



Libertyville LadyCats Basketball

Board Policies & Bylaws

Article I – Name

The name of the organization shall be **Libertyville LadyCats Basketball** (“LadyCats”).

Article II – Mission

LadyCats provides a **developmental travel basketball program for girls in grades 4th–8th in the Libertyville community**. Players are expected to reside within the D128 Libertyville High School boundaries

The program exists to:

- Develop basketball skills and knowledge of the game
 - Prepare players to compete for **Libertyville High School Girls Basketball**
 - Reinforce leadership, sportsmanship, responsibility, and teamwork
 - Promote resilience, perseverance, and a strong competitive mindset
 - Foster a positive and supportive basketball community
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Article III – Governance

LadyCats is governed by a **volunteer Parent Run Board of Directors** responsible for:



- Program operations
- Financial oversight
- Policies and procedures
- Coach selection
- Program development
- Scheduling

The board acts in the **best interest of the program and its players** with no compensation for board duties/responsibilities.

Article IV – Board Structure

The board may consist of the following roles.

Executive Officers

- President
- Vice President (optional)
- Treasurer
- Secretary (optional)

Additional Board Positions

- Tournament Director (volunteer coordinator)
- Scheduling Coordinator
- Communications / Social Media
- Equipment / Uniform Coordinator



- Website Manager
- Summer Camp Coordinator
- Coach Liaison/Tryout Coordinator (optional)
- Community Connection Liaison (optional)

Additional positions may be added as needed.

Article V – Board Member Responsibilities

Board members agree to:

- Attend monthly board meetings
- Support the mission of LadyCats
- Participate in program planning and operations
- Must be available for hosting LadyCats tournament, events, and fundraising
- Maintain professionalism when representing the organization (ie confidentiality of what is discussed at board meetings)

Board members serve as **leaders within the LadyCats community**.

Article VI – Terms of Service

Board members commit to serve at least **two-year terms (unless unforeseen circumstances arise)**.

Terms may be renewed upon board approval.

Board members can be removed through a majority vote.



To ensure continuity, board terms may be **staggered** so that multiple positions do not change in the same year.

Board members may resign by providing written notice to the board.

Article VII – Board Meetings

The board shall meet monthly throughout the year.

A **majority of board members in attendance** constitutes a quorum.

Board decisions are made by **majority vote**.

Article VIII – Financial Oversight

The Treasurer shall:

- Maintain accurate financial records
- Manage bank accounts and payments
- Provide financial updates to the board
- Ensure league and tournament fees are paid
- Track program expenses and revenue

An **annual budget** should be reviewed and approved by the board.

Article IX – Tryouts & Team Formation

LadyCats teams are formed through **annual tryouts**.



Tryouts will:

- Be conducted fairly and consistently
- Be evaluated by independent evaluators with assistance from qualified coaches
- Consider basketball skills, effort, teamwork, and coachability

The board and coaches determine:

- Number of teams per grade
- Team rosters, maximum 10 players per team
 - Extenuating circumstances can be decided by majority of board approval with coach and evaluator input
- Placement decisions

Team placement decisions are **final**.

Article X – Coaches

Coaches may include:

- Parent volunteer coaches
- Community coaches
- Libertyville High School affiliated coaches

Coaches are expected to:

- Support the developmental mission of the program
- Teach basketball fundamentals and teamwork
- Maintain a positive and respectful environment



- Communicate clearly with players and families
- Model sportsmanship and professionalism

Coaches are **selected and approved by the board**. Removal can be made based on the majority of board members in attendance, voting.

Article XI – Playing Time Philosophy

Lady Cats prioritizes **player development and preparation for high school basketball**.

Practice

Practice provides **100% participation for all players**, where players learn, improve, and develop skills.

Games

Games provide **the opportunity to showcase what players have learned**, and playing time is earned.

4th-5th Grade

The goal is for all players to receive **equal playing time across the season**.

6th Grade

Transitional year where **play time will vary** for each player.

We want every player to continue developing while also preparing the team to compete at a higher level. Because of that, playing time will generally follow a 60/40 model. That means all players will have opportunities to contribute, while game situations, effort, attitude, attendance, and team needs may result in some players receiving more time in certain positions.

7th & 8th Grade

Playing time is earned.

Factors influencing playing time may include:



- Attendance
- Effort and attitude
- Game situations
- Player development
- Competition level
- Team size
- Coach discretion

Article XII – Player Expectations

Lady Cats players are expected to:

- Be on time for practices and games
- Demonstrate effort and coachability
- Support teammates
- Show good sportsmanship
- Respect coaches, officials, and opponents

Lady Cats promotes a **“We > Me” team culture.**

Article XIII – Parent Code of Conduct

Parents are expected to:



- Be supportive and encouraging
- Demonstrate positive sportsmanship
- Respect coaches and officials
- Support the team environment

Parents should follow the **24-Hour Rule** before discussing concerns after games.

Lady Cats seeks to maintain a **positive and respectful environment for players**.

Article XIV – Conflict Resolution

Concerns should follow this process:

1. Player communicates with coach
2. Parent communicates with coach (after 24 hours)
3. If unresolved, parent may contact the board

The board may review concerns when appropriate.

Article XV – Volunteer Expectations

Lady Cats operates as a **volunteer-driven organization**.

Families are expected to support program operations through volunteering.

Examples include:

- Lady Cats Tournament staffing



- Team parent roles
- Event coordination
- Program support roles

Each family must volunteer during the **Lady Cats Tournament (exceptions are for parent coaches and team parents)**. There is **no buyout option**. There is a **no show fee** to be determined by the board.

Article XVI – Communication

TeamSnap is the primary communication platform for:

- Practice schedules
- Game schedules
- Updates and announcements

Families are responsible for **checking TeamSnap regularly**.

Additional communication may occur via:

- Email
 - Social media
 - Team communications
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Article XVII – Refund Policy



Program registration fees cover league fees, tournament registrations, uniforms, facility rentals, and operational expenses. Because many of these costs are committed prior to the start of the season, refunds are limited.

Refund Guidelines

Before Team Placement

Full refund minus any processing or tryout fees.

After Team Placement but Before First Practice

A partial refund may be issued at the discretion of the board.

After Practices Begin

Refunds will generally not be issued due to program expenses already incurred.

Medical Exceptions

A partial refund may be considered if a player is unable to participate due to a documented medical injury or condition.

All refund requests must be submitted in writing to the Lady Cats Board.

Refund decisions will be made by the board and are **final**.

Article XVIII – Code of Conduct Enforcement

Lady Cats expects players, parents, and coaches to maintain a respectful and positive environment.

Violations may include:

- Unsportsmanlike behavior toward referees, coaches, players, or spectators
- Disruptive behavior at practices or games
- Harassment, bullying, or inappropriate communication
- Repeated violations of program expectations



Possible consequences may include:

- Verbal warning
- Written warning
- Temporary suspension from practices or games
- Removal from the team
- Removal from the program

The Lady Cats Board reserves the right to determine appropriate disciplinary action.

Board decisions regarding conduct violations are **final**.

Article XIX – Coach Background Check Policy

To ensure a safe environment for all players, Lady Cats requires background checks for all head coaches and assistant coaches.

The policy includes:

- Criminal background screening prior to the start of the season
- Compliance with league or facility background check requirements
- Verification that coaches are eligible to work with youth participants

Coaches may not participate in team activities until background checks are completed and approved.

The board reserves the right to deny or revoke coaching eligibility if concerns related to player safety arise.



Article XX – Amendments

These bylaws may be amended by a $\frac{2}{3}$ **majority vote of all board members**.

All amendments must align with the mission and goals of the program.

Article XXI – Adoption

These bylaws become effective upon approval by the Lady Cats Board of Directors.

Signature Page

President: _____

Treasurer: _____

Board Member: _____

Date Adopted: _____