



**Wood-Ridge Recreation Basketball**  
**BY-LAWS**  
**Wood-Ridge, New Jersey**  
**Adopted May 26, 2009**

INDEX

ARTICLE 1	NAME	2
ARTICLE 2	PURPOSE	2
ARTICLE 3	SEASONAL YEAR	2
ARTICLE 4	FINANCES	2
ARTICLE 5	FUND RAISING	2
ARTICLE 6	MEMBERSHIP	3
ARTICLE 7	ELIGIBILITY	3
ARTICLE 8	AGE REQUIREMENTS	3
ARTICLE 9	REGISTRATION	3
ARTICLE 10	DIVISION COMPOSITION	4
ARTICLE 11	TEAM COMPOSITION	4
ARTICLE 12	PLAYER REGULATIONS/BEHAVIOR	5
ARTICLE 13	ATTENDANCE	5
ARTICLE 14	COACHING REQUIREMENTS	5
ARTICLE 15	COACHING GUIDELINES	6
ARTICLE 16	SCHEDULING	6
ARTICLE 17	REFEREES	7
ARTICLE 18	GAMES	7
ARTICLE 19	BOARD MEMBERS QUALIFICATIONS	7
ARTICLE 20	REMOVAL FROM OFFICE	7
ARTICLE 21	GOVERNING AUTHORITY	8
ARTICLE 22	RESPONSIBILITY AND AUTHORITY	8
ARTICLE 23	DUTY OF BOARD MEMBERS	8
ARTICLE 24	PRESIDENT	8
ARTICLE 25	VICE-PRESIDENT	9
ARTICLE 26	SECRETARY	9
ARTICLE 27	TREASURER	10
ARTICLE 28	DIVISION COORDINATORS	10
ARTICLE 29	PARENT AUXILIARY COORDINATOR	10
ARTICLE 30	BOARD OF DIR. DUTIES & RESPONSIBILITIES	11
ARTICLE 31	ACTIONS OF THE BOARD OF DIRECTORS	11
ARTICLE 32	EXPEDITURES	11
ARTICLE 33	MEETINGS	12
ARTICLE 34	PROTESTS & APPEALS PROCEDURES	12
ARTICLE 35	AMENDMENTS AND CONFLICTS	13



## ARTICLE 1

### NAME

This organization shall be known as the **"Wood-Ridge Recreation Basketball Program"**, of Wood-Ridge, New Jersey, also referred as **"W-R Rec. Basketball Program"** and **"Rec. Basketball"**.

## ARTICLE 2

### PURPOSE

The purpose for which the program is organized is to promote participation in the sport of Basketball through the organization, operation and maintenance of a basketball program based in the town of Wood-Ridge. To promote and instill good sportsmanship and fellowship among all players, coaches, and parents through the principles of honesty, discipline and fair play. To educate the players, parents, and the general public with respect to the game of basketball and the value of the sport to them.

## ARTICLE 3

### SEASONAL YEAR

The seasonal year for the Wood-Ridge Recreational Basketball Program shall begin on May 1st and end on April 30th of the following calendar year.

## ARTICLE 4

### FINANCES

The Board of Directors, hereinafter referred to as "the Board", shall decide on any questions regarding the disbursement of the Programs moneys. The Treasurer shall report and make available at the monthly meeting a review of prior year receipts and disbursements.

## ARTICLE 5

### FUND RAISING

Fund raising projects, events and activities sponsored by the Wood-Ridge Recreational Program or by member teams must be approved by the Recreation Commission.

Section 1 Proposals for the Program or team member fund raising activities must be presented to the board in writing.



## **ARTICLE 6**

### MEMBERSHIP

The members consist of the enrolled youth, parents/guardians of the enrolled youth, and the volunteering, responsible adults who are in support of this Program. All members shall abide by its By-Laws, all the Rules and Regulations, and the Member Code of Conduct as put forth by the Wood-Ridge Recreation Commission.

Section 1 All members are required to attend 70% (8 meetings in a year) of the general meetings in order to have voting privileges.

Section 2 Members may be suspended from the Wood-Ridge Recreational Program by reasonable cause, by the Board, after a hearing at which time they have reasonable opportunity to oppose such action.

Section 3 A suspended member is still a member, that is, suspension does not terminate but rather deprives the member of the exercise of membership privileges until the reason for the suspension are rectified or until the member is expelled.

Section 4 An expelled member is no longer a member of the Program and retains no privileges of membership. Reapplication must be approved by the Board.

## **ARTICLE 7**

### ELIGIBILITY

Any youth residing in the Borough of Wood-Ridge or Moonachie and/or attending a school in the Borough of Wood-Ridge who demonstrates an interest in Basketball, and meets the age or grade level requirements of the Program shall be eligible for membership participant.

## **ARTICLE 8**

### AGE REQUIREMENTS

Any youth residing in the town of Wood-Ridge//Moonachie who has attained his/her 7th birthday, not over the age of 14 on or before October 1<sup>st</sup>, not a High School student, nor an 8<sup>th</sup> grade player on the Middle School basketball team at the time of registration is eligible to participate.

## **ARTICLE 9**

### REGISTRATION

Any eligible youth wanting to play within the Wood-Ridge recreational Program may do so by registering during predetermined times set by the Program. A second registration is required if a youth participates in any of the W-R Travel teams.

Section 1 Any youth registering for the first time must show proof of age (birth certificate) and proof of residency (Parent's driver license or PSE&G bill) if new to the Program.



Section 2 Any youth registering in the Wood-Ridge Recreational Program must pay the predetermined registration fee within the guidelines established by the Wood-Ridge Recreation Commission.

Section 3 A parent/guardian must sign the registration form.

Section 4 A youth who plays in the Wood-Ridge Recreational Program, and then moves out of town, may finish playing the existing season, however he/she will be ineligible to play in the future if he/she is not a resident of Wood-Ridge or attends a school in Wood-Ridge.

## **ARTICLE 10**

### DIVISION COMPOSITION

The Wood-Ridge Recreational Basketball Program is divided into five distinct divisions, each with its own rules and regulations set forth herein and from time to time, by the Board.

Section 1 Division 1 is comprised of youths in second grade (Boys/Girls)

Section 2 Division 2 is comprised of youths in 3rd grade (Boys/Girls) and 4<sup>th</sup> grade girls.

Section 3 Division 3 is comprised of a girl's team and a boy's team.

-Girls Division is comprised of youth in grades 5<sup>th</sup> and 6<sup>th</sup>.

-Boys Division is comprised of youth in grades 4<sup>th</sup> and 5<sup>th</sup>.

Section 4 Division 4 is comprised of a girl's team and a boy's team.

-Girls Division is comprised of youth in grades 7<sup>th</sup> & 8<sup>th</sup>.

-Boys Division is comprised of youth in grades 6<sup>th</sup> to 8<sup>th</sup>.

Section 5

-Division 5 Travel Teams (Girls) Comprised of two youth divisions in grades 4<sup>th</sup>-5<sup>th</sup> and 6<sup>th</sup> to 8<sup>th</sup>

-Division 5 Travel Teams (Boys) Comprised of two youth divisions in grades 4<sup>th</sup>-5<sup>th</sup> and 6<sup>th</sup> to 8<sup>th</sup>

## **ARTICLE 11**

### TEAM COMPOSITION

The number of teams making up a division will be contingent on the number of players registered in accordance to the age and grade requirements for each division.

Section 1 Coaches shall select teams by conducting a draft, except for his/her own children and the children of the assistant coach.

Section 2 Head coaches may select one assistant coach, if and when such selection does not skew the teams overall performance.

Section 3 All Division teams shall be sorted as evenly as possible.



Section 4 Divisions 2, 3 and 4 teams shall be made up of a player draft system, except for the head coach's own children, and the children of the assistant coach as described in (Article 11 Sec. 2). Prior to the day of the draft, coaches and division Coordinators will attend a mandatory meeting to rank players as evenly as possible. Players will be ranked numerically from "1" being beginner to "5" being experienced. Coaches and assistant coach's children also will be ranked. There shall be no changing of ranking, unless approved by the Division Coordinators and the Board. Once, the ranking is complete and closed by the Division Coordinator, there shall be no more changes to player ranking.

Section 5 Division 5 (Travel Teams) Consists of current season's registered participants in Wood-Ridge Recreation Basketball program and/or 8<sup>th</sup> grade middle school basketball members.

## **ARTICLE 12**

### PLAYER REGULATIONS/BEHAVIOR

#### Code of Conduct

1. Treat opponents with respect
2. Play within the rules of the game of basketball.
3. Demonstrate self-control.
4. Respect the officials and accept their decisions without gesture or argument.
5. Win without boasting, lose without excuses, and never quit.
6. Remember it is a privilege to represent the Wood-Ridge Recreational Program.
7. Both players and his/her parents shall represent the Program appropriately by demonstrating good sportsmanship, team spirit, self-discipline and respect for others.

## **ARTICLE 13**

### ATTENDANCE

Each player is expected to attend all games and practice sessions and to work on skill development outside of regular team practice sessions. Players are encouraged to attend off-season basketball camps.

## **ARTICLE 14**

### COACHING REQUIREMENTS

Head coaches, assistant coaches, coordinators, and officers must be over eighteen years of age unless approved by the Board.

Section 1 All coaches must be approved by Division Coordinators and the Board. Teams shall be comprised of 1 head coach and no more than 2 assistant coaches. The head coach can select one assistant Coach



as described in (Article 11, Sec.1) the second will be assigned after the draft.

Section 2 The Board may remove any coach from his/her position for reasonable cause, after a hearing at which he/she has had a reasonable opportunity to oppose such action. Hearings must be scheduled and attended by a majority of Board members within two weeks of the request in order for final action to be taken.

Section 3 A team may not hold a practice or play a match unless a Board approved certified coach is in attendance and assuming responsibility for coaching the team.

Section 4 The number of practice sessions each team holds is at the discretion of the coach and availability of court time. Additional practices are subject to the approval of the board.

Section 5 All coaches are required to be certified as mandated by the Recreation Commission.

Section 6 Coaches are responsible for providing a parent's list with phone numbers/emails to the Parent Auxiliary Coordinator for snack stand assignments.

## **ARTICLE 15**

### COACHING GUIDELINES

#### Coaches Code of Conduct

1. Treat own players, parents, and opponents with respect.
2. Teach and inspire basketball players to love the game, and instill the desire to compete fairly.
3. Exemplify the type of person he/she wants the players to be.
4. Set high standards of performance and conduct and maintain control and discipline of the team at all times
5. Respect the judgment and interpretation of the rules by the officials.
6. Realize that he/she is a teacher/coach and therefore, understands the game and proper Basketball behavior at all times.
7. Any outburst by Coaches//Assist Coaches towards referees, other Coaches or players will be brought up to the Executive board for disciplinary review.

## **ARTICLE 16**

### SCHEDULING

All game scheduling will be done by the Executive Board.

Section 1 All games by members of the Program outside of the town of Wood-Ridge must have the approval of the Executive Board.



## **ARTICLE 17**

### REFEREES

The Program will provide referees for Division 1, 2, 3, and 4. Division 1 will be officiated by divisional coaches.

Section 1 The Executive Board will be responsible for the scheduling and conduct of the officials.

Section 2 Any objections or complaints, concerning the officials, should be brought to the attention of the Division Coordinator and if deemed necessary, the executive Board.

Section 3 On site referees shall have the final say, and their decision is to be abided with. Referee abuse, both verbal and physical, will not be tolerated.

## **ARTICLE 18**

### GAMES

All games must be played according to a predetermined schedule. The time, the length of the game, and the courts where the games will be played, shall be decided upon by the Board, before each season, and shall be in accordance with the enrollment.

## **ARTICLE 19**

### BOARD MEMBERS

Each officer for the Board shall be elected by a vote of the voting members. Voting members will consist of those persons who have attended prior year's meetings.

Section 1 Candidates for the Wood-Ridge Recreational Program must be over eighteen years of age, and must meet the criteria.

Section 2 Candidates should be nominated at the March meeting and voted on at the April's meeting.

Section 3 Term of office should be one year commencing on May 1 in the year of election, and expiring on April 30th, with no restriction on number of terms one may serve.

## **ARTICLE 20**

### REMOVAL FROM OFFICE

Officers may be removed from his/her position for reasonable cause and by due process by the Board after a hearing at which they have reasonable opportunity to oppose such action.

Section 1 Any Board Member missing more than four meetings, and not excused, or who does not fulfill his/her obligation as prescribed in these By-Laws may be removed from the position by a majority vote of the Board of Directors.



## **ARTICLE 21**

### GOVERNING AUTHORITY

The Board shall be comprised of no more than thirteen voting members, elected from the current membership. The thirteen positions will consist of the following:

President  
Vice President  
Secretary  
Treasurer  
Division 1 Coordinator  
Division 2 Coordinator  
Division 3 Coordinator  
Division 4 Coordinator  
Division 5 Coordinator  
Parent Auxiliary Coordinator  
Member's At Large (Up to three Coaches)

## **ARTICLE 22**

### RESPONSIBILITY AND AUTHORITY

Enforce the Constitution, By-Laws, Rules and Regulations, and Member Code Of Conduct.

Section 1 Adopt temporary rules and regulations for specific cases or occasions not provided for in the Constitution. By-Laws are deemed to carry out the objectives of the Program.

Section 2 Meet to set guidelines when a regular meeting cannot come to an agreement vote as to resolution of problems, the settlement of issues, the institution of programs, and the carrying out of any other functions necessary for the overall operation of the Program.

## **ARTICLE 23**

### DUTY OF BOARD MEMBERS

The duties of the Board will be detailed in ARTICLES 24 through 31.

## **ARTICLE 24**

### PRESIDENT

The President will be required to be a member of the Wood-Ridge Recreation Program in good standing and be certified as mandated by the Recreation Commission.

Section 1 The duties and responsibilities of the President shall include the following:

1. Serve as Chief Executive Officer to the Association with the responsibility for overall operation of the Association.



2. To preside at all the meetings of the membership and the Board and serve as Chair (the President shall vote only to break a tie).
3. To establish committees and to appoint committee chairs as required administering and managing the programs and business of this organization, subject to approval of the Board.
4. To serve as the liaison between the Wood-Ridge Recreational Program and other organizations.
5. To serve as the general representative of the Wood-Ridge Recreational Program in all matters.
6. To carry out such other and further duties as from time to time are assigned by the Board.

## **ARTICLE 25**

### **VICE-PRESIDENT**

**The Vice-President will be required to be a member of the Wood-Ridge Recreation Program in good standing and be certified as mandated by the Recreation Commission.**

Section 1 The duties and responsibilities of the Vice-President shall include the following:

1. To assist the President as necessary.
2. To exercise the duties and responsibilities of the President in the absence of the President.
3. Serve as Coordinator of the referees.
4. To carry out such other and further duties as from time to time are assigned by the President.

## **ARTICLE 26**

### **SECRETARY**

**The Secretary will be required to be a member of the Wood-Ridge Recreation Program in good standing and be certified as mandated by the Recreation Commission.**

Section 1 The duties and responsibilities of the Secretary shall include the following:

1. To record and publish minutes of all meetings.
2. To give proper notice of all membership meetings and other organized events.
3. To publish and distribute minutes, notice and other communication to the website and newspapers as required.
4. To carry out such other and further duties as from time to time are assigned by the President.
5. Record all members who attend monthly meetings.



## ARTICLE 27

### TREASURER

The Treasurer will be required to be a member of the Wood-Ridge Recreation Program in good standing and be certified as mandated by the Recreation Commission.

Section 1 The duties and responsibilities of the Treasurer shall include the following:

1. To prepare an annual budget and to present same to the Board for approval.
2. To keep a detailed account of income and expenses of Wood-Ridge Recreation Basketball Program.
3. To submit appropriate financial statements at Executive Board and general meetings.
4. To carry out such other and further duties as from time to time are assigned by the President.
5. Responsible for maintaining accurate records of all purchases and reconcilements concerning the W-R Basketball program.

## ARTICLE 28

### COORDINATORS DIVISIONS 1, 2, 3 and 4

The duties and responsibilities of the Division Coordinators shall include, but not limited to the following:

Section 1 The duties and responsibilities of the Division 1 Coordinator shall include the following:

1. Coordinators shall oversee the drafting of teams in his/her division.
2. Shall make spot decisions in matters of disputes involving his/her division. Oversee the selection and operation of Division 1.
3. To act as liaison between the members of the Division 1 teams and the Board.
4. To carry out such other and further duties as from time to time are assigned by the President.

## ARTICLE 29

### PARENT AUXILIARY COORDINATOR

The duties and responsibilities of the Parent Auxiliary Coordinator shall include, but not limited to the following:

Section 1 Schedule parents to help with the concession stand.

Section 2 Keep records of parents or volunteers who did assist with the concession stand.

Section 3 Keep an inventory of food and beverage and restock items needed.



## **ARTICLE 30**

### BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Board of directors shall include but not be limited to the following:

1. To conduct all Wood-Ridge Recreational Program business in accordance with the By-Laws and all other rules and regulations as may be adopted by the Board from time to time.
2. To hear and pass judgment on all requests, protests and appeals brought forth by any member, officer or committee including any request seeking suspension of any Board member, coach or officer.
3. To approve the annual head coaches list provided by the Coordinators.
4. To have full power to deal with any situation not expressly provided for in the By-Laws.

## **ARTICLE 31**

### ACTIONS OF THE BOARD OF DIRECTORS

The presence of no less than four members of the Board shall constitute a quorum and shall be necessary for the transaction of business or of any specified item of business.

Section 1 If a quorum is present, the vote of a majority of the Board present at the time of the vote shall be the act of the Board.

Section 2 Each member of the Board shall have one vote. Each member must be present at the meeting to vote - no proxies are allowed.

Section 3 All action of the Board shall be final.

Section 4 The President of the Wood-Ridge Recreational Program will serve as chair of the Board.

Section 5 The term of each Board member shall be one year.

## **ARTICLE 32**

### EXPENDITURES

The fiscal year of this Program shall begin on the first day of April and end on the thirty first of March.

Section 1 Expenditures of Program funds shall be limited to uniforms, equipment and supplies for players and fields, awards or any other expenditure, which are deemed appropriate.

Section 2 All expenditures in excess of One thousand dollars must be bided out to a minimum of three vendors. The Board will vote on the vendor deemed appropriate.



## ARTICLE 33

### MEETINGS

The Wood-Ridge Recreational Program will hold monthly coaches meetings. These meeting are open to all Wood-Ridge Recreational Program members. The order of business shall be as followed:

#### Section 1

- Roll Call
- Acceptance of minutes of last meeting
- Treasurer report
- Board committee reports
- Concerns of teams (Coordinators Reports)
- Special agenda item
- New business
- Concerns of members
- Adjournment

Section 2 Regular Board meetings shall be held every month and special meetings may be called by the President or by a quorum of the Board.

Section 3 Board meetings shall be held every month and special meetings may be called by the President or by a quorum of the Board.

Section 4 A minimum of three days' notice is required for Board meetings and seven days' notice is required for Coaches meetings.

Section 5 The Wood-Ridge Recreational Program will hold General Meeting open to all members including players, parents, and coaches.

## ARTICLE 34

### PROTESTS AND APPEALS PROCEDURES

The purpose of the protest and appeals procedure shall be to hear protests and appeals resulting from the game of basketball among players registered to the Wood-Ridge Recreational Program and to hear protests and appeals pertaining to the Wood-Ridge Recreational Program By-Laws, actions, rules, regulations, and policies as may from time to time be in effect.

Section 1 Any individual member, team member, player or coach may present a protest or appeal to the Division Coordinators.

Section 2 The objective of the protest and appeals procedure shall be to provide fair, expedient and just hearing for all protests and appeals. The Wood-Ridge Recreational Program Board shall hear and pass judgment on all protests and appeals and their decision will be final.

Section 3 All protest or appeals must be in writing, must describe in detail the grounds for the protest or appeal, and must be presented to the President a minimum of three days prior to the next scheduled Board meeting.



Section 4 The Board shall review the protest or appeal and shall make a decision within two weeks of the receipt of the protest or appeal and their decision will be final.

## **ARTICLE 35**

### AMENDMENTS AND CONFLICTS

Proposals to adopt, amend or repeal By-Laws may be made by any member, in writing, at Membership meetings or by any member of the Board at a Board meeting.

Section 1 By-Laws may be adopted, amended or repealed only by a quorum of the Board that is present plus one of the registered members at a regularly scheduled coaches meeting. Each registered team present shall have one vote.

Section 2 The vote will take place no sooner than the monthly meeting following the meeting in which the proposal was presented.

Section 3 These By-Laws are effective as of **October 14, 2009** and replace and supersede any and all prior By-Laws.

### Executive Board

Rolando Rojas (President)  
Paul Ammerman (Vice-President)  
Kevin Plosia (Secretary)  
Cathi Gonzalez (Treasurer)