

# BYLAWS OF FLORENCE TOWNSHIP RECREATIONAL BASKETBALL ASSOCIATION

Adopted on October 20, 2025

## ARTICLE I-NAME AND LOCATION

### Section 1 Name

The name of this organization shall be Florence Township Recreational Basketball Association, hereafter shown as FTRBA, and referred to as the "Association" herein.

FTRBA shall consist of the following divisions:

- 1) Instructional, grades K-2
- 2) College Girls and College Boys, grades 3-5
- 3) Pro Girls and Pro Boys, grades 6-8

### Section 2 Location

All correspondence shall be submitted to the Township of Florence, 711 Broad Street, Florence, NJ 08518. The Executive Board of FTRBA shall have full power and authority to select and change the principal office location of FTRBA from one location to another so long as said principal office remains within the Township of Florence, County of Burlington, and State of New Jersey.

## ARTICLE II-GOALS

### Section 1 – Specific Goals

The purpose of FTRBA is to foster and advance youth basketball for boys and girls within Florence Township and under its jurisdiction and to guard the interest of its participants. The Association shall promote academics, discipline, leadership and good sportsmanship through its youth basketball program. Another purpose of FTRBA is to encourage good sportsmanship towards the officials, opposing team members and all visitors at its athletic events, so that participants may be well adjusted, stronger and happier children, and grow to be decent, healthy and trustworthy adults.

In addition to the recreational program, and to achieve this objective the FTRBA will provide a supervised program of travel recreational basketball. Members shall bear in mind that stressing exceptional athletic skills or winning of games is secondary and that the type of leadership extended is of prime importance.

### Section 2 – Tax Status

The Association is registered with the Internal Revenue Service with an Employer Identification Number (81-4483427) as a community Organization, and will explore the election of becoming an exempt organization in the future.

### ARTICLE III-BASIC POLICIES

#### Section 1 Basic Policies of FTRBA:

- 1) The Association shall be comprised of players that within Florence Township and surrounding areas (non residents must obtain board approval) and pay an annual registration form, and participate in mandatory fundraising activities.
- 2) No part of the earnings of FTRBA shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons.
- 3) Upon the dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed back to the Township of Florence.

### ARTICLE IV-PARTICIPANTS

#### Section 1 – Eligibility

Participants of FTRBA will be defined as parents, guardians, players, coaches and board members that have an interest in and sympathy with the purpose of the Association.

- 1) Coaches are self-identified on player registration forms, and are approved by the board.
- 2) All coaches must follow the background check application and approval process as set forth by the Florence Township Recreation Department and are approved by the Board.
- 3) In each division level, there will be at a minimum one coach per team.
- 4) Each coach is responsible for monitoring and collecting all fundraising obligations that are due from players. All monies will be turned in directly to the FTRBA Treasurer.
- 5) Each coach is responsible for distributing Parent/Player Code of Conduct forms and collecting signed copies of the Code of Conduct forms.
- 6) Coaches are expected to act in a manner that reflects the mission of FTRBA. No derogatory comments or actions at any time will be permitted and will be considered a violation of one's privilege to coach or grounds for dismissal from coaching.
- 7) Failure to abide by these rules will result in suspension from coaching and participating in FTRBA games/practices. Further instances of failure to act appropriately will result in dismissal of the coach, as recommended by the President and the Board.
- 8) High school assistance will be approved by the Executive Board and permitted to help coach at the Instructional and College levels only.

#### Section 2 – Team Structure and Play

- 1) Registration for the Winter basketball season will begin in the beginning of Fall, and close by the end of November.
- 2) Registration fees are set forth by the Florence Township Recreation Department in collaboration with the FTRBA executive board and are made payable to the Township. Online registration is available. Online and paper forms must be submitted prior to the registration close date.
- 3) Additional fundraising opportunities or buy-out options are to be selected prior to the start of the season. Players must select either the buy-out or fundraising on their registration form.
- 4) Players must be of the grade level of the team on which he or she plays. At the board's discretion, advanced players may be able to play in an older division.
- 5) All players and parents must sign and abide by a Code of Conduct.
- 6) Any travel summer league play will be an extension of the regular season.
- 7) Players must be registered for that year and have met fundraising/buy-out obligation (if it applies).

### Section 3 – Team Formation

- 1) Siblings and relatives will not be guaranteed placement on the same team, but every accommodation will be made at the discretion of the Board.
- 2) All players within a division will practice together, until the draft is made. After that, team practice times will be determined by the board member Coordinators.
- 3) For the College and Pro divisions player selections will be made at the of November/early December.. Instructional players are not drafted, and will practice in a group setting.
- 4) Coaches' children will automatically be placed on his or her team.
- 5) The Executive Board reserves the right to ensure that all teams are balanced fairly, based on ability of players. The Executive Board reserves the right to consult with outside officials, and other experts to ensure fair selection of the teams in the College and Pro divisions.
- 6) 2025-26 Pilot: Returning coaches have the option to select up to 3 players from their previous year's team. Any new coaches in the division will have up to 3 players selected for their team on draft night with equal talent (based on the evaluation period). This will help to maintain team consistency and fairness. The child of an assistant coach will count as one of the three players. The head coach's child is not included in the three. The FTBA Board decided to pilot this due to coaches requesting players to be on their team for different reasons (family member/preferred to coach with a particular person/etc.). If the talent/skill level is uneven in a specific division as a result of this pilot, then the board will intervene to balance out the talent for each team (i.e. reassigning players and assistant coaches to different teams/etc.).
- 7) Once teams are selected for the season, there will be no movement of players to another team without the President's consent.
- 8) Travel teams will be formed, based on tryout guidelines as established by the coaches and approved by the Board. All eligible participants must be notified, in writing of specific tryout dates for travel

teams. Sufficient evaluation time must be allotted for, and player selection must be documented by the coaches.

- 9) A travel roster for regular season and summer play must be submitted to the board within one week of tryouts (must also be before the first game).
- 10) Players will only play for one team; players are not permitted to play both travel and rec.

#### 1) Section 4 – Rules of Play

- 1) All players in the College and Pro Divisions must play at least half of every game. Players arriving after a game has begun are to play at least half of the time remaining in the game as of the time of their arrival. Coaches are encouraged to maximize all players' participation in games.
- 2) Coaches who do not play their players the required amount of time will be issued a warning. If they violate the rules after a warning is issued, they will be suspended for one game. Further violations are subject to review by the Executive Board and possible dismissal from coaching role.
- 3) Players are encouraged to report their concern about playing time to their coach and to the division commissioner. Players who verbally express their desire not to play one half of each game will not be held to the time standards stated above.
- 4) In the instance of players who have scheduling conflicts and issues attending team practices, their respective coaches shall contact the commissioner and Board via email for guidance as it relates to specific player playing time.
- 5) Rules of Play as outlined in the attached document and posted on FTRBA's website must be adhered to, and all coaches and players are required to conform to those rules.
- 6) Gym rules and Practice and Play rules (attached herein) are to be adhered to by all participants and spectators, at all times.
- 7) The Instructional group and Travel is exempt from these guidelines.

#### Section 5 – Equipment

The following list of equipment is required for all basketball players:

- 1) Sneakers or other appropriate athletic footwear (provided by player)
- 2) Appropriate gym attire (provided by player)
- 3) Shorts or sweatpants (provided by player)
- 4) Basketball (provided by FTRBA for College and Pro – player provided for Instructional)
- 5) Uniform shirts (provided by FTRBA) 6) Uniform shorts for travel teams (provided by FTRBA)

Players are not permitted to wear the following at games or practices:

- 1) Jewelry – No earrings, watches, bracelets or dangling chains will be permitted.
- 2) Hair accessories containing metal will not be permitted.
- 3) Hooded shirts are not permitted on the playing court.

#### Section 6 – Discipline

A Code of Conduct shall be signed by each player, parent and coach at the beginning of each season, which shall be included as part of FTRBA's bylaws.

#### Section 7 – Communication

Concerns, compliments and complaints by any individual shall be directed in writing to the Secretary of the Board and the Commissioner of the age group, who will then forward the communication to the President for Board consideration.

### ARTICLE V-MEETINGS

#### Section 1 – Monthly Meetings

The FTRBA will meet at least three times during the off season (every other month) and monthly during the season at a location and time designated by the Executive Board. Notice of these meetings will be communicated to the Florence Township Recreation Director at least seven days prior to the meeting. At least one meeting per calendar year will be open to the public. Any change or disruption in scheduled meeting will be communicated to all members as early as possible.

#### Section 2 – Special Meetings

Special meetings can be called at the request of the President of FTRBA. These meetings may or may not be open to the public.

#### Section 3 – Annual Election Meeting

The annual election meeting shall be held in or around April and shall be open to the public

#### Section 4 – Participation

- 1) The privilege of making motions and voting shall be limited to the Executive Board, and in the event of a tie-breaker situation, the general board members may exercise their vote to resolve with a majority vote.
- 2) Any member of FTRBA present at the meeting shall be allowed to address the Executive Board on any matter identified on the meeting agenda. However, the presiding officer, or designee shall be allowed to limit the length of time allotted for discussion on a topic.

#### Section 5 – Quorum for General Meetings

- 1) At general meetings, all Board Members may vote by voice as directed by the presiding President.
- 2) A majority of board members shall constitute a quorum for board meetings. A simple majority is required for an issue to pass or fail.

#### Section 6 – Special Action

For situations requiring board action that occur where there is not time to hold a special meeting, the President may call for a vote via email on an issue. In this instance, a majority of the Board must vote affirmatively for the action to be declared passed. This will be documented by the Secretary or other member in their absence.

### ARTICLE VI-EXECUTIVE BOARD MEMBERS AND THEIR ELECTION

#### Section 1 – Executive Board Members

Executive board members of FTRBA shall be a president, vice president, secretary, and treasurer. General board members of FTRBA shall be commissioners for each age group, and boys & girls coordinators.

#### Section 2 – Nomination and Election

- 1) Only those persons who are eligible and have signified their consent to serve, if elected, shall be nominated for, or elected to office.
- 2) Board members will serve a 3 year term.
- 3) Election for Executive Board Members will take place at the annual election meeting in September. The Executive Board shall be elected by a simple majority vote of current executive board members.

#### Section 3 – Term of Office

- 1) Executive Board Members shall be elected to serve for a period of three years
- 2) Terms shall commence on October 31st and end on November 1st.
- 3) No one person may hold more than one elected Executive Board position; but can hold the position as commissioner if vacant.
- 4) A vacancy occurring in any position shall be filled for the unexpired term by a person appointed by a simple majority vote of the Executive Board of the FTRBA

Section 4 – Duties of Executive Board Members

1) President: Thomas Carroll

- a) The President shall be in charge of the overall administrative function of FTRBA.
- b) Be responsible for scheduling meetings.
- c) Investigate the circumstances involved in the removal of a member that has displayed improper conduct during a game or practice.
- d) Develop and maintain sponsor relationships.
- e) Maintain Association e-mail account with VP and Treasurer.
- f) Develop and maintain relationships with organizations to further the betterment of the Association.
- g) Provide resources and support for all other areas of the FTRBA.
- h) Sign all written contracts approved by the Executive Board.
- i) Coordinate the work of the Board Members to ensure that the goals of the Association are being attained.
- j) Act as a liaison between the Association and the Township of Florence officials.
- k) Oversee the processing of background checks on all perspective coaches and volunteers, in conjunction with the Township of Florence.
- l) Take prudent and reasonable action in circumstances not covered above.
- m) Act as an additional signor on all FTRBA bank accounts.
- n) Perform any other duties as assigned by the Board.

2) Vice-President: Jeff Coleman

- a) Each vice present will serve as either the boy's or girl's commissioner.
- b) Assist in resolving any conflicts that arise with parents, coaches or players in collaboration with the President.
- c) Responsible for monitoring the registration of all participants.
- d) Recommend any changes to the Association's bylaws.
- e) Secure and maintain relationships and negotiations with all vendors.
- f) Oversee officials.
- g) Maintain relationships with coaches and parents to ensure a fair playing environment.

- h) Maintain Association email account with President and Treasurer.
- i) Act as an aide to the President and perform the duties of the President in the event of an absence.
- j) Oversee draft and tryout selections to ensure a balanced and fair recreational basketball program.
- k) Perform any other duties as assigned by the President of the Board.

3) Secretary: Scott Schuler

- a) Keep an accurate record of the proceedings of all Executive Board meetings.
- b) Record all voting of expenditures in board minutes.
- c) Prepare and disseminate minutes of the meetings to appropriate members.
- d) Prepare an agenda for all board meetings based on Executive Board input.
- e) Maintain and keep a copy of current bylaws.
- f) Be responsible for counting Board Member election votes.
- g) Perform other duties as requested by Board Members.
- h) Shall send necessary correspondence on behalf of the Board, as determined by the Board members.

4) Treasurer: Rob Castro

- a) Received monies of FTRBA, keeping an accurate record thereof and shall deposit hem in the name of FTRA in bank accounts approved by the Executive Board.
- b) Work alongside the Vice President in negotiations with vendors.
- c) Pay all bills as authorized by the Board.
- d) Maintain signing authority of all FTRBA accounts. The Treasurer and President will be the authorized signors on FTRBA accounts.
- e) Maintain Association email account with VP and President.
- f) Keep an accurate record of all receipts and disbursements which is a permanent record of FTRBA. All other financial records must be retained for a period of seven years.
- g) Present a statement of accounting at ever meeting of FTRBA and when otherwise requested by a Board Member or Township Official.
- h) Make an annual financial report to the Executive Board at the year-end board meeting.



- i) Perform other duties as requested by the Executive Board or Township of Florence.
- 5) Commissioner: Dave Traynor
- a) promotes sportsmanship and a positive experience for all players, parents, and volunteers, ensuring alignment with organizational goals and community needs.
  - b) Serve as the main point of contact for parents, coaches, and officials.
  - c) Handles player/parent/coach/referee issues and conflicts.

## ARTICLE VII-RULES

### Section 1-FTRBA Gym Rules

NO FOOD OR DRINK PERMITTED IN ANY GYM AT ANY TIME! Only players are permitted to bring a water or sports drink for practices and games. Players are required to clean-up after themselves and discard any trash prior to exiting the gym. Trash cans are located at the entrances and exits. Please do not leave any items behind in the gym.

ABSOLUTELY NO ONE is permitted on the stage at Roebbling School during practices, under any circumstances. NO one is permitted to play with any of the school's gym equipment or other school property.

Spectators are not permitted in the hallways or on the court – non-participants in the program are not allowed to play in the hallways or restrooms. All children in the gym must be supervised at all times. During the regular season only players are allowed on the court, this includes during half-time. Spectators are not allowed to “shoot around” during half time. **DO NOT WALK ACROSS THE COURT DURING HALFTIME OR TIME OUTS.** Due to the wet weather we normally receive throughout the season tracking wet footprints across the floor poses a hazard to the children playing. Please ensure that if you must walk around the gym that you do so in out-of-bounds territory. Do not cut corners!

Only badged coaches for the current basketball season who have requested to coach with the President of the League are permitted on the court or to interact with the players during the season, at practices and at games. This means that even if you have a badge from another recreation sport you are NOT entitled to coach basketball unless you are added to the master coaching roster for 2025 by the League President. Parents who do or who do not have a badge but wish to volunteer must inquire with your child's head coach. We are always seeking assistance with the scoreboard, hall monitoring, fundraising efforts, etc. If you would like to assist as a coach and you do not have a badge, you must submit an online application with the Township at <https://adobeformscentral.com/?f=z1BPZF%2AEcVefUJguc04zzA#> and copy the League President. Please note that the Township will only process background checks for individuals whose names were approved by the FTRBA President.

## Section 2-Practice & Game Rules

Please let the coaches coach, officials officiate and the players play. All support for your team should be positive -- derogatory comments directed towards the other team, its coaches or the officials will not be tolerated and will be automatic grounds for ejection from the gym. The FTRBA reserves the right, in its discretion, to remove any person that it deems a nuisance to the game or any league sanctioned event. Please act in a manner appropriate for the gym and the children. We would like to keep the league as competitive as possible but it is not just about winning and losing but rather teaching the kids sportsmanship, perseverance, and hard work.

NO CURSING OR FOUL LANGUAGE WILL BE ACCEPTED. There is a zero tolerance policy for this and includes all parents, family members, players, coaches, etc. There is also zero tolerance for misbehavior or fighting in the gym, whether verbal arguments or physical altercations. In extreme cases, the police will be called. Please remember that you are on school grounds and all school policies and regulations remain in full force and effect. Violation of school rules during after school activities will be reported to the Principal and Vice Principal within 24 hours of the incident. In addition, if an incident arises that you wish to report you must do so, in writing, to the League President. All communications will be kept confidential and will be addressed immediately and appropriately depending on the circumstances.

The Officials officiating games are in charge of the gym. Intimidating or harassing of referees will not be tolerated by any occupant of the gym, including spectators and coaches. The official's call is the final call and no call can be contested. Again, we are here to teach the fundamentals of the game, allow the children to have fun while competing, and do so in a friendly environment.