Board shall act in good faith and exercise reasonable judgment when interpreting the bylaws, taking into consideration the best interests of the Association and its Members.

- 2.2.4 Any member of the Association may request an interpretation of these bylaws from the Board by submitting a written request. The Board shall make every effort to provide a timely response to such requests.
- 2.2.5 The interpretation made by the Board shall be communicated to the requesting member and shall be considered the official interpretation of the bylaws until such time as it may be amended by the Board.
- 2.2.6 The Board may, at its discretion, seek legal counsel or consult with experts in matters related to the interpretation of the bylaws.
- 2.2.7 Any amendments to these bylaws that result from an interpretation by the Board shall follow the prescribed process for amending the bylaws, as outlined in The Societies Act of Alberta.
https://kings-printer.alberta.ca/1266.cfm?page=2000_122.cfm&leg_type=Regs&isbncn=9780779843909&display=html

SECTION III – MEETINGS

Article 3.1 – Regular Meetings

- 3.2 The Association shall hold regular meetings at least quarterly at a time and place designated by the Board.
- 23.1.1. Notice of regular meetings shall be provided to all Board members at least 10 days in advance.

Article 3.2 – Special Meetings

- 23.2.1. Special meetings may be called by the President, the Board, or upon the written request of 51% of the voting Board Members.
- 23.2.2. Notice of special meetings shall be provided to all Board Members at least 48 hrs in advance, along with the purpose of the meeting.
- 23.2.3. Only matters related to the stated purpose of the special meeting shall be discussed and voted upon.

Article 3.3 – Quorum

- 23.3.1. A quorum for any meeting shall consist of 50% of the voting Board Members.

Article 3.4 – Voting

- 23.4.1. Each voting Board Member present at a meeting shall be entitled to one vote.
- 23.4.2. Voting by proxy may be allowed per the provisions outlined in these bylaws.
- 23.4.3. Electronic voting via electronic messaging application regarding small discretionary items.

Article 3.5 - Minutes

- 3.5.1.2 Minutes of all meetings shall be recorded and maintained by the Secretary or another designated officer.
- 3.5.2.2 Minutes shall include the date, time, and location of the meeting, the names of attendees, and a summary of discussions and decisions.
- 3.5.3.2 Minutes will be saved in the MYBA Google Drive and shall be reviewed by the President or their delegate for accuracy within 48 hours of the meeting ending.

Article 3.6 – Electronic/Virtual Meetings

- 3.6.1.2 Board Meetings may be conducted electronically, including via video conference or teleconference, provided that all members have the necessary technology to participate and that the meeting follows the Association's bylaws.
- 3.6.2.2 The same rules for notice, quorum, and voting shall apply to electronic meetings as to in-person meetings.

Article 3.7 – Parliamentary Procedure

- 3.7.1.2 Meetings shall be conducted per generally accepted parliamentary protocol. Adherence to rigid protocol such as *Robert's Rules of Order*, is not required.

Article 3.8 – Annual General Meeting (AGM)

- 3.8.1.2 The Association shall hold an Annual General Meeting by the first week of June to elect Officers, present the financial report, and discuss the Association's goals and objectives.
- 3.8.2.2 Notice of the Annual General Meeting shall be provided to all Association members at least 30 days in advance.

3.8.3.2 The Annual General Meeting may include special presentations, reports, and activities as determined by the President and the Board.

SECTION IV - APPENDICES

1. Appendix A - Board Roles
2. Appendix B - Discipline & Disciplinary Board
3. Appendix C - Society Policy & Bylaw
4. Appendix D - Social Media and Fundraising
5. Appendix E - Inclusivity Policy

These bylaws may be rescinded, altered or added to by a “Special Resolution”.

Date: _____

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Appendix 'A'

MYBA Role Descriptions

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President

1. Purpose

- 1.1. To ensure all Morinville Youth Basketball Association (MYBA) members have the opportunity for fun, learning and growth through community basketball. To lead the overall management of the MYBA and its board.

2. Qualifications

- 2.1. Be a minimum of 18 years old;
- 2.2. Experience with basketball, coaching, Alberta Basketball Association, and EYBA;
- 2.3. Strong leadership, interpersonal, written and oral communication skills;
- 2.4. Listening skills;
- 2.5. Budgeting and financial management skills;
- 2.6. Proven value for ethics and trustworthy operations;
- 2.7. Hard-working, motivated and enjoy working in a team environment;
- 2.8. Passion for growing youth basketball opportunities in the community;
- 2.9. Proficient using Word, Excel, Google Drive and Gmail;
- 2.10. Residing within the MYBA zone;
- 2.11. Willing to complete a criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Support program growth and development through advocacy, positive role modelling, and forging meaningful relationships within the community;
- 3.2. Contribute to, and participate in achieving MYBA priorities which will be identified at the beginning of each season;
- 3.3. Chair scheduled board meetings;
- 3.4. Be a role model for MYBA;
- 3.5. Forge community relationships;
- 3.6. Be familiar with all MYBA bylaws and operating policies;
- 3.7. Perform document development or review to bring to the board for bylaws or policy changes/updates;
- 3.8. Oversee day-to-day MYBA-related activities including but not limited to schedule making, tournament organizing, evaluations;
- 3.9. Submit team declarations ahead of the EYBA deadline each season;
- 3.10. Ensure league coordinators are effectively performing their roles;
- 3.11. Act as one of three signing authorities and online banking representatives for MYBA;
- 3.12. Ensure that proper financial accountability is maintained within the MYBA and that MYBA financial policies are adhered to in consultation with the Treasurer;

- 3.13. Manage assigned Gmail messages and folders provided by MYBA secretary in the Executive folders;
- 3.14. Assign duties to MYBA board members as required;
- 3.15. Ensure a balanced workload amongst Board members;
- 3.16. Maintain MYBA organizational privacy and confidentiality.

4. Time Requirement

- 4.1. 10 hours per week, in addition to:
 - 4.1.1. Chairing monthly Board Meetings;
 - 4.1.2. Overseeing annual player evaluations;
 - 4.1.3. Attending community events and meetings in support of the Association.

5. Duration of Position

- 5.1. 2-year term.

Links

Email Address

executives.myba@gmail.com

EYBA Rulebook

www.edmontonyouthbasketball.com

FIBA Official Basketball Rules Edmonton Board Officials Association

<https://www.theeboa.com/rules>

Societies Act

<https://kings-printer.alberta.ca/documents/Acts/S14.pdf>

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

Vice-President

1. Purpose

- 1.1. To ensure all Morinville Youth Basketball Association (MYBA) members have the opportunity for fun, learning and growth through community basketball. To lead the overall management of the MYBA and its board;
- 1.2. Act in the position of President in their absence.

2. Qualifications

- 2.1. Be a minimum of 18 years old;
- 2.2. Experience with basketball, coaching, Alberta Basketball Association etc;
- 2.3. Strong leadership, interpersonal, written and oral communication skills;
- 2.4. Listening skills;
- 2.5. Budgeting and financial management skills;
- 2.6. Value for ethics and trustworthy operations;
- 2.7. Hard-working, motivated and enjoy working in a team environment;
- 2.8. Passion for growing youth basketball opportunities in the community;
- 2.9. Proficient with Word, Excel, Google Drive and Gmail;
- 2.10. RAMP Interactive platform experience is an asset;
- 2.11. Submit to a criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Assume the responsibilities of the president in their absence;
- 3.2. Foster program growth and development;
- 3.3. Contribute to, and participate in the achievement of MYBA priorities;
- 3.4. Be a role model for MYBA;
- 3.5. Forge community relationships;
- 3.6. Be familiar with all MYBA bylaws and operating policies;
- 3.7. Develop, update and review MYBA bylaws and policy for review by the board;
- 3.8. Grant proposal preparation and submission;
- 3.9. Sport safety responsible coaching subject matter expert (SME);
- 3.10. Responsible for player safety;
- 3.11. Discipline and accountability lead and resource;
- 3.12. Ensure league coordinators are effectively performing their roles and meeting league requirements;
- 3.13. Oversee day-to-day MYBA-related activities schedule making, tournament organizing, team declarations, evaluations etc;

- 3.14. Act as one of three signing authorities and online banking representatives for MYBA.
- 3.15. Ensure that proper financial accountability is maintained within the MYBA and that MYBA financial policies are adhered to;
- 3.16. Manage assigned Gmail messages and folders provided to you by MYBA secretary;
- 3.17. Perform any other duties as assigned by MYBA President;
- 3.18. Assign duties to MYBA board members as required;
- 3.19. Maintain MYBA organizational privacy and confidentiality as appropriate.

4. Time Requirement

- 4.1. 8-10 hours per week.

5. Duration of Position

- 5.1. 2 year term.

6. Accountability

- 6.1. To provide leadership and work in cooperation with the board.

Links

EYBA Rulebook

<http://edmontonyouthbasketball.com>

FIBA Official Basketball Rules Edmonton Board Officials Association

<https://www.theboa.com/rules>

Sport Safety for Sport Organizations (*Coaching Association of Canada*)

https://coach.ca/sport-safety-sport-organizations?gclid=CjwKCAjw1t2pBhAFEiwA -A-NI2BhivXOOHJK1e6MoHGBZv21FO0XpII3v0zEemnUhUnV6pfsUX7DBoCZ-oQAvD_BwE

Societies Act

<https://kings-printer.alberta.ca/documents/Acts/S14.pdf>

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

Treasurer

1. Purpose

- 1.1. To maintain and monitor the financial transactions for the Morinville Youth Basketball Association (MYBA).

2. Preferred Qualifications

- 2.1. Be a minimum of 18 years old;
- 2.2. Excellent organizational skills regarding documentation and file/record keeping;
- 2.3. Previous treasurer, bookkeeping or accounting experience;
- 2.4. Value for ethics and trustworthy operations;
- 2.5. Ability to create financial statements, and budgets and to monitor/manage day-to-day financial transactions;
- 2.6. Proficient with Word, Excel, Google Drive and Gmail;
- 2.7. Submit to a criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Attend MYBA board meetings and give a financial report including transactions and balance for that period;
- 3.2. Ensure accurate financial records showing all revenues and expenses;
- 3.3. Be familiar with all MYBA bylaws and operating policies;
- 3.4. Act as one of three signing authorities and online banking representatives for MYBA;
- 3.5. Ensure all monies received, including but not limited to cash and cheques, are deposited into the MYBA account;
- 3.6. Issue cheques for board-approved expenses;
- 3.7. Issue payment for board-approved expenses via online banking, and e-transfer;
- 3.8. Issue payment via MYBA credit card for board-approved expenses;
- 3.9. Accept password-protected e-transfers into the designated MYBA bank account;
- 3.10. Oversee credit card transactions and payments via RAMP;
- 3.11. Pay MYBA credit card balance;
- 3.12. With the assistance of the registrar, provide registrant refunds per MYBA refund policy;
- 3.13. With the assistance of the registrar set up payment plans for families requesting a plan;
- 3.14. Act as a resource on financial matters;
- 3.15. Ensure that proper financial accountability is maintained within the MYBA and that MYBA financial policies are adhered to.
- 3.16. In collaboration with the Association President, prepare a year-end financial report with a needs assessment, annual operating costs, and projected budgetary information for the upcoming season;
- 3.17. Manage assigned Gmail messages and folders provided by the MYBA secretary;
- 3.18. Perform any other duties as assigned by MYBA President/Vice President;

3.19. Maintain MYBA organizational privacy and confidentiality as appropriate.

4. Time Requirement

4.1. 3-6 hours per week.

5. Duration of Position

5.1. 2 year term.

6. Accountability

6.1. To work in cooperation with the board and submit reports as required.

Links

Servus Credit Union-Morinville

Servus Credit Union Mastercard

Societies Act

<https://kings-printer.alberta.ca/documents/Acts/S14.pdf>

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

Secretary

1. Purpose

- 1.1. To provide clerical support for the Morinville Youth Basketball Association (MYBA).

2. Qualifications

- 2.1. Excellent organizational skills regarding documentation and file/record keeping;
- 2.2. Computer and typing skills;
- 2.3. Proficient in Word, Excel, Google Drive and Gmail;
- 2.4. Submit to a criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Attend all MYBA board meetings and keep minutes;
- 3.2. Distribute minutes to the board within 48 hours of the meeting
- 3.3. Create agendas for board meetings, AGM, coaches meetings;
- 3.4. Organize documents in the Google Drive;
- 3.5. Prepare files, including but not limited to meeting agendas, forms, and correspondence;
- 3.6. Collect and file criminal record and vulnerable sector (CRCVS) checks in RAMP for board members who aren't coaches;
- 3.7. Follow up on any outstanding CRCVS not received by the MYBA deadline;
- 3.8. Provide the Town of Morinville with insurance before the first booking;
- 3.9. Be familiar with all MYBA bylaws and operating policies;
- 3.10. Label incoming MYBA emails per policy and respond as appropriate;
- 3.11. Manage assigned Gmail messages and folders in the primary MYBA inbox;
- 3.12. Perform any other duties as assigned by MYBA President/Vice President;
- 3.13. Maintain MYBA organizational privacy and confidentiality as appropriate.

4. Time Requirement

- 4.1. 2 to 5 hours per week.

5. Duration of Position

- 5.1. 2 year term.

6. Accountability

- 6.1. To work in cooperation with the board and complete clerical tasks as required in a timely fashion.

Links

Societies Act

<https://kings-printer.alberta.ca/documents/Acts/S14.pdf>

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Registrar

1. Purpose

- 1.1. To maintain and monitor registrations, and withdrawals and update payments/receipts in RAMP Interactive for the Morinville Youth Basketball Association (MYBA).

2. Qualifications

- 2.1. Be a minimum of 18 years old;
- 2.2. Excellent organizational skills regarding documentation and file/record keeping;
- 2.3. Experience using RAMP Interactive platform is a benefit;
- 2.4. Computer, Word, Excel, Google Drive and Gmail experience;
- 2.5. Familiar with web page design, reports and publishing;
- 2.6. Submit to a criminal record and vulnerable sector check;

3. Duties and Responsibilities

- 3.1. Attend MYBA board meetings and provide a report including registration statistics, outstanding payments, payments received, refunds required;
- 3.2. Oversee and manage all operations in the registration process;
- 3.3. Plan, organize, direct and evaluate registration activities;
- 3.4. Maintain and update day-to-day changes in RAMP Interactive platform;
- 3.5. Provide player registration receipts as required;
- 3.6. Provide registrant lists to board members as requested for team evaluations, player team selection, to assess adequate numbers for divisions, to know how many teams to offer in a division;
- 3.7. Update all coaching staff demographics and qualifications to the 'Season Information' sheet for the current season;
- 3.8. Be familiar with all MYBA bylaws and operating policies;
- 3.9. Ensure all monies received, including but not limited to cash and cheques, are provided to the MYBA treasurer.;
- 3.10. With the assistance of the Treasurer, provide registrant refunds per MYBA refund policy;
- 3.11. With the assistance of the Treasurer set up payment plans for families requesting a plan.
- 3.12. With the assistance of the Treasurer, update the receipt of Kidsport/Jumpstart monies;
- 3.13. Act as a resource for the RAMP Interactive platform;
- 3.14. Confirm ABA insurance for players and coaches through RAMP;
- 3.15. Set up coaches code for MYBA invoicing of ABA coaches insurance;
- 3.16. Manage assigned Gmail messages and folders provided by the MYBA secretary;
- 3.17. Perform any other duties as assigned by MYBA President/Vice President;
- 3.18. Maintain MYBA organizational privacy and confidentiality as appropriate.

4. Time Requirement

- 4.1. 2 to 5 hours per week.

5. Duration of Position

- 5.1. 2 year term.

6. Accountability

- 6.1. To work in cooperation with the board and submit reports as required.

Links

RAMP Interactive Admin

<https://admin.rampregistrations.com/login>

Ramp Interactive Website

<http://www.morinvilleyouthbasketball.com/content/myba-updates>

Societies Act

<https://kings-printer.alberta.ca/documents/Acts/S14.pdf>

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Senior Leagues Coordinator

7. Purpose

- 1.1. The Senior Leagues Coordinator ensures that our coaches, assistant coaches and team managers in the U13-U18 divisions have the resources and information they need for a successful season. The Senior Leagues Coordinator is the point of contact for resources and the liaison for players, parents and MYBA members.

8. Qualifications

- 1.2. Be a minimum of 18 years old.
- 1.3. Previous coaching experience.
- 1.4. Knowledge, understanding and familiarity of most current versions of FIBA Official Basketball Rules and Edmonton Youth Basketball (EYBA) Rulebook including game mods and rule substitutions.
- 1.5. Strong written and oral communication skills.
- 1.6. Listening skills.
- 1.7. Submit to a criminal record and vulnerable sector check.

Consideration: This individual should have past coaching experience, but it is recommended that the individual not be a current manager or coach in the league.

9. Duties and Responsibilities

- 9.1. Treat parents, athletes, coaching staff, MYBA members and officials with respect and integrity;
- 9.2. submitCommunicate with MYBA parents/members and connect them to resources;
- 9.3. Use the 24 Hour Rule if an issue occurs and request members wait 24 hours prior to tinging a complaint or concern. *Taking 24 hours to remove the emotional element will help resolve the principle issue quickly and respectfully;*
- 9.4. Act as a mediator between parents/players and coaching staff;
- 9.5. Mediate minor disputes and initiate remedies. Bring major concerns to the MYBA board or appropriate authority for consideration/mediation;
- 9.6. Liaise with MYBA board regularly;
- 9.7. Perform coach selection to ensure enough coaches to meet MYBA requirements;
- 9.8. In conjunction with board-assigned MYBA delegates, unbiasedly select MYBA teams (perform team evaluations as necessary);
- 9.9. Organization and attendance of coach orientations and meetings;
- 9.10. Create an agenda for coach meetings;
- 9.11. Set up a group chat (ex. What's app) for all coaches, assistant coaches, team managers etc;
- 9.12. In conjunction with Alberta Basketball Association (ABA) requirements, the league coordinator will ensure all association coaches and assistant coaches hold appropriate qualifications before the start of the season. This includes but is not limited to RAMP registration, current criminal record and vulnerable sector check (CRVSC), Respect in Sport, concussion protocol, sexual harassment policy etc;
- 9.13. Provide any relevant records and information to the MYBA Registrar to ensure qualifications are maintained and current;

- 9.14. Familiarity with coach resources and how to access info ex: RAMP, EBOA, EYBA, FIBA, TeamSnap, incident reporting etc;
- 9.15. Be available to assist with games if necessary;
- 9.16. Ensure coaches and assistant coaches are effectively performing their roles and meeting league requirements;
- 9.17. Report any infractions of the rules to the MYBA board for consideration;
- 9.18. Check in regularly with coaches;
- 9.19. Be the liaison for tournaments and special events within the league division;
- 9.20. Continually seek out coaches and recruit whenever possible;
- 9.21. Maintain MYBA organizational privacy and confidentiality as appropriate;

10. Time Requirement

- 10.1. 2-5 hours per week.

11. Duration of Position

- 11.1. 2 year term.

12. Accountability

- 12.1. To cooperate with the board and support coaching staff, parents, and MYBA members as required in a timely, respectful fashion.

Links

EYBA Rulebook

<http://edmontonyouthbasketball.com>

FIBA Official Basketball Rules Edmonton Board Officials Association

<https://www.theeboa.com/rules>

Note: This job description is not exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA

Junior Leagues Coordinator

1. Purpose

- 1.1. The Junior Leagues Coordinator ensures that our coaches, assistant coaches and team managers in the U7-U11 divisions have the resources and information they need for a successful season. The Junior Leagues Coordinator is the point of contact for resources and the liaison for players, parents and MYBA members.

2. Qualifications

- 2.1. Be a minimum of 18 years old.
- 2.2. Previous coaching experience.
- 2.3. Knowledge, understanding, and familiarity with the most current versions of the FIBA Official Basketball Rules and Edmonton Youth Basketball (EYBA) Rulebook, including game mods and rule substitutions.
- 2.4. Strong written and oral communication skills.
- 2.5. Listening skills.
- 2.6. Submit to a criminal record and vulnerable sector check.

Consideration: This individual should have past coaching experience, but it is recommended that the individual not be a current manager or coach in the league.

3. Duties and Responsibilities

- 3.1. Treat parents, athletes, coaching staff, MYBA members and officials with respect and integrity;
- 3.2. Communicate with MYBA parents/members and connect them to resources;
- 3.3. Use the 24 Hour Rule if an issue occurs and request members wait 24 hours before submitting a complaint or concern. *Taking 24 hours to remove the emotional element will help resolve the principle issue quickly and respectfully;*
- 3.4. Act as a mediator between parents/players and coaching staff;
- 3.5. Mediate minor disputes and initiate remedies. Bring major concerns to the MYBA board or appropriate authority for consideration/mediation;
- 3.6. Liaise with MYBA board regularly;
- 3.7. Perform coach selection to ensure enough coaches to meet MYBA requirements;
- 3.8. In conjunction with board-assigned MYBA delegates, unbiasedly select MYBA teams (perform team evaluations as necessary);
- 3.9. Organization and attendance of coach orientations and meetings;
- 3.10. Create an agenda for coach meetings;
- 3.11. Set up a group chat (ex. What's app) for all coaches, assistant coaches, team managers etc;
- 3.12. In conjunction with Alberta Basketball Association (ABA) requirements, the league coordinator will ensure all association coaches and assistant coaches hold appropriate qualifications before the start of the season. This includes but is not limited to RAMP registration, current criminal record and vulnerable sector check (CRVSC), Respect in Sport, concussion protocol, sexual harassment policy etc;
- 3.13. Provide any relevant records and information to the MYBA Registrar to ensure qualifications are maintained and current;

- 3.14. Familiarity with coach resources and how to access info ex: RAMP, EBOA, EYBA, FIBA, TeamSnap, incident reporting etc;
- 3.15. Be available to assist with games if necessary;
- 3.16. Ensure coaches and assistant coaches are effectively performing their roles and meeting league requirements;
- 3.17. Report any infractions of the rules to the MYBA board for consideration;
- 3.18. Check-in regularly with coaches;
- 3.19. Be the liaison for tournaments and special events within the league division;
- 3.20. Continually seek out coaches and recruit whenever possible;
- 3.21. Maintain MYBA organizational privacy and confidentiality as appropriate.

4. Time Requirement

- 4.1. 2-5 hours per week.

5. Duration of Position

- 5.1. 2 year term.

6. Accountability

- 6.1. To cooperate with the board and support coaching staff, parents, and MYBA members as required in a timely, respectful fashion.

Links

EYBA Rulebook

<http://edmontonyouthbasketball.com>

FIBA Official Basketball Rules Edmonton Board Officials Association

<https://www.theeboa.com/rules>

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Equipment Coordinator

1. Purpose

- 1.1. Oversee and direct MYBA equipment and jersey procurement, inventory, management and maintenance, ensuring all players and coaches have what they need for games and practices.

2. Qualifications

- 2.1. Excellent organizational skills;
- 2.2. Detail oriented;
- 2.3. Excellent communication skills;
- 2.4. Proficient with Word, Excel, Google Drive and Gmail;
- 2.5. Submit to a criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Maintain, repair, inventory, track and clean MYBA equipment;
- 3.2. Organize, maintain, distribute and collect coach's bags;
- 3.3. Respond to equipment issues and requests;
- 3.4. Supply and restock first-aid and other supplies as requested by coaching staff;
- 3.5. Distribution and collection of jerseys to/from coaches;
- 3.6. Maintain a detailed record of jersey allocations;
- 3.7. Provide jersey numbers to the registrar for RAMP website entry;
- 3.8. Team Store-Set up, organize and manage;
- 3.9. Prepare team budgets for board proposal;
- 3.10. Seek approval for team budgetary needs;
- 3.11. Ensure all equipment shortcomings are reported to the MYBA Board for correction;
- 3.12. Extra practice equipment sign-out process and tracking;
- 3.13. Keep an up-to-date inventory of all MYBA equipment including where it is at all times;
- 3.14. Source and coordinate a storage facility for MYBA equipment in Morinville;
- 3.15. Inventory, track, distribute, request programming and collect Sturgeon Public Schools fobs and storage room keys

4. Time Requirement

- 4.1. 2-5 hours per week.

5. Duration of Position

- 5.1. 2 year term.

Links

Elite Promotional Marketing
<https://elitepromomarketing.com>

JRNBA

<https://www.jrnba.ca>

Sportfactor

<https://www.sportfactor.net>

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

Gym Coordinator

1. Purpose

- 1.1. Careful schedule planning and maintenance to ensure smooth, cost-effective management of the gym spaces used for Morinville Youth Basketball Association programming.

2. Qualifications

- 2.1. Daytime and evening availability;
- 2.2. Excellent organizational skills;
- 2.3. Detail oriented;
- 2.4. Excellent communication skills;
- 2.5. Demonstrate professionalism, etiquette and confidentiality;
- 2.6. Proficient with Google sheets, Google docs, Google Drive and Gmail;
- 2.7. Valid and current criminal record and vulnerable sector check.

3. Duties and Responsibilities

- 3.1. Season Court Scheduler for all divisions (See MYBA guidelines and process);
- 3.2. **On call and availability on weekdays (morning to 9:15pm)** to check MYBA assigned email inbox and coaches group chat for short notice cancellations and facility booking support;
- 3.3. Update blackout dates in master calendar from Town of Morinville (ToM) and Rec Desk;
- 3.4. Availability to meet MYBA coaches at school gyms in Morinville if needed;
- 3.5. Ability to troubleshoot and problem-solve;
- 3.6. Proactively cancel unused gym space to minimize MYBA costs;
- 3.7. Confirm the gym schedule aligns with the schedule listed on RAMP;
- 3.8. Communicate booking changes, updates or corrections to the Website Coordinator for upload to Ramp in a timely fashion;
- 3.9. Forge and foster relationships with ToM facility booking clerks (Barb Adamson, Kelly Blackmore, Samantha Wulff);
- 3.10. Maintain and understand guidelines outlined in the shared user agreement with ToM;
- 3.11. Build and maintain relationships with school liaisons and custodians;
- 3.12. Be responsible for the distribution and maintenance of Sturgeon Public Schools fobs and work with the ToM to have SPS fobs programmed as required;
- 3.13. Maintain gym coordinator email inbox and act on email requests and issues;
- 3.14. Attend facility booking meetings with ToM annually and as required.

4. Time Requirement

- 4.1. 5-10 hours per week.

5. Duration of Position

5.1. 2 year term.

Links

Morinville Rec Desk

<https://morinville.recdesk.com/Community/Member/Login>

Login: communitybasketball

Password: #MYBA123

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

APPENDIX 'B'

MYBA DISCIPLINE POLICY

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1. NAME

- 1.1. This policy shall be known as the "MYBA Discipline Policy" for the Morinville Youth Basketball Association (MYBA).

2. PURPOSE

- 2.1. The purpose of this policy is to establish guidelines and procedures for addressing player, parent, and coach misconduct relative to youth basketball practices and games conducted under the auspices of the Morinville Youth Basketball Association.

3. OBJECTIVES

- 3.1. To maintain a positive and respectful environment conducive to the development of youth basketball players;

- 3.2. To address instances of misconduct promptly and fairly, ensuring the welfare and safety of all participants;
- 3.3. To promote sportsmanship, fair play, and adherence to the MYBA Code of Conduct among players, parents, and coaches.

4. PLAYER BEHAVIOUR

Athletes are expected to adhere to the following behaviour standards:

- 4.1. **Sportsmanship:**
Athletes must display good sportsmanship at all times, including respecting opponents, teammates, coaches, referees, and fans;
- 4.2. **Respect for Facilities:**
Athletes should respect the facilities where games and practices take place, including not causing damage or leaving litter;
- 4.3. **Fair Play:**
Athletes must adhere to the rules of the game, not engage in unsportsmanlike conduct, and avoid any form of cheating.

5. DISCIPLINE FOR PLAYERS

- 5.1. **Verbal Warning:**
 - 5.1.1. A first violation may result in a verbal warning from a coach or team official, emphasizing the importance of proper conduct;
- 5.2. **Game Suspension:**
 - 5.2.1. For more serious violations, a player may face a suspension from a game or practice, as determined by the coach or MYBA Board;
- 5.3. **Parental Involvement:**
 - 5.3.1. Parents or guardians will be notified and may be required to attend a meeting with the athlete, coach, and MYBA Board members to address the issue;
- 5.4. **Review by Disciplinary Board:**
 - 5.4.1. If the issue persists, the Disciplinary Board will conduct a review.
Disciplinary actions may include extended suspensions or, in extreme cases, expulsion from the association;
- 5.5. **Offending Behaviour and Precedent:**
 - 5.5.1. Violations of the MYBA Athlete Code of Conduct will be assessed case-by-case. The following factors will be considered during the review of the offending behaviour:
 - 5.5.1.1. The egregiousness of the behaviour (ie: physical violence, hate speech, etc);
 - 5.5.1.2. Environmental factors (ie: League game, practice, on-court/off-court,, etc);
 - 5.5.1.3. Whether the subject athlete is a repeat offender;

- 5.5.1.4. Involved parties (ie: other athletes, coaches, parents, spectators, etc);
- 5.5.1.5. The disciplinary precedent related to the offending behaviour;
- 5.5.2. The Disciplinary Board may consider the sanctions levied by other governing bodies, such as the EYBA and the Alberta Basketball Association on a case-by-case basis.

6. COACH BEHAVIOUR

Coaches are expected to set a positive example for athletes and parents. Their behaviour should include:

- 6.1. **Respect for Officials**
 - 6.1.1. Coaches must treat referees, opposing coaches, and players with respect and will refrain from excessive criticism.
- 6.2. **Positive Coaching:**
 - 6.2.1. Coaches should focus on constructive criticism and guidance, fostering a positive learning environment for players.
- 6.3. **Safety:**
 - 6.3.1. Coaches must prioritize the safety of the athletes and ensure that all drills and activities are conducted safely.

7. DISCIPLINE FOR COACHES

- 7.1. **Verbal Warning:**
 - 7.1.1. A first violation may result in a verbal warning from the MYBA Board or the Disciplinary Board;
- 7.2. **Suspension:**
 - 7.2.1. For serious violations, a coach may face suspension for a designated period, as determined by the MYBA Board;
- 7.3. **Review by Disciplinary Board:**
 - 7.3.1. If the issue persists, the Disciplinary Board will conduct a review. Disciplinary actions may include termination of coaching duties or other appropriate measures;
- 7.4. **Offending Behaviour and Precedent:**
 - 7.4.1. Violations of the MYBA Athlete Code of Conduct will be assessed case-by-case. The following factors will be considered during the review of the offending behaviour:
 - 7.4.1.1. The egregiousness of the behaviour (ie: physical violence, hate speech, etc);
 - 7.4.1.2. Environmental factors (ie: League game, practice, on-court/off-court, etc);
 - 7.4.1.3. Whether the subject coach is a repeat offender;
 - 7.4.1.4. Involved parties (ie: athletes, coaches, parents, spectators, etc);
 - 7.4.1.5. The disciplinary precedent related to the offending behaviour;

- 7.4.2. The Disciplinary Board may consider the sanctions levied by other governing bodies, such as the EYBA and the Alberta Basketball Association on a case-by-case basis.

8. PARENT BEHAVIOUR

Parents play a vital role in maintaining a positive atmosphere within MYBA. Their behaviour should include:

8.1. **Positive Support:**

- 8.1.1. Parents should support their child, the team, and the coaching staff positively and encouragingly;

8.2. **Respect for All:**

- 8.2.1. Parents must treat athletes, coaches, referees, and other parents with respect and avoid aggressive behaviour;

8.3. **Conflict Resolution:**

- 8.3.1. Any concerns or complaints should be directed to the MYBA Board rather than addressed directly with coaches, players, or referees;

8.4. **Offending Behaviour and Precedent:**

- 8.4.1.1. Violations of the MYBA Athlete Code of Conduct will be assessed case-by-case. The following factors will be considered during the review of the offending behaviour:
 - 8.4.1.1.1. The egregiousness of the behaviour (ie: physical violence, hate speech, etc);
 - 8.4.1.1.2. Environmental factors (ie: League game, practice, on-court/off-court, etc);
 - 8.4.1.1.3. Whether the subject coach is a repeat offender;
 - 8.4.1.1.4. Involved parties (ie: athletes, coaches, parents, spectators, etc);
 - 8.4.1.1.5. The disciplinary precedent related to the offending behaviour;
- 8.4.1.2. The Disciplinary Board may consider the sanctions levied by other governing bodies, such as the Edmonton Youth Basketball Association (EYBA) and the Alberta Basketball Association (ABA) on a case-by-case basis.

9. DISCIPLINE FOR PARENTS

9.1. **Verbal Warning:**

- 9.1.1. A first violation may result in a verbal warning from the MYBA Board;

9.2. **Suspension:**

- 9.2.1. For more serious violations, parents may be suspended from attending games and practices for a specified duration;

9.3. **Permanent Ban:**

- 9.3.1. Repeated or severe violations may result in a permanent ban from MYBA events and activities;

10. DISCIPLINARY BOARD

- 10.1. A Disciplinary Board will be established within the MYBA Board, chaired by the Vice President. This board will review disciplinary matters and make decisions regarding sanctions. The board will comprise MYBA Board members and impartial individuals, as needed;
- 10.2. All complaints, meetings and disciplinary rulings will be recorded. Minutes for each meeting will be maintained.

11. APPEALS

- 11.1. Individuals subject to disciplinary actions may appeal decisions made by the Disciplinary Board to the MYBA Board. The MYBA Board will review the appeal and make a final decision;
- 11.2. All appeals will be made in writing and addressed to the Vice President of the MYBA;
- 11.3. The written appeal will be reviewed and weighed against available precedence, including past adjudications from the EYBA and the ABA.

12. REVIEW AND UPDATE

- 12.1. This disciplinary policy will be reviewed periodically to ensure it remains effective and relevant to the needs of the MYBA. Changes or updates may be made as necessary.

13. IMPLEMENTATION

- 13.1. By implementing this disciplinary policy, MYBA aims to maintain a respectful, safe, and enjoyable environment for athletes, coaches, and parents, fostering the development of young basketball players and their love for the game.

14. EFFECTIVE DATE

- 14.1. This policy shall become effective upon approval by the MYBA Board.
- 14.2. This policy has been adopted and ratified by the Morinville Youth Basketball Association (MYBA) on this _____ day of _____, 2024.

Shane Grams
President
Morinville Youth Basketball Association

Kerry Shima
Vice President
Morinville Youth Basketball Association

Appendix ‘E’

MYBA Inclusivity Policy

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1. TRANSGENDER DEFINITION & CONSIDERATIONS

The MYBA Executive hereby adopts the following relating to transgender athlete participation in MYBA events:

1.1. POLICY CONSIDERATIONS:

1.1.1. The MYBA Executive hereby affirm the following policy considerations:

- 1.1.1.1. Transgender student-athletes should have an equal opportunity to participate in sports;
- 1.1.1.2. The overriding sporting objective is, and remains, the guarantee of fair competition; however, restrictions on participation are appropriate to the extent that they are necessary and proportionate to achieve this objective;
- 1.1.1.3. The integrity and fairness of the competition shall be considered and protected to the greatest extent possible;

- 1.1.1.4. The integrity of women's sports should be preserved;
- 1.1.1.5. Policies governing sports should be based on sound medical knowledge and scientific validity;
- 1.1.1.6. Policies governing the participation of transgender athletes in sports should be fair in light of the variation among individuals in strength, size, musculature, and ability;
- 1.1.1.7. The legitimate privacy interests of all athletes should be protected;
- 1.1.1.8. The medical privacy of transgender athletes should be preserved;
- 1.1.1.9. Pre-Pubescent athletes may be granted eligibility to participate in their affirmed gender;
- 1.1.1.10. Athletes may not switch back and forth between male and female competition/competitive gender.
- 1.1.1.11. Athletes will not be permitted to "change back" to their previous competitive gender once their application to compete in EYBA/MYBA events has been approved and they have been granted the requested eligibility;
- 1.1.1.12. If not eligible for female competition the athlete should be eligible to compete in male competition.
- 1.1.2. These guidelines are a living document and will be subject to review in light of any scientific or medical developments.

2. POLICY DEVELOPMENT

- 2.1. The MYBA Inclusivity Policy was drafted with the objective of ensuring a safe, fair, transparent, welcoming and equal athletic environment for MYBA athletes and their families.
- 2.2. This policy was created alongside the *EYBA Inclusivity and Diversity Policy*. The EYBA is a zone member of the EYBA and teams from U11-U18 participate in the EYBA League every year.

3. TRANSGENDER PARTICIPATION POLICY

- 3.1. For purposes of this policy, the following terms shall mean:
 - 3.1.1. "Female-to-Male" (FTM) - adjective to describe individuals assigned female at birth who are changing or who have changed their body and/or gender role from birth-assigned female to a more masculine body or role;
 - 3.1.2. "Gender Identity" - A person's intrinsic sense of being male (a boy or a man), female (a girl or woman), or an alternative gender (e.g, boy-girl, girl-boy,

transgender, genderqueer, eunuch, etc.). Since gender identity is an emotional, rather than a physical characteristic, one's gender identity is not necessarily visible to others;

- 3.1.3. "Male-to-Female" (MTF) - Adjective to describe individuals assigned male at birth who are changing or who have changed their body and/or gender from birth-assigned male to a more feminine body or role;
- 3.1.4. "Sex" - Sex is assigned at birth as male or female, usually based on the appearance of the external genitalia. When the external genitalia are ambiguous, other components of sex (internal genitalia, chromosomal and hormonal sex) are considered to assign sex.
- 3.1.5. "Transgender" - An adjective to describe an individual whose gender identity (one's internal psychological identification as a boy/man or girl/woman) does not match his or her sex assigned at birth;
- 3.1.6. "Transgender Female" is a person whose sex at birth is male but who self-identifies and lives as a female (male-to-female or MTF);
- 3.1.7. "Transgender Male" is a person whose sex at birth is female but who self-identifies and lives as a male (female-to-male or FTM).

4. PARTICIPATION IN MYBA EVENTS

- 4.1. MYBA respects and will adhere to the policy created by the EYBA relating to the participation of transgender athletes in the EYBA League and Events.
- 4.2. All Senior League (U13-U18) eligible athletes will default to the EYBA participation policy outlined in the *Process for Participation in EYBA Events* Section of this Appendix.
- 4.3. MYBA operates co-ed U7 and U9 teams therefore this policy does not apply to those age categories.
- 4.4. All U11 transgender athletes competing in the MYBA House League will be permitted to play within the gender group with which they identify;
 - 4.4.1. U11 transgender athletes who elect to participate in the EYBA League via an MYBA team shall adhere to the *Process for Participation in EYBA Events* policy in this Appendix.

5. PROCESS FOR PARTICIPATION IN EYBA EVENTS

5.1. Requests for Accommodation:

- 5.1.1. The transgender athlete and/or the parent of a transgender athlete shall contact the MYBA President requesting an accommodation to participate in MYBA and EYBA events in a manner consistent with his/her/their Gender Identity;
- 5.1.2. As a part of the athlete's written request for accommodation, the athlete must include a statement affirming the gender identity of the athlete. While the request must be submitted by a parent or guardian if the athlete is under age 18, the athlete may also submit a personal statement in support of his/her/their request;
- 5.1.3. The athlete must confirm gender identity from a medical professional and if applicable, must provide any information related to the athlete's transition status and/or intent;
- 5.1.4. Upon receipt of notice from a transgender athlete and/or parent of transgender athletes wishing to participate in EYBA and/or MYBA events in a manner consistent with his/her/their Gender Identity, the MYBA President shall:
 - 5.1.4.1. Notify the President of EYBA, who shall notify the Eligibility Committee (as defined below) in writing of the athlete's interest in participating in EYBA events.

5.2. Eligibility Committee (EYBA)

- 5.2.1. The Eligibility Committee will be composed of a minimum of four individuals:
 - 5.2.1.1. A member of the EYBA Executive;
 - 5.2.1.2. A Zone representative from the Zone wherein the transgender athlete resides;
 - 5.2.1.3. A representative of the transgender athlete's choosing;
 - 5.2.1.4. An age group representative to field comments or questions from players or parents in the same age group and division as the transgender athlete.
- 5.2.2. The Eligibility Committee shall consider all relevant information submitted in support of the request. The Eligibility Committee will then determine, pursuant to the guidelines and requirements above, whether the athlete should be permitted to participate as requested;

- 5.2.3. Athletes shall not be required to undergo hormone treatments; however in any case where a transgender athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician, and the Eligibility Committee shall be entitled receive regular reports from such physician;
 - 5.2.4. The Eligibility Committee may request a written statement from an appropriate health-care professional, acting within the scope of his/her/their licensure that verifies the existence of the athlete's consistent and uniform gender-related identity or sincerely held gender-related identity;
 - 5.2.5. Any other evidence that the gender identity is sincerely held as part of the person's core identity as may be required by the Eligibility Committee;
- 5.3. Changing Areas, Toilets, Showers
- 5.3.1. Transgender athletes shall be able to use the locker room, shower, and toilet facilities in accordance with the athlete's gender identity.
- 5.4. Confidentiality
- 5.4.1. All communications among involved parties and required supporting documentation shall be kept confidential and all records of proceedings sealed unless the athlete and family make a specific request otherwise;
 - 5.4.2. All medical information provided pursuant to this policy shall be kept strictly confidential as is consistent with the Alberta Freedom of Information and Privacy Act;
- 5.5. Appeal
- 5.5.1. Any member Zones may appeal the eligibility of a transgender athlete on the grounds that the athlete's participation in EYBA events would adversely affect competition or safety;
 - 5.5.2. Should any questions arise about whether an athlete's request to participate in a EYBA event consistent with his/her/their gender identity is bona fide, the transgender athlete may seek review of his or her eligibility for participation through the procedure below:
 - 5.5.2.1. First Level of Appeal
 - 5.5.2.1.1. The athlete will be scheduled for an appeal hearing before the Eligibility Committee. The EYBA shall schedule a hearing as

expeditiously as possible, but in no case later than five business days prior to the first full EYBA event that is the subject of the petition, or within a reasonable time thereafter in cases of emergency, including, but not limited to, any unforeseeable late athlete registration;

5.5.2.2. The Eligibility Committee may:

- 5.5.2.2.1. Communicate with experts, within their scope of licensure, with experience in gender identity health care;
- 5.5.2.2.2. Communicate with legal counsel relative to existing laws, rules and procedures;
- 5.5.2.2.3. Request and review any other pertinent information as may be necessary in order to render a decision that complies with provincial and federal laws, rules and regulations.

5.5.2.3. Following a review of the information, the Eligibility Appeal Committee's recommendation shall be effective until reviewed by the EYBA Executive at its next regularly scheduled meeting.

5.6. Committee Decision Process

- 5.6.1. When there is confirmation of an athlete's consistent gender identity, and the Eligibility Committee has approved a transgender athlete's request for accommodation, the EYBA Executive will affirm the athlete's eligibility to participate in EYBA events consistent with the athlete's gender identification;
- 5.6.2. The athlete/athlete's family, the Zone President and the athlete's coach will be notified of the Eligibility Committee's decision in writing within 48 hours once that decision has been reached.

5.7. Appeal of Eligibility Committee's Decision

- 5.7.1. Due to the nature of these issues, the same athlete may have his/her/their case revisited by the EYBA Executive (and subsequently, the Eligibility Committee) as the facts and circumstances of the athlete evolve or change.

Appendix 'D'

Social Media and Fundraising

1. Objective

- 1.1. To enhance the MYBA social media presence by creating and executing digital marketing strategies to inform, advertise and attract public interest, recruit athletes, and support athletics in the community of Morinville and Sturgeon County, Alberta;
- 1.2. Facilitate the development and management of fundraising to support the association's goals.

2. Definitions

- 2.1. Social Media:
 - 2.1.1. Websites and applications that enable users to create and share content or to participate in social networking;
 - 2.1.2. The MYBA website, Instagram, YouTube and Facebook are the means for social media and online communication.¹
- 2.2. RAMP
 - 2.2.1. The official registration, scheduling, payment, and website host platform for the Alberta Basketball Association (ABA), the EYBA, and MYBA.²

3. Qualifications

- 3.1. Be a minimum of 18 years old;
Excellent written and verbal communication skills;
Strong networking and interpersonal skills;

¹ Facebook
https://www.facebook.com/morinvilleyouthbasketball/?ref=embed_page

Instagram
<https://www.instagram.com/morinvilleyouthbasketball/>

You Tube
<https://www.youtube.com/channel/UCEJrr1YDOHRgB0OM8wDkPug>

² RAMP Website
<http://www.morinvilleyouthbasketball.com>

Proficient social media skills and an understanding of business messaging;

RAMP Interactive website platform experience;

Familiar with web page design and publishing;

Criminal Records and Vulnerable Sector Checks are required.

4. Duties and Responsibilities

4.1. Manage social media accounts, monitor comments and interact with the social media community;

Develop original content and use creative ideas to attract and engage MYBA members;

Review, update and communicate with social media accounts weekly;

Respond to social media inbox queries;

Update MYBA RAMP website news feed, events feed and photo albums;

Develop and upload player and coach of the month communications;

Lead the development of, and implement a marketing and fundraising strategy;

Build community relationships for sponsorship opportunities;

Attend and assist with fundraising events;

Recruit and coordinate volunteers for Casino/Bingo fundraising;

Liaise with volunteer organizations (ie: Bingo, casinos);

Coordinate team photos.

5. Time Commitment

5.1. 1-5 hours per week, in addition to:

5.1.1. Attend Monthly Board Meetings;

5.1.2. Assist with the organization of annual player evaluations.

6. Duration of Term

6.1. 2 years

Note: This outline is not to be regarded as exclusive or exhaustive. It is intended as an outline of the position's duties and with consultation can be amended in the light of the changing needs of the MYBA.

Appendix 'C'

Society Bylaws

Morinville Youth Basketball Association

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1. MEMBERSHIP

Membership fees, if any, in the society shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, and being of the full age of 18 years, may become a member by a favourable vote passed by a majority of the members at a regular meeting of the society, and upon payment of the fee. Such voting shall be by ballot unless the meeting by resolution otherwise decides. Any person under the age of 18 years may in the same manner become a member upon payment of half of the said fee.

Any member wishing to withdraw from membership may do so upon notice, in writing, to the Board through its Secretary. Suppose any member is in arrears for fees or assessments for any year. In that case, such member shall be automatically suspended at the expiration of six months from the end of such year and shall after that be entitled to no membership privileges or powers in the society until reinstated. Upon a majority

vote of the society (members in good standing) a member be expelled from membership for any cause which the society may deem reasonable.

2. BOARD OF DIRECTORS

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.

The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the President in writing to call such meetings and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days' notice in writing mailed to each member or by three days' notice by fax or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

5. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, within ten days after the appointment or election, or if they acted as a director according to the appointment or election.

Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause that the society may deem reasonable.

3. PRESIDENT

The President shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

4. SECRETARY

It shall be the duty of the secretary to attend all meetings of the society and the Board and to keep accurate minutes of the same. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of

either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

5. TREASURER

The Treasurer shall receive all monies paid to the society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

6. AUDITING

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society.

The fiscal year end of the society in each year shall be May 31.

The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

7. MEETINGS

This society shall hold an annual meeting on or before **April 30th** of each year, of which notice in writing to the last known address of each member shall be delivered in the mail **14 days** before the date of the meeting. At this meeting, there shall be elected a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer), and three directors. The officers and directors so elected shall form a Board and shall serve until their successors are elected and installed. It is highly encouraged that when taking a position on the Board, you plan to stay on the Board for 2 years. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible for any office in the society.

General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days before the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days before the meeting.

Fifty percent of members in good standing shall constitute a quorum at any meeting.

8. VOTING

Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person **or by online presence** and not by proxy or otherwise.

9. REMUNERATION

Unless authorized at any meeting and after notice for the same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.

10. BORROWING POWERS

To carry out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

11. BYLAWS

The Bylaws may be rescinded, altered or added to by a “Special Resolution”.

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This information is being collected for corporate registry records per the Societies Act. Questions about the collection of this information can be directed to:

The Freedom of Information and Protection of Privacy Coordinator for the Alberta Government
Box 3140
Edmonton, Alberta T5J 2G7

(780) 427-7013