



# **Farmington Youth Basketball Association**

Policies and Procedures Handbook  
March, 2011

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# Organization

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## Program Overview

The Farmington Youth Basketball Association (FYBA) is a 501(c)(3) non-profit organization established to provide an opportunity for girls and boys to play the game of basketball. We have two primary purposes. The first is to provide an opportunity for boys and girls to play the game of basketball, with emphasis on sportsmanship and teamwork, in an atmosphere that is positive and constructive for the children. The second purpose is to provide the more skilled players the opportunity to play against a higher level of competition. FYBA is to develop the players to the best of our ability and get them ready to compete at the next highest level.

The FYBA is governed by a volunteer board. The program strives to develop girls and boys to be all they can be as basketball players and sports persons by encouraging them to excel and maintain a positive winning spirit. For additional details, see the FYBA Bylaws which are posted on the FYBA website ([www.fyaasports.org](http://www.fyaasports.org)) under the Traveling Basketball "Documents" page.

As a traveling program we are focused on the more competitive athletes, who make a larger commitment of time and effort. Traveling teams are formed through a tryout process. All teams typically practice 2 times per week.

The FYBA provides coaching and skills development by offering coaches clinics, a sample practice plan, and professionally run team skills sessions during the season.

### Goals for the Program

- Create a learning environment for younger players
- Provide a valuable service to participant families
- Provide age and skill appropriate opportunities for all girls and boys
- Increase participation levels at all grades
- Improve competitiveness through better execution of fundamental skills
- Continually prepare participants for higher levels of basketball

### Goals for Participants

- To have an enjoyable basketball season
- To develop personal confidence and self esteem
- To enhance basketball fundamentals
- To understand a team as a united entity with common goals

### Player's Bill of Rights

- To have qualified adult leadership
- To play in a safe and healthy environment
- To be treated with dignity and fairness at all times
- To have fun

## **FYBA Pillars of Success**

- Growth
  - Have a board and group of coordinators of sufficient size to accomplish the goals of the organization.
  - Increase the number of participants.
  - Manage the costs of the organization by the adoption of a program budget.
  - Mitigate cost increases by providing fundraising opportunities.
- Player Development
  - Arrange for professional assistance to conduct training for coaches and players
  - Define and implement expectations of coaches and participants regarding developing skills
  - Conduct earnest evaluations of teams, coaches and players to ensure development is occurring.
- Coaching Excellence
  - Continually recruit talented coaches for our program
  - Identify and communicate expectations to the coaches and provide continual oversight on the implementation of those expectations.
  - Education from professionals
- Community Involvement
  - Work collaboratively with the high school basketball coaches to achieve a close and interactive relationship which is in the best interest of the players.
  - Work with the School District and City officials to help promote the goals of the FYBA and provide adequate facility resources to support our programs.
  - Coordination with other youth associations is a vital part of creating a homogenous experience for our players and families. Understanding that basketball is a winter sport and should not create conflicts with other activities during their primary season.

## **Affiliations and Representations**

There is no sanctioning body for girls or boys travel basketball. However, the FYBA acts in accordance with the guidelines set forth by the Minnesota Youth Athletic Services (MYAS).

# Leadership

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## Board of Directors

The Board of Directors is comprised of ten individuals. A Girls High School Representative and a Boys High School Representative will serve as ex-officio, non-voting members of the Board. All of the Board members are volunteers.

## Board Position Job Descriptions

Please refer to Appendix A of this handbook for a complete list of the duties for each of the FYBA Board of Directors.

President	The President presides at all meetings of the FYBA and the Board, and appoints committees, as necessary. The President is also responsible for acquiring background checks for coaches, board members and any other adults that will have a position of authority over a child when on the basketball court.
Secretary	The Secretary maintains the minutes of all meetings of the FYBA and of the Board of Directors. The Secretary is also responsible for acquiring a background check for the Board President.
Treasurer	The Treasurer is in charge of all receipts and moneys of the FYBA and reports on the financial status of the FYBA at each Board meeting.
Girls Director Boys Director	The Directors are charged with overseeing the activities of their respective programs. They are responsible for recruiting and recommending coaches for the individual teams to the Board and player team assignments. They are also responsible for ensuring the individual teams, players and coaches are following the spirit and letter of the by-laws.
Facilities Director	The Facilities Director manages the scheduling of facilities for FYBA events, such as practice times, tournaments and meetings.
Communications Director	The Communications Director serves as the primary voice of FYBA communications to members and manages the FYBA website, FYBA's primary communication tool.
Skills Development Director	The Skills Development Director is charged with overseeing coach and player development opportunities. The Skills Development Director is also responsible for monitoring the tryout process, recommending player team assignments to the board and participating in coach interviews.
Tournament Director	The Tournament Director is responsible for overseeing the Tiger Classic and the MYAS Hosted tournament. This individual is charged with all aspects of the tournament including overall leadership of the Tiger Classic tournament teams, brackets, and issue management throughout the life of both tournaments.
Marketing Director	The Marketing Director is responsible for overseeing FYBA's marketing and fundraising plan. This individual is responsible for overseeing the Marketing budget and overall promotional activities of traveling basketball and basketball in the community.

## Board Meetings

The date, time and location of the Board meetings will be posted on the Calendar on the FYBA website. Generally, these meetings will be open to the membership. Occasionally meetings may be closed to discuss confidential or sensitive matters or to complete time-sensitive matters. The annual meeting is held in March of each year. The purpose of the meeting is to elect Board Members and receive reports from each of the Board of Directors and whoever else the Board feels appropriate.

## Board Agendas

The agenda for each FYBA Board meeting is published on the FYBA website at least one day in advance of the meeting. If you have an item you would like to have considered for inclusion on a future FYBA Board meeting agenda, please contact the FYBA President at [Travel@farmingtonbasketball.org](mailto:Travel@farmingtonbasketball.org)

## Board Meeting Minutes

The minutes for the FYBA Board meetings will be posted on the FYBA website after they have been approved by the FYBA Board. This is generally done at the following Board meeting.

## Coordinators

The FYBA requires the leadership and dedication of its Coordinators to accomplish its program objectives. These LEAD positions will satisfy the family volunteer commitment. Please refer to Appendix B of this handbook for a complete list of the duties of each coordinator position.

Equipment Coordinator	The Equipment Coordinator is responsible for maintaining the equipment inventory, presenting equipment needs to the Board, distributing equipment to teams at the beginning of the season and working with coaches to ensure the equipment is returned.
Registration Coordinator	The Registration Coordinator is responsible for maintaining the electronic and paper registration form and an electronic report of all player registrations.
Team Photo Coordinator	The Team Photo Coordinator is responsible for working with the photographer to schedule the team photos, organize the teams on photo day and deliver the photographs.
Tournament Concessions Coordinator(s)	The Tournament Concessions Coordinator is responsible for overseeing the Concessions stands for the Tiger Classic. This involves ensuring all of the food is ordered, purchased, and delivered to the sites.
Tournament Coordinator—Administrative	The Tournament Coordinator—Administrative is responsible for the following administrative aspects of the Tiger Classic, such as ensuring the tournament site is set-up and taken down, all signage is posted, and coordinating with the Head Referee and the awards vendor.
Tournament Coordinator—Teams	The Tournament Coordinator—Teams is responsible for ensuring the tournament is as full as possible. In addition they are responsible for communication with the participating teams.
Tryout Coordinator	The Tryout Coordinator is responsible for assisting the Skills Director with all logistical aspects of tryouts, including scheduling teams and evaluators, and working with the Facilities Director to determine facility usage needs.
Uniform Coordinator	The Uniform Coordinator is responsible for providing families vendor information regarding what, where and when to purchase their uniforms. In addition they are responsible for maintaining the inventory of player's uniform numbers and working with the uniform vendor to order and deliver uniforms.

Volunteer Coordinator      The Volunteer Coordinator is responsible for establishing and filling the volunteer schedule for the Tiger Classic tournament. They are also responsible for ensuring all families satisfy their volunteer commitment.

### **Getting Involved, Volunteer Opportunities**

Other than coaching, there are several ways to become involved in FYBA. Each team benefits from having a team manager. Talk to your child's coach about this opportunity. There are also many Committees that need parent volunteers to coordinate. Anyone interested in becoming a member of the FYBA Board or participating on a committee should make their interest known to the FYBA President.

# Player and Parent Policies and Procedures

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## Team Definition

Generally FYBA will have at least 1 girls and 1 boys team at each grade level for grades 3-8. If there are enough players for more than one team, then additional teams may be added. There are generally 8-10 players on a team. Teams shall be comprised of players in the same grade, whenever possible.

Team designations of Black-Orange-White will be made at the time of tryouts dependent on the number of participants. Teams will play at the A, B, or C level throughout the season depending on the relative competitive level of the team. It may be necessary to start teams at a lower level and move them up during the season. If evaluators feel that there is enough talent to form two teams that can compete at any given level, two teams may be formed at that level. In the third/fourth grade, the FYBA will generally form equal teams that will play at the B and/or C level. In fifth through eighth grade, teams are formed based on the skill level of the participants.

Any player in grades 3 - 6 who tries out for a traveling team and is not selected is able to register for the Developmental Basketball program offered through Community Education.

Players in 7<sup>th</sup>-8<sup>th</sup> grades are also encouraged to play on the Farmington school basketball teams.

## Player Eligibility Guidelines

FYBA is currently offered for all girls and boys in grades 3-8 who either reside or attend school in Farmington Independent School District 192. Deviation from the eligibility guidelines requires approval by the Board of Directors. Following are the FYBA guidelines for issuing a Waiver of Release from our travel program:

- Per the Minnesota Youth Athletic Services (MYAS) guidelines, "... The winter basketball season is for community-based teams that are formed by the local athletic associations and schools. All-star/Open teams have their playing opportunities in the spring and fall."
- Unless there are extenuating circumstances during the winter travel basketball season, a player is only eligible to play for the travel association where they reside in or attend school in. In talking with MYAS, we understand 'extenuating circumstances' to be limited to situations where a player has been released or the association did not field a team for players in that grade/gender.
- If there are extenuating circumstances, the family will be asked to provide a letter describing their circumstance(s). The President will be responsible for bringing the situation to the board to determine if FYBA is able to provide a waiver.

## FYBA Season

Tryouts are generally held during in September. The FYBA season begins early-October and concludes at the MYAS state tournament in mid-March. Teams will generally have 2 practices per week throughout the season. The 3<sup>rd</sup>/4<sup>th</sup> Grade teams participate in 6 tournaments, 5<sup>th</sup> Grade—9 tournaments, 6<sup>th</sup> Grade—9 tournaments, 7<sup>th</sup> Grade—10 tournaments and 8<sup>th</sup> Grade—11 tournaments. Coaches have the discretion to sign up for additional tournaments during the FYBA season. The cost of doing so is at an additional to the players' families (i.e. not part of the registration fee), not FYBA.

## Tournament Schedules

Tournament schedules will be posted on the FYBA website under the "Documents" page on the FYBA website. Tournament schedules are typically posted by the beginning of November.

There is an opportunity for one overnight tournament. Information regarding hotel accommodations will be posted on the website. Families are encouraged to make their hotel reservations early.

## Players' Code of Ethics:

I hereby pledge to live up to the following FYBA Players' Code of Ethics:

- I will make every effort to attend every practice and game.
- I will do my best at all practices and during all games.
- I will listen to my coaches while at practices and at games and make every effort to try to do what they are asking of me.
- I will practice good sportsmanship by treating all players, coaches, parents and officials with respect.
- I will not use profanity. I understand that I will be warned for the first offense and, at the discretion of the coach, can be suspended from play for the remainder of the current practice, current game or for the following game.
- I will do my best to help my parents get me to games and practices on time.
- I understand that playing travel basketball is a privilege and that if my actions are detrimental to the team or the association I can be removed.
- I understand that improvement comes from practice and I will need to practice on my own, away from scheduled practices and games.
- **See Appendix D of this handbook for additional Player Guidelines.**

## Parents' Code of Ethics:

I hereby pledge to live up to the following FYBA Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will make every effort to ensure my child is at every practice and game.
- I will place the emotional and physical well being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will not coach my child or any other player during practice or a game, unless asked to do so by my child's coach.
- I will demand a drug, alcohol and tobacco-free environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I understand that the FYBA reserves the right to dismiss at any time a player and/or their parents who by their conduct significantly creates problems for the team/association or after verbal warning continues to disrupt practices or games.
- I will assign responsibility for my child to a responsible adult if I am unable to be present at a game(s).
- **See Appendix E of this handbook for additional Parent Guidelines.**

## Player Time Commitment

The FYBA Board strives to have teams practice 2 nights a week for 1 to 1 ½ hours per practice (a third night of skills development may be added during the season) and participate in traveling tournaments. Times for practices can range anywhere from 5 pm. – 9:45 p.m. during the week for all age groups depending on available gym space and coaches preferences. Friday evening and Saturday practices are also a possibility. FYBA rents gym time from the Farmington School District and competes for gym time with school sporting practices and events, Community Education programs, in-house basketball, adult recreation programs and other community groups. The school calendar and extracurricular activities directly impact gym space availability. After first taking into consideration coach availability FYBA does its best to spread gym time amongst all of the FYBA teams.

## Player Volunteer Commitment

FYBA believes it is important for our players to learn the value of giving back to organizations, communities, non-profits, etc. Therefore, FYBA asks that all players volunteer a minimum of 2 hours at FYBA fundraisers (Tiger Classic tournament set up and take down or other designated fundraising events) according to the need established by the organization.

## Absences

Players or their parents are expected to notify the coach directly (please do not ask another player or parent to give the coach a message, except in the case of an emergency) as far in advance as possible if they are unable to attend a practice or a game. Any player who misses a practice or a game without an authorized excuse may be excluded from playing in the next game at the discretion of the coach. If excluded, the player is expected to dress for and attend the game. Absences are authorized for the following reasons, but players must still notify the coach:

1. Illness / injury / family emergencies
2. Official school function
3. Religious education or services

FYBA believes it is very important for our players to be the very best student athletes they can. That said; please note missing practice to complete homework is NOT an excused absence. Rather, FYBA believes players need to learn the more important life skills of planning and managing their time. If they are unable to do so, playing time will be affected.

Furthermore, players who do not meet the school's minimum grade guidelines are expected to sit out of games, until the grades meet minimum standards. FYBA expects players to conduct themselves in an appropriate manner at school. Players who receive SLC, detention or in school suspension will be unable to play the first half of the next tournament game. The burden for informing your child's coach of these matters rests with the player and parents.

No participants will be penalized or disciplinary action taken against them for legitimate religious absences from practice or games.

## Player Evaluation

At the beginning, mid-point and end of each season, each coach will complete a Player Progress Report Card for each player describing the player strengths and skills to focus on improving.

# Coach Policies and Procedures

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## Selection of Traveling Coaches

It is the goal of the FYBA to select the most qualified coaches for all grades and all teams. To avoid any conflicts of interest, board members will not act as coach interviewers specific to their child's grade.

A limited number of non-parent coaches may be designated by the FYBA Board if there is not a parent candidate, or a qualified parent volunteer coach, or if the FYBA Board believes that there are circumstances that would make designating a non-parent coach a more positive experience for a team's players.

Coaching candidates should express their interest by submitting an online coaching application. All candidates must complete a background check authorization form and agree to the Coaches Code of Conduct.

Interviews are conducted by an Interview Committee which may consist of the FYBA Girls or Boys Director, the FYBA Skills Development Director, the FYBA President, one or more representatives from the FYBA Board and outside evaluators. If the candidate has coached in our program in the past, evaluations and feedback regarding that coach are taken into consideration when determining if that coach will be selected for the present season. The interviews are generally held in September.

After the interviews, the interview committee will make their coaching recommendations and present them to the FYBA Board for approval. The specific team for each coach is not determined until after the players have been assigned to teams. If a team does not have a coach, it is the responsibility of the FYBA Board to find a coach. The best interest of the team and players will be primary objectives in the selection of any coach. All coaches are required to attend at least one clinic offered by FYBA and, possibly a first-aid class.

All coaches are required to meet the following criteria:

1. Have an advanced knowledge of basketball rules and fundamentals.
2. Have good communication skills.
3. Able to teach and motivate players to develop specific basketball and relationship skills.
4. Measure their own success based on their ability to improve all boys and girls as basketball players and as human beings.

Each team will have one head coach. In addition each team will have at least one, possibly two, assistant coach(es). Coaches are expected to attend all games and practices. At the discretion of the head coach, other adults, who have a current background check on file with the FYBA President, may also assist from time to time.

## Coaching Stipends

The majority of FYBA coaches are volunteer coaches. In the event the FYBA Board designates an adult who does not have a child in the program to coach, a coaching stipend of \$500 will be paid to a Head Coach and a \$300 stipend will be paid to an Assistant Coach. These coaching stipends will be paid in two installments; the first installment will be paid in November and the second installment will be paid in February.

In the event the FYBA Board asks a parent who has a child in the program to coach a team that his/her son or daughter does not play on, FYBA will refund their child's registration fee for the season and be paid a stipend of \$100. In this case the registration fee will be refunded in November and the remaining stipend will be paid in February.

## Coaches Training

Coaches are required to participate in an informational meeting in early September prior to tryouts, in a coaching clinic with the respective high school varsity coach during the pre-season and a mid-season coaching clinic provided by an outside vendor.

In addition, coaching resources are made available to coaches on the website.

## Coaches Code of Ethics:

- I will place the emotional and physical well being of my players ahead of my personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will do my very best to provide a safe playing situation for my players.
- I promise to review and practice the necessary first-aid principles needed to treat injuries to my players or find appropriate staff to do so.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead, by example, in demonstrating fair play and sportsmanship to all my players.
- I will ensure that I am knowledgeable in the rules of basketball, and that I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth coach, and that the game is for children and not adults.
- I will demand a drug, alcohol and tobacco-free sports environment for my team and agree to assist by refraining from their use at all games and practices.
- I will be the Head coach for only one Metro team participating in the MYAS structured tournaments and leagues.
- I understand the FYBA Board has the right to remove any coach whose actions are detrimental to the team or the association.
- If there is an overnight travel event for the team, I understand that I am expected to drink responsibly should I choose to consume alcohol.

## Coaching Philosophy and Requirements

The most vital component in accomplishing the goals stated above is GOOD COACHING. A successful youth coach will temper the ideal with the practical, will have a sound knowledge of basketball, and will be able to teach the players of this age in an appropriate way. He or she must have ample time to devote to the program, and should have previous basketball coaching experience at the appropriate age level.

The FYBA Board has established three priorities for our coaches

1. To teach the fundamentals of basketball
2. To build character and self-esteem
3. To encourage team unity

Coaches should encourage team building and support team unity during practices and games. We encourage coaches to develop the talents of all the players. While coaching to win is acceptable if done properly, winning should not be overemphasized at the expense of the mission and goals of the program or at the expense of disregarding the playing time guidelines set forth by the Board.

All coaches selected must understand the philosophy of the FYBA program, as outlined in this document, and coach in accordance with it. It is the Board's responsibility to ensure all coaches are aware and understand the mission and goals of the program as outlined herein.

## Coaches Responsibilities

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players, socially, morally, psychologically and physically. The coach is responsible to the FYBA Board of Directors. These responsibilities include:

- The coach (or individual/team manager appointed by the coach) is responsible for maintaining the Game Schedule (Score Tracker) software on the FYBA website. Score Tracker is to be updated by the Wednesday after the tournament. Please contact the Communications Director for assistance.
- If you have chosen to use a non-parent coach as a team manager, identify the team manager and inform them of their responsibilities (ensure Score Tracker is updated in a timely manner, parent communication, etc.)
- Enforce common rules regarding care of equipment and facilities which include the following: 1) restrain the players from damaging the gyms and property; 2) cleaning gyms from debris such as water bottles, pop bottles, etc.; 3) safeguard all facilities and equipment utilized; and 4) return all FYBA equipment in good condition to the Equipment Coordinator immediately following the season.
- The coach must establish and maintain a team discipline policy. Coaches should first try to resolve disciplinary issues themselves. If the issues are unable to be resolved, the following meetings should take place: 1) Parent and Player with Coach and Assistant ; 2) all of the above meet with the appropriate Girls or Boys Director or FYBA liaison; 3) a meeting before the FYBA Board of Directors. When a player is disciplined, the coach is to inform the player of the reason(s) for the punishment before the child leaves the facility. Furthermore, before leaving the player needs to tell the coach their understanding of why they are being disciplined to make sure the coach knows they understand. Coaches should use their discretion regarding informing parents directly about the reason for their child's punishment. Matters of discipline should be discussed privately between the player and the coaches.
- Team coaches will maintain a minimal medical supplies inventory which is provided by the FYBA. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However, in any and all situations, the parent has the ultimate responsibility.
- Coaches will refrain from the use of tobacco products during game and practice situations. Coaches will also refrain from the use of alcoholic beverages prior to and during games and practice situations.
- A coach who continually violates the FYBA guidelines shall; 1) first meet with the appropriate Girls or Boys Director; 2) if no improvements, the coach personally meets with the FYBA Board; 3) if steps one and two fail, the coach may be dismissed by the FYBA Board and a suitable replacement named.

**See Appendix C of this handbook for additional Coach Guidelines.**

## **Coaches Evaluation**

Evaluation of coach performance will occur mid-season, with feedback provided to coaches by the Girls or Boys Directors. Summary feedback regarding coaches from the end-of-season parent survey will also be provided to coaches who reapply the following season or request this information. FYBA wishes to support its coaches and can pair up experienced coaches with new ones for assistance or mentoring as needed. During the season, coaches wishing guidance can contact the Girls or Boys Director or the FYBA President.

## **Player Evaluations**

At the beginning, mid-point and end of each season, each coach must complete a Player Progress Report Card for each player describing the player strengths and skills to focus on improving. These forms can be found on the Traveling Basketball website under the Documents page.

The link to the regular season form is as follows:

[http://assets.ngin.com/attachments/document/0007/8625/Player\\_Report\\_Card.pdf](http://assets.ngin.com/attachments/document/0007/8625/Player_Report_Card.pdf)

The link to the post-season form is as follows:

[http://assets.ngin.com/attachments/document/0011/3694/FYBA\\_PostseasonPlayerReportCard.pdf](http://assets.ngin.com/attachments/document/0011/3694/FYBA_PostseasonPlayerReportCard.pdf)

# Tryouts, Team Selection & Playing Time

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## Tryouts

The Board is responsible for conducting preseason tryouts. The Board will develop the evaluation criteria and tryout procedures prior to the tryouts in September. The Skills Development Director will oversee the tryouts. To avoid any conflicts of interest, board members will not act as tryout evaluators specific to their child's grade. Tryouts are typically held in September. Schedules are posted on the FYBA website as soon as they are available.

To ensure tryouts are conducted fairly, FYBA incorporates the following strategies during tryouts:

1. **Equal Opportunity:** All players are issued a number the first night of tryouts. Throughout the tryouts, players are referenced by number only.
2. **Skill Assessment:** Skills Stations are used to provide an opportunity for evaluators to observe basic skills.
3. **Team Play Assessment:** Scrimmages are used to provide an opportunity for evaluators to observe team play ability.
4. **Independent evaluation:** FYBA uses a combination of input from coach applicant evaluators, along with input from the varsity coaching staff and other independent evaluators to place players into skill-level pools.

FYBA tryouts are closed to parents who are not otherwise participating as evaluators; however, if a parent is an evaluator, they will not be allowed to evaluate any tryouts for their child's grade level.

A selection committee chooses players based on a combination of the following: (in no particular order)

- ✓ Attitude/coachability
- ✓ Sportsmanship
- ✓ Team Play
- ✓ Basketball experience/historical performance
- ✓ Team balance
- ✓ Player physical ability
- ✓ Competitive nature
- ✓ Individual scoring
- ✓ Overall basketball skills
- ✓ Players' understanding of the game

## Team Selections

Players are selected based on their comprehensive evaluation scores from tryouts. Evaluators rate each player. The Skills Development Director and the Girls and Boys Directors will suggest a slate of teams based on the player's ability first on a grade-by-grade basis, then if need be on a combined grade basis to the Board.

The Board, with input from the evaluators, will determine the number of teams per grade and the number of players per team. Names of team members and team assignments will be posted on the website as soon as possible after the try-outs.

The Board must approve any permanent changes to a team roster during the season.

## Team Selections—Siblings

If you have siblings of the same grade and gender trying out, please note the children will be placed on the teams that best match their skill level. This means they may be placed on two different teams.

## Playing Time

The head coach shall have the freedom to run his or her team while keeping within the program guidelines. Coaches are expected to develop all of the players on the team.

Coaches shall endeavor to give each player comparable and fair playing time over the course of a tournament in accordance with the development of each player's fullest potential and in accordance with the following playing time guidelines. **Playing time is measured over the course of a tournament (not game by game).** 8th Grade—Minimum of 35%; 7<sup>th</sup> Grade—Minimum of 40%; 6<sup>th</sup> Grade—Minimum of 45%; 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup> Grade—Minimum of 50%. A player's playing time can be affected by unauthorized absences from practices and / or games, injuries, illness, attitude, effort, unwillingness to do as the coach has instructed on the court and ability to be a team player.

**NOTE TO PARENTS:** Since the beginning of traveling sports, this has been one of the biggest points of contention. All parents must recognize that strict adherence to the minimum playing time guidelines during a game or over the course of a season cannot be guaranteed due to player absences, the player's physical condition, player substitution patterns, player's foul situation, player injuries and other factors that the team, players and coaches encounter. The guidelines shown above and explained in more detail below are not intended to have parents using stopwatches to verify playing time. FYBA, however, has emphasized to the coaches the importance of our playing time guidelines, how these guidelines support our program's mission and goals and our expectation that coaches adhere to the playing time guidelines to the best of their ability.

In an attempt to further clarify FYBA's position, we have decided to provide the following guidelines to both parents and coaches: 1) 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Grade – At these three grades the program has a mandate for almost equal playing time (see slight % difference for 6<sup>th</sup> grade). This can be accomplished in a couple of ways: (a) Most games consist of four – 7 minute quarters. On 10 player teams, many coaches will substitute five new players every 3 ½ minutes. (b) When there are 8 players on a team, this requires more creativity on the coach's part, but equal playing time is still required over the course of the tournament. 2) 7<sup>th</sup> and 8<sup>th</sup> Grade – As the participants become older, the FYBA program allows for "Fair" playing time rather than "Equal" playing time. The guideline given to the coaches is over the course of a tournament, all participants must play a minimum of 35-40% of the time.

The concept of "Equal" is much easier to define than is the concept of "Fair". In order to give our players the best chance to succeed in game situations, coaches may be required to put certain players on the floor during certain times relative to the opponents' lineup, size matchups, etc. In order for our teams to be competitive, some flexibility about playing time must be left to the coaches' discretion.

This being said, FYBA still mandates that all children be given a fair opportunity to play. Players must start a fair number of games and should not, in most cases, be sitting an entire quarter. Traditionally, coaches have been given broad flexibility in who is on the floor in the last three minutes of a close game. FYBA believes that fairness dictates, over the course of a season, all players be given an opportunity to be on the floor in the closing minutes of a game.

We understand that by adhering to the spirit of these guidelines we run the risk of our teams being less competitive in some games. Traveling Basketball is a more competitive program than Inhouse Basketball and we still want our coaches to put their teams in a position to win basketball games. We simply want the coaches to do so while allowing all participants to feel they are contributors to the team.

## Player Who Moves Into the Community Post Tryouts

If a player is eligible to join a travel team (i.e. no cuts, spot is available, capable of playing travel ball, etc.), then the player will be placed on the team that best matches their skills and abilities. The Skills Development Director will evaluate the player in conjunction with the Head Coaches for that grade and gender and decide on which team to place the player. If the Skills Director finds themselves in a situation with a potential conflict of interest (e.g. affected team includes their child, a relative, etc.), then a placement recommendation will be made by the Girls or Boys Director, whichever is appropriate, to the Board for their approval. Post-try-out placement will not affect any current player's team placement (i.e., a player from team A will not be moved to team B to make room for this new participant).

## Fees and Deposits

### Registration Period

Registration begins in July. Both online and mail-in registrations are available.

Registrations are accepted up until the first night of tryouts. Participants must have all of the authorization forms complete and payment turned in prior to going on the court for tryouts.

### Registration Fee

The player registration fee is established at a level that is estimated to fund the projected tournament/league registration fees of the program. To assist with program planning (e.g. gym space reservations, tournament scheduling, etc.) an "early bird discount" (i.e. \$50 discount) is offered to those 5<sup>th</sup> – 8<sup>th</sup> graders who register early. After the early registration cut-off date the regular registration fee is in effect.

In addition to these costs FYBA pays for gym usage fees, equipment, team skills sessions, FYAA membership, coaches' shirts, coaches' stipends and other miscellaneous expenses. These additional program expenses are paid for from funds raised by FYBA fundraising events.

### Refund Policy

After an athlete has registered to tryout for an FYBA team, through tryouts and prior to being assigned to a team, a full refund will be granted. If your child is not placed on a team, you will receive a full refund. However, **once an athlete is placed on a team**, only extenuating circumstances, e.g. medical reason (Doctor's note required), or a family move, may warrant a refund (minus a \$50 administrative fee, or prorated amount if the athlete played a portion of the season). In no case will any refunds be issued to participants who decide to form their own team outside of the FYBA.

Registration to play Farmington Travel Basketball is a large family commitment, not only in time but also in financial resources. If you are considering playing your child elsewhere, or planning on withdrawing your child from FYBA if they do not make the desired team, we ask that you do not register your child in FYBA.

### Volunteer Commitment and Deposit

FYBA hosts the Tiger Classic basketball tournament each year as our major fundraiser. Without the tournament, the cost of the program would be significantly higher. At the beginning of each season, the number of volunteer hours per family is determined based on the need for that year. In an effort to ensure that our families will work their volunteer commitment, we ask that you write a check for \$300.00 as a "volunteer deposit". At the end of the season, if the families have met their volunteer commitment, the check is shredded. If you chose not to work your required hours, the check will be cashed. If you have a conflict the weekend of the tournament, you may have another adult fill in for you as long as you have cleared it with the Volunteer Coordinators in advance. Many times coaches and their spouses & board member's spouses put in a significant amount of time during the tournament weekends assisting where needed. You are more than welcome to help out over and above the required family volunteer commitment.

## Uniform

Each family needs to purchase a uniform for their child. Please refer to the Shooting Shirts and Uniform (page 24) section for additional information.

## Other Fees

Beyond the registration fee and deposits families can expect to pay admission fees at each tournament. Just as the Tiger Classic is a fundraiser for our program, so are the other tournaments attended by our teams for the host organizations. Therefore fans, including parents and siblings, can expect to pay an admission fee for each day that they attend any given tournament. This is usually \$3-5 per person, less for students and seniors. In addition, many families find that the time and distance demands of tournaments lead to additional gasoline and food expenditures.

## Financial Scholarship

FYBA has created a Financial Scholarship program. This program is designed to supplement the opportunity for athletes who otherwise could not afford to participate in our program. The Financial Scholarship Application and eligibility rules can be found on the FYBA website under the "Documents" page.

To help build the Scholarship Fund FYBA will provide an opportunity for FYBA families to donate to the Scholarship Fund as part of the registration. Prior to that if your family would like to make a donation to our Financial Scholarship Fund to help assist those who are less fortunate than ourselves, then we would ask that you would send a check, payable to FYBA Scholarship Fund, to the address below. If you are aware of any corporations that may be interested in helping provide funding, please pass that contact information on to the FYBA President. He/she can be reached at [sondra.chadwick@farmingtonbasketball.org](mailto:sondra.chadwick@farmingtonbasketball.org).

FYBA  
Attn: President  
PO Box 12  
Farmington, MN 55024

# Communication

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## Website

The primary source of communication for FYBA is publishing information on the FYBA website. There you will find schedules for tryouts, practices and tournaments. In addition you will find contact information for Board Members and Committee Coordinators. The website also contains a comprehensive list of off-season skills development opportunities, summer camps, leagues & clinics, as well as, a number of resources for drills that players can practice on their own and links to other basketball organizations and vendors.

It is your responsibility to check the website daily. The FYBA web address is <http://www.fyaasports.org/page/show/101880-farmington-traveling-basketball>

## E-mail

The secondary source of communication for FYBA is e-mail. E-mail is available 24 hours a day for both you and the FYBA Board. Under the "Contact Information" link on the website you will find the e-mail addresses for each of the FYBA Board members and Coordinators. E-mails to Board members will generally be responded to within 1-2 days. Coaches predominantly use email to communicate to their teams therefore parents and/or players have the responsibility to check their email often for important team information.

## E-mail Address Additions/Changes

It is your responsibility to ensure FYBA has a current email address on file for your family. This needs to be an email address that is checked at least once each day. If you have an additional e-mail address you would like us to add to the database or you have a change in your e-mail address, please notify the Communications Director, by sending an e-mail to [Travel@farmingtonbasketball.org](mailto:Travel@farmingtonbasketball.org)

## Telephone Calls

Since all members of the FYBA Board serve as volunteers and work numerous hours behind the scene preparing the program for your child, we ask that you respect their privacy and their family time. If you need to contact an FYBA Board member by telephone, we ask that all families and coaches limit their phone calls to no later than 7:30 in the evenings. We also ask that you try not to contact them on weekends unless you deem it an emergency. Please use your utmost discretion in determining whether an issue or concern is an emergency. You may also address the Board at their monthly Board meetings.

## Team Liaison

If you have any concerns regarding your child or your child's team, we strongly encourage parents to visit with their child's head coach. To avoid any conflicts of interest, board members will not act as team liaisons specific to their child's grade.

Sometimes parents are not comfortable talking with their child's coach about a particular situation or parents have had discussions with the child's coach, but would like to visit with an "independent" party. To address these situations, FYBA has established a Team Liaison. Each team will be assigned a member of the FYBA Board as a team liaison to the FYBA Board. Every attempt will be made to keep the team liaison a neutral party - with no child on the assigned team. Parents/guardians can seek out and discuss an issue with their team liaison, who will then take the parent's concerns to the appropriate director and the rest of the Board, if deemed necessary. The Team Liaison for your child's name can be found on the FYBA website under the "Contact Information" then "Board of Directors" link.

## Uniforms

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### Shooting Shirt

Every player is required to have a shooting shirt that fits and is in good condition. The shooting shirt is intended to be worn over their regular game uniform during warm-ups and in travel to & from a tournament. However, the shooting shirt is also theirs to wear whenever or wherever they wish. Please remember when you wearing the shooting shirt our program and community are being represented; please behave in a positive manner at all times. Also remember that the shooting shirt is part of the uniform and it is expected to remain in an acceptable condition.

### Uniform—Practice and Game

Each player is required to have a black & white reversible practice jersey. Players are expected to wear their practice jerseys to every practice. Practice jerseys will be made available for purchase at the beginning of each season.

Each player is required to purchase a uniform as determined by the FYBA Board. Information regarding where and when to purchase the uniform and the related cost will be communicated and posted on the website under the Announcements section.

## Fundraisers

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FYBA utilizes fundraisers to cover the portion of the program's operating expenses that are not covered by the player registration fee. Each family is responsible to work the required family volunteer commitment. If a player's parent cannot fulfill the family volunteer commitment, it is mandatory that he/she make their own arrangements to cover the hours with another adult (18 or older). If this commitment is not fulfilled, the family's Volunteer Deposit check will be cashed; if the cashed check is returned to FYBA as uncollected funds this will result in the suspension of their child's participation in the program until paid.

### Tiger Classic

FYBA hosts a boys tournament each year. This tournament is typically held the first full weekend in December. This is our major fundraiser for the program.

We ask each family to work the minimum number of hours decided upon for that season (family volunteer requirement) at the tournament. This excludes the coach's families, coordinators and Board members as they all put in numerous hours throughout the year preparing for the season and coaching the teams.

The majority of the timing is done by the high school girls and boys basketball players. In exchange for their assistance, FYBA makes a donation to the girls and boys high school basketball programs. For those games that we are unable to have a high school player time FYBA, will need to find a parent volunteer or possibly hire other high school students to assist.

### MYAS Hosted Tournament

FYBA also may host an MYAS tournament each year, which allows our girls teams an opportunity to play in Farmington.

We ask each family to work the minimum number of hours decided upon for that season (family volunteer requirement) at either this tournament or the Tiger Classic tournament. This excludes the coach's families, coordinators and Board members as they all put in numerous hours throughout the year preparing for the season and coaching the teams.

The majority of the timing is done by the high school girls and boys basketball players. However, if unable to have a high school player time, FYBA will open this opportunity up to players or parents who would like to assist. Unlike the Tiger Classic, this is a paid position. Helping with timing does not count towards the family volunteer requirement.

### **3-on-3 Summer League**

FYBA hosts a 3-on-3 League for boy and girls entering grades 4<sup>th</sup>-8<sup>th</sup> grade the following fall. This league is typically held during the first two-weeks of August.

# Health and Safety Policies and Procedures

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## Background Checks

Background checks are completed every two years on all Board Members, Head and Assistant Coaches, and any parent/person that will have authority over a child when on the court are subject to a background check. Background checks can also be conducted randomly at the Board's discretion within two years of the date the background check form was signed. High school athletes are excluded from this policy. Background checks for the high school coaches are conducted by the School District.

## Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco; or 3) use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids.) The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

- First Violation: After confirmation of the first violation, the player shall lose eligibility for the next three (3) consecutive games. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve (12) consecutive games or the remainder of the sport season, whichever is great.. If after the subsequent violation, the player on his/her own volition becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in FYBA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- Penalties shall be cumulative throughout the player's participation on FYBA teams.

## Sexual Harassment

FYBA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. FYBA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of FYBA to sexually harass, through conduct or communication of sexual nature, any child or member of FYBA. It shall be a violation of this policy for any player or member of FYBA to sexually abuse any child or member of FYBA.

The Board of Directors of FYBA will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

### Definition of Sexual Harassment and Sexual Abuse

- Sexual abuse consists of any sexual physical contact with a minor.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
- Written contact constitutes sexually suggestive or obscene notes, drawings, letters, e-mails or text messages.
- Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.

- Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

## **Physical Abuse**

Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a basketball skill. Permitted physical conduct may include, but is not necessarily limited to, demonstrating a screen, playing defense in a drill or scrimmage and other basketball skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

## **Reporting Procedures for Victims of Sexual or Physical Abuse**

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of FYBA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of FYBA or any other board member they would be more comfortable reporting to. The Board of FYBA shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of FYBA pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an investigation of the incident. FYBA Board members or a third party designated by the FYBA Board of Directors may conduct the investigation. A third party may include Law Enforcement or Social Services Personnel. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of FYBA. Upon proof of violation of this policy, the violator will be permanently banned or suspended from all FYBA programs.

## **Injuries/Medical Conditions**

Injuries and medical conditions are not to be taken lightly. If there is any question as to the seriousness of an injury or medical condition, immediate arrangements for medical attention must be made by the team representatives or the parents. When an FYBA player has been injured or has been diagnosed with a medical condition, it is the responsibility of the parents to inform the head or assistant coach. When the injury or medical condition prevents the player from participating in team practice or a game the coach should inform the respective Girls or Boys Director and a medical notice with a doctor's signature will be required prior to the player returning to active participation. In the case where an injury or medical condition requires admittance to the hospital, the FYBA President must be notified immediately.

## **Infectious Diseases**

FYBA subscribes to the policy put forth by the Minnesota State High School League that reads:

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-striped as appropriate) and after all blood on the uniform is treated appropriately, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

## **Weapons**

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) (weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten) will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate Girls or Boys Director and the FYBA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the FYBA program.

## Unsportsmanlike like conduct policy

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The FYBA reserves the right to dismiss at any time a player, coach or parent who violates the above codes of ethics or, by their conduct, creates significant problems for the team or disrupts practices or games or creates a negative impression on the FYBA program.

Unsportsmanlike-like conduct by a player, parent or coach will not be tolerated.

- First Violation
  - Upon notification by the Board, the player, coach or parent shall be suspended for 3 consecutive games.
- Second Violation
  - The player or coach shall lose eligibility in the FYBA for that sport season or 12 consecutive games, whichever is greater. No exception is permitted. A second violation by a parent will mean that parent shall not attend any FYBA practices or be in attendance at any sanctioned tournament game for the remainder of the sport season.
- Cumulative Penalties
  - Penalties shall be cumulative beginning with and continuing throughout the players or coaches participation in the FYBA.

# Grievance / Complaint Policy

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## Players and Parents

In the event you, as a player or parent, have a complaint regarding an incident or believe you have been infringed on according to FYBA policies, you may file a formal grievance. Please be advised parties must wait 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

1. Any individual with a grievance not previously resolved in a personal conversation with the Head Coach shall present a signed and dated letter, detailing the incident to the Head Coach and Team Liaison. The Head Coach shall respond within 2 days of receipt of the grievance. The Team Liaison will schedule a meeting, which will include the individual that submitted the grievance and the Head Coach at a time convenient for all. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Team Liaison shall keep and submit a copy of the original grievance and notes from the meeting to the appropriate Girls or Boys Director.
2. In the event that resolution is not achieved at the meeting indicated in Step 1, the Team Liaison will forward the grievance to the appropriate Girls or Boys Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Liaison must be provided by the Head Coach or Team Liaison. The respective Girls or Boys Director shall schedule a meeting with the Head Coach, Team Liaison, the individual’s parents, and the individual that filed the original grievance within 1 week of receipt of the grievance. The respective Girls or Boys Director shall keep detailed notes of the meeting and submit a copy of the original grievance letter, outstanding issue letter and notes from this meeting to the FYBA President.
3. In the event that resolution is not achieved in the meeting indicated in Step 2, the respective Girls or Boys Director shall request the FYBA President (or another appointed Board member to avoid conflict of interest) to act as mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the respective Girls or Boys Director, Head Coach, Team Liaison and the individual initiating the grievance. The mediator shall keep detailed notes as a record of this meeting.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. Every effort will be made to process a grievance within 15 days.

## Coaches

In the event you, as a coach have a complaint regarding an incident or believe you have been infringed on according to FYBA policies, you may file a formal grievance. Please be advised parties should wait 24 hours after an incident has occurred to allow for a “cooling off” period to prevent action solely out of anger. In the event a formal grievance is filed, please use the following guidelines:

1. Any Coach with a grievance not previously resolved in a personal conversation with the individuals shall present a signed and dated letter, detailing the incident to the Player, their Legal Guardian and Team Liaison. The Player and their Legal Guardian should respond with a copy to the Coach and Team Liaison within 2 days of receipt of the grievance. The Team Liaison will schedule a meeting, which will include the Player, their Legal Guardian and the Team Liaison within 2 days of the response. The purpose of this meeting is to discuss and make a best effort to resolve the issue. The Team Liaison shall keep and submit a copy of the original grievance and notes from the meeting to the respective Girls or Boys Director.
2. In the event that resolution is not achieved at the meeting indicated in Step 1, the grievance will be forwarded to the respective Girls or Boys Director. A signed and dated letter detailing the outstanding issues within 2 days of the meeting with the Head Coach and Team Liaison will be provided. The respective Girls or Boys Director shall schedule a meeting with the Head Coach, Team Liaison, the Player and their Legal Guardian within 2 days of receipt of the grievance. The respective Girls or Boys Director shall keep detailed notes of this meeting and submit a copy of the original grievance letter, outstanding issue letter and notes from this meeting to the FYBA President.

3. In the event that resolution is not achieved in the meeting indicated in Step 2, the respective Girls or Boys Director shall request the FYBA President (or another appointed Board member to avoid conflict of interest) act as mediator to hear the outstanding issues and determine a resolution. The mediator shall schedule a meeting with the respective Girls or Boys Director, Head Coach, Team Liaison, the Player and their Legal Guardian within 2 days of receipt of the grievance. The mediator shall keep detailed notes as a record of this meeting.

Resolution reached at any step of the Grievance Procedure will be considered final and a signed statement by all parties will be required. In no event shall the grievance process exceed 15 days.

FYBA Board members and/or coaches may also enforce the Code of Conduct Policy for players, coaches and parents/spectators. It is within their rights to pursue disciplinary action on any incident they feel breaches the Code of Conduct Policy. Action may be taken on-site to remove the offending party from the viewing and/or game area with a follow up written report submitted to the FYBA Directors explaining the incident. If merited, disciplinary action will be taken as detailed in the discipline policies in this handbook. The decision of the Board is final and cannot be appealed.

# Privacy Policy

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At Farmington Youth Basketball Association (FYBA), we are committed to maintaining your right to privacy for all of your personal and financial information. We understand the importance of keeping your information completely confidential and thus we take it very seriously.

## Participant Information

To participate in any of the programs offered by our organization you will need to register. If the participant is a child, a parent or guardian will need to register them. To register you will need to provide personal information such as name, address, contact information and specific criteria (e.g., age or gender) that is established for each program. You will also be asked to provide payment information such as credit card numbers. Contact information is used for notification purposes (e.g., to confirm program registration or association announcements) or when necessary for customer service. Payment information is used only to bill you for programs, products and services that you specifically request. Each individual family's financial information is not to be shared outside of the Board of Directors and the Registration Coordinator.

## Participant Privacy

With respect to maintaining the privacy of our players and their families, it is the policy of the FYBA to only publish on our website first names and last initials of players for rosters. Players names will not be published on the same webpage as any pictures published on the website. With permission, the FYBA will publish more detailed contact information specific to coaches and other volunteers to facilitate communication.

## Requests for Information

No coach, player, parent, official, or other FYBA member shall release information regarding member players, teams, officials, coaches, or other FYBA members to any person or organization, commercial or otherwise, for any purpose or in any manner not mentioned below, without the approval of the FYBA Board of Directors.

## Additional Uses

All of the information we collect is used to personalize your account, to customize our services and to allow our association to contact you when necessary. We release personally identifying information you have provided to process a request for a program, product or service or when we provide you with prior notice. We will also disclose personal information about an individual user if we believe in good faith that such disclosure is necessary to comply with an applicable law or valid legal process. Information may be released on an aggregated basis (meaning that the information from many participants is grouped together in a way that does not disclose the personal information of any particular participant).

In addition to the disclosures described above, personal information about our users may be provided occasionally to outside auditors, consultants, and others we hire for routine website operations, to help us manage email communications with our members, or for other standard business activities. We ask all recipients to agree to protect the confidentiality, security, and integrity of the information.

Inherent in Enrollment in FYBA it is understood that in order to participate in certain league play and tournaments such as MYAS State; team rosters must be submitted to such organizations. These rosters may include name, address, jersey number, position, date of birth, grade and signature. FYBA cannot control further use and disclosure of such information once it has been released to such organizations.

**Linked Websites**

Our web site may contain links to partners, advertisers and third party Internet sites and services that may collect data in connection with registrations, promotions, e-commerce, etc. These sites have their own policies regarding privacy and content that are not under our control. We encourage you to read the privacy policy of these sites. Please understand that we have no responsibility for linked websites and provides these links solely for the convenience and information of our visitors. If you click on a website link, we do not send any personal information to that website unless we have advised you about the disclosure. Please contact us if you have any questions or concerns about any links that you find on our site.

**Fundraising & Communication**

We will use contact information that you provide to send you information about us and promotional material from some of our partners. From time to time, requests may be made by an outside organization (i.e. basketball camps, corporate sponsors, etc.) or individual for member information. FYBA will ensure that such release of information is done in a manner that ensures that members authorize release of information, or that contact with members is facilitated through FYBA as an intermediary in a manner that protects the privacy of the member.

## Off Season

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Details regarding all of these opportunities will be made available via email and/or the FYBA website as they become available.

### **FHS Camps and Skills Development Opportunities**

Each summer the FHS Varsity coaches offer a local weeklong summer camp opportunity. In addition the FHS Varsity coaches have offered a summer academy (boys) or open gym (girls) opportunity.

FYBA encourages all players to participate in these skills development opportunities. Registration information will be posted on the FYBA website as soon as it is available.

### **FYBA 3-on-3 Summer League**

### **FYBA Sponsored Open Gyms**

FYBA has offered structured open gym opportunities. These sessions provide an opportunity for both skills development and scrimmaging. In addition, we have also offered sessions for New Joiners (i.e. players trying out for the traveling basketball program for the first time).

### **FYBA Shooters Club**

During the off season FYBA offers a Shooters Club. Players are encouraged to continue to focus on their skills development by improving their shooting skills. Players record the number of shots made on the FYBA website, FYBA Athletes page. Rewards are given as players make certain numbers of shots. A complete description of the Shooters Club rules and a Shot Calendar are available on the FYBA website under the "Document Downloads" link.

### **Spring/Fall Basketball Teams**

MYAS and AAU organizations offer the opportunity for players to play games during the off season. FYBA does not sponsor or organize off season teams. Rather, FYBA passes information about se opportunities to members. It is up to families to find a coach, organize a team and schedule their own practices. Upon receipt of payment of the gym space rental, the FYBA facilities coordinator will schedule gym space for off season teams to practice. Please provide the Facilities Director at least two weeks' notice of your request.

### **Other Basketball Opportunities**

As FYBA is made aware of information about other camps, skills development opportunities and tournaments during the off season this information is posted under the "Other Opportunities" link on the FYBA website.

## Other

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### **Basketballs**

All players are responsible for bringing their own basketball to practice. The 3rd-6<sup>th</sup> grade boys and the 3rd-8<sup>th</sup> grade girls use a regulation size women's basketball (28.5). The 7<sup>th</sup> and 8<sup>th</sup> grade boys will use a regulation size men's basketball (29.5). The basketballs must be Composite and either Indoor or Indoor/Outdoor. The quality of the basketball is subject to coach discretion.

### **Hoop**

A regulation 10' hoop is used for all grades.

### **Photos**

If you have photos from the season that you would like to have posted on the website, please email them to the FYBA Communications Director.

## Appendix A – Board Member Position Descriptions

### President

- Will preside at all meetings of the FYBA and of the Board of Directors.
- Will supervise and manage the business, using the powers and duties usually vested in the office of the President of a Corporation.
- Will be responsible for acquiring background checks for coaches and board members.
- Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
- Will serve as ex-officio member of all standing committees.
- Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
- Will be the liaison (or be responsible for delegating the Liaison duties) between FYBA and the HS coaches, Athletic Director, Community Education, City, MYAS and other travel basketball associations.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

#### Additional duties:

- Coordinate Parent Information Night
- Coordinate Annual Meeting
- Will be the point of contact for the FYAA
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### Secretary

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will keep the minutes of all meetings of the FYBA and Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors.
- Will notify the membership of the FYBA of the Board of Directors meetings.
- Will be responsible for ensuring a background check is performed for the Board President.
- Will maintain FYBA's Bylaws.
- Will maintain the post office box and voicemail.
- Will plan for, coordinate and provide oversight for players and coaches uniforms.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

#### Additional duties:

- Will maintain the FYBA Bylaws and make them available to the membership
- Will ensure FYBA's Annual Business Renewal with the Secretary of State's office is completed in a timely manner
- Will oversee the work of the Team Photo Coordinator
- Will be responsible for coaches uniforms
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### Treasurer (past experience with financial statement preparation, budgeting and QuickBooks preferred)

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will have charge of all receipts and moneys of the FYBA.
- Shall deposit them in the name of the FYBA, in a bank approved by the Board of Directors.
- Will disburse funds as ordered or authorized by the Board of Directors.
- Will report the financial status of the FYBA to the Board of Directors at each meeting.
- May delegate financial matters regarding the traveling program to the Girls and Boys Directors.
- Will ensure the corporation's tax returns are filed timely.
- Will ensure the legal filings regarding the corporation's 501(c)3 status are filed timely.
- Will prepare an annual budget under the President's direction for approval by the Board of Directors.
- Will ensure the accuracy of the FYBA financial statements.
- Will be the liaison with the designated bank regarding all FYBA accounts and balances.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**Additional duties:**

- Will maintain the financial records online in QuickBooks financial software. Password protected access will be provide to other Board members and FYBA's accountant.
- Will manage the FYBA fundraisers' cash proceeds and prepared a financial summary for the Board of Directors for each event.
- Responsible for oversight of all tournament cash—initial cash boxes, cash pick-up, counting and depositing.
- Will oversee the work of the Equipment Coordinator.
- Will reconcile all of the receipts and disbursements as follows:
  - All player registrations with the Registration Coordinator and FYAA.
  - All FYBA team tournament entries/withdrawals with the respective Girls and Boys Director.
  - All American Legion fundraising activity with the American Legion Fundraising Coordinator.
  - All tournament entries/withdrawals for the FYBA Tiger Classic with the Tournament Director—Team.
  - All Concessions activity with the Concessions Coordinators.
  - All Admissions activity with the Tournament Director—Administrative.
  - All Facilities activity with the Facilities Director.
  - All Skills Development activity with the Skills Development Director.
  - All Equipment activity with the Equipment Coordinator.
- Will perform other financial analysis as needed.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

**Girls Director and Boys Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will be responsible for overseeing the activities for their respective programs.
- Will be responsible for coordinating the coach interview, selection and recommendation process, including providing the final coach candidate rankings, for their respective program.
- Will participate in the interview process for the coaches applying for their respective program.
- Will coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches during the season.
- Will work with the Skills Development Director to recommend player team assignments to the Board for their respective program for approval.
- Will plan for, schedule and communicate tournament information for their respective teams.
- Will be responsible to ensure the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- Will be the first point of contact for the FYBA coaches.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

**Additional duties:**

- Will compile and submit rosters for State tournament.
- Will handle issues and concerns regarding their respective teams.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

**Facilities Director**

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will manage the scheduling of facilities for FYBA events, such as practice-times, tournaments, and meetings.
- Will evenly distribute the allocated gym time among the boys and girls teams.
- Will prepare and distribute a schedule of assigned practice times for each grade level.
- Will manage and communicate the cancellation of facility use.
- Will ensure facility use is managed within the FYBA budget.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**Additional duties:**

- Will handle issues and concerns regarding facilities
- Will validate and forward all billing for facility space to treasurer for payment.
- Will reserve hotel rooms for out-of-town tournaments scheduled by Girls and Boys Directors.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### Communications Director

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will manage FYBA's primary communication tool, the FYBA website and email.
- Will maintain all documents that appear on the website in a private repository for archival purposes.
- Will, generally serve as the primary voice of FYBA communication to members
- Will manage Shooter's Club emails and updates, as well as order prizes.
- Will create and distribute and End of Season survey, subject to approval of the Board of Directors.
- Will compile and distribute survey results.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.
- Will maintain Dibs sessions for volunteer opportunities

#### Additional duties:

- Will maintain the database of Player, Coach, Teams and Board Member contact information
- Will maintain the FYBA Handbook and Bylaws
- Assist in posting tournament schedules, volunteer schedules, practice schedules.
- Run reports for Registration
- Grant access to coaches and team managers for posting on team pages
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### Skills Development Director (past experience in basketball skills development desired)

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will coordinate all player clinics and private team lessons
- Will coordinate off season coach and player development opportunities
- Will be responsible for gaining the Board's approval for and overseeing all elements of the tryout process.
- Will work with the respective Girls or Boys Director to recommend player team assignments to the Board for approval.
- Will participate in the coach interview process.
- Will provide coaching tools for all coaches with extra emphasis on new coaches.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

#### Additional duties:

- Will oversee the Shooters Club.
- Will serve as team liaison to assigned teams
- Assist other board members with working the Tiger Classic

### Tournament Director

- Will attend Board meetings and come prepared to discuss and decide on agenda items.
- Will oversee the Tiger Classic and MYAS Hosted Tournament <??>
- Prepare and finalize the Farmington Tiger Classic tournament flyer
- Will establish a team to coordinate all aspects of the tournament, including but not limited to Tournament Coordinator—Teams, Tournament Coordinator—Administrative, Concessions, Volunteers, and Assistant Tournament Coordinator. The expectation of the Assistant Tournament Coordinator is that they will transition into the Tournament Director role. Note from Erin: This is the only location the Assistant Tournament Coordinator is mentioned.
- Overall responsible for Admissions and Concessions cash and reconciling with Treasurer
- Establish and verify admission pricing with the rest of the Board
- Coordinate the admission passes for FYBA families and coaches
- Provide overall leadership and issue management throughout the weekend.
- Work with Facilities Director to schedule and secure all gym sites to be utilized for the tournament.
- Work with Facilities Director to schedule a walk-through of all locations prior to the tournament with Community Ed. Review needs/set-up with CE liaison and ensure scoreboards work. Work with high school coaches to ensure all available timekeeping spots are filled by high school players.
- Work with the Communications Director to get all tournament pools and brackets posted on the website
- Work with Board to finalize the donation to the Varsity programs for them helping score and time.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

#### Additional duties:

- Review tournament rules with the Board for approval

- Responsible for getting all tournament pools and brackets posted on the website and copied and posted at each site.
- Responsible for communicating pertinent information (rules, brackets, site map, etc.) to participants and tournament organizers
- Work with assignor to ensure adequate referee coverage for all tournament games
- Provide overall leadership and issue management throughout the weekend.
- Will serve as team liaison to assigned teams

### **Marketing Director**

- Will be responsible for FYBA's marketing and fundraising program.
- Will develop, in conjunction with the Board, FYBA's marketing plan.
- Will work with the Treasurer to develop and then administer FYBA's marketing budget.
- Will implement FYBA's marketing plan. Promotional activities may include, but are not limited to:
  - Advertising in the Park and Recreation/Community Education brochure
  - Press releases, feature stories and advertising in the Farmington Independent
  - Press releases and feature stories in the ThisWeek Times
  - Public announcements on the local cable access channel
  - Participating in the Community Expo and Rambling River Days celebrations
  - Girls and Boys half-time events
- Will work with the HS coaches and in-house basketball program to promote basketball in the community.
- Will be responsible for FYBA's end-of-the-season celebration.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

## Appendix B – Coordinator Position Descriptions

These LEAD positions would satisfy their family volunteer commitment.

### Registration Coordinator

- Will work with the Board to finalize the current year's registration details.
- Will work with NGIN and the Communications Director to ensure all online registration files are properly set-up.
- Will update the paper registration form and ensure the registration link is available on the website.
- Will work with the Marketing Director to coordinate advertising related to registration...FYAA email list, FYBA email list, Farmington Independent, ThisWeek Times, Charter, etc.
- Will account for all player registrations in an online report through tryouts, at which point responsibility for maintenance of the registration data will be turned over to the Communications Director.
- Will work with the Communications Director to answer any emails related to registration. Responsible for accurately accounting for all registration funds collected and refunds, if any.
- Will work with the Treasurer for any refunds if needed. Will handle issues and concerns regarding player registration
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

### Uniform Coordinator

- Work with assigned board members to determine uniform needs
- Work with Registration Coordinator to ensure uniform information is included in registration materials
- Communicate uniform requirements—shooting shirt, jersey top, jersey shorts, practice jersey—and ordering information and deadlines to all families
- Maintain a master list of uniform numbers for all players
- Will handle issues and concerns regarding uniforms
- Work with assigned board members for uniform return at end of season

### Equipment Coordinator

- Will be responsible for FYBA equipment
- Will purchase, issue, and collect equipment and supplies
- Will maintain a detailed equipment inventory
- Will develop an FYBA equipment budget for Board approval
- Will manage the FYBA equipment within budget
- Will reconcile all equipment purchases, returns and sales with the Treasurer
- Maintain equipment inventory in storage area
- Will handle issues and concerns regarding equipment
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

### Team Photo Coordinator

- Work with assigned board member to schedule Photo date
- Recruit one adult person to work with you
- Set schedule for team photos – work with uniform people
- Work with photographer to organize teams so they are ready to go at the assigned times
- Deliver all photographs to teams when they have been returned
- Will handle issues and concerns regarding team photos
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

### Tournament Concessions Coordinator(s)

- Review and obtain Board approval for concessions offerings and pricing
- Order and purchase food for all sites for the tournament after Board approval
- Get concession equipment from storage
- Set-up and take-down concession areas
- Pick-up all food and ice
- Work with tournament coordinator/directors

- Will handle issues and concerns regarding concessions
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

### **Volunteer Coordinator**

- Responsible for coordinating volunteers to meet the tournament's coverage needs
- Work with Communications Director to set up Dibs
- Identify, contact and assign Site Coordinators
- Review reports of registered adult volunteers – and contact families who have not signed up Work with the Tournament Director to train all site supervisors
- Work with assigned board member to meet the tournament coverage needs <<-Not sure what that means now
- Verify that all families satisfy their volunteer commitment
- Supervise set-up and close of all tournaments???? Not sure that still applies?
- Will handle issues and concerns regarding volunteers
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding board member.

### **Tournament Coordinator--Teams**

- Handle registration of all boys teams that will be attending the Tiger Classic tournament including collection/reconciliation of registration fees and authorizing refunds as appropriate
- Handle all communications with registered teams about registration and placement
- Create and maintain an electronic record of all team entries received, including any change in status. Share/communicate with Tournament Director.
- Keep records of all payments for team registrations and give to Treasurer to deposit. Checks must clear quickly. Contact MYAS as appropriate??
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### **Tournament Coordinator--Administrative**

- Complete necessary steps for tournament flyer to be included in the MYSA invitational tournament flyer booklet
- Ensure tournament rules are posted on all scorers' tables and at each site.
- Create large brackets for each school
- Arrange for trainer coverage during the tournament. One trainer full-time at FHS.
- Order and coordinate distribution of trophies.
- Responsible for working with Treasurer to ensure the trainers, radios and trophy vendors are paid.
- Ensure all equipment is provided to each site used during the FYBA tournament (e.g. chairs, tables, scoreboards, signage, etc.)
- Ensure score sheets are posted at each scorer's tables
- Ensure maps to schools are posted on website and available at each site.
- Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding board member.

## Appendix C – Coach Guidelines

The following is a list of guidelines that all coaches are expected to follow. It is the goal of FYBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

1. The best way to produce a quality team is with a positive attitude, positive encouragement and positive feedback to players. Please avoid negative criticism of players, parents and officials. Constructive criticism is always necessary for players to improve while negative feedback makes for negative players. Coaches are expected to follow the FYBA Coach Code of Conduct.
2. Players need and enjoy discipline in themselves and their teammates. Do not allow them to criticize each other, coaches or officials. Do not allow profanity, arguments, or negative behaviors to happen. Expect your Farmington players to be the best disciplined team. Demand that they dress, walk and talk with class both on and off the court. The most important thing a player will learn is how to be a good person. This lesson is far more important than wins or losses.
3. A successful coach is one that is responsible teacher, leader and organizer. Please take the time to plan your team's strategy and goals, as well as how you approach each interaction with your players and parents.
4. A successful coach is one that focuses more on teaching than on winning. They also teach sportsmanship, self-control, self-discipline, game preparation, strategy and respect for self and others. While winning is a goal, these other lessons are more important.
5. A successful coach is a good communicator to both players and parents. The expectation is that coaches inform parents about the team's happenings. A good idea is to have a non-coaching parent assigned as the Team Manager to help communicate information to other parents.
6. A successful coach is a good role model. Expect that you, your players and parents follow the sportsmanship guidelines.
7. A success coach cares for equipment. Each coach is responsible for caring for and returning equipment as soon as possible after the season.
8. A successful coach makes each player feel special regardless of their role in the program. Please try to make each athlete feel as if their role is important to the team. Let them know their role and how it fits into the overall team picture.

## Appendix D – Player Information and Guidelines

The following is a list of guidelines that all players are expected to follow. It is the goal of FYBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

1. Each player is expected to prepare mentally and physically for each game and practice.
2. Players are asked to remain on the team bench at all times during a game. Conversations with non-players and parents should be avoided during the game. The job of all players is to watch the game, learn from watching other players and be engaged during the game so they are prepared when asked to go into a game.
3. All players are asked to show respect for other players, including opponents, coaches, parents and officials. Make sure all comments are positive. Players are expected to follow the FYBA Player Code of Conduct.
4. Players are encouraged to ask questions of coaches whenever they do not understand a play, rule or strategy. This will help them develop an understanding for the game. (Be sure to ask questions in a respectful manner and when appropriate--during the game or after the game.)
5. Players are expected to be on time for all practices and games. Teams warm up prior to the games. Therefore players must plan to be at the facility early and at the time the coach communicates to the players to be there.
6. Players are expected to practice on their own time. Have your parents or a brother or sister help you or call a teammate to work out with you.
7. Team commitment is very important. **Basketball is a team game and no one player is more important than the rest.** Each player has a role and must work to do their job to the best of their ability. Coaches' decisions are based on what's best for the whole team. On and off the court always be a team player. Support your teammates by both word and action.
8. A proud team is a hard working team.
9. Players should dress for success. No jewelry can be worn when in uniform. Also, uniform jerseys stay tucked in at all times.
10. Each player is expected to play to the best of their ability at all times.
11. Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the FYBA Board of Directors,

## Appendix E – Parent Information and Guidelines

The following is a list of guidelines that all parents are expected to follow. It is the goal of FYBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

1. We ask that parents be respectful of the players' schedules for practice and game attendance.
2. We ask that parents be prompt in ensuring your child's timely arrival and departure from games and practices.
3. All parents are expected to show respect for players, coaches, other parents, including opponents, and officials. Make sure all comments are positive. Parents are expected to follow the FYBA Parent Code of Conduct, and set the example for their players' conduct.