

ONSLOW COUNTY PARKS AND RECREATION  
DEPARTMENT

***BYLAWS GOVERNING YOUTH BASKETBALL  
PROGRAM***

January 2022

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**ARTICLE I NAME AND PURPOSE**

Section 1.1 This organization shall be known as the Onslow County Parks and Recreation Department Youth Basketball League. Members of this league shall consist of the following five districts: (1) Dixon, (2) Richlands, (3) Southwest, (4) Swansboro and (5) White Oak.

Section 1.2 The purpose of this organization shall be to provide organized basketball for youth throughout Onslow County. The league will emphasize participation and sportsmanship, while providing the opportunity to further develop basketball skills

**ARTICLE II LEAGUE MANAGEMENT AND MEETINGS**

Section 2.1 The governing authority of the Onslow County Parks and Recreation Department's Youth Basketball League shall be vested in an Executive (District) Council within each district. The Council will consist of the President, Vice-President, Secretary, and Treasurer.

The Onslow County Parks and Recreation Department's Athletic Program Supervisor or an appointed representative shall serve as an ex-officio member of the Council. All actions of the Council are subject to approval by the Onslow County Parks and Recreation Department.

Section 2.2 Three members of the Executive Council shall constitute a quorum at any meeting and a majority vote shall prevail in all matters.

Section 2.3 Each year there will be a public election to vote for a President, Vice-President, Secretary, and Treasurer. Each district must schedule this officer program evaluation meeting before the end of the season to elect the new members for the upcoming season.

2.3a A position cannot be held by the same person for more than 5 consecutive years.

2.3b All Board Members must live or work in the district where they are elected and serve.

2.3c Nominations for Board Members must be 18 years of age and older.

2.3d Board Members may only serve in one district during a season.

2.3e Public notice (newspaper) of the election meeting must be given at least two weeks prior to the meeting.

2.3f An Athletic Coordinator or the Athletic Program Supervisor must be present to monitor and approve the election.

2.3g If a district does not hold an election meeting, then the department will schedule a meeting within 30 days of the completion of post season play.

2.3h Voters must be 18 years of age or older and live within the district or be parents to an eligible child residing in the district.

Section 2.4 Each team shall be entitled to one representative at any meeting. That representative will be the head coach. If unable to attend, the head coach may designate a representative.

### **ARTICLE III EXECUTIVE (DISTRICT) OFFICER DUTIES**

Section 3.1 The District President shall preside at all meetings and shall ensure that all participants are properly registered (correct district, age division, etc.).

**Note:** Parents and coaches shall also ensure that all players are registered in the proper district and division. The Athletic Coordinator will assist in this process.

The President will ensure that departmental rules, bylaws, and policies and procedures are followed.

The President will perform the duties and responsibilities listed in Section 3.4 of the Policies and Procedures Manual.

The President or his/her appointed representative shall be responsible for issuing and disbursing equipment and maintaining accurate inventory records, conducting meetings with board members, and for soliciting sponsorships and coaches for their league.

They shall also conduct in-house coaches' and parents' meetings. The president shall create all practice schedules and provide them to the Athletic Program Supervisor before practices may begin.

Section 3.2 The District Vice-President shall perform the duties of the President in his/her absence and will assist the District President as required.

Section 3.3 The District Secretary shall keep minutes at all meetings and will assist the District President as required.

Section 3.4 The District Treasurer will keep an accurate account of all financial transactions. The Treasurer shall deposit all money in the name of and to the credit of the Onslow County Parks and Recreation Department's (relevant) Youth Basketball District. The Treasurer shall disburse any money only under the direction of the President. BOTH the Treasurer and the president or his/her designee for the respective District shall sign all checks. The Treasurer will keep receipts for all monies paid out or received. No money may be spent or received without accurate accounting information regarding the transaction.

Each month, the Treasurer will submit to the Audit Committee a final financial report, all current receipts, bills, bank statements, checkbook register and all other current financial information. Within two weeks of the completion of the season, the Treasurer will submit to the Audit Committee a final financial report and all other financial information as listed above. A financial report will then be submitted to the Onslow County Parks and Recreation Department on the 1st and the 15th of each month (including off-season if there is financial activity).

The Treasurer will assist the District President as required.

Section 3.6 No member of a District's Board can serve as a primary head coach, assistant coach or scorekeeper, or as an official; unless approved by the Athletic Program Supervisor.

In case of an emergency, the President and/or Treasurer may serve as temporary coach, assistant coach, scorekeeper, or official. The District Vice-President and Secretary may officiate in an emergency.

Section 3.7 On Saturdays during the season, each board member should wear a district t-shirt or a collar shirt, with matching logos on them, along with their County issued badge.

Section 3.8 If a member of the board does not follow the rules or policies and procedures developed by the Onslow County Parks and Recreation Department, he/she will be removed from their elected position and will not be allowed to return to an elected position for 5 years.

Section 3.9 The Onslow County Parks and Recreation Department staff have the final say in all matters.

#### **ARTICLE IV COACHES**

Section 4.1 Head coaches must be 18 years of age or older. Assistant coaches must be 14 years of age or older. In addition, all coaches must be four years older or more than the age group they would be assisting.

Section 4.2 A parent may be the head coach in any playing district.

Section 4.3 All coaches must pass a background check.

Section 4.4 All coaches must complete the Onslow County Parks and Recreation Coaching Class.

Section 4.4 The coaches will receive a badge that must be worn at all times during practices and games. Failure to do so will result in dismissal from practice or game by staff.

Section 4.5 Expectations/ Best Practices of Coaches

- High level of communication with players' families.
- Wear badges
- Always demonstrate positive sportsmanship.
- Communicate with your board if you are going to cancel/move/delay practices.
- Always list all your players names and numbers in the roster book prior to the start of a game to avoid penalties.
- Maintain attendance logs.
- Document ongoing issues with players that may result with the player not

participating at a game.

- Section 4.6 Coaches are **not** permitted to:
- Allow their children to be on the gym floor during practices, unless they are on the team's roster.
  - Allow children to practice or play with the team if they have not been added to their roster
  - Touch participants including but not limited grabbing by the jersey and jerking them, hitting them, etc.

Section 4.7 A coach may not cut players from his/her team.

4.7a If a player's actions or attitude become detrimental to the team and program, the situation should be brought to the attention of the Athletic Coordinator and District Officers. The coach needs to submit written documentation on players that are deemed detrimental to their team.

4.7b The Athletic Coordinator will determine the appropriate action and will document such action with the Onslow County Parks and Recreation Department.

4.7c In severe cases, recommendation may include player(s) suspension or expulsion. There will be no refunds or All-star play for these youth.

## **ARTICLE V AUDIT COMMITTEE**

Section 5.1 The Audit Committee will provide a method of checks and balances within the District.

Section 5.2 The committee will consist of three members who are elected in conjunction with the election of officers.

Committee personnel must be district members and cannot be District Officers (Executive Council Members).

The committee will meet monthly when there is financial activity. Prior to this meeting, the Treasurer will submit financial report, all current receipts, bills, bank statements, checkbook register, and all other current financial information to the committee.

The Parks and Recreation Department must be provided with all the committee's information (same information given for regular board members).

Section 5.3 The committee is responsible for noting concerns and verifying/auditing the financial dealings of the district.

If discrepancies/concerns with the financial information are discovered, the committee will immediately notify, in writing, the District President, Treasurer, and Onslow County Parks and Recreation department staff.

This notification shall specifically detail the discrepancies.

- If the discrepancy/concern is minor, the Audit Committee and Treasurer will meet as soon as possible to discuss the concern.
- In cases other than minor discrepancies/concerns, the District Officers, Audit Committee, and Onslow County Parks and Recreation department representative will meet to discuss the District's financial status.

**ARTICLE VI FINANCES**

Section 6.1 The finances of each district shall be directed in a way that will not give any one team an advantage over any other team or teams.

Section 6.2 Funds should be used to help cover the cost of players' shorts, officials, scorekeepers, necessary equipment and supplies, and optional awards.

Section 6.4 The operation and control of the concession stand shall be at the discretion of the basketball district. Each district must check with the health department before the season starts. Food and drinks are not permitted in the gym unless it is approved by the Athletic Program Supervisor.

Section 6.5 For Regular Season Games: Each District will charge \$2.00 for admission to all games for people ages 13 and up. Children ages 5 -12 shall be charged \$1.00. Children 4 and under are free. Coaches with a badge and players get free entry into the gym.

Section 6.6 For the All-Star tournament, charges will increase to \$5.00 for ages 13 years and up, Seniors (50+yrs) to \$1, children 5-12 years old will be charged \$2.00, and children 4 and under are free.

All- Star coaches will get free entry into games in which they are not playing ONLY if they are wearing their coaches' badge.

**ARTICLE VII TEAM SPONSORS**

Section 7.1 Team sponsors may be secured by the District Board members or Coaches. Sponsors shall have no voice in the operation of the district.

Team Sponsors must be approved by the Athletic Program Supervisor. When seeking sponsor approval, include sponsor name, contact person information, address, and total dollar amount being donated (if material items specify type of donation, quantity, and estimated cost).

**ARTICLE VIII EQUIPMENT**

Section 8.1 The Onslow County Parks and Recreation Department will provide all player jerseys.

The district will purchase all youth shorts from a vendor chosen by the Onslow County Parks and Recreation Department. The County will place the order and the league will pay the vendor directly for the shorts.

All uniforms must be ordered four weeks before the season starts.

Section 8.2 The OCPR department will provide all necessary game equipment; to include, three (2) 28.5 inch, and three (2) 29.5 basketballs, scoreboards, possession arrows, floor tape, etc.

Section 8.3 Each district is to return all equipment at the end of the season and will be charged for any damages, apart from normal wear and tear.

## **ARTICLE IX REGISTRATION**

Section 9.1 Participants are required to register online at [onslow.recdesk.com](http://onslow.recdesk.com). Parents/Guardians will need to upload a copy of the participants birth certificate and a photo of participant in order to complete the registration. Please contact Onslow Pines Administration Office with any questions, concerns or if you require assistance to complete the online registration.

9.1a A participant can register in any district.

9.1b A player may participate in only one (1) Onslow County Parks and Recreation Department District during a simultaneous season.

9.1c Boys and girls will automatically be registered by gender in all age divisions. However, if parents prefer to enroll their female participant on a male team, please contact Onslow Pines Administration team to bypass the computer restrictions.

9.1d In some districts, there are not enough girls registered to form complete team in an age division. In that case, the girls are permitted to register in another district.

9.1e In cases where mixed play is required, a separate girl's squad may be selected to compete in the County Tournament.

9.1f A parent/guardian is expected to be at all practices and games. Participants are not allowed to attend practices or games unsupervised.

Section 9.2 A participant with a physical or mental developmental disability may participate out of their chronological age division (may only move up or down one age division) upon written approval by Onslow County Parks and Recreation Department provided the proper procedures are followed (see below):

9.2a Written recommendation from the child's physician, physical therapist, or teacher must be submitted to the Onslow County Parks and Recreation Department prior to the November Advisory Committee meeting. The recommendation must provide documentation relating to the child's disability and why it would be in the child's best interest to participate out of the normal chronological age division.

9.2b If the child's physical abilities are later judged by the Athletic Coordinator



and District President to be superior to the age division, he/she is placed in, the child will be returned to the correct age division.

9.2c Any player participating out of his/her chronological age division is not eligible for all-star selection. The youth are only allowed to play up in age to be eligible.

Section 9.2 Late Registration is prohibited if the leagues have been paid out.

EXCEPTION: If, after the completion of registration, a team is at risk of folding and/or forfeiting games due to only having the minimum number of players required; the team will be allowed to add up to 3 players to their roster from the waiting list. All late addition players (up to 3) should be added at the same time. All players on the waiting list, must have been assessed by the Athletic Program Supervisor or his/ her staff.

Section 9.7 Players will be placed on a waiting list in the order in which they register. When assigning registrants to teams from the waiting list, players must be assigned in the order in which they registered and in the appropriate assessment order (i.e. first person on list is assigned to the next team that needs a player, second person on list is assigned to the next consecutive team that needs a player, etc.).

9.7a Waiting list for each district will consist of persons who:

- Did not provide date of birth documentation at registration
- Did not attend the assessments or registered after the assessments were complete.
- Moved into the area after the assessments took place.
- Submitted special request at initial registration

Note: Youth are not permitted to participate in team activities before a ruling is given by the Advisory Committee or the parks and recreation staff.

9.7b Persons on the waiting list may be assigned to teams in the appropriate assessment order prior to the registration deadline.

## **ARTICLE X DRAFT PROCEDURE**

Section 10.1 All players, including returning players will participate in a pre-draft assessment and be placed on a team by the OCPR Staff.

Section 10.2 Districts will be given a date in which the OCPR staff will conduct player assessments prior to the draft. If a player does not participate in the assessment, they will not be put on a team.

Section 10.3 The drafting of players will be conducted at designated times and locations as determined by the Onslow County Parks and Recreation Department.

If a player quits a team for any reason, they will not be permitted to play on another team during the season including the All-star team.

Section 10.4 OCPR Staff will only draft from players that have been assessed.

- 10.4a For all divisions, draft selections will be made based on grades given to each player, based on their performance during the assessment. All players will be divided evenly into the teams for their age division. For example, each team will have three (3) A players, three (3) B players, and four (4) C players.
- 10.4b Once drafted, each player will be obligated to the team that they are placed on for the duration of that season. Trading of players is absolutely prohibited.
- 10.4c The son(s) or daughter(s) of a HEAD COACH will automatically be assigned to his/her parent's team and count as the teams' first draft choice. If a Head Coach has more than one child, additional children will count as the next consecutive draft picks. For example: Coach has two (2) children. One will count as the first draft pick and the other will count as the second draft pick.
- 10.4d Siblings of the same age can be requested to be assigned to the same team. The sibling will count as the third draft pick. Additional siblings will count as the next consecutive draft picks. If a brother or sister registers after the draft, they will be placed on the waiting list.
- 10.4e Once a team has drafted the number of players to complete the roster, the team's participation in the draft is over. The original draft order will continue, but the team(s) with full rosters will discontinue drafting players.
- 10.4f After the draft, additional players may be added to teams by the OCPR after completing an assessment.

**ARTICLE XI CONDUCT OF OFFICERS, COACHES, PARTICIPANTS, SPECTATORS**

Section 11.1 Unsportsmanlike conduct will not be tolerated.

Section 11.2 District Officers: shall conduct themselves in a manner as to not bring disgrace upon themselves, their district or the youth basketball program. This includes social media posts or comments and talking negatively about the county or staff to the public.

*PENALTY: First offense:* The officer will receive a letter of reprimand from the department.

*Second offense:* The officer will be removed from office and coaching and not be allowed to return for 5 years.

NOTE: According to the severity of the offense, removal from office could result after the first offense.

Section 11.3 Coaches: Any coach ejected for unsportsmanlike conduct (as determined and documented on the appropriate form by the official) shall be dealt with in the

following manner.

*PENALTY:* Must leave the site immediately. This includes the parking lot.

*First offense:* The Coach shall be suspended from coaching in the team's next game played (this does not include cancellations due to inclement weather or forfeits). This does carry over to other teams that the coach is coaching that season.

*Second offense:* The coach will be removed from coaching for the remainder of the season.

NOTE: According to the severity of either offense, additional penalties may also incur (including removal from playing for the first offense).

Section 11.4 Players: Any player ejected for unsportsmanlike conduct (as determined and documented on the appropriate form by the official) shall be dealt with in the following manner.

*PENALTY:* Must leave the court and team bench area.

*First offense:* the player shall be suspended from participation from the team's next played game (this does not include cancellations due to inclement weather or forfeits).

*Second offense:* The player shall be removed from the team for the remainder of the year.

NOTE: According to the severity of either offense, additional penalties may also incur (including removal from playing for the first offense).

Section 11.5 Spectators. Spectators are to conduct themselves in a manner as to promote sportsmanship among the participants. Any spectator not conducting themselves in a sportsmanlike manner shall be removed from the site for the remainder of the day/night and may face additional penalties according to the "Code of Conduct."

Section 11.6 The Athletic Coordinator has the authority over all matters concerning conduct as per ART III of the Policies and Procedures Manual. All ejections must be Reported to the Athletic Program Supervisor within 12 hours.

Section 11.7 If any rules or by-laws are violated by coaches, players, or board members there will be a meeting with the Athletic Coordinator and Athletic Program Supervisor to determine consequences.

## **ARTICLE XII PRACTICE**

### **Section 12.1 Practice Schedules and Practices**

12.1a Pre-Season: No more than 3 days per week

12.1b During Season: No more than 2 days per week

12.1c Sunday practices are prohibited, unless approved by the Athletic Program Supervisor.

12.1d No practices are to be held while schools are closed for holiday breaks unless approved by the Athletic Program Supervisor.

12.1e Practices will not exceed 60 minutes.

12.1f Practices cannot be held unless an OCPR approved Coach, District Officer and Athletic Coordinator is present.

12.1g At least three (3) adults, 18 years of age and older must be present for practices to be held. This would be a coach, a member of the District Board and the Athletic Coordinator.

## **ARTICLE XIII REGULAR SEASON GAMES**

Section 13.1 The Onslow County Parks and Recreation Department will schedule all games for the Districts.

Section 13.2 Game schedules will not be released until initial registration is complete.

Section 13.3 A maximum of 10 games will be scheduled for each team.

Section 13.4 Scheduling requests must be given to the department prior to the formulation of the schedule (a deadline date will be provided). The department may not honor requests for individual teams/coaches. A district will get two requests per season. A district cannot change games unless approved by the Athletic Program Supervisor.

Requests for rescheduling of games for any reason must be submitted in writing to the Onslow County Parks and Recreation Department at least 2 weeks prior to the original scheduled game. Requests should include the original game's opponent, date, time and place; the date, time and place that it is to be rescheduled and reason for request.

**PENALTY:** If the game is rescheduled and played without written approval from the department, the game will not be counted in the standings and will not be made up. The Athletic Coordinator may not be required to attend game.

Section 13.5 There will be no food or drink allowed in any gym at any time, including practices and games unless permission is granted by the Athletic Program Supervisor.

**ARTICLE XIV ALL-STAR TOURNAMENTS**

Section 14.1 There will be a county wide tournament (the All-star Tournament) at the conclusion of regular season play. One All-star team in each age division, from each district, will be eligible to participate. Each team will consist of 10 players. However, if a district has only one (1) team in a specific age division, then that entire team will represent the district in the tournament.

Section 14.2 The site of the Tournament will be determined by the Onslow County Parks and Recreation Department. Tournament hosting responsibilities will rotate each year as follows:

2021-22 Swansboro

2022-23 Richlands

2023-24 White Oak

2024-25 Southwest

2025-26 Dixon

Section 14.3 Scorer’s table personnel must be at least 16 years of age, and either the official scorer or clock keeper must be at least 21 years of age.

Section 14.4 There will be no food or drink allowed in any gym at any time, including practices and games unless permission is granted by the Athletic Program Supervisor

Section 14.4 SWAC rules will be in effect during the County Tournament, except as otherwise specified.

Note: Mandatory playing rules for the County All-star Tournaments are not in effect and the coach has the right to substitute as they deem necessary.

**ARTICLE XV SELECTION OF ALL-STARS**

Section 15.1 Within each District, All-star teams will be chosen for each age division (including traveling and non-traveling teams). All-star teams will represent that district at the County Tournament.

15.1a A player must participate during the regular season and play at least 70% of games to be eligible for All-stars. Anyone who quits a team is not eligible for All-stars. Anyone on a High School Varsity team is eligible for All-stars and the regular season.

15.1b All eligible players may participate in the All-Star try-outs. The head coach, assistant coach, and the Athletic Coordinator must be present during the try-outs. They will be assessing the players during the try-out; with the top-graded players making up the All-star team.

15.1c Each district is required to pay the tournament host \$35.00 per team they

enter in the tournament.

- 15.1d The 10 players receiving the top scores will automatically be selected for the All-star teams. If there is a tie in the number of votes for the final slot, the tie will be decided by Onslow County Parks and Recreation.
- 15.1e Any coaches that are violating code of conduct during the voting process of All-stars will be removed from that position and the league will decide a new coach.
- 15.1f Those districts which need to combine the boys and girls of the same age division together in order to have enough teams to have a league, may split up the boys and girls for All-star play. That district will be allowed to send both a boys and girls team to the County Tournament.

Section 15.2 Alternate All-star players may be chosen for injured players only once the team gets down to 8 players. To allow an alternate to be placed on the team, a note from a doctor must be presented to the Onslow County Parks and Recreation Department stating that the player will be unable to participate during the time the tournament will be played.

All injured players must be replaced 3 days prior to the first day of the tournament. Alternate All-stars must come from the nominated assessed list. The player with the next highest grade on the assessment, will be the first alternate chosen; followed by the player with the second highest assessment score received; and so on. The Head Coach will not choose or notify any alternates until they are needed. The selection of the alternate player will be done in the presence of the Athletic Program Supervisor or Athletic Coordinator.

Section 15.3 The All-Star coach will be chosen by a group vote. All coaches from that district and in that specific age group may vote on the All-Star coach for their division. The league board will break any ties.

The All-star coach should represent good sportsmanship throughout the whole season and be knowledgeable of the rules of the game, as well as being able to teach the fundamentals of the game of basketball.

## **ARTICLE XVI STATEWIDE ATHLETIC COMMITTEE (SWAC) TOURNAMENT**

Section 16.1 The Onslow County Parks and Recreation Department will send one team per age division to the Statewide Athletic Committee (SWAC) Tournaments.

Section 16.2 The winning district team from the County Tournament will advance to SWAC.

16.2a If there are fewer than 8 players available for a SWAC Tournament, replacement players may be selected to return the roster to a maximum of 10 players. The replacement player(s) will be the player(s) with the highest assessment rating remaining from the original nominated list of All-stars, with the OCPR staff still breaking any ties. The selection of the alternate player will be

done in the presence of the Athletic Program Supervisor or Athletic Coordinator.

Section 16.3 If the winning team chooses not to accept the automatic SWAC tournament bid, they are required to pay the tournament registration fee back to the county, and any other fees that the SWAC Committee assesses for that team withdrawing from the tournament within two weeks of their decision. This includes not having enough players to participate, due to injury or grade.

## **ARTICLE XVII PROTESTS**

Section 17.1 The Protest Committee will consist of five members - the Athletic Coordinators and League Presidents of each site involved, along with the Athletic Program Supervisor.

EXCEPTION: The Onslow County Parks and Recreation Department will establish the Protest Committee during the County Tournament.

Section 17.2 A protest based on a judgment call is not permitted. The official's word is final. The only legal protest involves interpretation of the playing rules or the use of an ineligible player (player who has no re-entry eligibility).

Section 17.3 The protesting coach must immediately notify the official that he is protesting. The officials will notify the scorekeeper and opposing coach that the game is continuing under protest.

Section 17.4 All protests need to be submitted in writing, using the Protest Form along with the \$25 protest fee (cash or certified check) to the Athletic Coordinator. If paying by check, the check should be made out to Onslow County Parks and Recreation Department. The formal protest must be received by the Athletic Coordinator by 5pm the next working day. For upheld protests, the fee is refunded.

## **ARTICLE XVIII AWARDS**

Section 18.1 Awards other than personalized certificates shall be determined and financed by the District. All awards must have Onslow County's name on them and not the name of the District.

Section 18.2 The County tournament host are responsible for the following: County tournament champions will receive trophies. Each winning team will receive a team and an individual player trophy or medal. All awards must have Onslow County's name on them and not the name of the district.

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