



Bylaws

Approved:

Board Approved –
Tim Dietz President

Revised:

5/12/26

South Western Youth Basketball Organization (SWYBB) is a non-profit organization that was established for players in the South Western School District to participate in a competitive basketball program regardless of their size or ability. SWYBB does not discriminate on the basis of race, color, religion, or national origin. Upon dissolution of this organization all the remaining assets will be used exclusively for exempt purposes.

Mission Statement

To foster youth development through amateur basketball by providing a year-round, competitive and safe environment that promotes teamwork, leadership, discipline, and good health while having fun and ensuring access to all socioeconomic backgrounds.

Principles & Goals

1. Communication (Consistency)
2. Consistent Coaching Approach (Systematic)
3. Focused Approach to Teaching Fundamentals at Every Level (Repetitiveness)
4. Winning Attitude
5. High Expectations
6. Involvement (Reaching as many kids as possible)
7. Keeping it Fun

Slogan (KIDS)

K – Keep it Fun

I – Involvement

D – Developing Fundamentals

S – Success

1) MEMBERSHIP

- a) Membership is open to all persons over the age of eighteen 18. There shall be two categories of membership: Regular and Voting.
 - i) Regular Members:
 - (1) Regular members are parents, guardians, or adult individuals who support the purpose of the SWYBB. Regular members shall have the right to attend and participate in meetings, but do not have voting rights during the meetings.
 - ii) Voting Members:
 - (1) Executive Board Members: President, Vice President, Treasurer, Secretary.
 - (2) Current SWYBB board approved Coaches
 - (a) Coaches from the prior year season will hold voting rights until the new current year coaches are established by the board.
 - (i) October of the following year
 - (3) South Western School District Varsity Boys and Girls basketball coaches
 - (4) Regular members (defined above) who have attended at least two (2) of the last three (3) most recent SWYBB meetings; or, have attended a majority of the SWYBB meetings offered within



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the past calendar year would be eligible to have the rights and responsibilities to vote and hold SWYBB Executive Board positions.

2) EXECUTIVE BOARD

- a) The four member Executive Board will consist of the following positions:
 - i) **President:** The President shall appoint special committees, have oversight of all standing committees, represent the Organization before the public (either personally or through delegates). The President shall be the presiding officer at meetings of the Board.
 - ii) **Vice President:** The Vice-President shall serve as the President in his/her absence and perform the functions usually attributed to this office.
 - iii) **Secretary:** The Recording Secretary shall keep accurate minutes and attendance of meetings of the Board. He/she shall be the custodian of all records that pertain to the function of the
 - iv) **Treasurer:** The Treasurer shall receive and have custody of all money, bonds, notes, and other funds and securities of the Organization, deposit them into such bank or trust company as designated by the Board, and keep accurate records of the same. He/she shall pay the bills and obligations that are approved by the board. He/she shall render a complete accounting of all receipts and disbursements of the Organization to his/her successor or to the President.
 - v) All Board Members
 - (1) At least one executive board member shall be in attendance at a the coaches parent meeting.
 - (2) The executive board shall make every effort to attend all organization activities, I.E. – coaches clinic, Spring-Summer-Fall Academies, Beginning and/or End of Year Team Activities.
 - vi) Delegation of Tasks are noted in the chart below

Tasks	President	VP	Treasurer	Secretary
Facility rental contract	X			
Facility scheduling - practice	X			
Facility scheduling - games	X			
League meetings	X			
Updates Approved Bylaw Revisions	X			
Storage unit contract	X			
Equipment management and inventory	X			
Website maintenance	X			
Agenda Creation	X			
Volunteer coordinator: schedule for concessions and admissions	X			
Spring Academy	X			
Fall Academy	X			
Summer Academy	X			
Coaches Clinic	X			
Contacting refs for gamedays	X			
Registration Details	X			
Tryout Paperwork	X			



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Bowling event		X		
Picture coordination		X		
Coach appreciation dinner		X		
Public event coordination - National Night Out, Hanover, Snack Town Street Fair, Scrimmage Fest, etc.		X		
Informational Mailer		X		
Concessions Organizer: meet with volunteer coordinator, signup genius for donations, donation dropoff coordination		X		
Equipment Hand out/in		X		
Double check list of rental uniforms		X		
Coordinate with evaluators		X		
Check PO Box		X	X	
Uniform rental assignments		X	X	
Uniform rental collection		X	X	
Uniform assignments			X	
Uniform purchase order			X	
Spirit wear coordination			X	
Donation received tracking			X	
Sponsor Logo Banner - gather logos, approve design with printer, and order			X	
Weekly game cash: initial set up, referee, scoreboard operator, deposit revenue from admissions and concessions			X	
Taxes			X	
Custodian Pizza Delivery			X	
Create list of rental uniforms			X	
Monthly finance report			X	
Reconcile account with statement at month end			X	
Pay invoices within 10 days of receipt			X	
Weekly login to online banking to check activity			X	
Parent survey distribution and collection				X
Coach survey distribution and collection				X
Donation request letters				X
Donation received thank you letters				X
Record and publish meeting minutes				X
Coach Binders				X
Volunteer Sheet for A League Playoffs				X
Social Media				X
Clearances				X

3) MEETINGS



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- a) Meetings will be held once per month either in-person or virtually
 - i) Meetings shall be chaired by the President. If the President is not present the next highest executive committee member shall chair the meeting.
 - ii) Attendance shall be kept during the meeting
 - iii) The agenda shall be followed
 - iv) Requests for submission of agenda items shall be made one week prior to the meeting in writing to the President.
- b) Special Meetings can be called by the President.
 - i) Voting members shall be notified at least 48 hours prior to the meeting via email.

4) VOTING

- a) Only Voting Members may cast a vote
- b) All votes will be decided by majority of those Voting Members
- c) The President shall only vote if there is a tie in the voting

5) EFFECTIVE DATES OF OFFICE

- a) Executive Board
 - i) President, Vice-President, Treasurer, Secretary
 - (1) Voting to take place for Vice President, Treasurer, and Secretary at the **March May** Committee Meeting.
 - (2) Presidential Voting to take place at the January meeting to allow time for transition.
 - (3) Terms of office shall run from April through March for a length of three (3) years.
 - (4) If prior to their three (3) year term a member wishes to resign they must provide their resignation in the months of January, February, and no later than the March Committee Meeting.

6) COACHES SELECTION

- a) A special meeting shall be held directly after evaluations and prior to the October Committee Meeting
 - i) Typically this meeting should fall the last week of September
- b) Coaches selection shall only take place for Head Coaching Positions and if two (2) or more people volunteer to coach the same team.
 - i) The perspective Head Coaches shall submit a resume to the President.
 - ii) During the special meeting in September perspective Head Coaches have the opportunity to read their resume and discuss with all committee members why they would be a good fit as the Head Coach.
 - iii) If a perspective Head Coach cannot be present the President shall read the submitted absent perspective Head Coaches resume allowed to the Committee.
 - iv) Perspective Coaches will be asked to leave the room, and Voting per Section 3 shall take place.
- c) Assistant Coaches can be decided by the Head Coach, once the Head Coach is established.
 - i) All assistant coaches shall be approved by the board.
- d) Coaches former parent surveys, other organizations input, and general public opinion of the perspective coach may directly effect the Boards decision to not allow a volunteer to run for a coaching position.



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7) COACHES

- a) All coaches shall submit their Criminal Background and Child Abuse checks every five (5) years to the Secretary
 - i) No coach (Head or Assistant) may coach prior to submitting their background checks
 - ii) Coaches within the five year period that have an issue that would effect their background or abuse record, shall report the incident to the board immediately.
- b) All Head Coaches shall attend the Coaches Clinic. It is highly recommended for assistant coaches.
- c) Head Coaches at the very beginning of their first practice shall hold a parent meeting with discussion points received by the Board
- d) Coaches (Head and Assistant) shall conduct and present themselves in a professional manner or be subject to removal by the Board.
- e) Coaches shall have the option by notifying the Practice Scheduler to start practice the first or second week of November. If the Scheduler receives no contact they shall automatically default to the first week of November.
 - i) Practices will be scheduled to start the week of 11/1 (optional) the first full week of November all teams shall have scheduled practices.

8) FINANCE

- a) The Treasurer is responsible for collecting and depositing all monies for SWYBB. The monthly financial statement shall be presented at the monthly committee meeting.
- b) All matters pertaining to funds spent must have the approval of a simple majority of the Board. All purchases are to be paid or reimbursed by check and require an invoice or itemized receipt be attached.
- c) All fund raisers must be preapproved by vote per section 3 at the monthly committee meetings.
- d) The President and Treasurer shall be named on the financial account.
 - i) If circumstances present that either the President or Treasurer positions are not filled another Board Member shall be placed on the account in the interim.

9) TOURNAMENTS

- a) SWYBB shall pay a maximum of \$250 for any team to participate in one (1) tournament outside of their league tournament.
 - i) The Head Coach must submit to the President and Treasurer
 - (1) Tournament Name and Location
 - (2) Proof of Tournament Fee
 - (3) Name and/or Organization to send Payment
 - ii) No payment will be issued to Coaches. All payments will be made to the person and/or organizational name listed in the Tournament Information
- b) Coaches participating in a tournament during the regular season shall:
 - i) Not miss any regular season games to play in a tournament
 - ii) Invite all players on their current roster to play in the tournament
 - (1) ONLY if a suitable number of regular season roster players are unavailable (30% of current roster) may a coach reach out to players from other teams within the organization.



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- c) All teams planning on participating in a tournament must have approval from the President prior to registering.
- d) Coaches playing in out of season tournaments shall notify the board for majority approval to utilize the South Western logo.

10) EVALUATION PROCESS

a) Timeframe

- i) Evaluations will be schedule for the 2nd and 3rd week of September
 - (1) All players must register ahead of time, no registration will be taken during evaluations.
- ii) Week 1 of evaluations
 - (1) Players shall be split into 1 of 2 nights based on last name. They will be notified after registration closes on which night they are to attend.
 - (2) All players shall attend ONLY the evaluation date assigned to them during the first week (2nd week of September)
 - (3) After the first week of evaluations, players may be asked not to come to the 2nd week of evaluations if their skill level is found to be at the Rec Level
- iii) Week 2 of evaluations
 - (1) Players shall be split into 1 of 2 nights based on last name. They will be notified after registration closes on which night they are to attend.
 - (2) All players shall attend ONLY the evaluation date assigned to them during the Second week (3rd week of September)
 - (3) If there is an extenuating circumstance (such as injury) that a player cannot make the second evaluation, exceptions can be brought to the board for approval.

b) Evaluation Process

- i) Head coaches, as defined in 1.ii.2.a, with a minimum of 3 and maximum of 5 shall attend all 4 evaluation dates.
 - (1) They will be responsible for evaluating every player
 - (2) No coach will evaluate their own child
 - (3) If a Head coach cannot attend all 4 ☐ dates that coach is ineligible to evaluate.
- ii) If a suitable number of Head coaches aren't available, outside persons with suitable basketball knowledge may be utilized when approved by the board.
- iii) Bubble Players (Players who are ranked the two highest and two lowest at each respective division) will be determined by the evaluators discussion after the last evaluation date
- iv) Evaluators must evaluate every player, except their own child. If a player is missed, the evaluator must have the player run the drill again before moving on to the next drill
- v) The Evaluation form will have only number, no player names.

c) Selection Process

- i) Teams will consist of only one (1) each of the teams listed
 - (1) A Team
 - (2) B Team
 - (3) *Rec Team*
- ii) The A and B teams will consist of a minimum of 8 and no more than 10 players. The Rec Team will consist of a minimum of 8 and no more than 12 players.
 - (1) Numbers will be dependent on the amount of players registered and evaluation performance
- iii) After the evaluation scoring is completed, players will be ranked from highest score to lowest score.



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- (1) Time will be given for the evaluation coaches to discuss the rankings and move bubble players accordingly.
- (2) Discussion between evaluators and the previous years coach's player performance evaluations shall be utilized for discussion.
- iv) Twins shall be placed on a team based on skill level and evaluation results.
- v) Players not making one of the three teams per their division will be refunded any money collected and deferred to the YMCA program.
- vi) Rec teams shall have practices scheduled jointly unless the practice schedule permits one team to the gym
- d) Playing Age/Grade
 - i) All players will play with their appropriate age/grade level team.
- e) Coaches Responsibility related to Evaluations
 - i) Coaches will complete a Player Performance Evaluation Form at the end of the season for every player on their team.
 - ii) The evaluations will be kept on file by the Board until tryouts to aid in team selection
 - (1) Utilized for bubble players

11) BYLAW REVISIONS

- a) These bylaws shall be reviewed on an annual basis during the April & May Committee meetings or special meeting (See 2b) and may be amended or revised by a 2/3 majority of the voting members present. Amendments to or changes in these polices require 2/3 majority vote at two (2) consecutive meetings of the SWYBB committee.

Revision History and Approval

Rev.	Nature of changes	Approval	Date
A	Original release.	Tim Dietz – President	5/18/2023
B	Added Section 2-Executive Board Added 5.a.i.1, 2 Added 5.2.a.v 6.b. Removed Shall and Replaced with can Added 6.b.i. 7.a. Removed President and Replaced with Secretary Revised 7.c Added 7.e.i. Revised 8.a. Added 8.d.	Tim Dietz- President	5/14/2024



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	<p>Added 8.d.i 9.a.i.3 Removed check and Replaced with Payment 9.a.ii Removed the word Check and Replaced with Payment 9.b.ii.1 added 30% of current roster Added 9.c 10 was TRYOUT PROCESS 10 revised to voted policy on 3/12/24</p>		
C	<p>Added 1.ii.a.i Revised 2.a.v.2 Added 6.a Added 6.a.i Revised 6.b.i Revised 6.b.ii Added 6.d Added 7.a.ii Removed 10.a.ii Revised 10.a.ii.3 Revised 10.c.i Revised 10.c.i.3 Removed 10.c.i.4 Removed 10.c.i.5 Revised 10.c.ii Added 10.c.iii.2 Added 10.c.v Revised 11.a</p>	Tim Dietz – President	5/13/2025
D	<p>Updated Mission Statement Revised 2.a.i Revised 2.a.ii Revised 2.a.iii Added 2.a.vi Removed 10.a.iv Revised 10.b.ii Removed 10.d.ii</p>	Tim Dietz – President	5/12/2026



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