

# Hopkins Girls Basketball Association

## Policies

### 2003-2004

1. **Philosophy** The Hopkins Girls Basketball Association (HGBA) is a competitive traveling basketball experience for girls in the 5<sup>th</sup> through 8<sup>th</sup> grades. Our primary goal is to offer opportunities for girls to develop sound fundamental basketball skills and a knowledge of the game while fielding competitive teams. We provide an experience which helps girls develop good sportsmanship and an awareness of their skills in team play, while preparing them for playing basketball at a high school level. We also want our girls to have fun while they are learning to play basketball.
2. **Eligibility** Girls in 5<sup>th</sup> grade through 8<sup>th</sup> grade either living in Hopkins School District #270 or attending a public or private school within the District #270 boundaries are eligible to participate on HGBA teams. A self verification of eligibility will be requested on the registration form. The HGBA may also request written verification of a player's registered address, age, and school grade level from the player's school. A player will not be allowed to participate until full payment of her registration fee has been received or a scholarship has been approved.
3. **Business Form and Purpose** HGBA is organized and maintains itself as a nonprofit, tax exempt corporation authorized to collect fees, accept donations, operate tournaments, and arrange for other forms of income to maintain funds to be expended for the purposes of promoting competitive traveling basketball opportunities for girls in the District #270 school system or district, including offering scholarships, paying tournament registration fees, payments for coaches, officials, insurance or other appropriate expenditures, arranging for and paying for, as necessary, the use of equipment, facilities and supplies for practices and games, and engage in any other business reasonably related to the philosophy of the HGBA.
4. **Board** The by-laws control the make-up of the Board, the schedule for meetings, and quorum and voting rules. In general, board members will be encouraged to volunteer or will be recruited. Board members are not paid. The goal will be to ensure a rotating board membership, with representation of each of the four grades by at least two representatives, if possible. A related goal is to ensure that knowledge and experience can be passed on from retiring board members to board members who remain on, or join, the Board. The board membership is flexible and duties may be allocated as appropriate to suit talents, interests, and needs.
5. **Officers**

**President** – Generally, the President will have the following responsibilities:

- Provide leadership to guide the Board actions, using the HGBA policies and by-laws.
- Plan 10 to 12 monthly Board meetings per year and general membership meetings as the need presents itself. All meetings are open to the entire Association membership. May call special meetings as necessary.
- Address insurance needs of organization
- Lead responsibility for retaining coaches
- Member of the committees formed by the Board

**Vice-President** – Generally, the Vice President will have the following responsibilities:

- Assume duties of Association President in his/her absence
- Organize tryouts

**Secretary** – Generally, the Secretary will have the following responsibilities:

- Keep accurate minutes of all meetings and distribute them to Board members
- Maintain corporate records
- Prepare directory
- Prepare tournament program
- Filing of annual corporate registration materials

**Treasurer** – Generally, the Treasurer will have the following responsibilities:

- Keep accurate record of all of HGBA's financial affairs and report at every meeting
- Maintain checkbook
- Prepare annual budget
- Receive registration forms and fee payment
- Manage cash activities during the HGBA tournament
- File annual tax return

6. **Other Board Positions and Responsibilities** – Generally, other positions and functions on the Board may be as follows:

**Travel Director**

- Register HGBA teams in outside tournaments
- Disseminate tournament schedules to head coaches and the Board

**Gym Use Coordinator**

- Attend meetings to arrange space for practices, meetings, special events, tournaments and other activities with Community Education or other facilities providers
- Provide copies of permits to the head coaches or others responsible for supervising use of space.

- Receive cancellations or change notices from Community Education and relay them to the appropriate coaches.

### **Hopkins High School Girls Varsity Coach**

- Serve as an advisor to the Hopkins Girls Traveling Basketball Association
- Provide coaching clinics each fall
- Attend and participate in all Board meetings
- Submit articles for the Press

### **Uniform Coordinator**

- Organize distribution of uniforms to players in the fall
- Order and replace uniforms as needed
- Order special order items as appropriate, such as sweatshirts, bags, and socks
- Collect and store uniforms at the end of the season

### **Publicity Coordinator**

- Distribute registration and tryout information to players through flyers and newspaper notices
- Submit articles/photos of HGBA teams during the year as needed
- Arrange for calling and recruiting of players from summer league and camp lists, recreation leagues, and other resources
- Arrange for tables and presentations at open houses, schools and other appropriate opportunities

### **Supplies Manager**

- Order and distribute kneepads, sweats, jackets, for players
- Organize, supply and maintain ball bags with practice jerseys
- Provide first aid supplies for each team
- Collect and store supplies at end of season

### **Press Editor**

- Obtain information from coaches, President, HHS Girls Varsity Coach, and other appropriate association members for the Press
- Print and distribute the Press as appropriate, including by email and the HGBA website
- Provide mailing labels to President and other board members upon request
- Keep a current mailing roster of all players, board members, coaches and other appropriate persons

### **Team Parents**

- Provide coordination between coaches and players for scheduling practices and tournaments
- Help communicate policies to players and parents of players and provide input to board from players and parents

### **Web Master**

- Design, establish and maintain the HGBA website, posting new information when it becomes available

## **TOURNAMENT TEAM**

### **Tournament Director**

- Provide leadership and work cooperatively with the Tournament Team to organize and hold the HGBA Tournament
- Prepare the bracketing of teams

### **Tournament Coordinator**

- Work cooperatively with the Tournament Director to organize the HGBA tournament
- Prepare tournament rules
- Line up referees and trainers
- Arrange set-up, takedown, clean-up, maintenance
- Arrange trophies

### **Volunteer Coordinator**

- Work with team parents to arrange volunteers for score keeping, clocks, admissions, concessions, updating official brackets, site supervision and other activities

### **Concessions Coordinator**

- Arrange for concessions and distribution of these concessions

### **Tournament Registrar**

- Prepare and disseminate the flyer and information regarding the tournament to MYAS
- Receive registrations from other teams and determine when the tournament is full
- Send appropriate information packets to teams registered for the tournament and be the primary contact for these outside teams

7. **Committees.** The Board may authorize the formation of committees as needed.

8. **Tryouts and Team Composition.** The scheduling and length of tryouts shall be determined each season by the Board. Typically, the tryouts will be two sessions of 1 ½ hours each for each grade level. The Board may authorize coaches to make team selections, and this will generally be encouraged for paid coaches. If appropriate, the Board may arrange for neutral evaluators consisting of individuals with experience and skills in recognizing basketball talent but without relationships with the players at the grade level being evaluated. The selection process may be adapted as appropriate each year. Parents and non-players will not be allowed in the gym during

tryouts.

The goal will be 2 teams per grade (blue and white), with the flexibility to accommodate 3 teams and a general preference to encourage more players at the earlier grades.

The preferred number of players on a team is 10. The Board may authorize a selection committee to determine the number of players per team based upon input from coaches and the numbers of girls trying out. The selection committee can choose to establish teams with more or fewer than 10 players as appropriate.

The team separation will be based on position strength, with the blue team filled first with the top players by position. After the top players have been selected, efforts will be made to assure position strength coverage on the white team. For the 5<sup>th</sup> grade teams, the goal will be to assemble teams of equal strength.

Players not possessing some minimal competency skills, appropriate desire or commitment, or demonstrating attitude problems (as determined by the coaches) will be encouraged to play recreational or school basketball, attend clinics, or find other ways to improve their basketball skills and to try out the next year.

After tryouts, team selection and notification of the players will occur promptly.

**9. Coaches** The HGBA has the authority to hire non-parent coaches or to engage parent coaches. In general, parent coaches will be used at grade 5 and 6, and non-parent paid coaches will be used at grades 7 and 8. The HGBA will attempt to secure the services of individuals qualified by aptitude, temperament, experience, enthusiasm and availability to provide an effective coaching experience for the girls in the program. The HGBA will arrange for a coaches' clinic conducted by the Varsity Head Coach, and will encourage coaches to obtain skills in basic first aid.

The HGBA will obtain background checks on each of the head coaches, including parent coaches. The HGBA will require coaches to consent to these checks as a condition of coaching. Results will be conveyed to the President and Vice President.

The President will familiarize the coaches with the philosophy and policies of the HGBA. Before the first tournament each coach will hold a meeting with the parents of the team members to explain the coaches' philosophy and approach and answer any questions.

**10. Player Discipline** HGBA expects its athletes to follow the rules and regulations set by District 270 regarding sports and chemical abuse. Suspension from school or from athletic competitions will result in suspension from HGBA. The length of the suspension is equal to the length of suspension from school or from athletic competitions.

Coaches have independent authority to address discipline issues, but the HGBA encourages positive instruction and encouragement for its players to the extent reasonably possible.

**11. Playing Time** Each player shall be played in each game (unless disciplinary reasons or injuries dictate otherwise), with a minimum average playing time for each game of not less than 25%. Over a season, the HGBA encourages a goal of nearly equal playing time for each player. Coaches may exercise their discretion to manage playing time but will be encouraged to provide opportunities for every player to develop skills and to enjoy the team. Attitude, attendance at practice, sportsmanship, cooperation of the player and game situations may be considered by the coaches in determining playing time.

**12. Practices** Practices are a critical part of the learning process and can often be more important than games for skill development. Practices are usually 90 minutes in length on two to three evenings per week throughout the season. Players must notify coaches or, if the coach cannot be reached, the team parent, if they will not be at practice or a game.

Players who are unable to attend practices or games due to valid conflicts, and who give prior notice of these conflicts, shall not be penalized in playing time. Valid conflicts include injuries or illnesses, required school events, religious commitments and important family commitments. The HGBA expects parents of players to determine if injuries prevent participation in a practice or game before arrival. If any girl is injured during a tournament, trainers are usually present to provide first aid. The HGBA encourages its coaches to make reasonable efforts to recognize injuries and to avoid playing injured girls where there appears to be any chance of aggravating the injury.

**13. Tournaments** The HGBA will endeavor to schedule each team to participate in approximately 8 to 10 tournaments per season. Tournaments are generally held on weekends, and are generally in the greater metropolitan area. The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teams will typically enter one tournament that includes an overnight stay in a location outside the metro area (such as Duluth).

#### **14. Parents**

- Parents are welcome at, and encouraged to attend and fully participate, in all Board meetings.
- Parents are welcome and encouraged to attend all games as spectators.
- One parent will be required to be present at all practices, primarily to handle emergencies and assist the coaches as requested. Coaches are in charge of practices. Parents shall respect the authority of the coaches. We have a talented, committed group of coaches who can best do their job if given the chance to do so without interference.
- **Parents are required to work at least two shifts of about 4 hours per player during the HGBA basketball tournament (January 31, 2004-February 1, 2004).** This tournament is a major fund raiser for our program. Proceeds from this tournament enable us to cover the difference between our registration fees and the actual costs for each athlete, including scholarships.
- Parents are encouraged to attend the year-end banquet, where we celebrate the year's activities and return uniforms.

**15. Issues and problems** Parents who are concerned about playing time, coaching or other issues may raise their questions in an appropriate manner and place with the coaches, but they should never interfere with the coach during a practice or game. If issues are unresolved, any parent may raise their concerns with the President or other Board member. The Board will consider all such issues and attempt to resolve them in the best interests of the organization and the players.

**16. Scholarships** The HGBA will provide scholarships for the fees on a discretionary basis for those who have the need. These scholarships can cover up to one-half of the registration fees. The HGBA does not want the expenses of the organization to prevent players from participating, but every parent should understand that this is a non-profit organization run by volunteers and that the actual expenses in the form of tournament fees, uniforms, coaches and other necessary

matters exceed the registration fees for the players.

#### **17. Other Policies**

- Players will be required to provide report cards, birth certificates or any other evidence of eligibility as may be required by the Minnesota Youth Athletic Services (MYAS).
- Parents may be asked to provide information and authorizations regarding medicines, emergencies, injuries, etc.
- The HGBA generally encourages its players to participate in extra-curricular activities at school, including basketball, in addition to participation in the traveling program.
- The HGBA will provide equal opportunity for all players and coaches, without inappropriate discrimination.
- Registration fees vary by grade level because the costs vary by grade level.
- The HGBA encourages parents, coaches and players to exercise good sportsmanship at all times and to remember that basketball is a game.