

EASTVIEW ATHLETIC ASSOCIATION TRAVELING BASKETBALL

ADMINISTRATIVE PROCEDURES

I. PROGRAM PHILOSOPHY

The goals of the EVAA Traveling Basketball Program are to provide quality instruction, an enhanced level of competition, the benefit of increased practice/playing time, and promote team spirit. All of these goals are provided with the expressed intent of preparing the participants for a higher level of play (i.e., high school). These goals require more discipline, commitment and effort from participants, coaches, and parents.

In spite of the fact that EVAA Traveling Basketball teams are involved in a higher and more intense level of competition, the EVAA Board's Purpose and Administrative Procedures remain applicable.

II. BASKETBALL BOARD STRUCTURE

The EVAA Traveling Basketball Program shall be administered by an EVAA Basketball Board. Most of the positions are voting positions - the EVAA Website/Dist. 196 Interface/Database/Scheduling position is a paid non-voting position. All positions, except for the non-voting, paid Website/ Interface/ Database/ Scheduling position are volunteer positions appointed by the Basketball Board for minimum two year terms. The Basketball Board attempts to have an equal mix of representatives from the girls and boys program and have board terms expire on a staggered basis. Interested parties may apply for any vacant Board positions by completing our Board Member application form and sitting before our New Board Member review committee.

The suggested positions are as follows:

- Program Director – Basketball
- Program Director - In-house Basketball
- Asst. Program Director/ Instructional League- In-house Basketball
- Boys Director - Traveling Basketball
- Asst. Boys Director- Traveling Program
- Girls Director - Traveling Basketball
- Asst. Girls Director- Traveling Basketball
- Player/Coach Development Director
- Board Treasurer
- Equipment Director
- Uniform and Logo-wear Director
- Special Events / Volunteer Director
- Girls Tournament Director - Traveling Basketball
- Asst. Girls Tournament Director
- Boys Tournament Director - Traveling Basketball
- Asst. Boys Tournament Director
- Director of Web Site Information Management
- Director of Facilities

This Board shall meet no less than 10 times a year to direct the Inhouse & Traveling Basketball Program. At least 50%+1 voting members must be present. Additional meetings will be scheduled as appropriate.

A board member may be removed for failing to carry out expected duties or conduct detrimental to EVAA Basketball. In order to remove a Board Member, a written complaint must be presented to the EVAA Basketball Board. The complaint will be reviewed and investigated by the Officers (Program Director, Boys Coordinator and Girls Coordinator). If sufficient justification, a hearing before the full voting Board will be held. The vote of simple majority of the Board is required for the dismissal of a Board Member. Three consecutive unexcused or 8 out of 12 absences may result in a request for resignation of a Board Member. The aforementioned Removal directive also applies to program directors, program board members, age group coordinators and coaches, as well as others as deemed necessary by the Board.

III. REGISTRATIONS/INFORMATIONAL MEETINGS

There will be on-line registration available via the EVAA website <http://www.eastview-evaa.org>" www.eastview-evaa.org) and up to 3 walk-in registration opportunities. A copy of the Traveling Basketball Written Administrative Procedures will be distributed to each parent at the informational meeting that they attend. The Program Director or his/her designated appointee will conduct the informational meetings and registrations.

IV. TRY-OUTS

Try-outs are open to candidates who reside in the Eastview High School attendance area, and for residents of the City of Apple Valley. Candidates outside this area may make special requests to participate and may be allowed if it makes for a better overall experience for EVAA main draw area participants or additional players are needed in order to form teams. All special requests should go to the Program Director. A more detailed discussion of the EVAA Participation Policy may be found on the EVAA [/www.eastview-evaa.org](http://www.eastview-evaa.org)" www.eastview-evaa.org) website.

Try-outs will be conducted for each team that has more than 10 athletes registering for that grade level. Teams that have less than 8 athletes registering will not have that team formed unless the parents involved all agree to the formation of that team. In this case, parents must be aware of the time commitment and physical stress that their athletes will need to endure.

Each participant will be charged a non-refundable try-out fee of \$35 which is part of the overall registration fee. Try-outs will be held during the month of September/October. Efforts will be made to have 2 days of try-outs per age group but this may not always be possible. Participants are required to attend both try-outs. Parents are not allowed to attend the try-outs. Participants who do not attend both try outs are eligible to play only on the lowest level team (assuming there were no cuts).

Try-outs will be conducted by a third party, (e.g.; High School coach, and/or an independent person or group) someone who is not associated with the EVAA Traveling Basketball program. Appointed EVAA Traveling Basketball coordinators may attend the try-outs as observers and facilitators but not as evaluators, and will not be present in the gym during their child's try-outs.

Candidates who are injured prior to the try-outs and are unable to participate must contact the Program Director prior to try-outs. Candidates that are injured during the try-out must contact the Program Director and inform him/her of their situation. These candidates may be given consideration for inclusion on a team. In these situations, the EVAA boys or girls coordinators will make every effort to contact the prior year coaches of these players to gather information on past/current basketball skills and attitude. All information will be given to the evaluators, who will consider this information and make the final decision whether or not to place the injured player(s) on a traveling team, and which team is the most appropriate.

Candidates unable to participate in one or more of the try-outs must notify the Program Director prior to try-outs. Documented

medical reasons would be the only exception and then that player could be placed on the most appropriate team by the coordinator based on all available information.

Traveling basketball try -outs is open to all eligible 4th-8th grade boys and girls.

V. PARTICIPANT SELECTION

Please refer to individual girls/boys try-out policy presented on EVAA Basketball www.evaabasketball.org website.

VI. COACH SELECTION

Any individual who wishes to coach an EVAA Traveling Basketball team for an upcoming season must fill out an application along with a Criminal Background Review permission form. The application and background check forms can be obtained from the EVAA www.eastview-evaa.org or EVAA Basketball websites or Traveling Basketball Program Director and must be filed with him/her. Notification of the application process will be published on the EVAA and EVAA Basketball websites prior to the filing deadline. Notices may be advertised in the local area newspapers. The EVAA Basketball Board will appoint two Coach Review Committees comprised of current or former Board members and/or coaches, one for boys coaches and one for girls coaches. The Board will attempt to appoint Committee members with limited conflicts with potential coaches. The two committees will review applications and will interview applicants when there are multiple candidates for the same grade/team. After this process, coaching candidates will be ranked from highest to lowest. After teams are selected coaches will be selected based on the interview rankings. The Girls and Boys Traveling Coordinators will review Committee recommendations and notify an applicant after the selection of teams, whether or not they have been accepted for a position.

Coaches will be expected to adhere to the EVAA Program Philosophy as defined in the EVAA Traveling Policies and to the Written Administrative Procedures defined in Section I. While it is important that a traveling team coach have expertise in the sport, it is more important for the coach to have the welfare of the participants and their character/confidence development foremost in mind. Most coaches will be parent volunteers. A limited number of paid head coaches may be hired by EVAA if there is not a qualified parent volunteer coach for a particular team, or if the boys or girls coordinator believe that there are circumstances that hiring a paid coach will make it a more positive experience for a team's players and parents. EVAA Traveling Basketball will not hire paid assistant coaches.

Each appointed coach will be required to attend a pre-season coaches meeting and at least one coaching clinic. Each coach will be required to conduct a pre-season meeting with his/her team's respective players and parents and be available for further communication during the year. Parents are expected to respect the coach's basketball game management decisions and follow EVAA Conflict Resolution guidelines for any conflicts that arise during the year.

Every coach will provide every player a mid-year and year-end evaluation outlining the player's areas they need to continue developing as well as their strengths.

VII. REMOVAL OF PARTICIPANT

Each of the participants who make an EVAA Traveling Basketball team implicitly agrees to a set of participant responsibilities. Those responsibilities include but are not limited to the following:

- Show appreciation for your health and the privilege to participate.
- Show appreciation for the time and talent spent by parents, coaches, officials and coordinators, opponents and teammates.

- Attend all games and practices unless excused by the coach (religious and school functions are excused absences).
- Demonstrate respect for parents, coaches, officials, coordinators, opponents, and teammates.
- Take proper care of their uniform and equipment.
- Never use tobacco, alcohol, or drugs of any kind.
- Be responsible for their conduct and its consequences.
- Maintain academic standards set by parents.

Participants who do not adhere to the listed responsibilities can be removed from a team. Only a head coach has the authority to recommend the removal of a participant from a team. The head coach must submit a letter to the Program Director stating the name of the participant being removed and the reasons for the recommended removal. The Program Director, in conjunction with the appropriate Coordinator, may override, deny, approve, or postpone the recommended removal. Prior to the approval or disapproval of the recommended removal, the Program Director must give the participant and the participants' parent(s) a chance to respond to the removal request.

VIII. DISMISSAL OF COACH

If an appointed coach does not have the best interests of all members of a team in mind, he may be removed. If a majority of the team's parents determine that the coach is a damaging influence on the team, the Program Director may remove the coach at any time during the season. Prior to the removal of a coach, a meeting of that team's parents, the coach, the appropriate Coordinator, and the Program Director must be held. If the removal of a coach is done, this action must be reported to the President of the EVAA Board of Directors or his designate within 48 hours of its occurrence.

It is the responsibility of the coach and assistant coaches to act as a representative of EVAA, the community and their team. For this reason, Sportsmanship is of the utmost importance. The Basketball Board realizes that situations occur during a game, which are out of the control of the coach and that a reprimand from the referee may occur (technical foul). However, if this occurs, it is the responsibility of the coach and or assistant to act responsible during these situations. If a coach or assistant is removed from a game for two technicals, the coach or assistant will not be allowed to coach the next scheduled game and the situation will be reviewed by the Program Director and Coordinator with possible actions being taken. If a second situation occurs, the situation will be reviewed by the Basketball board for appropriate action up to and including removal as a coach or assistant.

IX. PLAYING TIME

EVAA Basketball will provide a minimum of 8 minutes of playing time to each participant in every tournament game. Although this allows for coach's discretion, the coach/coaches are reminded that traveling basketball's purpose is to provide skill development, game experience, and a positive experience to each member of a team during each game.

X. REFUNDS

The refund policy of the Traveling Basketball Registration fee shall be established as follows:

- Any participant who is not placed on a team will receive a full refund less the tryout fees.
- Any participant placed on a team who does not remain on a team will not be eligible for a refund, with the exception of a season ending injury prior to the first tournament.
- Any participant who is placed on a team and is removed from that team will not be eligible for any refund.
- All other situations involving refunds will be handled by the EVAA Basketball Board.

XI. TOURNAMENTS

Each Traveling Basketball team will participate in some Tournament Play during the Traveling season. Although it would be impossible to set limits on the number of tournaments that a team may participate in during a season, it is suggested that a team play in at least 7 but not more than 13 tournaments. These numbers do not include the State Tournament(s) held at the end of the season. It is important to note that the Tournament Entry Fees are the responsibility of the respective teams' parents and are in addition to the EVAA Traveling Basketball Registration fee.

The EVAA Traveling Basketball Program 2 hosts tournaments during the Traveling Basketball season. These tournaments are fundraisers held by the Traveling Basketball Program. Both parents of a child, (or the equivalent; thereof) who is selected for one of the teams, are required to work at one applicable tournament as part of the basketball fee. A \$100 deposit, per player, must be provided to EVAA. It will be refunded after the required tournament work is completed. Failure to complete all required work will result in forfeiture of the deposit.

XII. TIME COMMITMENT FOR PARTICIPANTS/PARENTS

The goal of EVAA Traveling Basketball is to make our teams highly competitive and at the same time make this an enjoyable experience for all - participants, parents, and coaches. To accomplish this, participants need to be available for practices, League Play, and Tournament Play. The Traveling Basketball season begins with Try-outs in September and concludes with the various State Tournaments in March.

Teams usually practice 1 - 3 times a week during the entire season. Practice sessions will be scheduled on any day of the week including Wednesday, Friday, Saturday, and Sunday. Practice sessions can also be scheduled until 9:45 p.m.

Participants are expected to attend all practices, League games, and Tournament games unless their Head Coach has excused them. EVAA guidelines allow for excused absences for Family, Faith, School and/or Health reasons as long as the coach is notified in advance of the missed practice, meeting or game. Whether or not an absence is excused is at the discretion of the Head Coach for that particular team. Except in extreme cases, a missed practice/game cannot be excused after the fact ("I missed last week's practice because I was sick"). Participants or their parents are required to let a coach know that they are going to miss a practice/game prior to that practice/game. For participants with unexcused absences, actions may be taken which may include removal from the team.

XIII. PARENT REPRESENTATIVES

Each Traveling Basketball team is expected to provide the name of one parent who will act as a Parent Representative for that team. That parent will be a communication link between the coaches, parents and players. The Parent Rep is a liaison between the EVAA board and the parents/players. The parent representative is responsible for informing the parents and players, on their team, of upcoming events and to help organize the parents and players to work at our tournaments.

Some of the events that the Parent Rep might communicate to the team would be: information about the Tip-off Classic at EVHS, Participation at EVHS basketball games, Post game pizza parties with the varsity teams, tournament sign-up assignments and distribution, or other special events.

For the tournaments, the parent representative should contact each parent on the team and sign them up to work a shift during the tournament. The parents should be informed that this means each parent must work and they cannot share a shift. If your team is one of the 6 designated teams to provide the supplies (utensil, fry pans, etc.) to a concession site, the Parent Rep gathers those

things from the team and brings them to the site on Friday evening before tourney. Other parents from the team shall help set up the concession stand.

Other responsibilities may include administrative work for the coach, uniform collection at end of year, refilling first-aid kit (as needed) by contacting designated board member, organizing out of town arrangements, and organizing social events for team and/or parents.

XIV. PROGRAM EVALUATIONS

Each family will be provided the opportunity to complete a post season program review/evaluation. This form will be available via email and/or the EVAA Basketball website www.evaabasketball.org at the end of the season. The completed forms will then be emailed to the Evaluation Coordinator for evaluation. Each family is expected to complete the evaluation form and provide his or her honest and constructive input. Feedback is most important to improvement of the program.

XV. MISCELLANEOUS

A. Blood Policy

A player or coach who is bleeding or who has an open wound shall be prohibited from participating in the game until appropriate treatment has been administered. If medical care or treatment cannot be administered in a reasonable amount of time, the individual will have to leave the game. (The length of time considered reasonable shall be in the referee's judgment.) Once the bleeding has been stopped, the player or coach may reenter the game. If there is a substantial amount of blood on the uniform, it must be changed before that individual may participate.

B. Drug and Alcohol Policy

No alcohol is allowed on school property or city parks. Drugs, of course, are illegal everywhere.

EVAA Traveling Basketball believes that all players/coaches participating in an EVAA youth activity should refrain from the use of alcohol and/or a controlled substance.

1. It shall be a violation of this policy for a player/coach while participating in a EVAA youth activity to use a beverage containing alcohol or use or consume, have in possession, buy, sell, or give away any controlled substance.
2. Once a violation has been brought to the Director's attention and a decision has been made, the player/coach will be informed of his/her ineligibility by a written letter from the Directors.
 - a. **First Violation:**
Upon notification by the Directors, the player/coach shall lose eligibility for the next two consecutive games or two weeks of a sport season in which the player/coach is participating, whichever is greater. No exception is permitted.
 - b. **Second Violation:**
The player/coach shall lose eligibility in Traveling Baseball for that sport season. No exception is permitted.
 - c. **Accumulative Penalties:**
Penalties shall be accumulative beginning with and continuing throughout the player's/coach's participation in the organization.

C. Tobacco Policy

1. No tobacco is allowed on school property or city parks.
2. EVAA Traveling Basketball does not condone the use of tobacco by players under the legal tobacco age.
3. It shall be a violation of this policy for a player participating in Traveling Basketball to use tobacco.
4. Once a violation has been brought to the Director's attention, the player will be informed of his/her ineligibility. Ineligibilities will be the same as for the Drug and Alcohol Policy.

D. Equipment Abuse

1. Under no circumstances will the abuse of equipment and/or uniforms be tolerated. Referees and coaches are instructed that each instance of equipment and/or uniform abuse will result in that player sitting on the bench for the remainder of the game. At the referee or coach's discretion, one warning may be given.
2. If the abuse of the equipment and/or uniforms results in any damage to the equipment and/or uniform, that player and his/her parents will be held responsible for reimbursing the current cost of replacement. Players may be suspended from participation in future EVAA programs until reimbursement is made.

EVAA has posted on the EVAA ([HYPERLINK "http://www.eastview-evaa.org"](http://www.eastview-evaa.org) www.eastview-evaa.org) website additional general policies relating to all EVAA programs. Please refer to that document for a more general discussion of EVAA Traveling program policies.

The EVAA Traveling Basketball Policy document was revised effective December 13, 2010.