



Oxford Attack Basketball Club  
PO Box 1502 Woodstock Stn Main  
Woodstock, ON N4S 0A7

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## **ARTICLE I - Name and Location**

The name of the organization shall be the Oxford Attack Basketball Club with a principal mailing address of:

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PO Box 1502 Woodstock Stn Main  
Woodstock, ON N4S 0A7

## **ARTICLE II - Mission**

### **Section 1:**

This non-profit organization promotes the enjoyment of basketball through activities and disciplines in a positive and safe learning environment that will provide experiences to help participants become better people.

### **Section 2:**

#### *Objectives*

- Increased participant awareness and “love of the game of basketball”.
- Develop and improve advanced basketball fundamentals and skills.
- Improve team basketball dynamics.
- Provide an environment that will assist organizers, coaches and volunteers.
- Promote positive awareness in the community.
- Teach leadership and fundamentals of a good character.

### **Section 3:**

The Oxford Attack Basketball Club believes all players and coaches should have the opportunity to:


- Play, learn and love the game of basketball.
- Enhance skills while having fun.
- Learn about and experience teamwork and respect for self and others.

*We are committed to:*

- Fun
- Learning
- Skill Development
- Teamwork
- Fundamentals
- Respect
- Leadership
- Friendship



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- Ontario Basketball Association (O.B.A.)  guidelines

### **ARTICLE III - Membership**

Membership within the Oxford Attack Basketball Club will be comprised of Voting and Non-Voting Members. Membership shall be limited to those administrators, players, coaches or volunteers as specifically approved for membership by the Oxford Attack Executive Committee.

#### **Section 1: Voting Members**

Members of the Oxford Attack Executive Committee shall have voting rights during their term of service. The Oxford Attack Executive Committee shall be comprised of the following positions:

1. a President
2. a Vice President
3. a Secretary
4. a Treasurer
5. up to four Directors
6. a Past president
7. One Representative from each Travel Team: This can be (one of) the team's Head Coach, Assistant Coach or Team Manager

#### **Section 2: Non-Voting Members**

Non-Voting Members within the Oxford Attack Basketball Club may be comprised of the following positions:

1. a Permit Coordinator
2. a Website / Media Coordinator
3. a Special Events Coordinator
4. a Sponsorship / Donations / Fundraising Coordinator
5. an Equipment / Supplies Coordinator
6. a Quality, Privacy and Documentation Coordinator
7. a Woodstock Oxford Minor Basketball Association (W.O.M.B.A) liaison
8. Parents / Guardians of players
9. Volunteers
10. Sponsors
11. Players

Responsibilities of each position shall be set forth in the By-Laws.



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#### **ARTICLE IV - Direction**

The Oxford Attack Executive Committee shall govern and administer the day-to-day operation of the Oxford Attack Basketball Club within the scope of the By-Laws, Guidelines and Code of Conduct as set by the Oxford Attack Executive Committee. The Oxford Attack Executive Committee shall set policy Guidelines, Code of Conduct and make amendments to the Constitution and By-Laws.

#### **ARTICLE V - Voting Privileges**

Each Oxford Attack Executive Committee member shall be entitled to one vote on all matters at any meeting of the Oxford Attack Basketball Club.

Individuals within the Oxford Attack Executive Committee may act in dual capacity for the length of their term of service if there are not enough individuals available to fill each Oxford Attack Executive Committee position during elections at the Annual Meeting of the Oxford Attack Basketball Club. No individual on the Oxford Attack Executive Committee, however, will be able to vote more than once, regardless if they hold dual (or multiple) roles.

Each team (either the Head or Assistant Coach or Manager) within the Oxford Attack Basketball Club shall be entitled to one vote on all matters at any meeting of the Oxford Attack Basketball Club, however, individuals who hold dual roles of team and any Oxford Attack Executive Committee position can only vote once.

There shall be no proxy votes.

#### **ARTICLE VI - Amendments to Constitution**

Amendments to the articles of the Constitution for the Oxford Attack Basketball Club shall be made only at the Annual Meeting of the Oxford Attack Basketball Club, and by a 2/3 majority vote of the Oxford Attack Executive Committee.

#### **ARTICLE VII - Annual Meeting**

The Annual Meeting of the Oxford Attack Basketball Club shall be designated as such and called by the President immediately following the end of Ontario Basketball Association (O.B.A.) season.

#### **ARTICLE VIII - Executive Committee Member Length of Service**

All Oxford Attack Basketball Club Executive (President, Vice-President, Secretary and Treasurer) and Director's positions within the Oxford Attack Executive Committee are to be two (2) years in length. Oxford Attack Basketball Club Executive positions (President, Vice-President, Secretary and Treasurer) will be nominated, voted upon and accepted at the Annual Meeting of the Oxford Attack Basketball Club. Directors can be nominated and added at any time by a majority vote of the Oxford Attack Executive



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Committee and will remain as Directors until the next election at the Annual Meeting. A Team Representative can join the Oxford Attack Executive Committee upon registration of their team or at the beginning of the O.B.A. season upon approval by the Oxford Attack Executive Committee.

## **ARTICLE IX - Oxford Attack Basketball Club By-Laws**

The By-Laws shall be established and/or amended at the Annual Meeting, or at meetings designated by the President. Amendments to By-Laws shall require a majority vote of the Oxford Attack Executive Committee.

### **By-Laws**

#### **1. MEETINGS**

- The President may call a meeting of the Oxford Attack Basketball Club at any time. All Oxford Attack Executive Committee members shall be notified of the time and place of any Oxford Attack Basketball Club meeting at least seven days prior to the date established for the meeting; notification by e-mail to the member's e-mail on record shall be considered proper notice.
  - A quorum of 2/3 shall be required.
  - The Oxford Attack Executive Committee shall meet as required to supervise the normal business and affairs of the Oxford Attack Basketball Club and to consider any emergency matters.

#### **2. RESPONSIBILITIES AND DUTIES OF THE OXFORD ATTACK EXECUTIVE COMMITTEE**

##### **Section 1: PRESIDENT**

The President will preside over all Oxford Attack Executive Committee Meetings and the Annual Meeting. The President is charged with overall administration of the Oxford Attack Basketball Club, acting as spokesperson for all travel basketball matters and will be responsible for coordination of the program with school officials and the Ontario Basketball Association (O.B.A.). ***The President will be responsible for issuing the annual budget for the Oxford Attack Basketball Club and have signing authority for the Oxford Attack Basketball Club.***

##### **Section 2: VICE PRESIDENT**

The Vice President will preside at meetings in the absence of the President and other duties as assigned by the President. In the majority of cases, the Vice President will coordinate with the Equipment / Supplies Co-ordinator (if one is available) and will be responsible for purchasing supplies and equipment for the Oxford Attack Basketball Club, provided that such purchases have been approved by the Oxford Attack Executive Committee. ***The Vice President will also work in concert with the President and Treasurer in preparing an annual budget. The Vice President will also have signing authority for the Oxford Attack Basketball Club.***



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### **Section 3: TREASURER**

The Treasurer will receive all monies; disperse all funds as approved by the President and will maintain a current, accurate record of all receipts and expenditures. The Treasurer will present a written financial report at all Annual Meetings. The Treasurer will also be responsible for the overall coordination of all programs fund raising activities, sponsorships and donations, or appoint a designee to do so. ***The Treasurer will work with the President and Vice-President in preparing an annual budget and have signing authority for the Oxford Attack Basketball Club.***

### **Section 4: SECRETARY**

The Secretary will keep minutes of all Annual Meetings and Oxford Attack Executive Committee Meetings. The Secretary will forward (electronic medium is acceptable and preferred) to all Oxford Attack Executive Committee members the minutes from the prior meeting for review. The Secretary will also be responsible for communication to the membership through the website and other means, or appoint a designee to do so.

### **Section 5: DIRECTOR**

A director coordinates with the President and Vice-President in matters of Oxford Attack Basketball Club policies and strategic direction. ***Meetings in this regard may be held separate and apart from general meetings for the sole purpose of “pre-filtering” ideas before presentation to the entire leadership team.***

### **Section 6: PAST PRESIDENT**

The past (previous) President shall provide guidance and advice to the Oxford Attack Executive Committee and help the Oxford Attack Basketball Club in any capacity which they are able.

### **Section 7: TEAM COACH (REPRESENTATIVE)**

The head coach of each team shall be responsible for organizing tryouts and practices, scheduling games and tournaments, collecting registration fees, returning all Oxford Attack Basketball Club equipment at the end of the season, reporting and recording scores to Basketball Ontario, reporting to the Oxford Attack Executive Committee when required and insuring adherence to the Oxford Attack Basketball Club Mission Statement. All Oxford Attack Basketball Club Coaches must agree to sign and adhere to the Oxford Attack Basketball Club Coaches Code of Conduct.

Each Team within the Oxford Attack Basketball Club will be entitled to have one Representative attend all Oxford Attack Executive Committee Meetings and cast one vote up to and including the Annual Meeting of the Oxford Attack Basketball Club. This can be (one of) the Team's Head Coach, Assistant Coach or Team Manager.

## **3. RESPONSIBILITIES AND DUTIES OF NON-VOTING MEMBERS OF THE OXFORD ATTACK BASKETBALL CLUB**

As resources are available, the following section may be carried out by 1 or 2 people within the Oxford



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Attack Executive Committee or will be appointed by the Oxford Attack Basketball Club President.

**Section 1: PERMIT COORDINATOR**

This coordinator is responsible for securing all permits from the school board(s) necessary to run all Oxford Attack Basketball Club programs. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 2: WEBSITE / MEDIA COORDINATOR**

This coordinator is responsible for coordinating, maintaining and updating the Oxford Attack Basketball Club website. They will work with the Oxford Attack Executive Committee for proper content. This coordinator is also responsible for ensuring placement of club advertising and team game summaries with other media outlets (i.e. newspaper or radio etc.). This coordinator will also be in charge of setting up most Oxford Attack Basketball Club e-mail accounts and website passwords with the exclusion of the Oxford Attack Basketball Club O.B.A. Member Club Login website which will be restricted to only the President and Vice President. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 3: SPECIAL EVENTS COORDINATOR**

This coordinator will be responsible for coordinating all Oxford Attack Basketball Club summer camps and clinics (player and/or coach). This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 4: SPONSORSHIPS / DONATIONS / FUNDRAISING COORDINATOR**

This coordinator will be in charge of setting up and coordinating all sponsorships, donations and fundraising initiatives within the Oxford Attack Basketball Club. They (and the respective Oxford Attack Basketball Club Teams) will work closely with the Oxford Attack Executive Committee for approval and guidance across all sponsorship, donation and fundraising initiatives. All sponsorships and donations will go directly to the Oxford Attack Basketball Club entity, while fundraising effort monies raised by individual Teams can remain with respective Teams within the Oxford Attack Basketball Club for use as they wish. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 5: EQUIPMENT / SUPPLIES COORDINATOR**

This coordinator will be responsible for coordinating the maintenance, inventory, storage and purchasing of all Oxford Attack Basketball Club equipment and supplies for all teams; including uniforms, balls, shot clocks, pinnies etc. This coordinator will work closely with the Vice President for all purchases, provided that such purchases have been approved by the Oxford Attack Executive Committee. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.



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**Section 6: *QUALITY, PRIVACY and DOCUMENTATION COORDINATOR***

This coordinator is in charge of maintaining a matrix of the roles and responsibilities that need to be executed by the Oxford Attack Basketball Club on an on-going basis. It is their responsibility to keep the matrix up to date as new Oxford Attack Basketball Club practices are put in place. They will be the facilitator to not only obtain and document new and/or improved practices, but to also notify the individuals responsible that they understand and are able to carry out those practices within the Oxford Attack Basketball Club. They will also maintain a safe repository for such information along with that supplied by players and families ensuring that all confidential information is tightly controlled. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 7: *W.O.M.B.A Liaison***

This person is responsible for being the liaison between the Oxford Attack Basketball Club and the Woodstock-Oxford-Minor-Basketball-Association. Both of these organizations believe in fostering the development of youth basketball, so it is crucial that they are both aware (via this liaison) of each other's current developments, potential strategic initiatives and possible synergies. This coordinator may participate fully in all Oxford Attack Executive Committee Meetings and/or attend as requested by the President.

**Section 8: *PARENTS / GUARDIANS OF PLAYERS***

Parents are not actual members of the Oxford Attack Basketball Club because they do not officially register with the Oxford Attack Basketball Club, but they remain a valuable component in supporting the Mission Statement of Oxford Attack Basketball Club through their children. Parents / Guardians of Players may only attend Oxford Attack Executive Committee Meetings as requested by the President. All parents must sign and adhere to the Oxford Attack Basketball Club Parents Code of Conduct.

**Section 9: *VOLUNTEERS***

Volunteers are not actual members of the Oxford Attack Basketball Club because they do not officially register with the Oxford Attack Basketball Club, but they remain a valuable component in supporting the Mission Statement for Oxford Attack Basketball Club through their support. Volunteers may only attend Oxford Attack Executive Committee Meetings as requested by the President.

**Section 10: *SPONSORS***

Sponsors are not actual members of the Oxford Attack Basketball Club because they do not officially register with the Oxford Attack Basketball Club, but they remain a valuable component in supporting the Mission Statement for Oxford Attack Basketball Club through their support. Sponsors may only attend Oxford Attack Executive Committee Meetings as requested by the President.

**Section 11: *PLAYERS***



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Players are Non-Voting Members of the Oxford Attack Basketball Club and are the primary reason the Mission Statement for the Oxford Attack Basketball Club is implemented. Players cannot attend Oxford Attack Executive Committee Meetings unless a special circumstance is warranted as requested by the President. All players must sign and adhere to the Oxford Attack Basketball Club Players Code of Conduct.

#### **4. EXECUTION OF DUTIES**

The Oxford Attack Executive Committee shall execute all such powers and do all such acts as may be required for the operation of the Oxford Attack Basketball Club.

- Authorization of expenditures on behalf of the Oxford Attack Basketball Club.
- Establishment prior to commencement of Oxford Attack Basketball Club play of all conditions relative to the conduct of the season in the areas of entry requirements, fees, game officials, playing facilities, etc.
- Attending to disciplinary matters and breaches of Oxford Attack Basketball Club policies regulations for both players and coaches.
- Representation of the Oxford Attack Basketball Club at meetings of the Ontario Basketball Association and other related Associations.
- Appointment of committees and delegation of powers to these committees.

#### **5. PLAYER ELIGIBILITY**

Eligibility within a specific team is determined by age as outlined by the Ontario Basketball Association requirements. Under-age player call-ups for specific teams within the Oxford Attack Basketball Club may be entertained with approval by majority vote of the Oxford Attack Executive Committee, however, this vote must not include any Team Representatives from the Oxford Attack Basketball Club due to potential conflicts of interest.

#### **6. TEAM ROSTERS**

An Oxford Attack Basketball Club roster must meet Ontario Basketball Association requirements specific for that age of team.

#### **7. RULES OF PLAY**

The Oxford Attack Basketball Club shall be governed by FIBA rules while modifications or exceptions may be determined and outlined by the Oxford Attack Basketball Club Rules of Play. The rules of good sportsmanship shall prevail at all times.

#### **8. BEHAVIOR AND CONDUCT**

Players, Teams and Coaches shall be expected to conduct themselves according to; the Rules of Play established by and for the Oxford Attack Basketball Club, the rules of play within the Ontario Basketball





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Association and all in the spirit of good sportsmanship. Failure to comply with this By-Law, whether it is a team, coach(es), manager or player(s), shall be dealt with by the Oxford Attack Executive Committee, which shall have the power to call any meetings to deal with such misconduct and to assess any penalties and/or suspensions it deems reasonable (as may be outlined in the Oxford Attack Basketball Club Disciplinary Board Procedures / Guidelines / Penalties). The Oxford Attack Executive Committee shall also be empowered to ask any player(s), team representative(s) or coach(es) to appear before it in its investigations of misconduct.

Care and respect for facilities and observance of all regulations in these facilities as warranted.

## **9. APPEALS AND PROTESTS**

Decisions of the Oxford Attack Executive Committee may be appealed by the penalized team(s) and/or individual(s). Appeals must be made in writing to the Oxford Attack Basketball Club President who will call a special hearing of the Oxford Attack Executive Committee to review the appeal. The decision of this hearing will be final.

## **10. UNIFORMS**

Each team shall be outfitted with a dark and light coloured uniform that is to be returned to the Equipment / Supplies Coordinator after the completion of their season. It will be each team's head coaches responsibility to ensure return of all uniforms.

## **11. REGISTRATION FEES**

Registration fees shall be determined by the Oxford Attack Executive Committee prior to the invitation to register with the Oxford Attack Basketball Club.

Any other fees as may be required during the season shall be assessed by the Oxford Attack Executive Committee, which shall also provide a complete financial breakdown to support this request.

## **12. COACHES and MANAGERS**

Coaches and managers within the Oxford Attack Basketball Club may be required to complete an application to be received and considered for approval by the Oxford Attack Executive Committee prior to commencement of the season. All Oxford Attack Basketball Club coaches, managers, volunteers and Executive Members who work with any player must obtain a valid police check or have a member of the Oxford Attack Basketball Club with a valid police check present at all times.



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Signature of the President

\_\_\_\_\_  
Printed Name

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Date

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Signature of the Vice-President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of a Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date