

**ORONO BASKETBALL BOOSTERS ASSOCIATION  
OPERATING MANUAL  
2010**

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# **ORONO BASKETBALL BOOSTER ASSOCIATION**

## **VISION**

OBBA is a leader in providing fundamentally sound basketball and positive life experiences for all participants.

## **MISSION**

The Orono Basketball Boosters Association (OBBA) exists to provide boys and girls an opportunity to compete in an environment that emphasizes fundamental basketball skills, teamwork, good sportsmanship, and the development of integrity, responsibility and positive self-image.

We will strive to provide the best competition at all levels while maintaining the highest degree of participation and sportsmanship.

## **GOALS**

### **1. Player Development Committee**

- Improve the overall fundamental basketball skills at all levels (4-8)
- Outline specific skill expectations at every level
- Communicate the expectations at every level to the stakeholders (parents, coaches, and players)
- Equip stakeholders with appropriate tools to achieve desired development
- Develop measurement standard and implement
- Integrate character development into player and coach development strategies

### **2. Coaching Committee**

- Develop a coaching staff for all levels that achieves stated player development goals, character development and team and grade unity
- Recruit and manage coaching director, coaches and assistants
- Provide consistent offense/defense philosophies
- Provide mentoring throughout the season
- Coordinate with the High School Programs. Assumes participation from HS Coaches by attending meetings once a quarter and providing coaching clinics

### **3. Communication Committee**

- Develop a communications plan that meets the needs of the OBBA, participants, parents and the community
- Timely, efficient and effective communication of pertinent information regarding the OBBA

- Determine the right methods/tools that should be used for each communication
- Develop and maintain OBBA web-site and email system
- Develop system for parent and player feedback

#### 4. K-3 Committee

- Develop a program that teaches the skill sets needed at each level of basketball growth while meeting the OBBA mission and philosophy
- Provide appropriate coaching, practice plans and activity plans to develop players
- Prepare players for the 4-8 program

#### 5. Tournament Committee

- Develop all processes and controls needed to run tournaments for the OBBA
- Create a structure and operating process to efficiently manage all aspects of a tournament including; concessions, referees and volunteers
- Develop relationships with other schools and organizations to recruit teams for OBBA tournaments
- Create fundraising/sponsorship opportunities for the OBBA tournaments
- Set travel tournament schedules

#### 6. Merchandising & Apparel Committee

- Develop a program that selects and negotiates uniforms and apparel from merchandise vendors
- Provide system to order and deliver uniforms and apparel
- Promote and expand apparel offerings
- Use merchandise to promote the OBBA program and provide fundraising opportunities for the OBBA

# **OBBA BOARD**

## **ABOUT ORONO BASKETBALL ASSOCIATION (OBBA)**

The OBBA is an all-volunteer group of OBBA citizens who help young boys and girls learn and participate in the game of basketball. OBBA conducts an in-house and travel program as well as player and coaches clinics, tournaments and other events to promote and support the boys and girls basketball experience in Orono.

## **VALUES**

Responsibility – Being accountable for outcomes

Integrity – Maintaining congruity between what one claims to be and how one acts

Organization – Being in control of time, priorities, possessions, and processes

Cooperation – Striving for congenial relationships and teamwork

Competency – Wanting to meet or exceed standards or expectations

## **BYLAWS**

The Orono Basketball Boosters Association operates in conjunction with the Orono School Districts, Community Education Department. The Board of Directors representing the Orono Basketball Boosters Association (OBBA) is a volunteer group, consisting of no fewer than eight (8) members, serving a minimum of two (2) year terms. Terms will run from the 1<sup>st</sup> of May through April 30<sup>th</sup>. Any Orono school district resident having an interest in the Association is eligible to become a Board member through an application process and approval by the existing Board, based on a space-available format. The OBBA encourages the Board composition to be a mix of parents with boys and/or girls in the program.

Officer positions within the Board are as follows: President, Vice-President, Secretary and Treasurer. All officers are elected based on nominations from the Board and election by a majority vote of the Board. All officer positions are considered a two (2) year term, however, the Board reserves the right to extend or modify said terms based on the Board's discretion.

A Board member who, for any reason, cannot fulfill their two year term, should inform the Board President as soon as reasonably possible, in order to ensure adequate time to secure a replacement. Board members in good standing at the end of their term may be offered, at the discretion of the President and /or the Board, an option for an additional year of service. This would require a majority vote of the Board.

A Board member who, for cause, doesn't abide by the OBBA operating manual, vision, mission, goals and values may be subject to removal from the board. A special vote would occur, requiring 100% participation with a majority vote.

Potential new Board members will be identified from viable candidates through the application process, and selected by a majority vote of the Board, based on the number of positions open and the number of candidates available. This will occur during the month of March with the newly elected Board member asked to attend the regular April meeting, and assume their Board position on May 1<sup>st</sup>. Board officers will be nominated and elected at the regular March Board meeting.

A quorum for an OBBA meeting is 75%. ~~A decision (policy, committee plans, etc.) that requires board approval will be brought forward and placed on the agenda one week prior to the meeting.~~ All decisions will be made by a majority (more than 50%) vote at the board meeting. If you are unable to attend and wish to vote on an item, you must proxy vote via the President.

## **BOARD MEMBER EXPECTATIONS**

- Attend 75% or the meetings.
- Commit to promoting/acting as an ambassador for the program.
- Reach out to the community to get others involved.
- Board decisions will be made at the board meeting and are final.
- Show up, meet your assigned commitments timely, following operating policies.
- Collaborate with all board members to reach best decisions for the program.
- Fairness/no personal agendas.
- All board members must serve on a minimum of one committee and/or be the chair.
- All board members required to fundraise for the association.
- Good attitude.

## **OBBA BOARD ROLES**

### **OFFICER ROLES**

#### **OBBA President**

The President is the Chief Executive of the association with the primary responsibility for governmental and community relations, for community services, and for program expansion. The president presides at all meetings of the Board and sees to it that all orders and resolutions of the Board of Directors are carried into effect. The president has overall responsibility for the health and welfare of the association.

### **OBBA Vice-President**

The Vice-President shall perform the duties of president in the event of absence or inability to act. In addition, the vice president shall have such powers as may be assigned to him/her by the president or by the Board of Directors from time to time. Duties vary but incumbents should plan to attend board meetings, lead board meetings in the absence of the President and represent the board as needed at community events.

### **OBBA Treasurer**

The Treasurer is the Assistant Director of Orono Community Education, our fiscal agent. The treasurer is responsible for managing the finances of the association. These duties include paying monthly bills, depositing checks received, and preparing a monthly balance sheet for the association.

### **OBBA Secretary**

The Secretary is responsible for recording and documenting board meeting information and actions, and reporting that information for all board meetings. He/she will serve as a member of the Communication Committee.

## **VOLUNTEER ROLES**

The OBBA at time to time will create volunteer roles to help manage the OBBA operations and programs. Each volunteer role is a one year term and will be reviewed annually at the end of the basketball season. Board members serve in volunteer roles in addition to their board responsibilities.

## **STRATEGIC COMMITTEES**

Committees that drive the organizations goals and oversee operational projects that support OBBA objectives.

### **Player Development Committee**

- Develop curriculum for 4-8 program consistent with OBBA mission and goals
- Manage the try-out process
- Develop travel tryout plan and work with the Communications Committee to communicate process
- Recruit independent evaluators and manage the process
- Communicate tryout results to the board
- Update and maintain practice plans
- Work with HS Coaches and other organizations to provide player clinics, open gym and other events.
- Integrate character development

### **Coaching Development Committee**

- Develop a coaching staff for all levels that achieves stated player development goals, character development and team and grade unity
- Recruit, interview, select and manage coaching director, coaches and assistants
- Develop process for selecting coaches for in-house and travel program including application development, background checks, interview process, and post-selection follow-up
- Coordinate coach training and certifications as applicable (K-8)
- Provide final coaching recommendations to the Board
- Ensure coaches have the mentoring and tools necessary to be successful
- Ensure coaches, player and team evaluations are turned in at the end of the year
- Primary liaison for coaches and/or parents with player, coaches and parent issues
- Work with HS Coaches to maintain coaching consistency
- Consistent offense/defense philosophies
- Provide coaching clinics
- Responsible for selecting character curriculum and implementing the program at each grade level

### **Communication Committee**

- Develop a communication plan that proactively promotes the program and delivers timely, efficient and effective communication of pertinent information regarding OBBA, utilizing email, website and other tools
- Effectively manage website and email communications
- Appoint web administrator to oversee the implementation/maintenance of the OBBA website and an email communication process
- Update and maintain documentation and board policies
- Develop appropriate survey tools to assess the health of the basketball program and make improvements
- Distribute, collect and summarize year-end evaluations from players, parents and coaches
- Work with the other committees and HS boosters to promote basketball in the community
- Link the OBBA into the high school programs and vice versa for program promotion

### **K-3 Committee Plan**

- Select coaches and provide practice & activity plans for the season
- Provide clinics working with HS Coaches, players and outside organizations
- Coordinate with HS for half-time games
- Provide player feedback and evaluations

### **Tournament Committee Plan**

- Set travel tournament schedules
- Manage Boys Spartan Classic Tournament & Girls Spartan Classic Tournament
- Plan and schedule tournament dates and game brackets
- Discuss and incorporate registration and admission fees
- Work with the appropriate associations and organizations for team recruitment
- Promote teams
- Manage concessions and work with vendors
- Recruit and manage referees and athletic trainers
- Recruit and manage volunteers Arrange volunteers for score keeping, clocks, admission, concessions, site supervision, set-up, takedown, cleanup and maintenance and other activities
- Work with businesses and organizations to promote sponsorship opportunities
- Develop report on success of tournament and provide to the board
- Serve as a Liaison with Midwest 3 on 3 including communication, processes, roles & responsibility development
- Oversee the operations including referee management, site supervision, etc.

### **Merchandising & Apparel Committee Plan**

- Select apparel vendor
- Negotiate two year uniform contract
- Determine all processes and procedures necessary to purchase, price and deliver merchandise for the OBBA
- Establish process by which uniforms are ordered and delivered to parents.
- Establish process for apparel ordering and delivery
- Work with the Tournament Committee to provide t-shirts and trophies for tournaments