

North St. Paul Maplewood Area Girls Basketball Association



Polars

Traveling Handbook

2007 – 2008

Version 1.1

Table of Contents

WHAT IS THE NSPMAGBA ?.....	1
PHILOSOPHY	1
NSPMAGBA BOARD OF DIRECTORS.....	2
MONTHLY BOARD MEETINGS	3
WEB SITE ADDRESS	3
FALL REGISTRATION.....	4
FEES.....	5
PARENT CODE OF CONDUCT.....	5
PLAYER CODE OF CONDUCT	6
POLAR BASKETBALL PLAYERS OATH	6
COACH'S RESPONSIBILITIES.....	7
GRIEVANCES.....	8
PARENT REPRESENTATIVE DUTIES	9
PLAYING SEASON	9
TRYOUTS AND TEAM SELECTION	9
PRACTICES	11
PLAYING TIME	11
COACH SELECTION	12
ELIGIBILITY AND SUSPENSION	13
UNIFORMS.....	14
FUNDRAISING	14

*All the information listed in this handbook is subject to change

What is the NSPMAGBA ?

The North St. Paul Area Girls Basketball Association was formed in 1989. With the objective of creating a program with close ties and common goals as the North High School Girls Varsity basketball program.

Philosophy

The North St. Paul Maplewood Area Girls Basketball Association strives to create a positive, fun environment for girls to develop basketball skills, promote teamwork, and instill in them the principals of sportsmanship, honesty, loyalty, courage and respect.

The NSPMAGBA's primary goals are to support a program that is:

- Run primarily by volunteers
- Low cost
- Positive influence on the community
- Team oriented
- Focused on the development of North High's Varsity basketball programs
- Emphasis on "sportsmanship, commitment and dedication"

It is the NSPMAGBA's hope that athletes receive the following benefits from this program:

- Learning basketball fundamentals
- Opportunity for supervised and organized competition
- Mentoring in good sportsmanship
- Opportunity for team participation
- Organized use of practice & game facilities
- Community pride

NSPMAGBA Board of Directors

The board of directors is elected during our annual meeting in February. Please refer to the website for a current list. Please contact the appropriate director based upon your request. If you have an interest in getting on the board, please contact the President.

The duties of the directors of this association:

Chair: The chair shall preside at all meetings of the Board of Directors and shall oversee the long term goals and purposes of the association. He or she shall also perform other duties as determined from time to time by the Board of Directors. The Chair may also take emergency action when deemed necessary, subject to review and approval by the full board within 7 days.

Vice-Chair: The Vice Chair shall perform such duties as may be determined from time to time by the Board of Directors. The Vice Chair is vested with all powers of and perform all the duties of the Chair in the Chair's absence or inability to act, but only so long as such absence or inability continues.

President: The President shall be the chief executive officer of the association and shall be responsible for the day to day operations on the association. Which includes the role of tournament director for the annual Polar Shootout.

Vice-President: The Vice-President shall perform all the duties as may be determined from time to time by the Board of Directors. Including the coordination of try-outs. The Vice-President shall be vested with all powers of and perform duties of the President in the President's absence or inability to act, but only so long as such absence or inability continues.

Secretary: The Secretary shall attend all meetings of the Board of Directors and keep minutes of the meetings, prepare any necessary copies of records, and perform such other duties as determined.

Treasurer: The Treasurer shall have charge of the association treasury, receiving and keeping the moneys of the association, and disbursing association funds as authorized. The Treasurer shall perform other duties as determined.

Website/Newsletter Editor: The Website/Newsletter Editor shall have charge of the association website and monthly newsletter. This includes collecting monthly articles from parent representatives on team news. The Website/Newsletter Editor shall perform other duties as determined.

Monthly Board Meetings

- Regular meetings of the Board are held monthly throughout the year. These meetings are held at the North St. Paul Community Center. If the room is unavailable, a variety of places such as, homes of board members, the North High School Forum, Maplewood Community Center rooms, etc. may also be used.
- Please check the NSPMAGBA web site for information on meeting dates and times. (www.leaguelineup.com/polargirlsbasketball)
- ***NSPMAGBA board meetings are open to all NSPMAGBA members.*** A member is anyone over the age of 18, who volunteers within the program, is a parent or legal guardian of a player in the program, or coaches a team. On occasion a designated portion of a meeting may be held which will only consist of the Board of Directors to discuss sensitive issues.
- Additional board meetings maybe scheduled throughout the year as necessary.
- You can contact the NSPMAGBA Secretary if you wish to be notified about upcoming meetings to express a concern, bring an idea or if you want to help out.

Web Site Address

www.leaguelineup.com/polargirlsbasketball

- List of current board members with e-mail addresses and phone numbers
- Calendar of events (Meetings, registration, try-outs, tournaments, clinics, camps, etc.)
- Traveling basketball information (Registration forms, teams, coaches)
- Tournament Information
- Monthly newsletter
- Meeting minutes

Fall Registration

- The time and place of registration will be published in the NSPMAGBA website. Look for this information in mid-August.
- All participants must be registered on the official registration form provided by the NSPMAGBA. These are available on our website prior to registration or at the tables during registration.
- Registration forms **MUST** be signed by a parent/legal guardian as a waiver of liability against the NSPMAGBA prior to tryouts or participation.
- Late registrations must be approved by the board before being accepted.
- Any person who knowingly registers under an assumed name, or gives an incorrect age, becomes ineligible and is suspended for the remainder of the playing season.
- No Officer, Director, or coach is permitted to conduct any sort of invitational program separate from the NSPMAGBA.
- Any player that wishes to play for a NSPMAGBA team, and does not plan to attend North High school, must file a waiver to the Board of Directors. The Board of Directors must approve the waiver before the player is eligible.
- Any player that wishes to play for another association must receive a waiver.

Fees

The NSPMAGBA is a nonprofit organization. All fees that are paid to participate in traveling basketball are used to support the program. Costs to have a traveling team include tournament registrations, (approximately \$200 per tournament), gym fees for practice, equipment, insurance, and other miscellaneous expenses. These fees would be significantly more if we did not host our NSPMAGBA Tournament in November. All profits from this tournament are used to directly reduce the player's fees.

Parent Code of Conduct

- I will be responsible for my child's commitment, making sure they attend all practices, games and team functions and adhere to the "Players Code of Conduct".
- I will do my best to remember that basketball is supposed to be FUN and that winning and losing are part of all players' experience.
- I will encourage good sportsmanship by demonstrating positive support for ALL players, coaches and officials.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. I will let the coach's coach and the officials officiate.
- I will not use any trash talk or profanity.
- I will remember that the coaches are volunteers who are doing the best job they can. I will address any concerns I have to the coach at the appropriate time or contact the NSPMAGBA President.
- I will make sure my child knows that win or lose, I am proud of them and their efforts. I will allow them to do their best without fear of failure. I will provide constant, positive reinforcement.
- I will encourage them to have fun.
- I will volunteer and participate in fundraising activities including the Polar Shoot-out.

Player Code of Conduct

- I will make the commitment to attend all practices, games and team functions and adhere to the “Players Code of Conduct”.
- I will work hard, put my team before myself and support my teammates in practice and in competition.
- I will be respectful of teammates, coaches, officials, volunteers and spectators. I will encourage good sportsmanship in victory and defeat by demonstrating positive support for ALL players, coaches and officials. I understand that my actions are a reflection of my family, team, school and community.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will not use any trash talk or profanity.
- I will demand a sports environment that is free from alcohol, drugs, and tobacco and will refrain from their use at all times.
- I will remember that the coaches are volunteers who are doing the best job they can. I will accept constructive criticism and not take it personally. I will address any concerns I have to the proper people at the appropriate time.
- I will respect and adhere to the rules governing eligibility and competition.
- I will believe in myself and play with confidence. I will not let fear of failure hold me back or dwell on my mistakes.
- I will have fun!

Polar Basketball Players Oath

As a member of a traveling team, I promise to play hard during games, and work hard during practices. I understand my responsibility to be at games and practices on time and be mentally and physically ready to play. I promise to bring a positive attitude towards my play, as well as the play of my teammates. I recognize that one individual cannot win a game, it takes a team. I realize that our limited practice time is too valuable for conditioning and it is my responsibility to take time outside of practice to do whatever is necessary to get into shape. I promise that if I have any questions or concerns about my play, the team, or my role on the team, I will talk with my coach about them, not my teammates.

Coach's Responsibilities

- The coach has the ultimate responsibility and accountability in the supervision of the team.
- All coaches in the NSPMAGBA are expected to be examples of good sportsmanship and instill the principles of good sportsmanship in all players.
- A coach will teach all players the fundamentals of the game of basketball.
- When a dispute or question arises, the coach will deal with officials in a respectful manner.
- A coach in the NSPMAGBA must not be under the influence of alcohol prior to or during practices or games, and while responsible for the transportation of players.
- A coach must not engage in the use of illegal drugs at any time.
- A coach must not use abusive or vulgar language in the presence of officials, players, parents, or spectators.
- A coach must not physically or verbally abuse any player, official, parent or spectator.
- Coaches are responsible for the conduct of assistants, players and fans. Upon requests of the officials, he/she will take whatever action necessary to allow the game to continue.
- If an issue arises among players and/or parents, an opposing team or a tournament, it is the coach's responsibility to notify the NSPMAGBA president or vice president as soon as possible to address the issue appropriately.
- Coaches should hold a meeting for players and parents at the beginning of each season to share the philosophy of the NSPMAGBA for the season.
- Coaches are encouraged to communicate, in positive terms, team and individual player's progress throughout the course of the season.
- Coaches are responsible for all the equipment that is issued to them. (Balls, First Aid Kit, Ball Bag and any other equipment furnished to the team). All equipment should be kept in good condition and must be returned to the NSPMAGBA at the end of the season at the coach's wrap up meeting or no later than two weeks after the season is completed.
- Coaches are responsible for understanding playing time as outline in the handbook.

Grievances

A grievance is a dispute or complaint involving a coach, player or a NSPMAGBA Board member:

- Any grievance must be submitted, in writing/email to either the President or Vice-President of the NSPMAGBA within five (5) days, stating the time, place and as many specifics of the incident as possible.
- A majority of the Board of Directors will meet within ten (10) days of receiving the complaint.
- The Board of Directors will discuss and decide the issue after the parties involved have been dismissed and will notify the parties of the decision, in writing within forty-eight (48) hours.

Parent Representative Duties

- Attend monthly board meetings and communicate necessary information to coach(es) and parents.
- Create and send a monthly team update to the Website/Newsletter editor. The newsletter article is required by the second Friday of each month once the season begins.
- Work with coaches to communicate practice and game schedules to players and various association events such as the Polar tournament, team photos, fundraisers and all tournaments.
- Recruit parent volunteers from your team to support fundraisers as needed.
- Distribute and collect items for players (e.g. team photos, fundraiser purchases and prizes).
- Collect and wash uniforms at the end of the regular season and return to the equipment manager.
- Help coaches maintain an up-to-date first aid kit and equipment for team (e.g. ice packs, tape, balls, etc.). Contact the equipment manager for supplies.
- Distribute and collect coach's evaluations at mid-season and end of season to be returned to the Board of Directors.

Playing Season

The regular season runs from October to mid-March. Traveling teams are encouraged to stay intact for the Fall and Spring seasons.

Tryouts and Team Selection

- Members of the NSPMAGBA traveling teams are selected on a tryout basis. These traveling teams represent the NSPMAGBA in competition with other communities.
- Any candidate not selected for a traveling team will receive a full refund and will be encouraged to play for an in-house team. Middle school students have the option to play intramural basketball.
- Tryouts are conducted by evaluators coordinated by the high school coaching staff.
- The traveling team selection committee is comprised of past/present NSPMAGBA Board members and at least one member of the high school coaching staff.
- Participation in tryouts is mandatory for a position on a traveling team, however special circumstances may apply. A written explanation must be submitted, before tryouts, to the traveling director to present to the NSPMAGBA board for review and consideration.
- No player may be added to any team's roster without the NSPMAGBA board approval. Circumstances must be presented to the NSPMAGBA board for review and consideration.
- The association will try to accommodate all girls that register. To ensure adequate playing time for each girl, teams shall consist of at least 8 girls and not more than 10 girls unless otherwise approved by the board of directors and the coach of the team impacted.
- If there are more girls registered for a grade level than number of teams and team size allow, and it is not possible to form additional teams or accommodate all of the girls in another manner, a closed tryout will be conducted to reduce the number of girls on the team(s) to an acceptable number as stated above.
- Girls from outside ISD622 will be allowed to participate if there is a need to fill a team to the optimal team size, and they meet grade level eligibility requirements, and receive NSPMAGBA board approval.

A selection committee chooses players based on a combination of the following:

- Attitude/Coachability
- Sportsmanship
- Team Play
- NSPMAGBA experience/history
- Team balance (Need to create a balanced team with perimeter and post players)
- Player physical ability
- Competitive nature
- Overall basketball skills

Practices

- Traveling teams practice up to 2 times per week during the regular season. Coaches will supply players with practice schedules. All 7th and 8th grade traveling players are encouraged to participate in the school basketball program.
- The NSPMAGBA does not decide days or times for team practices. These are determined by Community Education in an effort to minimize potential conflicts with other sports and school activities. Practice times and days of the week may not necessarily be optimum but Community Education and the NSPMAGBA do the best they can with limited resources.
- In order to have a successful team, practice is essential, and therefore it is important that players attend all practices. Remember part of the traveling philosophy means a greater dedication and commitment to the team.
- We expect that all players and coaches respect all gyms and equipment. Do not use any equipment that has not been authorized by Community Education. If it's not for basketball, leave it alone.
- If there is a school closing due to inclement weather or for any other reason it also means any practices or games scheduled in that building are cancelled as well.
- You may arrive at your designated practice facility no more than 10 minutes early and must be picked up afterward at the designated finish time.

Playing Time

On our Traveling teams we think it is very important that all players be allowed to perform during game situations. The board has established the following expectations for playing time:

- Traveling basketball is a more competitive league and there are many factors that determine playing time, such as, attitude, effort, practice attendance, game situations, etc. The main objective of this program is the development of every player, with that in mind the NSPMAGBA recognizes that all players develop differently and at a different age, therefore it is required that every player must participate in every game through at least the first three quarters. The final quarter playing time will be determined by the coach depending on the game situation.

Coach Selection

- Head coaches must fill out a coach's application and agree to have a police background check done and approved by the NSPMAGBA Board before they are permitted to coach.
- A "Coaches Selection Committee" will interview all coaching candidates. This committee will be headed by the President of the NSPMAGBA and will include 2 traveling directors.
- The findings of the selection committee will be reviewed by a special meeting of the Board for a final decision.

Coaches will be selected based upon the following:

- Basketball experience
- Coaching experience and history
- Knowledge of the game
- Ability to provide the time commitment
- Coach evaluations

Paid Coaches for 8th grade:

In order to prepare players for transition into the varsity program, our goal is to hire paid coaches for players at the 8th grade level. Every attempt will be made to hire qualified individuals with considerable basketball experience and/or persons training to be coaches at the high school level.

Eligibility and Suspension

- Only registered players are eligible to practice or compete with a traveling NSPMAGBA team.
- All 7th and 8th grade traveling players are encouraged to try-out for and participate in their respective school ball program. Once the school basketball programs begin, traveling team practices are reduced to once a week rather than twice a week. Participating in the school basketball program gives the extra practice time necessary for traveling players.
- Both the parent/legal guardian and player must understand the philosophy of a “TRAVELING TEAM”. Besides teaching and learning, there is more emphasis placed on commitment and dedication.
- Only the head coach, or in his absence any assistant coach, may suspend a player.
- Prior to suspending any player the board must be contacted.
- All suspensions must be submitted in writing by the coach to a Board member within forty-eight (48) hours and verbally inform the respective parents/legal guardians within twenty-four (24) hours of the violation.
- A coach may suspend any player who:
 - a. Fails to attend practices or games without prior approval.
 - b. Fails to respect the authority of the coaches, officials/referees and facility supervisors.
 - c. Uses any form of tobacco, alcohol, or narcotics.
 - d. Displays poor sportsmanship, either by word or deed.
 - e. Any technical foul is an immediate benching of the player for a time to be determined by the coach.
 - f. Each subsequent technical foul, for the playing season, must be reported to the traveling director by the coach to determine the disciplinary action.

Uniforms

- Uniforms are assigned to the players for use during the season. They are to be washed in cold water and line dried.
- Full payment of the registration fee is due prior to receiving a uniform.
- All uniforms should be kept clean and in good condition. If a uniform gets damaged during the season the player is responsible for its replacement.
- Uniforms are to be turned into the team parent representative immediately following the last game at Grade State.

Fundraising

- The NSPMAGBA believes that fundraising is necessary to achieve the prime objective of equalization of registration fees to encourage maximum participation.
- Individual teams and players may not engage in fundraising without the approval of the NSPMAGBA board.
- The NSPMAGBA hosts one basketball tournament for girls fall, along with one or more AAU or MYAS tournaments in the winter and spring. The funds that are raised go directly to the NSPMAGBA program to pay for such items as; equipment, tournament registration, gym time, trophies, etc. These fund raising efforts also allow us to keep our registration fees lower than most surrounding communities.
- Other fundraisers may include Applebee's Flapjack Breakfast, wreaths, movie tickets and other activities.
- All NSPMAGBA traveling team parents are expected participate in all fundraising efforts and to help out by working a minimum of two 3 or 4 hour shifts, for each child playing, at the tournaments hosted by the NSPMAGBA.