

CEDAR RAPIDS BULLDOGS



POLICY AND GUIDELINE HANDBOOK

Purpose

The purpose, for which the Cedar Rapids Bulldogs is formed, is to develop an understanding for the game of basketball, teach fundamentals of the game, and instill sportsmanship, teamwork, loyalty, and pride. It is available for girls in third through eighth grades who will attend Xavier High School. The organization's intent is to serve as a development program for Xavier High School and is a parent run organization.

General

The team's colors are navy blue and silver.

The team logo is the Bulldog as depicted at the beginning of this document.

The Bulldog organization will consist of a Board of Directors, Director of Coaching, committees, head coaches and teams at each of the six grade levels: third, fourth, fifth, sixth, seventh and eighth.

The Bulldog organization will operate on a fiscal year from July 1 through June 30.

Only individuals, who are members of the Bulldog organization, and/or guests invited by the Board, shall participate in any Bulldog activities.

It is the intent of the organization that teams will practice a minimum of twice a week.

Each grade is REQUIRED to host a grade level tournament as a fundraiser for the club. (this is NOT optional).

PLAYERS

Each grade level will preferably have a minimum of 16 players and a maximum of 20 players, split between two teams: a competitive team and a developmental team. Placement on each grade level team will be at the discretion of the head coach.

Bulldog players are expected to be committed to the team and to attend all scheduled practices and games. However, school activities take priority over Bulldog activities.

A commitment to the team is shown by a positive attitude and attendance at practices and games. Your coach will track attendance at practices.

Missing practice, behaving poorly at practice or a bad attitude could result in less playing time, or other policy compliance action as appropriate to the behavior, for the individual. Unexcused absences or highly inappropriate conduct may result in suspension or termination and will be addressed by the Board of Directors.

It is expected that a player will participate in all tournaments selected by the coach during the season and will be responsible for paying even if they can't play.

If a player also participates on another club team, it is expected that the player will give priority to the Bulldogs team that she is a part of for all tournaments that the Bulldogs team is playing in during the season or may forfeit her spot on the team.

COACHES

The Bulldog organization is committed to the principle that a coach who is not a parent of a team member best serves the players. The President, with assistance from the Director of Coaching, will appoint at least one coach, who is not a parent of a current player and, if needed an additional coach if more than 10 players per team.

Coaches are selected and approved on a year to year basis by the Coaching Appointment Committee.

Coaches are responsible for keeping attendance at practice, choosing all tournaments and/or league games, and are responsible for the conduct and sportsmanship of his or her players.

The organization also recognizes that parents represent an excellent talent pool to assist in the development of players. At the Head Coach's request, parents may be asked to participate as temporary, unpaid assistant coaches.

In the event there is a disagreement involving coaches or parents, a 24-hour "No Contact" rule is being placed on both coaches and parents to give better assessment to a situation. Please do not contact a coach or parent prior to 24 hours after an incident or issue. After 24 hours, you may contact the Director of Coaching directly.

Each grade and coach will have a designated stipend, which may be used towards lodging, meals and or/gas for tournament travel and games. This will be determined and approved by the Board of Directors at a meeting prior to the start of the season.

TEAM FORMATION

Tryouts will be held to form teams.

Team members for all grade levels will be selected based upon participation at tryouts held prior to the program year. The minimum number of players shall be eight (8) and the maximum shall be ten (10) per team. It is preferred that there are two (2) teams per grade. Accepting or declining players should be based on the skills and commitment of the players involved. In the event that any team for the next year does not meet its minimum number of players, additional tryouts may be held.

The head coach of each grade level will assign players to either a competitive team or a developmental team, whichever he/she feels is appropriate for each session. Coaches have the authority to mix/choose tournament teams. Coaches will play the players who, in his/her judgment, provide the team with the best chance to win the game. They are expected to provide each player with some playing time during each game.

If any grade level has less than 10 players on the team at the beginning of the season, additional players may be added throughout the season at the discretion of the coach to bring the team to a maximum of 10 players. If player(s) are added they will also be responsible for paying pro-rated organization dues and tournament fees based on when they join the team.

In 7th and 8th grade, if there are not enough players accepted to form 2 teams, then at the discretion of the Director of Coaching and the president, it may be recommended to create a single 7th/8th grade team. A combined team is not desired, but this rule allows for the option to create such a team on a year to year basis.

By trying out for the Bulldogs, parents are signing a statement that they are planning on having their daughter attend Xavier High School.

If a new student situation arises during the school year (after try outs were completed) and there is a spot available on the grade level team, an evaluation will be done by the Director of Coaching to determine if the student is a candidate for the Bulldogs once the season has started and will be placed on the appropriate team by the Director of Coaching after discussion with the coach(s) for that grade level. This will prevent a new student from starting with another club during the school year and potentially not coming back to the Bulldogs the next season to tryout.

If a team of current Bulldog players at any grade level wants to play in a tournament outside of the regular Bulldog season (i.e. over the Christmas Holiday, after the season has ended, or during the summer) the coach or parent who will be coaching the team must notify the President of this in advance of signing up for the tournament as a Bulldog team and receive approval for participating as a Bulldog team. The President will notify the Board of Directors via e-mail as to the status of this request. Unless approval is given a team must not sign up as a Bulldog team and Bulldog uniforms can't be worn.

PARENTS

Parent support and involvement, through time, talent and treasure, are the cornerstone of making the Bulldogs organization successful. Each parent must hold a volunteer position within the organization and/or participate on a committee as outlined by the by-laws.

Fees:

Annual Fees will cover gym space rent, coaching salaries/expenses, AAU membership, equipment reserve and spring banquet. Parents are responsible for paying for all tournaments & league play for their daughter(s).

A non-refundable deposit of half of next year's fees must be paid at the time of the first parent meeting, to be held in the spring. For returning players whose parent does not attend the spring meeting, these fees must be paid by May 31 or that player will be removed from the roster and their spot offered to the 1st alternate if there is one for that grade level. This deposit will secure a player's spot on the team. Second half fees are due at the August mandatory parent meeting. If payment is not received, the player will not be able to practice. The President and Treasurer will address all unpaid fees with the parent(s) if necessary. One week after the August mandatory parent meeting the 2nd half dues may be refunded but after that date, no refund will be given.

Payment is expected on a timely basis for all required tournaments, and league play during the season, determined by the head coach. Team managers will communicate what is owed for tournaments and league fee participation to the parents and specify a time and method of collection.

24 Hour NO CONTACT Rule:

In the event there is a disagreement involving coaches or parents, a 24-hour "No Contact" rule is being placed on both coaches and parents to give better assessment to a situation. Please do not contact a coach or parent prior to 24 hours after an incident or issue. After 24 hours, you may contact the Director of Coaching directly.

Organization

Board of Directors

The Board of Directors will consist of a President, President-elect, Secretary, Treasurer, up to two (2) Team Managers from each of the six (6) grade-level teams, and the Director of Coaching.

Officers of the Board of Directors are President, President-elect, Secretary, Treasurer and Director of Coaching. The officers will be elected by the board of directors during a meeting prior to July.

Team Managers for each grade level shall be the representative(s) to serve on the Board.

Elections

Recruiting for Board of Director vacancies shall take place as needed. The term for the Directors is July 1st through June 30th each year.

In an effort to maintain organizational continuity and strength, the President can serve up to 5 consecutive (1) year terms, upon approval and recommendation of the Board of Directors.

Meetings

The Board of Directors shall hold, at a minimum:

1. Bimonthly meetings during the season as deemed necessary.
2. An organizational meeting for all parents; held in August after team membership has been established. The purpose of this meeting is to review organization guidelines, discuss team schedules, answer questions, introduce coaches, collect fees, and discuss fundraisers
3. A spring banquet will be held each year for all players and their parents to honor the coaches and players. All outstanding fees from the season that just ended must be paid in their entirety at this time.
4. Tryouts-to be held in April annually for the next season

Elected Officers

President:

The President presides over the business meetings of the Board of Directors. She/he will serve as an executive officer member of all committees.

In instances where policy compliance measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors.

The President sets the agenda for all meetings and reminds the Board of Directors of all meetings via email.

President-Elect:

In the absence of the President, the President-elect shall be the acting President. She/he shall perform other such duties from time to time, or as asked by the President.

Secretary:

The Secretary records and maintains minutes for all meetings.

Executive Board: President and Treasurer

Treasurer:

The Treasurer receives commitment checks from Team Managers, and will collect and disburse funds as operational necessity dictates.

The Treasurer will manage the bank account and keep all financial records and receipts for the organization, and will report the financial condition to the Board of Director at the bi-monthly meetings. She/he will also file the necessary documentation annually to the IRS to maintain the 501C3 tax status for the organization.

The Treasurer will work with the President and President-elect to develop an annual budget prior to the beginning of the fiscal year.

In the event of a vacancy in any of the elected offices through resignation or other causes, the Board of Directors, by a majority vote, may fill such a vacancy for the unexpired portion of the term of the office with an existing Board member.

Non-Elected Officers

Director of Coaching: Oversees the coaches and reviews the skill fundamentals to be developed uniformly among all Bulldog teams. Any and all comments relating to coaching or treatment of players needs to be addressed to and by the Director of Coaching.

Team Manager(s):

Each grade level team shall have at least one person, but no more than two people to represent the team at Board meetings. Additional duties of the Team Manager include working with coaches to secure participation in tournaments, collecting of membership fees and tournament/league fees, and disseminating of information to all parents.

Tournament/league fees will be collected and submitted by Team Managers no later than December 15th (for October-December) and (for January-March) and turned into the Treasurer by March 1st (before the spring banquet).

Any and all comments relating to coaching or treatment of players needs to be addressed directly to the Director of Coaching and the President, not the respective team managers.

Appointments & Committees

Appointed positions may be formed from time to time for any specific purpose not contrary to the purpose of the organization. The President, with approval from the board, shall appoint these positions on a limited time basis. The following appointed position will support this organization:

Merchandise Representative:

This person shall be responsible for ordering all uniforms for team members, including the collection of merchandise orders and money. This person will distribute uniforms to one member of each grade to distribute to players/parents. This person will also do the Holiday order for players/parents for merchandise purchases.

Hall Monitor Coordinator:

All parents will be assigned a date and time when they will need to monitor the halls during practice times. The coordinator is responsible for creating the schedule and distributing it to the parents.

Phone Tree Coordinator:

This person is responsible for gathering and distributing contact information to parents. Every parent will be asked to contact another parent in the event of cancellation of practice or announcements

Gym Space Coordinator:

This person will secure necessary gym space for all teams. Confirmation of the practice facilities shall be determined by May/June of the preceding season or as soon as feasible. These duties include, coordinating with the head coaches to set up practice schedules and completion of all necessary paperwork and contracts on behalf of the organization to secure gym space for the season.

Committees may be formed for any specific purpose not contrary to the purpose of the organization. The President shall appoint all committees. The following standing committees will support this organization:

Coaching Appointment Committee:

Comprised of the President and the Director of Coaching, this committee shall be responsible for securing qualified head coaches for each of the six grade levels of the Bulldog organization.

Head coaches will be recruited in the spring for each vacancy anticipated in the following season. Assistant coaches will be appointed after tryouts.

This committee shall also arrange an organizational meeting of all coaches and committee members to review coaching related aspects of the organizations purpose and guidelines.

Committee members shall also ensure that a coaching fundamentals meeting be coordinated with all Bulldog coaches and the Xavier girls' basketball head coach to review the skill fundamentals to be developed uniformly among all Bulldog teams.

Tryout Committee:

The committee is responsible for all organizational aspects of team tryouts. These duties shall include date/time/place of tryouts and announcements in parish bulletins, schools and internet.

The President shall arrange for coaches to run tryouts

Banquet Committee:

This committee is responsible for organizing all aspects of the banquet. These duties include, sending out invitations to players/parent/coaches, determining gifts for coaches and players, determining food/catering/drinks, decorating the hall, putting together a photo video of the season for all grades. The President or Vice President will determine the date for the event and coordinate to make sure that the Xavier Girls Head Basketball Coach is available to speak at and attend the banquet, secure the banquet location and order the McCarville award and Bulldog necklaces for all 8th grade players who have played as a Bulldog for at least 3 years.

Website Maintenance:

Website upkeep will be maintained by either the President or Vice President or a person appointed by the Board of Directors to maintain the website domain.

All parent and coach email addresses listed on the website are intended only for Bulldog basketball communication directly related to basketball matters and club communications. Email addresses are not to be used for solicitation of any other matter.