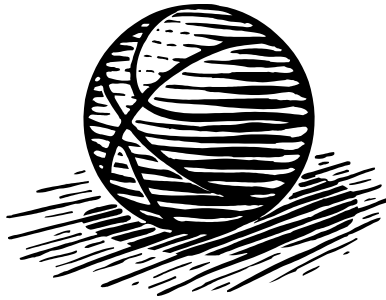


Mahtomedi Basketball Association Program Guidelines

2011 - 2012



This manual defines the rules, policies and procedures of the Mahtomedi Basketball Association. While intended to be comprehensive, there may be circumstances that arise that are not specifically addressed in this manual and will need to be brought before the board for discussion. If you would like to discuss the contents of this manual or have any questions, please contact us at mahtomedibasketballassociation@comcast.net.

Mahtomedi Basketball Association Program Guidelines

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Section 1) Mission Statement

The mission of the Mahtomedi Basketball Association (MBA) is to provide boys and girls in the Mahtomedi area in grades K - 12, at various skill levels, an opportunity to play basketball in an organized environment that emphasizes skill development, teamwork, good sportsmanship and fun.

Section 2) History and Status of the Organization

- 1) The Mahtomedi Basketball Association (MBA) was incorporated as a 501(c) 3 Non-Profit organization on August 24, 1973, with respect to federal tax laws.
- 2) The MBA is a registered Minnesota corporation.
- 3) The MBA is a recognized athletic association in the Mahtomedi Area, Mahtomedi Community Education, Mahtomedi School District, (#832), the City of Mahtomedi and other surrounding cities.
- 4) The information in this manual takes precedence over any pre-existing rules and by-laws that may be in existence.

Section 3) Organization and Operation of the Board

3a) Board Composition

There will be no more than 15 and no less than five Board Members. The Director roles and titles may be modified by the board in accordance with the needs of the association, however, the board must always maintain officer positions of President, Vice-President, Treasurer and Secretary. The 14 current MBA roles and titles are:

- President
- Vice-President
- Treasurer
- Secretary
- Tournament Director
- Traveling Director
- In-House Director
- Youth Program Director
- Registration Director
- Website Director
- Facilities Director
- Equipment Director
- Coach Development Director
- Player Development Director

3b) Executive Committee

The Board maintains an Executive Committee that consists of the President, Vice-President and Treasurer. The Executive Committee is granted the authority to convene and address time-sensitive issues in the event the board is not reasonably able to meet, or may also be called upon by board members to provide guidance or decision on specific topics requested by the board. Should the Executive Committee be divided over a particular issue, it is a good indication that the issue should most likely be brought before the full board.

3c) Board Meetings

There are five types of Board meetings.

1. **Year-end Meeting** - held in May; completes the term of Board Members not looking to renew their appointment; brings closure to the current year; presentation of Exceptional Service Awards
2. **Annual Meeting** - immediately after the conclusion of the Year End Meeting. During the Annual Meeting there are three agenda items in specific order:
 - a. Re-elect returning Board Members (not for specific Director positions)
 - b. Appoint the President for the new year
 - c. Interview and elect new Board Members for any open board positions
3. **First Meeting of the Year** - will commence immediately after the Annual Meeting. At this meeting, the remaining Director Positions will be appointed
4. **Monthly Meetings** - time and dates to be determined by the new Board
5. **Special Meetings** - as deemed necessary to address time sensitive issues

The time, day and location of the monthly board meetings will be established at the First Meeting of the Year. Meeting dates/times may be altered during the year to accommodate for holidays and other scheduling conflicts. It should be noted that the January and/or February meeting may not be necessary.

Board meetings generally last anywhere from 1 - 2 hours. During busy planning segments of the year (late summer/early fall) the meetings may last longer.

In order to hold an official MBA board meeting, a quorum (50% or more of the current board members) must be present (present being defined as either in person or by remote access).

3d) Operation of the Board

- 1) The general structure of all Board meetings will consist of:
 - (a) Call to Order
 - (b) Committee/Director Reports
 - (c) Public Segment (see below)
 - (d) Old Business Discussion
 - (e) New Business Discussion
 - (f) Adjournment

- 2) Non-Board Members are welcome at any Monthly Meeting, but should advise a board member in advance so they may be added to the board agenda for planning purposes. When a board member is contacted by a member of the public that would like to address the board, the board member should:
 - a) Determine the general issue to be discussed and obtain detailed information in advance. Submit this information to the President and to the Secretary for dispersal to board members as deemed necessary
 - b) Advise the Secretary so the individual or group can be added to the agenda
 - c) Advise the interested individual (or group) of the time and location of the meeting. We generally would like members of the public to arrive at the board meeting only for the public forum portion – so they will generally be invited to arrive at 7:30pm or 7:45pm. The public is generally not accepted into certain portions of the meeting that are board specific.

3e) Voting Process

1. Each board member is afforded one equal vote.

2. All measures will require a majority vote of those present in order to pass unless a specific exception has been outlined in other sections of this manual. Specific changes to the rules in this manual will require a 70% approval of those present.

3. On any issue under discussion, ample (but not excessive) time should be afforded to review all opinions and perspectives to assure that board members have sufficient information to make an informed decision.

4. Following discussion, the Board will agree to move to a board vote. Any board member (other than the President) may formulate a motion to be voted upon by the Board. It is essential that the motion is properly constructed and communicated to the board members to assure that the motion is clearly defined.
5. Another board member (other than the President and the board member making the initial motion) must second the original motion in order to warrant a full board vote.
6. The President will request a verbal or hand raise vote in favor of the motion. Likewise, the President will request a verbal or hand raise vote for those not in favor of the motion. A tally of both votes will be recorded by the Secretary.
7. The President will then offer one final opportunity for Board comment before the motion is officially considered passed or defeated.
8. In the event that a board member cannot be present for a board meeting, but would like to register a vote on a particular motion, it may be done in absentee fashion with the approval of the Executive Committee. The Executive Committee must be convinced that the absentee board member clearly understands the precise motion being made and is aware of all of the perspectives and discussion that has transpired amongst the Board.
9. In certain circumstances, issues may require a vote outside of normal board meetings. These circumstances may include time sensitive issues or issues that have been raised at board meetings but require additional information that is obtained at a later date. In such cases, the President may call for a vote via email. In such case, the President with the assistance of the Secretary will present an outline of the situation and the specific motion to be voted upon. Each board member may then respond with questions and comments or register their vote in favor or disfavor of the motion. Once a quorum of board members have responded with an official vote, the Secretary will record the responses and majority approval/disapproval will render the fate of the motion. If more than one board member feels inadequately informed due to the e-mail nature of the vote, then the issue should be tabled until the next board meeting or require the arrangement of a special board meeting.
10. If a board member has personal involvement or would be directly affected by an issue or motion, then such board member should voluntarily excuse themselves from any board discussion and voting process. If the Executive Committee believes that a board member would be personally involved or affected by an issue or motion, and such board member has not voluntarily excused themselves from discussion and voting, they may require that such board member excuse him/herself from discussion and/or abstain from voting. It is essential that potential conflicts of interest are recognized and avoided.
11. All board members are expected to conduct themselves in a responsible and professional manner. Discussion and debate is meant to be meaningful and informative – not simply for delay of a decision.
12. It is assumed that all board members will always endeavor to assure that decisions are in the best interests of participants in MBA programs. Any changes contemplated will not unduly compromise the program participants in favor of a small group of participants. All votes should focus on furthering the goals and mission of the MBA.

Section 4) Board Member Participation

4a) New Board Member Guidelines and Elections

Board Members are appointed for one year terms starting with the Annual Meeting/First Meeting of the Year and concluding at the Year End Meeting.

Returning board members must express an interest and willingness to be re-elected, and then must be re-elected by the vote of the other returning board members.

To be appointed President, you must have served on the board for at least two years.

Throughout the year, current board members should be actively seeking new potential board members that they believe would be an asset to the MBA.

The MBA will formally communicate to the community 15 - 30 days in advance that they will be holding an election of board members at the May board meeting.

All potential board members should be provided a copy of the *Role and Personal Commitment* section of this manual so that they understand the commitment of an MBA Board member. If they remain interested, they should notify the President in advance of the May meeting that they intend to run for the Board.

While any person may be considered for a board member seat, the Board will make every effort to screen potential candidates to make sure they do not have any potential conflicts of interest. The focus should be electing board members that closely reflect the mission and values of the MBA.

All candidates will be interviewed at the First Meeting of the Year. If they are unable to attend, they may submit answers to a Board prepared questionnaire for the Board to consider (see Appendix A).

After the interview process has been completed, the Board will vote to appoint new members. It should be noted that the board is not required to accept all candidates even if the rejection of a candidate will leave a potential board seat unfilled.

If there are more candidates than available board positions, each board member will vote by private ballot for as many new board members as there are open positions. (i.e. If there are 3 open spots but 4 or more candidates, each board member will list their top three choices, votes will be tallied, and the top 3 will be elected to the Board).

If a Board position remains open after the May meeting, the Board may consider filling the position at a later date.

4b) Role and Personal Commitment

Election to the MBA Board of Directors is an honor with attendant responsibilities. It calls upon the person elected for a dedication of time, thought, and energy towards the viability and support of our organization. Present board members are the inheritors and perpetuators of a tradition for which their predecessors have worked unselfishly and tirelessly over the years.

Through the board process, board members have the authority to vote and determine the overall policies and direction that the organization will adopt. With this authority comes a commitment to place the needs and benefits of the MBA and its participants above and beyond any self motivated purposes. Election brings the privileges of first-rank service in an extremely worthwhile cause and public recognition for this contribution.

Primary Role as a Board Member

- 1) To contribute to the defining of the MBA's mission statement and governing the fulfillment of that mission
- 2) To carry out the duties and obligations of your assigned board member responsibility as defined in section 4 of the Program Guidelines manual in a trustworthy and diligent manner and in accordance with MBA mission, goals and objectives

Personal Commitment

- To place a high priority on attending all meetings of the board and committee meetings for which one serves on
- To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material
- To work with and respect the opinions of your peers who serve on this board
- Be open to new ideas and potential enhancements to MBA structure, policies and procedures
- To leave personal prejudices out of all board discussions
- To display courteous conduct and refrain from side discussions in all meetings
- To stay current with all the facts upon which board members must base their collective opinions and decisions
- To avoid conflict of interest between your position as a board member and your personal life. If such a conflict does arise, you will declare that conflict before the board and refrain from voting on such matters
- To support in a positive manner all actions taken by the board of directors even when you are in a minority position on such actions
- Be a constant ambassador and proponent of the MBA and work to engage the people of our community in the activities of our organization

4c) Exceptional Service Awards

Each year as part of the April meeting, the Executive Committee will conduct a board member review in order to recognize exceptional service on behalf of the MBA. The Executive Committee will present the Exceptional Service Awards at the Year End Meeting. Awards may have a monetary value up to \$50 per recipient.

4d) Board Member Review

On an ongoing (as needed) basis, the Executive Committee will take steps necessary to ensure that all board members (including those on the Executive Committee) are carrying out their duties effectively and in conformance with MBA mission, goals and objectives.

The Executive Committee will look at 5 key areas:

1. Are they effective in carrying out the duties and obligations of an assigned board member position
2. Do they consistently attend monthly meetings of the board and committee meetings for which they serve on
3. Are they present and involved at other MBA sponsored activities that take place throughout the year
4. Do they support in a positive manner all actions taken by the board of directors even when in a minority position on such actions
5. Do they place the needs and benefits of the MBA and its participants above and beyond any self motivated purposes

If the Executive Committee determines that a board member is not carrying out their duties effectively, they will meet with the member to discuss their concerns.

If problems persist, the Executive Committee may suggest that the Board member voluntarily step down at the end of their term or recommend to the Board at the Annual Meeting that the board member not be re-elected to the Board.

Section 5 - Board Member Responsibilities

President

Major Objective

Provide leadership and strategy to fulfill the mission of the Mahtomedi Basketball Association

Primary Responsibilities (organizational)

- Attend and lead all board meetings, assuring that all parties are allowed an equal and fair voice and that proper board process and procedure is followed
- Assure that board meetings are productive and efficient
- Facilitate the ongoing evaluation of all MBA programs and activities
- Assure that the Program Guidelines manual is updated and that all rules, policies and procedures are adhered to by all parties involved in or with the MBA
- Assure the MBA is properly staffed for all of the functions, roles and responsibilities
- Maintain a proper and productive relationship with Mahtomedi High School coaches and administration and Community Education
- Serve and regularly participate on the Mahtomedi Area Athletic Council
- Maintain a proper and productive relationship with Minnesota Youth Athletic Services (MYAS), Minnesota Sports Federation (MSF), Maplewood League, Stillwater League and any other youth athletic associations that may interact with the MBA programs
- Serve as the MBA point of contact and facilitate resolution for any general public, participant or administrative issues or concerns. Enlist Executive Committee and/or full board input and/or vote on issues that need larger scale review
- Coordinate the purchase of appropriate accident and liability insurance
- Serve as a mentor for new board members to make sure they have a positive and productive experience

Primary Program/Director Specific Responsibilities

Financial

- ❖ Provide Treasurer with information necessary to prepare the annual MBA budget
- ❖ Review monthly Treasurer's Report, investments, banking arrangements, expenditures etc. on an ongoing basis to make sure they are in accordance with MBA guidelines

Traveling Program

- ❖ Prepare evaluation forms for the skills component and scrimmage component
- ❖ Prepare conversion chart for the skills component
- ❖ Work with Traveling Director to secure Scrimmage Evaluators
- ❖ Collect all evaluation forms and tally all results (make sure data collection process is in place at the evaluations to assure the confidentiality of this information)
- ❖ Meet with Traveling Director (and conduct as necessary discussions with prior year coaches) to finalize rosters
- ❖ Present roster decisions to the full board for feedback
- ❖ Announce final traveling rosters on website and via direct email
- ❖ Help coordinate ordering of shooting shirts

Tournaments

- ❖ Secure admissions and concessions volunteers, referees and trainer
- ❖ Secure scorekeepers and score boarders (i.e. coordinate varsity fundraising program)
- ❖ Prepare Tournament Brackets
- ❖ Manage all aspects of concessions
- ❖ Manage cash boxes, deposits and financial accounting of tournament proceeds

Other Program/Director Responsibilities

- Manage the Scholarship Program
- Collect Player Ranking Information from all coaches and provide rankings to Youth and In-House Directors
- Help coordinate off season (Spring/Summer/Fall) activities
- Manage the year end MBA program and coaching feedback survey process
- Work with Executive Committee to select Exceptional Service Awards and ongoing Board Member Reviews
- Prepare pre-registration postcards; deliver to Wildwood, O.H Anderson
- Prepare annual Newsletter and/or Letter from the President
- Send Broadcast email program updates throughout the year
- Help In-House Director secure coach's, referees and scorekeepers if needed
- Help coordinate uniform deposit program, uniform inventory and distribution of current or past traveling uniforms as needed
- Help Equipment Director as needed in determining equipment needs
- Help write/review coaching handbook as needed
- Help facilitate clinics/training opportunities as needed
- Work with the Website Director to meet communication needs and post essential/updated information to the website
- Maintain/update registration forms
- Work with Community Ed and Facilities Director as needed regarding facility needs
- Help Directors as needed

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Vice President

Major Objective

Provide leadership and strategy to fulfill the mission of the Mahtomedi Basketball Association and fulfill leadership responsibilities in the absence of the President.

Organizational Responsibilities

In the absence of the President or as needed in conjunction with the President:

- Attend, oversee and lead monthly board meetings
- Assure the MBA is properly staffed for all of the functions, roles and responsibilities
- Maintain a proper and productive relationship with Mahtomedi High School coaches and administration and Community Education
- Serve and regularly participate on the Mahtomedi Area Athletic Council
- Maintain a proper and productive relationship with Minnesota Youth Athletic Services (MYAS), Minnesota Sports Federation (MSF), and/or any other youth athletic associations that may interact with the MBA programs
- Assure that MBA policies and procedures are maintained, updated and adhered to by all parties involved in or with the MBA
- Serve as the MBA point of contact and facilitate resolution for any general public, participant or administrative issues or concerns. Enlist Executive Committee and/or full board input and/or vote on issues that need larger scale review
- Solicit annual feedback from program participants regarding the specific programs and the overall MBA mission
- Coordinate the purchase of appropriate accident and liability insurance
- In addition to specific activities as highlighted in the next section, provide assistance as needed on behalf of the other Board positions.

Responsibilities in Conjunction with Other Board Member Activities

The Vice-President will work with the President to share in the responsibilities as outlined in the position description of the President.

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Treasurer

Major Objective

The Treasurer is charged with coordinating all financial activities of the MBA

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Receive all incoming funds to assure they are properly deposited in the MBA accounts including working directly with Registrar to coordinate and deposit registration payments
- Coordinate all outgoing payments to assure such payments are appropriate and documented including but not limited to:
 - a. Work with Referee Coordinator for tracking and payment of referees.
 - b. Work with Traveling Directors to track and pay tournament costs.
 - c. Work with Tournament Directors to track and pay/deposit all revenues and expenses of the respective tournaments.
 - d. Work with Traveling and In-House Directors to assure participation fees are adequate and not excessive.
 - e. Work with Equipment Director to track, approve and pay equipment related invoices.
- Reconcile MBA bank accounts each month
- Track MBA cash flow and monitor financial status
- Track revenues and expenses in comparison with prior years
- Coordinate Preparation of MBA Tax Returns. Provide necessary financial records (copy of MBA ledger) needed to prepare annual federal tax return. Review, approve and submit annual tax filings
- Provide a written report to the Board at each monthly board meeting, summarizing the past month's financial activities, as well a providing a year to date perspective. Post a draft of the report to the website and email to board members at least 3 days prior to the monthly meeting. An approved Treasurer's Report is posted within 3 days following the board meeting.
- Chair monthly meetings in the absence of the President and Vice President
- Work with The President and all Directors to prepare an annual budget

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Secretary

Major Objective

The Secretary is charged with recording the activities and decisions of the board and maintaining an official record of those activities on the MBA website.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Develop a preferred standard format for the Agenda and Meeting Minutes
- Schedule the monthly meetings for the full school year (work with Facilities Director)
- Send request for agenda items and meeting reminder email to all board members 7 - 10 days in advance of next meeting
- Post Agenda to website 3 - 5 days before the meeting (you can also email the Agenda to board members if you wish but we have really been trying to get our board members to use the website and recognize that it is the depository of all MBA activity).
- Record meeting minutes - in the event of absence, schedule an alternate board member to take meeting minutes.
- Post the meeting minutes to the website (within 5 days after the meeting) and send email to board members that the minutes have been posted (you can attach the minutes to the email if you wish but we have really been trying to get our board members to use the website and recognize that it is the depository of all MBA activity).
- At each meeting, present the prior month's meeting minutes for board approval. Post any changes to the website.

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Tournament Director

Major Objective

The Tournament Director is charged with planning and oversight of the MBA annual tournaments.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Use the attached Tournament Timeline as a guide
- Recommend and establish dates for respective annual boys and girls tournament
- Coordinate with Traveling Director as to who will attend MYAS meeting to pick-up tournament books
- Work with President and Traveling Director to select tournaments for our traveling teams to participate in
- Clarify the role of other board members in helping with the tournament and follow up with them to make sure all responsibilities are being met. This includes such things as Board & parent volunteer schedules, scorekeeper/clock schedule, concessions food decisions & setup/cleanup, etc.
- Coordinate with Facilities Director to assure proper permits reserving facilities (High School and Middle School) for tournament
- Conduct proper marketing and follow-up to fill tournament brackets
- Be present at tournament as the site coordinator – or arrange for qualified site coordinators during tournament
- Provide a verbal report to the Board at each monthly board meeting
- Work with the Website Director for web content
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

The MYAS is an important contact for our tournaments. Among other things, they prepare the tournament books that are essential for marketing our tournament to other associations. You can also contact them and they will list our tournament on their site if we are looking for specific grades for our tournament where the brackets have not filled out. Be sure to be aware of all current MYAS deadlines and requirements. For more information, go to their website at www.myas.org or contact Siri Forde at siri@myas.org or 763-781-2220 (ext 1721).

Tournament Timeline

May

- Update the MYAS Tournament Form for both the Girls and Boys Tournaments

June

- Get 450 copies of the Tournament Form copied and deliver to MYAS offices before the early July deadline. Best to have these copied on a bright colored paper to differentiate from other tournament flyers.

July

- Confirm through Facilities Director that the gym permits have been secured
- Confirm with President that contract for Referees has been signed

August

- Start contacting the teams from last year about joining our tournament. It is also good to contact other teams from the Metro Area. The more effort you put into this early, the more successful you will be in getting teams committed to our tournament. Remember, they have choices. You need to work them. You can get names of other tournament directors by referring to the MYAS booklet. Send off emails letting them know about our tournament. Follow up by phone.

September

- Ongoing Communication to fill 8 team brackets

October

- Provide estimate of number of games so President can contact referees
- Confirm progress is being made on concession and admission volunteers and Trainer has been secured
- Ongoing Communication to fill 8 team brackets

November

- Work with President to put together the brackets for all of your teams typically: 4 Open, 5A, 5B, 6A, 6B, 7A, 7B, 8A, 8B. You can use the formats from previous tournaments
- Contact referees with final bracket information
- Order Trophies. As soon as brackets are confirmed, contact the trophy company and provide them with the number of trophies you will need. Depending upon the number of teams per grade level, you will need 1st place, 2nd place, 3rd place and consolation (5th place). In the past we have used Ed's Trophies located in St Paul Par, MN. Contact is Donna 651- 459-6237 or Patrick Trophies located in Woodbury, MN. Contact is Pat Quirk 651-739-6261.
- One month before your tournament, contact the respective Girls or Boys High School coaches to coordinate workers for the scoreboard and score book for the games
- 2-3 weeks before the tournament – finalize commitments from board members to work the tournament. We need a board member to work the gyms to take care of any issues

Other Last Minute Details

- **Pick up trophies.**
- **Get tournament brackets printed on large poster board or plat printer. You can have these done at Kinko's. Copies need to be posted at both schools.**
- **Have signs with the gym numbers so that the players and parents know where the gyms are. Gyms 1 & 2 are at the high school. Gyms 3, 4, 5 & 6 are at the Middle School. Get these posted on the walls by the gym.**
- **Have a coach's sign in sheet at each admissions table. 2 coaches free per team**
- **Have admission sign at each admission table. Adults \$5.00, Children \$3.00**
- **Have a copy of the game schedule at each admission table**
- **Have a copy of the tournament rules and scorekeeper schedule at each scorer's table**
- **Make sure to have pencils and game score sheets at each scorer's table. This is important!**

During the Tournament

- **If the tournament starts at 8:00, have workers to take money at the gyms by 7:00**
- **Have coffee and donuts available right away**
- **Update Tournament brackets as soon as possible. Make sure you also have someone picking up score sheets after each game to be posted on bracket posters right away. Teams appreciate timely updates.**
- **As the tournament director, make the effort to talk to parents, players, coaches and referees. Let them know that we appreciate that they are attending our tournament. As little effort here goes a long way to getting them to come back the next year.**
- **Trophy presentation: make sure that a board member is available to present trophies. Make sure the board member thanks them for attending our tournament and congratulates them on their success.**

Website

Our website is an essential part of our tournament success. In addition to posting updated tournament information throughout the process, make sure:

- **Tournament brackets are posted as early as possible (at least two weeks in advance)**
- **Tournament Rules and Tournament Directions are posted**
- **Updated Tournament Brackets as early as possible**

Traveling Director

Major Objective

The Traveling Director is charged with planning and oversight of the Traveling Program.

Primary Responsibilities (some tasks are carried out by the President (designated with a P) and others are carried out jointly with the President (designated with a B).

Ongoing

- Attend all monthly/annual/special board meetings
- Provide a verbal report to the Board at each monthly board meeting
- Work with the Website Director for web content

June

- Schedule Evaluations (work with Facilities Director to secure facility)
- Coordinate the pick-up tournament books from the MYAS with Tournament Director

July

- Gather input from prior year coaches regarding preferred tournaments and likely playing level
- Finalize Registration Costs/Forms (B)

August

- Work with President and Tournament Director to select tournaments for MBA traveling teams. Notify those tournaments, but no payments should be processed until after the evaluations have been completed and the final number of teams are known

September

- Contact other associations and current registrants to identify scheduling conflicts (B)
- Post Final Evaluation Schedule to the website and email to registrants (P)
- Prepare evaluation forms for the skills component and scrimmage component (P)
- Prepare conversion chart for the skills component (P)
- Secure Check-in staff
- Secure Skills component volunteers, usually board members
- Secure Scrimmage Evaluators (B)
- Map out Skill evaluation stations (B)
- Resolve any individual scheduling conflicts (B)
- Be Present at evaluations (B)
- Collect all evaluation forms and tally all results (P)
- Prepare Final Rankings from evaluation data and Coach's Player Rankings (P)
- Finalize Rosters (B)
- Present roster decisions to the full board for feedback (B)
- Announce final traveling rosters on website and via direct email (P)

Late September - October (as soon as final teams have been determined)

- Present qualified coaching candidates to the Board for discussion and approval. Work with the Director of Coach Development to make sure all coaches are NYSCA (National Youth Sports Coaches Association) certified.
- Get all teams registered for their tournaments. *The number of paid tournaments a team receives is equivalent to the number of players on their roster*
- Prepare a master tournament schedule (by gender)
- Secure hotel accommodations for out of town tournaments
- Work with Facilities Director to set up practice times
- Work with Equipment Director to distribute equipment

November

- Distribute uniforms. All players must pay the mandatory uniform deposit before receiving a uniform. There will be no scholarships for uniform deposits. It is essential that a very detailed spreadsheet regarding uniform distribution is managed in order to process uniform deposit refunds or assess fees for lost or damaged uniforms at the end of the year (B)

December - January

- Monitor the activities of each traveling team and each traveling team coach to be sure that they are operating within MBA rules and policies.
- Encourage coaches to use the team pages on our Website
- In the event of any conflict that may arise, gather all pertinent information that may assist in understanding the problem or issue and then consult with the President for input on addressing the problem

January - February

- Make sure teams are signed up for the MYAS or MSF State Tournament. Applications and deadlines are posted on the respective websites

March

- Collect uniforms, provide Treasurer with deposit refund information
- Distribute the season ending survey (P)
- Collect Player Rankings (P)

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

In-House Director

Major Objective

The In-House Director is charged with planning and oversight of the In-House Program

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Develop and distribute mailers, provide information to schools in the district and the District Education Center
- Work with the website Director to provide web content
- Attend pre-season and post-season league meetings (Maplewood and/or Stillwater)
- Hold evaluations for all age groups or in lieu of evaluations, utilize Player Ranking Data from coaches to help establish evenly skilled teams
- Select/recruit coaches
- Work with Equipment Director to make sure equipment needs are covered
- Hold pre-season coaches meeting to distribute rosters, practice times, equipment and discuss league rules and MBA policies
- Work with the Director of Coach and Player Development to make sure all coaches are NYSCA (National Youth Sports Coaches Association) certified
- Appropriately address any problems/issues that may arise with players, parents and/or coaches during the season. Consult with the President as needed.
- Work with the Director of Player Development to Coordinate the Varsity Half-Time Program
- Coordinate with Facilities Director to determine the schedule of games to be played in Mahtomedi facilities (High School, Middle School, St. Judes)
- Recruit or accept applications for potential referees – and assemble the list of potential referee candidates
- Coordinate referee training and testing
- Organize and maintain the referee schedule
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Youth Program Director

Major Objective

The In-House Director is charged with planning and oversight of the Youth Program. Currently the Youth Program includes Kindergarten - 2nd Graders.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Work with Communications Director to develop and distribute mailers, provide information to schools in the district and the District Education Center
- Work with the Website Director to provide Registration Forms and other Web content
- Work with the Facilities Director to reserve gym times (typically Friday evenings from 6 - 7 pm starting in January)
- Utilize Player Ranking data to help establish balanced and gender specific teams of 6 - 9 participants each
- Work with the Director of Coaching to select/recruit coaches
- Hold pre-season coaches meeting to distribute rosters, practice times, equipment and discuss league rules and MBA policies
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Registration Director

Major Objective

The Registration Director is charged with handling all registration activities.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Work with President to finalize all registration materials
- Work with Website Director to assure online registration process is available and functioning properly
- Coordinate with Treasurer regarding the handling of registration funds – to assure that they are promptly and correctly deposited into the MBA account; that registration refunds are processed in a timely manner; that an accurate accounting of funds by program is provided and other as needed activities
- Maintain an up-to-date database of all registered players and families, with appropriate information that may be needed during the year
- Assure that all data is maintained in a confidential and secure manner
- Provide registration data to the President as needed for broadcast emails, to communicate with program participants and respond to appropriate information requests
- Provide updated registration lists to Traveling, In-House and Youth Directors as needed
- Work with the President as needed to coordinate the Scholarship program
- Supply coaches and board members with appropriate information on players, families and teams – always exercising proper judgment as to what information to provide
- Any additional tasks and duties that may arise during the year.

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Website Director

Major Objective

The Registration Director is charged with coordinating all Website related activities in order to have the MBA website serve as a depository for MBA related activities whenever possible and the focal point where MBA participants can obtain the most updated information about our programs and resources.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Work with all Directors to post MBA information from their related area of responsibility and to assure that all content is updated in a timely manner
- Make sure online registration process is accurate and operational
- Look for new ideas and activities that will draw more users to the MBA website and/or improve website content
- Serve as the point of contact with the website service provider
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Facilities Director

Major Objective

The Facilities Director is charged with coordinating the facility needs for the MBA.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Secure all facility use permits for the operational needs of MBA programs and coaches.
- Coordinate with Community Education and the Mahtomedi Schools to efficiently use the space and facilities that are available
- Coordinate and assign the available gym space to the In-House and traveling teams – in accordance with MBA protocol and procedures
- Handle calls throughout the year from coaches regarding scheduling needs
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Equipment Director

Major Objective

The Equipment Director is charged with the planning and oversight of the equipment needs of MBA teams.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Maintain an inventory of current equipment owned by the MBA
- Make recommendations regarding purchase of new equipment needed for MBA activities
- Handle the purchase of necessary new equipment, balancing the purchase of quality equipment with also being as cost/expense conscious as reasonable
- Coordinate and maintain the MBA storage facility. Keep storage facility secure, organized and clean
- Coordinate with Treasurer to assure that storage facility rent is properly paid
- Assemble proper equipment for each team in the MBA at the beginning of each season. Organize and coordinate an equipment hand-out that is reasonably convenient for most coaches. Also assure that any coach that cannot be present at the equipment hand-out, receives proper equipment
- Maintain an excel spreadsheet with the names of all coaches/people receiving equipment, when it was issued and when it was returned
- Work with Traveling Director to manage uniform inventory
- Work with In-House Director to manage game jerseys
- Work with President to order coaches shirts
- Respond to additional equipment requests throughout the season, within reason and within normal MBA guidelines
- Organize and coordinate all equipment collection at the end of each season
- Provide a verbal report to the Board at each monthly board meeting

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Coach Development Director

Major Objective

The Coach Development Director is charged with providing training and resources for all MBA coaches

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Coordinate and attend a pre-season coaches meeting
- Develop an MBA coaching handbook complete with philosophy, skill development, drills and diagrams for all aspects of coaching basketball. . .revise, add, and update annually. . .distribute at the pre-season coaches meeting
- Work with the Traveling, In-house and Youth Directors to identify/secure coaches
- Coordinate process to assure that all coaches are NYSCA certified.
- Prior to the start of the season coordinate annual coach's clinics for all MBA coaches with the respective high school coaches
- Coordinate other coaching clinics for MBA coaches as needed
- Work with Varsity programs to better understand points of emphasis they would like to see MBA coaches implement
- Offer an email based question and answer dialogue with coaches regarding coaching strategies
- Offer a question and answer session in-person to any coach after 2nd tournament of the year
- If contacted, willing to attend practice and address a specific need (drill, strategy, concept)
- On an annual basis, attend a coaches clinic paid for by MBA (maximum \$100) to stay current with best basketball practices
- Provide website content to the Website Director regarding area clinics/training opportunities
- Make sure the Coach Code of Conduct form is updated and a signed copy is obtained from every coach on an annual basis
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Player Development Director

Major Objective

The Player Development Director is charged with providing training and resources for all MBA Participants. This does not mean the Player Development Director must attend all of these events. . .they simply need to coordinate board member involvement in such activities.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Coordinate clinics/training opportunities throughout the year
- Organize and coordinate supervision for Winter season weekly Wednesday evening clinics. Each Wed. may have a different player player requirement for participation.
- Coordinate varsity half/time program
- Organize and promote off-season activities similar to the 10,000 shot club to assure that participants are involved with basketball related activities throughout the year
- Provide Website content for player camps and clinics offered throughout the year
- Any additional tasks and duties that may arise during the year

Other Responsibilities

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- Player evaluations
- Tournament weekends
- Kick-off event
- Varsity half-time program
- Off-season gym supervisors
- Other special MBA events and activities

Section 5) General Program Overview

The MBA provides 4 gender specific levels of play:

Youth League (grades K - 2)

This program helps K - 2nd grade children learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and FUN. Key features of the Youth program include:

- Gender separate teams at each grade level
- 8 sessions (once weekly) typically from early January - through late February
- The first three sessions will introduce skills and how the game is played
- The last five sessions will emphasize skill development through competitions and scrimmages
- There is no evaluation process at this level
- Limited to the first 126 registrants

Mahtomedi In-House Program (grades 3 - 6)

Participants play in a combined Mahtomedi/Stillwater basketball program. Key features of the Mahtomedi In-House Program include:

- Separate Mahtomedi teams at each grade level
- 1 weekly practice from early November thru late February/early March
- One Saturday game for about 12 weeks (may have a second game if scheduling permits)
- All games will be at Mahtomedi schools or Stillwater schools
- Season ending tournament
- Coaching feedback will be used to create balanced teams.
- All players who sign up will make a team.

Maplewood League (grades 7 & 8)

Participants will play in the Maplewood Park and Recreation League against teams in the Northeast Saint Paul suburbs. Key features of The Maplewood Program include:

- Combined grade level teams
- 1 weekly practice from early November thru late February/early March
- One Saturday game for about 12 weeks
- Games will be at participant site within the Maplewood League network
- Season ending tournament
- Coaching feedback will be used to create balanced teams
- All players who sign up will make a team

Traveling Program 4th - 8th grade)

The Traveling Program is the most competitive MBA program. Teams will participate in weekend tournaments throughout the metro area. Key traveling program features include:

- 1 or more teams at each grade level
- Roster size will vary between 8 and 10 players
- The number of tournaments the MBA will pay for is equal to the number of players on the particular team roster (8 - 10). The team has the option to add additional tournaments at their own expense or replace tournaments with "Super Saver" one day tournaments)
- May be fewer tournaments for 4th grade level
- 2 weekly practices from early November thru late February/early March
- Games throughout the metro area plus one overnight out-state tournament
- Mandatory player evaluations (mid September); not all players who sign up will make a team

Section 6) Youth Program (K - 2nd Grade)

GOAL

The Mahtomedi Youth Program helps young children learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and fun. We offer a quality program where kids can have fun through sport participation; develop positive self-character and respect; learn skills and rules of the game; learn the value of sportsmanship and teamwork; develop friendships and sound attitudes about winning and losing.

PLAYER ELIGIBILITY

- a. Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.
- b. Players that live in our district but do not attend our public school may participate on a "school team" for their educational institution.
- c. "Outside Players" (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player.

TEAM ROSTERS

There will be approximately 8 players per team and sixteen players per full court. Teams will be gender and grade level specific. Teams will be created using coaching feedback from the prior year. There will be no player evaluations.

PLAYING TIME

All Youth teams players will be given equal playing time.

PRACTICES AND GAMES

Participants meet one night a week for approximately eight weeks during the months of January through March (typically Friday nights from 6-7 pm). Following each session the participant is encouraged to attend the home varsity basketball game that evening.

COACH SELECTION

Coaches are selected from all of the individuals that express an interest in coaching. Basketball knowledge and experience is helpful but not of paramount importance. Instead, the key characteristics of a successful youth basketball coach tend to be 1) a love of working with kids, 2) an interest in helping kids learn and grow, 3) a large dose of enthusiasm and 4) an interest in basketball. In cases where we have an abundance of coach volunteers, we will have coaches work together and either co-coach teams or determine a head coach and assistant coach and work collaboratively in that manner. At young ages, it is generally helpful to utilize as many coaches and "helpers" as available – as individual attention is a tremendous asset.

All coaches should be certified through the National Youth Sports Coaches Association (NYSCA) program. Online training is coordinated with Mahtomedi Community Education and must be completed before you will be allowed to coach a team. A background check may also be done as part of this certification process.

UNIFORMS

Each player is given a team t-shirt at no additional cost which may be kept by the players after the conclusion of the season.

Section 7) Mahtomedi In-House Program (3rd - 6th Grade)

GOAL

The Mahtomedi In-House Program helps participants learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and fun. We offer a quality program where kids can have fun through sport participation; develop positive self-character and respect; learn skills and rules of the game; learn the value of sportsmanship and teamwork; develop friendships and sound attitudes about winning and losing.

This program helps players develop basketball skills as well as provide an opportunity to implement those skills at a level that is comparable with that player's skill level. Traveling basketball can be highly competitive with a significant time commitment. The Mahtomedi In-House Program is intended to be less competitive with a lesser time commitment.

PLAYER ELIGIBILITY

Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.

- a. Players that live in our district but do not attend our public school may participate on a "school team" for their educational institution.
- b. "Outside Players" (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player.

ROSTER SIZE

The goal is to have 10 players per team, but roster size will vary based on number of participants at each level.

TEAM SELECTION

All teams are gender and grade specific. No playing up will be allowed unless by combining grades, there will be enough players to create a team that would not otherwise be established.

The team selection is conducted by the In-House Director based upon coaching feedback from the prior year as well as other pertinent information.

PLAYING TIME

All Mahtomedi In-House Program players will be given equal playing time which usually means half the game. In cases where there are not ten players, the coaches will make sure playing time is as equal as possible. The only exceptions to this rule are injury, sickness, foul-trouble, and disciplinary actions.

PRACTICES AND GAMES

Participants practice one night a week from mid-November through February. Coaches are encouraged to coordinate practice schedules with other teams so that they may share practice times to create additional practice opportunities.

There will be one game each Saturday from December through February against teams from Mahtomedi or Stillwater. Subject to gym availability, there may be two games on a Saturday.

COACH SELECTION

Coaches are selected from all of the individuals that express an interest in coaching. Basketball knowledge and experience is helpful. Key characteristics of a successful youth basketball coach tend to be 1) a love of working with kids, 2) an interest in helping kids learn and grow, 3) a large dose of enthusiasm and 4) an interest in basketball.

In cases where we have an abundance of coach volunteers, head coaches are determined by weighing the experience level of coaching candidates, priority being given to returning coaches, the results of coach evaluation forms from prior years, and any other pertinent factors. In many cases, we will have coaches work together and either co-coach teams or determine a head coach and assistant coach and work collaboratively in that manner. It is generally helpful to utilize as many coaches and “helpers” as available – as individual attention is a tremendous asset.

All coaches must be certified through the National Youth Sports Coaches Association (NYSCA) program. Training is done through Mahtomedi Community Education and will take place sometime in early November. A background check is also done as part of this certification process.

UNIFORMS

Each player is required to have an appropriate team jersey. They may use their jersey from a prior season or pay an extra fee if they need a new jersey. Jerseys may be kept by the players after the conclusion of the season.

Section 8) Maplewood League (7th - 8th Grade)

GOAL

The Maplewood League Program helps participants learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and fun. We offer a quality program where kids can have fun through sport participation; develop positive self-character and respect; learn skills and rules of the game; learn the value of sportsmanship and teamwork; develop friendships and sound attitudes about winning and losing.

The Maplewood League Program is intended to be less competitive with a lesser time commitment than the Traveling Program.

PLAYER ELIGIBILITY

- a. Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.
- b. Players that live in our district but do not attend our public school may participate on a "school team" for their educational institution.
- c. "Outside Players" (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player.

ROSTER SIZE

The goal is to have between 8 and 10 players per team, but roster size will vary based on number of participants at each level.

TEAM SELECTION

All teams are gender specific. Grades are combined. No playing up will be allowed unless by combining grades, there will be enough players to create a team that would not otherwise be established.

There are no player evaluations. The team selection is conducted by the In-House Director based upon the coaching feedback from prior years as well as other pertinent information.

PLAYING TIME

All Maplewood League Program players will be given equal playing time which usually means half the game. In cases where there are not ten players, the coaches will make sure playing time is as equal as possible. The only exceptions to this rule are: injury, sickness, foul-trouble, and disciplinary actions.

PRACTICES AND GAMES

Participants practice one night a week from mid-November through February. Coaches are encouraged to coordinate practice schedules with other teams so that they may share practice times to create additional practice opportunities.

There will be one game each Saturday from December through February against teams from the Northeast Saint Paul suburbs.

COACH SELECTION

Coaches are selected from all of the individuals that express an interest in coaching. Basketball knowledge and experience is helpful. Key characteristics of a successful youth basketball coach tend to be 1) a love of working with kids, 2) an interest in helping kids learn and grow, 3) a large dose of enthusiasm and 4) an interest in basketball.

In cases where we have an abundance of coach volunteers, head coaches are determined by weighing the experience level of coaching candidates, priority being given to returning coaches, the results of coach evaluation forms from prior years, and any other pertinent factors. In many cases, we will have coaches work together and either co-coach teams or determine a head coach and assistant coach and work collaboratively in that manner. It is generally helpful to utilize as many coaches and “helpers” as available – as individual attention is a tremendous asset.

All coaches must be certified through the National Youth Sports Coaches Association (NYSCA) program. Training is done through Mahtomedi Community Education and will take place sometime in early November. A background check is also done as part of this certification process.

UNIFORMS

Each player is required to have an appropriate team jersey. They may use their jersey from a prior season or pay an extra fee if they need a new jersey. Jerseys may be kept by the players after the conclusion of the season.

Section 9) Traveling Program (4th - 8th Grade)

GOAL

Traveling teams are designed to challenge the individual players who want to compete at the highest competitive level. This program helps players develop basketball skills as well as provide an opportunity to implement those skills at a level that is comparable with that player's skill level. Traveling basketball can be highly competitive with a significant time commitment.

PLAYER ELIGIBILITY

- a. Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.
- b. Players that live in our district but do not attend our public school may participate on a "school team" for their educational institution as long as the typical game and/or practice schedule is not on the same day.
- c. Players on an MBA team may not participate on other association teams.
- d. "Outside Players" (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player. The inclusion of an "outside player" must be approved in advance by the MBA Board and if applicable, the basketball association where the player would normally participate.
- e. In the event that another basketball association approaches the MBA board requesting a release of a Mahtomedi eligible player to their association program, the Board, as a general rule, will not release a player if there is a reasonable playing opportunity available to the player within the MBA program. Any exception to the "no release rule" must be brought before the entire Board and voted upon in normal process.

PLAYER EVALUATIONS

All players wishing to play on a traveling team must participate in mandatory evaluations. Exceptions to the mandatory participation rule are rare. Players must receive an approved absence from the Roster Committee (the MBA President, Vice-President and the Traveling Director) prior to the evaluation in order to qualify for a possible **Roster Variance**. An approved absence will be considered, but not guaranteed due to sickness, injury or other reason as long as the player:

- Is present and participates in the evaluations to the extent possible
- Has a note from their licensed medical doctor highlighting the issue and suggesting they should be cleared to play without restrictions by no later than December 15
- They were in the top 6 of the **Coach's Rankings** from the prior season
- They do not displace one of the top 8 ranked players (must fill a 9th or 10th roster position).

Evaluations are held on the second or third weekend in September. Times are set in order to avoid conflicts with other organized athletic activities.

Evaluations last approximately two hours. The first hour, players will participate in a series of 8 - 10 timed or counting activities (Skill Tests). Participants will receive an overall skill ranking based on their accumulated individual Skill Test scores. This will account for 25% of the overall score.

The second hour will be in a 3 on 3, 4 on 4 and 5 on 5 scrimmage formats where players will be evaluated by 4 evaluators. All scrimmage evaluators will have considerable basketball playing and coaching experience and will not have a Conflict of Interest (a son or daughter trying out at the particular level). At least one of the four evaluators will be completely independent (somebody who does not have any children attending school in the district). This may be a paid position if necessary or part of a reciprocity arrangement with another program. The scrimmage format will account for 75% of the overall score.

Evaluators will be looking at the following key areas:

- Scoring - shooting fundamentals; perimeter/post moves; ability to create shots
- Ball Control - ball handling; passing; minimize turnovers; etc.
- Movement without the ball - screens; give/go; cuts; offensive rebounding, etc.
- Defense - positioning on and off the ball; controlling dribble; rebounding; blocking out; tenacity
- Intangibles - Size; communication; hustle; nose for the ball; other

At the conclusion of the scrimmage component, each evaluator will submit a list of all players ranked in recommended draft order. The lowest ranking evaluator score for each player will be discarded.

The participants final score (Evaluation Ranking) will be the sum of their top 3 scrimmage scores and their Skills Testing score (i.e. the 3 scrimmage scores and the Skill Test score will each count for 25% of a player's final score).

If there are a few dominant players, we will structure the scrimmage setting in order to get a better look at other players who are truly competing for the final roster positions. While we expect to complete the evaluations in one day, please note that larger groups may need to be called back for an additional evaluation period.

Parents/coaches, etc. will be allowed to watch the evaluations but must refrain from any communication with players or evaluators. Please keep in mind that the focus points of evaluators are often different than that of players and parents. Evaluators will look for proper form and ability, for example, in shooting, players/parents are most often looking at shots made while evaluators are also reviewing proper shooting form, balance, etc.

Evaluation results will be confidential. Results from each session are placed in a sealed envelope to be tallied by the board President.

TEAM ROSTERS

Traveling teams will ideally have 10 player rosters at the 4th and 5th grade level and 9 player rosters at the 6th - 8th grade level. There are a number of factors as highlighted later in this section that may affect the final roster size.

Final Team Rosters will be determined as follows using a combination of 1) the Evaluation Rankings; 2) the Coach's Rankings; and 3) approved Roster Variances:

Players 1 through 6 - automatic selection using the top 6 rated players from the Evaluation Rankings.

Player 7 and 8 - the highest ranked of those players in the top 5 of the Coach's Rankings that does not yet have a roster spot. If all 5 players from the Coach's Rankings have a current roster spot it goes to the highest ranked player from the Evaluation Rankings that does not yet have a roster spot. Please note that a Roster Variance may fill the 8th roster spot if there are two or more Roster Variances affecting a particular team.

Player 9 and 10 (Grade 4 & 5 and all Gold level teams) - Roster Variance or if none, the highest ranked player still on the Evaluation Ranking list.

Player 9 (Grade 6 - 8 Blue) - Roster Variance or if none, the highest ranked player still on the Evaluation Ranking list (or the Roster Committee will consider a request from a returning coach).

Player 10 (6th - 8th Grade) - Teams at this level will typically have 9 player rosters, however a 10th roster position may be added by the Roster Committee if deemed necessary/appropriate or if requested and supported by a returning coach. This player could be any rated player on the Coach's Rankings or the Evaluation Rankings.

Other Factors affecting Roster Decisions:

- Ability to field multiple teams at each grade level
- The number of available players meeting minimum skill threshold
- The competitive level of a particular age group (advanced competitive level teams may request to play with an 8 player roster (to receive consideration for such an exemption the board - must receive a request by a returning coach; will review coaching qualifications/experience and previous year's win/loss record and level of competition; require team to play at the highest competitive level available.
- If the player of a returning coach scores in the top 12 in the Evaluation Rankings but does not receive an automatic bid based on the procedures outlined, the Roster Committee may decide to replace either the 9th or 10th roster position with that player if it is deemed important to maintain the coach for that team.
- by combining grades, there will be enough players to create a team that would not otherwise be established, the MBA may consider allowing players to play up. Otherwise, the board does not support playing up. While the MBA will review playing up requests, such requests are likely to be denied. Any playing up request must be submitted in writing to the President by August 31. A player with tentative board approval must participate in the upper level player evaluations and score in the top 2 (they must also participate in their own age level evaluations). In no case will a player be allowed to play up if it displaces an eligible player of the appropriate age group.
- The Board will strive to strictly adhere to the Final Roster policies as outlined in this section, but reserves the right to make roster decision based on unforeseen circumstances that are deemed in the best interests of the players, teams, and or community.

Final Team Rosters will be determined by the Roster Committee. The MBA President will call a special meeting where Board members may review/approve any roster decisions that may vary from the procedures outlined in this section. All Final Rosters will be announced by the MBA President.

PLAYING TIME

All traveling teams are encouraged to use equal playing time, but may utilize a 60-40% playing time range. Coaches should balance playing time over the course of the season.

Coaches may make reasonable exceptions for illness/injury, foul trouble, documented disciplinary issues and failure to compete in regular practices.

PRACTICES AND GAMES

Traveling teams will have two weekly practices from late October through early March.

They will participate in 8 - 10 weekend tournaments including one State Tournament. The actual number of tournaments paid for by the MBA will coincide with the number of players on the team roster. At the teams expense, coaches and parents may choose to add up to 3 more in-season tournaments.

If a team has already been created at a particular level, any additional teams at that level may choose to replace some weekend tournaments with "Super Saver" (one day tournaments) or opt to participate in fewer tournaments.

COACH SELECTION

The Board will review/approve every head coaching position each year. The head coach may carry over from the previous year, provided that their child rates among the top 10 players and feedback received on how the team was coached the previous year has been positive. Please note that if the coach's son/daughter rates number 9 or 10, the minimum roster size must coincide with that ranking in order for the coach to return. The board may interview and select other candidates if the Board deems that it will benefit the program. If the head coach's player is placed on a different traveling team than the prior year, and the new team does not have a returning coach, the players parent/coach will carry over to the new team.

The head coach nominates the assistant coach who must be approved by the Board.

UNIFORMS

Each traveling player is provided with a full uniform (jersey and shorts). Uniforms under this program must be returned to the MBA at the end of the season. There is a \$50 fee for each item not returned in good/usable condition.

PLEASE WASH UNIFORMS IN COLD WATER ONLY. DO NOT MACHINE DRY. HANG-DRY UNIFORMS ONLY.

Players will be given a warm-up shirt, at no additional cost. Warm-up shirts will be kept by the players. Teams may elect to purchase other items at their own cost.

Section 10) General Operating Procedures

a. Bullying, Harassment, Hazing, Discrimination

The MBA attempts to maintain an environment that is free from bullying, harassment, hazing, discrimination and other forms of violent or disruptive behavior. The MBA has taken a strong position against such conduct. Any person(s) found in violation of this policy will be subject to disciplinary action.

A person is guilty of bullying and/or harassment through conduct that is aggressive in nature with the intent to harm or abuse, is repetitive in nature, and involves an imbalance of power and strength. A person is guilty of hazing by committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. This includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; and activities that cause or require students to perform a task that involves violation of law. A person is guilty of discrimination through inappropriate or unfair treatment of a person or group, usually, but not limited to sexual orientation, race, religion, national origin, marital/familial status, gender, economic status, or disability.

The MBA cannot monitor the activities of participants at all times and eliminate all incidents of bullying, harassment, hazing and discrimination, however, to the extent such conduct affects the environment of the team and the rights and welfare of its players and is within the control of the MBA in its normal operations, it is the MBA's intent to prevent it and to take action to investigate, respond, remediate, and discipline those acts which have not been successfully prevented.

Any person who is a victim, target, parent/guardian or witness to, or has knowledge of any bullying, harassment, hazing, discrimination or related activities shall report the act to their coach, parents and/or member of the Board, or if necessary to maximize safety, to the Sheriff's Department.

Parents/guardians of the victim and the perpetrator shall take initial steps to resolve the matter in a manner that will protect the victim and deter any repeat behavior. In such cases where the inappropriate conduct continues, involvement from the head coach, and/or the President of the Board may be deemed necessary. Should the behavior continue unresolved, either party may opt to appear before the Board to take up the issue.

For matters brought to the Board, The Board shall notify the parents/guardians of the victim and the accused perpetrators, and should it be deemed necessary, authorize an investigation and take appropriate disciplinary action based on a confirmed report.

Disciplinary action may include reprimand, loss of privileges, temporary, seasonal or permanent loss of eligibility. If the conduct rises to the level of a serious violation or crime, disciplinary action will also include referral to the School District and/or law enforcement officials. The coach may also be subject to similar disciplinary action if they were made aware of the violations and did not take proper action to prevent further instances.

The penalties and prohibitions in this policy are in addition to and do not replace or supersede and related provisions in District policy.

b. Scholarship Policy

The ultimate goal of the MBA scholarship program is to provide a mechanism to ensure that financial hardship does not prevent any girl or boy in our community from being involved in basketball at some level. We expect an increased demand for scholarships based on the current economic challenges we face. The MBA has limited financial resources and we do not believe a general fee increase is warranted to fund scholarships. During the registration process, we offer the opportunity to make a scholarship donation to those with the interest and financial resources to do so.

Scholarships for the travel program will be limited to a maximum of 50% of the program fee. In-house participants will be required to pay a minimum of \$50. Scholarships will be available to cover the balance of the fee. (as needed). In cases of extreme hardship, we will work with families to develop payment plans or find alternative sources of funding.

We have posted a scholarship application form on our website that requires completion and submission to the MBA Scholarship Coordinator for consideration in advance of the registration deadline. The Scholarship Coordinator will keep the identity and information of all scholarship requests in strict confidence.

c. Purchase of Liability Insurance

The MBA will maintain general liability insurance coverage with a policy limit not less than \$1,000,000 or such amount required by the Mahtomedi School District for use of their facilities.

The President will be responsible for securing such coverage and assuring that coverage is appropriate. Annually, such purchase of coverage and the necessary premium should be approved by the Board.

d. Filing of Tax Returns

Annually the MBA will file appropriate federal tax returns. This function will be carried out by the Treasurer, or other board member as designated, with assistance from the President. Any tax related issues must be addressed in a prompt and attentive manner. The tax returns are available at any time for review by MBA board members. In the event that a complex tax issue should emerge for the MBA, the Board should consider consulting a reputable tax expert for assistance.

e. Financial – Spending of MBA funds

Each year (typically as part of the June board meeting), the Board will approve annual expenditures for registration fees, tournament fees and other projected expenditures. Other expenditures, for legitimate expenses made for MBA related activities, that arise during the year must be approved in advance as outlined below.

- Expenditures under \$200 must be approved by the Executive Committee
- Expenditures between \$200 - \$1,000 must be approved by majority vote of the entire Board (not just those at the meeting)
- Expenditures that exceed \$1,000 must be approved by 75% vote of the entire Board

While the Board is committed to reimbursing board members for legitimate expenses made for MBA related needs or services, the Board may deny reimbursement if a board member elects to spend personal funds without prior approval.

The MBA shall maintain a checking account solely for use in conducting association business. The MBA may also maintain an interest bearing savings account should sufficient funds be available. The funds contained in all MBA accounts must be strictly MBA funds – no personal or non-MBA related funds are allowed. The Treasurer shall be responsible for conducting a monthly reconciliation of all accounts and report such to the Board at each regular board meeting. Any interest income generated by the MBA account shall be retained by MBA and utilized in the normal course of business. Check-signing authority must be limited to the Treasurer and the President – however the Treasurer shall control, release and sign all checks whenever possible. The President should only release and sign checks in the event of an emergency or unusual event where the Treasurer is not available.

Receipts from MBA related expenditures should be supplied to the Treasurer for reimbursement of any expenses, as proof of expenditure. Such receipts should be retained for recordkeeping purposes – for not less than 5 calendar years.

It should always be kept in mind that we (MBA) are entrusted with these funds. They should be handled with great care, complete transparency and utmost honesty. The funds must never be dispersed for personal gain – they may only be dispersed for the benefit of the MBA and the players and families while participating in MBA programs.

f. Registration

Registration shall be conducted during the August and September prior to the start of each basketball season. The Registrar shall guide the registration process on behalf of the board. Registration may be handled in person, via mail or online as the board sees fit.

All individuals living or attending school in Mahtomedi should be allowed to register for MBA programs – in accordance with the eligibility requirements outlined previously.

Adequate communication and advertising should be conducted to assure that all eligible potential participants have received the necessary and proper information regarding registration.

g. Relationships With Other Entities (Mahtomedi Schools, Community Education, Surrounding Communities, etc.)

The MBA board shall strive to maintain a healthy working relationship with the Mahtomedi School District and school officials, Mahtomedi Area Community Education, the City of Mahtomedi and surrounding city governments and any other entities (Mahtomedi Area Athletic Council, Mahtomedi “M” Club, etc.) with which MBA may interact. Good working relationships should be maintained to assure that MBA is properly represented, maintained and involved in community activities. However, MBA must continue to operate independent of each of these entities and shall not be unduly influenced by any of them.

h. Acceptance of Gifts/Donations

The MBA may accept gifts or donations from individuals or business entities provided that such gift or donation does not:

- Come with any “strings attached”, requiring responsive action from MBA. If a gift or donation is received with a requirement that such funds be used for a specific purpose, the board should review such requirement and determine if the requirement conflicts with the MBA principles and mission. If the requirement is deemed to be inconsistent with the MBA principles and/or mission, such gift or donation should be declined.
- Influence decision-making by MBA or any board member
- Require that such gift be used for purposes not in line with the MBA mission
- The board may elect to recognize a gift or donation with minor advertising or recognition, provided that such gift or donation follows the above guidelines. For example, if a business donates food for one of our tournaments, a sign recognizing such donation can be posted at the tournament.

i. Fundraising

From time to time, MBA may engage on fundraising activities. Any fund raising activity must be approved in advance by the Board. As with other policies, the activities should be congruent with the MBA principles and mission. In addition, any fund raising activity should not invite any undue influence.

j. Out of Season - Non MBA basketball programs

The MBA will not endorse or approve any Out of Season - non-MBA basketball programs that do not follow all MBA rules and guidelines. It should be noted that MBA is very supportive of such additional basketball activities, but due to the fact that many of these programs do not follow the prescribed MBA rules and guidelines (i.e. team selection, player eligibility, playing time rules, etc.), they are encouraged, but not specifically endorsed by MBA. As such, teams participating in such programs must:

- pay all of their own costs and expenses (nothing is paid for by MBA)
- supply their own equipment and uniforms (may use old MBA uniforms if necessary)
- provide their own insurance, as necessary – they will NOT be covered under current MBA insurance coverage
- pay (as required) for any gym time utilized

However, MBA may choose to provide information on such non-MBA basketball programs as a service to parents and players, to assist in finding “off season” playing opportunities. It is important that the MBA board members be careful not to endorse specific non-MBA programs, but instead provide only access to information.

k. Communication of information

MBA will strive to provide communication to the community in a number of different vehicles, including hand-outs, mailers, electronic communication, in person meetings and via the MBA website. Reasonable effort should be made to use communication methods that will reach all members that may be affected by the communication.

I. Medical Emergencies

In the event of a medical emergency, it is recommended that any coach, player, parent or fan use proper judgment in assisting an injured party. It is recommended that extreme caution be exercised and any medical attention be provided only by a trained and qualified professional – such as a certified athletic trainer, EMT or medical doctor, depending on the severity and type of injury. It is not recommended that any individual provide medical treatment nor move an injured person unless they are fully trained to do so. It is best to err on the side of caution and immediately call 911 to seek immediate assistance and prevent further injury.

Coaches should be aware that most, if not all, traveling tournaments will have a certified athletic trainer on site at all times. Thus, if any significant injury occurs, it is best to consult the certified trainer before taking any action.

With respect to practices at any level, it is important that two adult coaches or parents are present at all times. In addition, it is important that each coach have a cell phone available in the event of an emergency – which would prevent the coach from needing to leave the site to obtain assistance. Each team has been supplied with a first aid kit for minor injuries. The first aid kit should be maintained with ample supplies and should be present at all practices and games. Any coach that needs additional supplies should contact the Equipment Director for such supplies.

Each parent should have completed a Coach's Information Sheet containing emergency medical information and contacts, and such forms should be given to each coach. Coaches should keep these sheets available in the event of an emergency. Each coach should be encouraged to review these sheets in advance of the season, to gain an understanding of any medical conditions and expectations, and consult the parent or guardian for further information or guidance as necessary. Specific player medical needs may include, but not be limited to:

- Allergies of any sort (bee stings, food, etc.)
- Asthma and use of an inhaler
- Sight or hearing difficulties
- Emotional condition required medications
- Previous injuries or medical conditions that may limit or prohibit participation

The cost of treatment for any injury (including hospital visits, medical treatments, doctor visits, etc.) is solely the responsibility of the injured party or the injured party's family. Unfortunately, injuries are not uncommon during sporting activities, and it is presumed that all players and their families have proper medical insurance to address any potential medical expenses that may emerge.

Coaches should report any significant medical emergencies to a board member at an appropriate time. Any recognized frequency of injuries or injury trends that are noted by the Board should be noted and investigated as appropriate.

Section 11) Code of Conduct

Every player, coach and parent/fan associated with the MBA program is expected to follow the MBA Code of Conduct. In an ever-increasingly intense and negative landscape for youth athletics, we feel that it is essential that every individual be cognizant of their behavior and strive to adhere to the stated code of conduct and commit to setting a positive example.

The MBA supports and endorses the Mahtomedi Values and Principles (MVP) presented by the Mahtomedi Area Athletic Council.

Each year, the MBA requires all players, coaches and parents to sign an agreement to adhere to the following codes of conduct:

A. Players' Code of Conduct

As a participant involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
3. I will respect the property and equipment used at any game or practice sports facility.
4. I will attend all practices and games and play to have fun and learn.
5. I will treat my own body with respect and care.
6. I will display modesty in victory and graciousness in defeat.
7. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
8. I will be fully responsible for my own actions and the consequences of my actions.
9. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by the official.
10. I will treat my teammates and others with respect, avoiding put-downs, sarcasm and ridicule both on and off the field. Hazing and Harassment of fellow teammates is unacceptable.
11. I will cheer and encourage those around me in a positive way.
12. I will keep my sports environment alcohol and drug free.
13. I will not intentionally physically harm anyone when participating in sports.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action. This action could, but is not limited to the following:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Season Suspension (Removal of Player)

Player Name (Please Print)

Player Signature

Date

Parent/Guardian Signature

Date

B. Parent's/Spectator's Code of Conduct:

As a parent involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will place the emotional and physical well being of the players ahead of any personal desire to win.
3. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
4. I will remember that the game is for the athlete and not the parents, coaches or officials.
5. I will respect the property and equipment used at any game or practice sports facility.
6. I will motivate with praise and instruction, not put-downs.
7. I will provide a sports environment free of drugs, tobacco and alcohol, and will refrain from their use at youth sports programs.
8. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by officials.
9. I will inform the coach of any physical disability or ailment that may affect the safety of my athlete or the safety of others.
10. If necessary, I will ask the coach to abide by the same rules and guidelines expected of me.
11. I will support the coaches, respecting their decisions and offering help at their request.
12. I will make sure my child correctly wears the necessary equipment for safe participation in the program.
13. I will treat my child and others with respect, avoiding put-downs, sarcasm and ridicule both on and off the field.
14. I will cheer and encourage those around me in a positive way.
15. I will do my very best to make youth sports fun for my child.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action. This action could include, but is not limited to the following:

1. Verbal Warning
2. Written Warning
3. Suspension from Game(s)
4. Season Suspension

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

C. Coaches Code of Conduct:

As a coach involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will place the emotional and physical well being of the players ahead of any personal desire to win.
3. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
4. I will remember that the game is for the athlete and not the parents, coaches or officials.
5. I will respect the property and equipment used at any game or practice sports facility.
6. I will motivate with praise and instruction, not put-downs.
7. I will provide a sports environment free of drugs, tobacco and alcohol, and will refrain from their use at youth sports programs.
8. I will do my best to watch for signs of burn out and overuse injuries.
9. Keeping in mind that there may be a wide range of development among youth at this age, I will treat each player as an individual.
10. I will lead by example in demonstrating fair play and good sportsmanship to the players by being respectful of the officials and our opponents.
11. I will do my best to organize practices that are fun and challenging for all my players.
12. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
13. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by the official.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action. This action could include, but is not limited to the following:

1. Verbal Warning
2. Written Warning
3. Suspension from Game(s)
4. Season Suspension (Removal of Coach)

Coach Name (Please Print)

Coach Signature

Date

Section 13) Grievance Procedures / Dispute Resolution

The Mahtomedi Basketball Association is committed to providing boys and girls in the Mahtomedi Area community in grades 1 through 8, at various skill levels, an opportunity to play basketball in an organized environment that emphasizes skill development, teamwork, good sportsmanship and fun.

We make every effort to secure board members and coaches that share a passion to provide a quality experience for our youth participants. We seek to keep parents engaged in the process through the information we provide and the opportunity to provide feedback on an ongoing basis and through a season-ending survey/feedback form we distribute to all participants.

With almost 500 youth participating in our programs each year, it is difficult to offer the ultimate experience for all participants, but that remains our goal.

When there are concerns/issues that arise, we ask that the following steps be utilized in order to best resolve them:

- 1) If no immediate action is deemed necessary, please submit a season-ending survey that highlights the issues/concerns
- 2) Attempt to resolve issue with a conversation:
 - (a) first between the parent and participating son/daughter;
 - (b) then if needed, between the player and their coach
 - (c) or between the parent and coach if more appropriate
 - (d) and finally if still not resolved, between the parent (and/or coach) and the Director of the particular activity

Hopefully this will resolve most issues, however, if the issue still remains unresolved, and needs immediate attention, please contact the MBA President. You may need to provide a written summary or attend a monthly meeting to present details of the issue/grievance/dispute to the full board.

If necessary, the board will follow voting procedures as outlined in the Operation of the Board section of these Program Guidelines to render a final decision on the issue.

Section 14) Other Programs

a) 10,000 Shot, Pass and Dribble Club

Each summer the association sponsors a 10,000 shot club for all K – 8th graders living in or attending a school in the Mahtomedi School District. Participants register their intent to participate in the program in advance and track their shots for the Months of May – August. In September, in conjunction with the varsity coaching staff, the MBA hosts a kickoff event for the upcoming season where among other things, the 10,000 Shot Club participants receive special recognition and a t-shirt for participating in the summer program.

b) Youth/Varsity Halftime Program

In-House and Traveling Directors will work with the respective varsity coach to coordinate this program. For each eligible varsity home game, 2 – 3 MBA teams will be invited to participate in a special half-time program. Participant names will be announced and they will typically play a 6-7 minute game (or other agreed upon activity). At the end of the game, participants will have an opportunity to enjoy pizza and refreshments with the varsity players.

c) Other Events

Throughout the year, the MBA may sponsor various camps, clinics and other events independently, or in conjunction with other organizations. We have been involved with the homecoming parade, and sponsored clinics hosted by the Timberwolves or other groups. We continue to look at various opportunities to build excitement and participation in the sport of basketball. There are numerous summer camps that give participants an opportunity to advance their skills, including clinics sponsored by the varsity coaches. We encourage feedback, ideas, and suggestions from our association participants.

Section 15) Scholarship Application - Mahtomedi Basketball Association

MBA Scholarship provides financial assistance for boys or girls wishing to play basketball in the Mahtomedi Basketball Association. In order for an application to be considered, the following criteria must be met:

1. Players must be a resident of the Mahtomedi School District or attend a Mahtomedi public school to apply for a grant.
2. The players and their families are expected to pay a portion of the fees and costs.
3. Recipients will verify participation in the School's Assisted Lunch Program
4. Scholarships will be awarded based on both financial need and the availability of funds.

Applicant's Name: _____

Applicant's Address: _____

Applicant's School: _____

Program being applied for: _____

Cost of program applied for: \$ _____ Amount of request: \$ _____

Have you received a *MBA Scholarship* in the past?

Yes No If yes, when? _____

Sources of household income: _____

Employment: _____

Parent/Guardian Name Occupation and Years Employed Full Time/Part Time

1. _____

2. _____

Current Assistance (unemployment, worker compensation, food stamps, free/reduced hot lunch Program, AFDC, general assistance, etc.) _____

Why is it difficult for you to pay the standard fee? Be as specific as possible as demonstration of financial need is required to receive a grant. Use the back of the form as needed.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Full Name: _____

Please mail the completed form to: *MBA Scholarship Coordinator*
1314 Iverness Place
Mahtomedi, MN 55115

Section 16)

MBA Basketball Registration Form

The MBA is an all volunteer organization. We highly encourage and appreciate your registration using our on-line registration service at www.mahtomedibasketball.org. This significantly reduces our data management and entry time. If you would like more program details you will find a description of our program options on our website or you can email questions to mahtomedibasketballassociation@comcast.net.

_____ Players First and Last Name	M F Gender	_____ Grade	_____ Birthdate	_____ Height	_____ School Attending
_____ Players Address	_____ City		_____ Zip	_____ Home Phone	
_____ Mother	_____ Work Phone	_____ Cell Phone	_____ Preferred Email Address		
_____ Father	_____ Work Phone	_____ Cell Phone	_____ Preferred Email Address		

I am registering for (please check only ONE option):

Fee

- | | | | |
|--------------------------|---|--------|-------|
| <input type="checkbox"/> | Traveling Team: 4 th - 8th Grade Boys or Girls | \$ 250 | _____ |
| <input type="checkbox"/> | Mahtomedi/Maplewood In-House Team: 3 rd – 8 th Grade | \$ 135 | _____ |
| <input type="checkbox"/> | Youth League (1 st and 2 nd Grade – starts in December) | \$ 60 | _____ |

late fee for Traveling registrations received after September 15

late fee for In-house registrations received after October 1

late fee for Youth registrations received after December 1

\$ 25 _____

Volunteer Opt-Out Fee (See box below - traveling registrants only)

\$ 30 _____

Optional MBA Scholarship donation (Thank you!)

\$ _____

Total Payment

\$ _____

Players not making a travel team but playing in the in-house program will be refunded the difference of the program costs. Players not making a travel team and not playing in the in-house program or players making a traveling team and choosing not to play will be refunded all but a \$25 processing fee. Exceptions requests can be made to the MBA President whose decision will be final. No other refunds will be given at any other point during the season.

Every player parent is required to work the Mahtomedi Basketball Tournaments in December. Parents wishing to opt out of working at the Mahtomedi Basketball Tournaments must pay a \$30 fee before November 15.

I have read, understand, and agree to comply with the Fee and Refund policy outlined above.

Signed: _____ Date: _____

Emergency Information

Emergency Contact: _____ Phone Number: _____
(Other than parent) First Last (Area Code)

Physician's Name: _____ Phone Number: _____
First Last (Area Code)

Insurance Carrier: _____ Group/Policy #: _____

Dentist's Name: _____ Phone Number: _____
First Last (Area Code)

List any relevant medical conditions: _____

Consent for Emergency Medical Treatment

As parent (legal guardian) of _____, I hereby give my consent for any emergency medical treatment as approved by the manager, coach or other adult escort, in case of illness or injury while participating in the MBA basketball program and related activities.

I understand that this is to prevent undue delay and assure prompt treatment for such an emergency. I assume all risks incidental to such first aid and hereby waive, release and hold harmless the Association; it's Board, sponsors, supervisors, and participants for any claim arising out of such treatment to my child.

If medical treatment is required at any hospital, doctor's office, or other emergency treatment facility, I consent to such treatment and agree to the release of any records or information necessary for treatment, referral, billing or insurance purposes.

Signed: _____ Date: _____ Relationship: _____

If applicable, circle **one** evening the Player is **unable** to practice: Mon. Tues. Wed. Thurs. Fri.

Please circle player's shirt/jersey size:

Youth Medium (10-12) **Youth** Large (14-16)

Adult Small (34-36) **Adult** Medium (38-40) **Adult** Large (42-44) **Adult** X-Large (46-48)

____ Check here if you are donating to the **MBA Scholarship** program.

This program provides opportunities in the form of financial awards to Mahtomedi area students interested in playing basketball. *Thank you* for adding the donation to your registration fee.

____ Check here if interested in volunteering as a **Head Coach, Assistant Coach or Team Parent**. You must submit a coaching application found on our website.

Name: _____ Position: _____

____ Check here if you are interested in becoming a **MBA board member** next season.

Elections will take place in May

Name: _____

Parent's Code of Conduct

As a parent/guardian involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

- I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
- I will place the emotional and physical well being of the players ahead of any personal desire to win.
- I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
- I will remember that the game is for the athlete and not the parents, coaches or officials.
- I will respect the property and equipment used at any game or practice sports facility.
- I will motivate with praise and instruction, not put-downs.
- I will provide a sports environment free of drugs, tobacco and alcohol, and will refrain from their use at youth sports programs.
- I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by officials.
- I will inform the coach of any physical disability or ailment that may affect the safety of my athlete or the safety of others.
- If necessary, I will ask the coach to abide by the same rules and guidelines expected of me.
- I will support the coaches, respecting their decisions and offering help at their request.
- I will make sure my child correctly wears the necessary equipment for safe participation in the program.
- I will treat my child and others with respect, avoiding put-downs, sarcasm and ridicule both on and off the field.
- I will cheer and encourage those around me in a positive way.
- I will do my very best to make youth sports fun for my child.
- I will obey and follow any and all consequences the WGBA Board imposes on me as a result of noncompliance to the above code of ethics.

Parent Name (Print)

Parent Signature

Date

Release & Indemnification: As parent (legal guardian) of _____, I hereby consent to my child's participation in the Mahtomedi Basketball Association (hereinafter called "Association") program and assume all risks of injury resulting from such participation. I hereby agree to indemnify and hold the Association harmless for any claim of liability. In addition, in consideration for permission granted my child (ward) by the Association to participate in its program, I hereby release and discharge the Association, its Board of Directors, coaches, agents and coordinators from all claims, demands, actions, judgments and executions which I or my child (ward) may have against the Association, its Board of Directors, coaches, agents and coordinators for all injuries caused by or arising out of the basketball program of the Association.

Roster Release: I hereby give my consent for my child's name, address, and phone number to be published on a team roster used by the Association; it's board, coaches, managers and participants.

Photographic Release: I hereby release all pictures of my child taken for promotional, program, and website use by the Association; it's board, coaches, managers and, participants.

Signed: _____ Date: _____ Relationship: _____

Check off each of the following to confirm complete registration:

- _____ Completed MBA Travel League Registration Form
- _____ Health & Emergency Information Form
- _____ Completed and Signed Parents Code of Ethics & Releases Form
- _____ Payment

Please mail the registration forms and your check payable to MBA to:

**Michael "Jake" Jacobson
MBA - Registrar
445 Hidden Oaks Court
Mahtomedi, MN 55115
foxjacobson@comcast.net**

Mandatory Traveling Evaluations are the third Saturday in September. In-house Evaluations are the first Saturday on October. There are no evaluations for the Youth League. Please go to www.mahtomedibasketball.org for evaluation schedules and more information.

Section 17) Shooting Machine

The Mahtomedi Basketball Association "Shoot-A-Way" Automatic Shooting Machine User Agreement

The Mahtomedi Basketball Association (MBA) owns an automatic shooting machine for use in MBA related activities. This User Agreement outlines the Rules and Regulations for use of this machine. All "Authorized Users" must have an executed copy of this agreement on record with the MBA.

- 1) **User Groups** - In order of priority, those from the following groups will be the only Authorized Users:
 - A. MBA in-house and traveling head and assistant coaches (must use 10 foot basket)
 - B. MBA Board Members when participating in an Approved Use
 - C. Boys and girls varsity head coach
 - D. Others as approved by the MBA Executive Committee
- 2) **Approved Uses** - The Shooting Machine can be used during the following activities:
 - MBA sponsored clinics/activities
 - Full team practices
 - Other uses specifically approved by the MBA Executive Committee
- 3) **Authorized User** - to be designated an Authorized User, you must:
 - Be a member of at least one of the groups listed in Section 1
 - Complete a 30 minute MBA training session led by the designated trainer which will include set-up, tear-down and storage procedures, and drills to maximize the number of players participating
 - Sign and receive an executed copy of this agreement
 - Reserve all uses through the MBA website (Dibs System)
- 4) **Additional Disclosures/Requirements** (read carefully - strict adherence to these polices will be enforced)
 - **Only Authorized Users may set up, take down, or operate this machine (youth participants are not authorized users and may not operate this machine)**
 - The MBA will revoke user privileges for those not following these rules
 - The Authorized User must be present at all times
 - The machine shall be used and stored at the Middle School only
 - Any damage, operational problems, maintenance issues, and/or safety concerns noted by the Authorized User shall be immediately reported to the MBA using the communication options identified below
 - In order to allow equal access, Authorized Users may not reserve more than 2 sessions in advance
 - Group A users have priority. As such, users in Groups B - D may not reserve the shooting machine more than 48 hours in advance
 - This machine is not for personal use. . .it is for **team** related activities and MBA approved events only
 - Authorized Users will be given a combination number to access the key needed to unlock the machine. **Users are not to share this combination number with anybody.**
 - Exceptions to any of these rules must be approved by the MBA Executive Committee
 - Email the MBA at mahtomedibasketballassociation@comcast.net or call 651-387-5661 with any questions on how to access or use this the machine, or to report use in violation of this agreement.

I understand and will abide by the Rules and Regulations as outlined in this Agreement.

Printed First and Last Name

Grade/Team

Signature

Date

Designated Trainer Name

Signature

Training Date

Approved User Group