

**POLICY HANDBOOK**  
**EDEN PRAIRIE GIRLS BASKETBALL ASSOCIATION**  
**(EPGBA)**

**EDEN PRAIRIE, MINNESOTA**

*UPDATED April 27, 2019*

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## 1) General

### A) Overview

- i) The Eden Prairie Girls Basketball Association (EPGBA) provides opportunities for girls in Eden Prairie, Minnesota to learn and play basketball. In particular the EPGBA provides the following:
  1. An In-House recreational basketball program open to all girls from kindergarten through 12<sup>th</sup> grade (for more details see Section 2);
  2. A competitive Travel basketball program open to girls from 4<sup>th</sup> through 8<sup>th</sup> grade (for more details see Section 3); (8/16/10)
  3. An annual travel tournament open to community-based travel basketball teams in grades 4th through 8th at levels A through C (for more details see Section 4); (8/16/10)
  4. Spring programs that provide additional player development opportunities (for more details see Section 5); (1/22/17)
  5. Summer programs that provide additional player development opportunities (for more details see Section 6).

### B) Organization of the Association

- i) The Eden Prairie Girls Basketball Association (EPGBA) is governed by written and approved Bylaws. As stated and/or allowed by the Bylaws:
  1. General members of the EPGBA must be residents of Eden Prairie or be parents/guardians of players who attend Eden Prairie school and be 18 years old or older with a personal involvement in the association's activities. (3/16/2014)
  2. The EPGBA is governed by a Board of Directors elected from the general members (the Board).
    - a. The Board usually meets every third Sunday of the month, except November, December, and February to conduct its business at a location announced on the EPGBA web site. (3/16/2014)
    - b. Anyone interested in contributing to the girls' basketball program in Eden Prairie is welcome to attend Board meetings.
  3. The following officers are elected from the Board.
    - a. President
      - i. The president has overall responsibility for the health and welfare of the EPGBA.
      - ii. The president is the chief executive of the EPGBA with the primary responsibility for governmental and community relations, for community services, and for program expansion.
      - iii. The president presides at all meetings for the membership/Board and sees to it that all orders and resolutions of the Board are carried into effect.
      - iv. The president is a member ex officio of all committees.
      - v. The president executes legal documents, deposits/withdraws for corporate accounts and hires/terminates all employees.
    - b. Vice-Presidents
      - i. EPGBA attempts to elect two vice-presidents: one representing the in-house program and one representing the travel program. Duties are not necessarily limited to one program or the other.

- ii. One of the vice-presidents shall perform the duties of the president in the event of absence or inability to act.
  - iii. The vice-presidents shall have such powers as may be assigned by the president or by the Board from time to time.
  - iv. Member of the Grievance Subcommittee.
  - v. Duties vary, but incumbents should plan on attending Board meetings, help with the in-house director and/or travel try outs, lead Board meetings in the absence of the president and represent the Board as needed at community events.
- c. Treasurer
- i. The treasurer is responsible for managing the finances.
  - ii. The treasurer's duties include: paying monthly bills, depositing checks received, reconciling the monthly bank statement, entering all financial transactions into Quicken, preparing a monthly profit and loss statement and balance sheet, monitoring cash balance between checking account and money market savings account and coordinating the filing of the tax return.
- d. Secretary
- i. The secretary is responsible for recording and documenting Board meeting information and actions, and reporting that information.
  - ii. The secretary will assist with any Board functions, special meetings, or events in which the Board participates.
4. The Board shall form committees from the general membership or from parents of registered players. (3/16/2014)
- a. Committee Role, Formation and Conduct (5/21/06)
- i. Role of Committees – The role of a committee is to discuss topics pertaining to that committee as outlined in this section or as directed by the Board. Committees are responsible for discussing relevant issues and bringing to the Board any resolutions or motions that have passed the committee. Any committee can form subcommittees in addition to the mandatory subcommittees listed in this section.
  - ii. Committee Chairperson – The chairperson's role is to coordinate meetings, distribute information, lead the committee meeting and present information to the Board as applicable.
  - iii. Committee Formation – Committee chairs will be selected or approved by the Executive Committee. If there are more board members volunteering for a committee than policy allows, the members of that committee will be selected by the Executive Committee.
  - iv. Committee Meetings – Committees should attempt to meet as often as is necessary to conduct their business.
    - (1) The time, date and location of every committee meeting shall be announced by the Committee Chairperson to the members of the committee, to each member of the board via email, or to the general membership by posting to the website. (3/16/14)
    - (2) Meetings of the Executive Committee are exempt from the notification requirement. (4/15/07)

- v. Communication – To facilitate ease of discussion and increase productivity, some correspondence on committee matters via email is acceptable. This includes providing feedback to committee members and working on draft documents. For a resolution to be passed by a committee, it must be voted on in a scheduled committee meeting, following Section 3.10 of the Bylaws for Executive Committee and Section 3.11 of the Bylaws for Other Committees.
- b. Executive Committee (5/21/06)
    - i. Up to five members
    - ii. The purpose of the committee is to meet as directed by the Board or as directed by policy.
    - iii. Automatic members are the President, two Vice-Presidents, Treasurer and Secretary.
    - iv. Chairperson is the President
  - c. Travel Program Committee (5/21/06)
    - i. No more than twelve members.
    - ii. The purpose of the committee is to review, debate, and make recommendations related to policies and other items related specifically to the travel program and to travel player development.
    - iii. The Travel Program Committee is the primary owner of the following sections of this Policy document: Section 3) {except H) and M)}, Section 4, and Section 5.
    - iv. Members of the committee are volunteers with an interest and commitment to contribute.
    - v. The committee chairperson is the President or someone appointed by the President.
    - vi. The committee includes the following subcommittees:
      - (1) Tournament Subcommittee
        - (a) Minimum of three members
        - (b) Their purpose is to plan, organize, staff and execute the annual EP travel tournament.
        - (c) The membership consists of two tournament directors and a tournament concessions director. Volunteers are based upon their interest and commitment to contribute.
        - (d) The chairperson is one of the tournament co-directors.
      - (2) Coach Selection Subcommittee
        - (a) Three members
        - (b) Their purpose is to interview, select and place all travel head coaches and to interview and slot assistant coaches according to policy.
        - (c) The membership consists of:
          - (i) High school varsity head coach or varsity staff member selected by the varsity head coach;
          - (ii) Two other members appointed by the Travel Program Committee and approved by the Board. (5/20/07)

- (iii) If the high school varsity head coach or staff member does not desire to be a member of this subcommittee, then an additional Board member or non-Board member will be appointed by the President and approved by the Board. (If the high school varsity head coach or varsity staff member becomes a member of this subcommittee, he or she will be an ex officio member of the Travel Program Committee.)
    - (iv) An individual may be a member of the Coach Selection subcommittee and apply for a head coaching position. (3/16/14)
  - (d) The director(s) of coaching, with assistance from the Coach Selection Subcommittee member associated with the varsity staff, may select paid head coaches from their current season to preselect into a head coaching position for the following season. These coaches, if any, need to be approved by the Travel Committee. Any coach approved by the Travel Committee will then be notified by the EPGBA President. The Coach Selection Subcommittee for the following season would accept these coaches to the coaching roster without going through the interview process, subject to any new relevant information and/or applicable background checks. (1/21/07)
- (3) Grievance Subcommittee (8/20/06)
  - (a) Two to four members
  - (b) Each Vice President
  - (c) Director(s) of coaching (6/24/07)
  - (d) Any member of this subcommittee will be considered an ex-officio member of the Travel Committee if not already a Travel Committee member.
  - (e) The purpose of this committee is to review, debate, and make recommendations related to grievances raised by travel players, parents, or coaches that cannot be resolved by existing policy, the coach or the director(s) of coaching in a timely manner. (3/16/14)
  - (f) Issues that cannot be resolved by the Grievance Subcommittee shall be referred to the Board.
  - (g) The subcommittee chair is one of the Vice Presidents.
- (4) In addition to these subcommittees, the following travel responsibilities will be imbedded in this committee; registration, tryout scheduling, tournament scheduling, and practice scheduling.
- d. In-House Program Committee (5/21/06)
  - i. Up to eight members
  - ii. The purpose of this committee is to review, debate, and make recommendations related to policies and other items related specifically to the in-house program.
  - iii. The In-House Program Committee is the primary owner of the following sections of this Policy document: Section 2) {except A)iv), D) and E)}
  - iv. Members of the committee are volunteers with an interest and commitment to contribute.
  - v. The committee chairperson is a volunteer.

- vi. The following in-house responsibilities will be imbedded in this committee; registration, evaluation, practice and game scheduling, officials and grade directors. The grade directors will be ex officio members of this committee.
- e. Finance and Operations Committee (5/21/06)
  - i. Up to eight members
  - ii. The purpose of this committee is to review, debate, and make recommendations related to policies and other items related to the overall program in areas not specific to the travel and in-house.
  - iii. The Finance and Operations Committee is the primary owner of the following sections of this Policy document: Section 2)A)iv), 2)D), 2)E), Section 3)H), 3)M), and Section 6)
  - iv. Members of the committee are volunteers with an interest and commitment to contribute.
  - v. The committee chairperson is the Treasurer or someone appointed by the Treasurer.
  - vi. This committee includes the following subcommittees:
    - (1) Scholarship Subcommittee
      - (a) Minimum of three members
      - (b) This committee's purpose is to solicit candidates, review applications, interview applicants, and recommend two candidates to the Board for scholarship award.
      - (c) The members of the committee are volunteers with an interest and commitment to contribute.
      - (d) The chairperson is a volunteer.
  - vii. The following responsibilities will be imbedded in the finance and operations committee; treasurer, advertising and promotion, web site, youth and Lady Gopher nights, uniforms, equipment and photos.
- f. Policy Committee (5/21/06)
  - i. Up to six members
  - ii. The purpose of the committee is to craft language regarding policy changes recommended by other committees, as requested. Also to review, debate, and make recommendations related to any existing policy or bylaw or to make a proposal to add to existing policy or bylaw. If a recommendation comes out of Policy Committee that pertains to an area of responsibility of another committee, the Policy Committee's action will cause the responsible committee to take the recommendation under review.
  - iii. The Policy Committee is the primary owner of Section 1) of this Policy document with secondary ownership of the remainder of the Policy document. This committee also is responsible for recommending any changes to the Bylaws and for monitoring web site documents for accuracy and ensuring information is up to date.
  - iv. Members of the committee are volunteers with an interest and commitment to contribute.
  - v. The committee chairperson is a volunteer.
- g. Spring Committee (1/22/17)

- i. Up to five members
  - ii. The purpose of this committee is to review, debate and make recommendations related to policies and other items related specifically to the spring program.
  - iii. Members of the committee are volunteers with an interest and commitment to contribute.
  - iv. The committee chairperson is the spring program chairperson.
- ii) Conduct
  - 1. General members and Board members must abide by the written Bylaws.

C) Players

- i) Eligibility
  - 1. Participation in the EPGBA is open to all girls in grade kindergarten through grade 12, except players on any level high school basketball team.
    - a. Girls participating in the Travel Program may be asked to provide the EPGBA an accurate copy of their birth certificate.
    - b. For girls participating in the Travel Program, the EPGBA may request proof of enrollment and grade level from each girl's school.
  - 2. The girl must be a resident of the City of Eden Prairie, Minnesota or attend an Eden Prairie public or private school. (3/16/14)
  - 3. Girls are eligible to play at their grade level in school.
    - a. Girls may never play at a grade level lower than their grade in school.
  - i. Selection
    - (1) All girls registering to participate in the in-house program will be allowed to participate if they pay all applicable fees and follow all rules of conduct.
    - (2) All girls in grades 4 through 8 registering to participate in the travel program will be allowed to participate if they:
      - (a) Pay all applicable fees;
      - (b) Follow all rules of conduct;
      - (c) Participate in tryouts and are placed on a team.
  - ii. Conduct
    - (1) Players should conduct themselves properly at all games and practices.
    - (2) The use of profanity is prohibited. The player is to receive one warning. Any additional violation(s) whether in practice, during a pre-game, or game will result in suspension from play for the next one-half game, per violation. Additional violations should be reported to the parents and the director for further action.
    - (3) The use of alcohol, tobacco or illegal drug(s) by any player or coach is strictly prohibited during any practice, game, or team event. If use is observed, it should be reported to the coach, parents and/or the Board. Based on the level of certainty, suspension may be required until the Board can meet for resolution.
    - (4) All travel players must agree to and sign the EPGBA Player's Code of Ethics (see Appendix B).

## D) Parents

### i) Participation

1. Parents are responsible for the attendance of their daughters at practices and games.

### ii) Conduct

1. Parents shall conduct themselves properly at all games and practices.
2. Parents shall conduct themselves according to EPGBA's Parent's Code of Ethics (see Appendix C).
3. Parents must be supportive and communicate any concerns with the coaching staff.

## 2) In-House Program

### A) Board-Approved Volunteers

#### i) In-House Program Director

1. The In-House Program Director is the bridge between the Board and all In-House issues.
2. Recruit and train for the following positions:
  - a. Grade Commissioners: one for each grade kindergarten through grade 8 (5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> combined);
  - b. High School League Director (9<sup>th</sup> through 12<sup>th</sup> grade);
  - c. Registration Director(s) (one or two);
  - d. Equipment Director(s) (one or two);
  - e. Youth Officials Coordinator(s) (one or two)
3. Oversee team and coach selections.
4. Assist in gym and league scheduling.
5. Oversee the planning and scheduling of player, coach and referee clinics.
6. Assist in planning for high school intramural program
7. Provide monthly reports to the Board.
8. Oversee the distribution, collection and report on the postseason surveys.
9. Review and oversee the expenses of the In-House program.
10. Work with the community to promote the basketball program.

#### ii) Grade Level Commissioners and High School League Director

1. Assist the In-House Director at those duties that apply to his/her grade(s).
2. Form teams and assign coaches based on the registration and evaluation information.
3. Monitor and address issues that may arise between coach, players, parents and officials.
4. Coordinate equipment and uniform distribution and collection.
5. Provide monthly updates to the In-House Program Director.
6. Distribute, collect and summarize year-end evaluations from players, parents, and coaches.

#### iii) In-House Program Registration Director

1. Schedule, advertise and execute the registration of entrants to the In-House program.

2. Collect registration fees and assemble player lists.
  3. Assemble and maintain player, parent and coach databases.
  4. Work with the In-House Program Director, EPGBA Treasurer and others to coordinate fees and collections.
- iv) In-House Uniform Coordinator
1. Investigate uniform styles, colors, and prices and present them to the Board.
  2. Order, pick up and deliver uniforms.
  3. Make order changes or corrections as necessary.
- v) In-House Youth Officials Coordinator(s)
1. Coordinate the 3<sup>rd</sup> through 8<sup>th</sup> grade youth officials program.
  2. Plan and execute the youth officials training clinics.
  3. Monitor youth officials and provide feedback on their performance during the season.
  4. Produce and maintain game schedule assignments.
  5. Create a master schedule for the youth officials listing games times and assignments.
  6. Summarize time cards and submit to EPGBA Treasurer.
- B) Team Formation
- i) The Grade Level Commissioner for each grade will form the teams at that grade level.
  - ii) Girls can play up a grade level only with Board approval.
  - iii) There will be a maximum of ten players per team.
  - iv) Two girls that reciprocally request each other will be placed on the same team if possible.
  - v) 2<sup>nd</sup> grade teams will be formed by randomly placing girls on teams (except for girls requesting placement with another).
  - vi) 3<sup>rd</sup> through 8<sup>th</sup> grade girls are to attend an evaluation session.
    1. The purpose of the evaluation session is to determine the basic skill levels of each girl.
    2. Teams will be formed in a manner to evenly balance skill levels of the teams.
- C) Coaches
- i) Selection
    1. The Grade Level Commissioner will select coaches during team formation.
    2. All coaches will be non-paid volunteers.
    3. Most coaches will be a parent of one of the girls on a team, but may be another adult with a personal interest in the EPGBA and subscribes to its philosophies.
    4. Each team will have a head coach or two co-head coaches. Teams may have one to three assistant coaches.
    5. Each coach must agree to and sign a Coaches' Code of Ethics Agreement (see Appendix A).
  - ii) Conduct
    1. Coaches will not argue with the referees.

2. If a referee's interpretation of a rule causes a disagreement, only the head coach and the referee should discuss it.
3. If a parent is excessively harassing a referee, the coaches of both teams should intervene to minimize the harassment. The coaches should immediately report the situation to the Grade Level Commissioner, In-House Youth Officials Coordinator and/or the In-House Program Director.
4. The In-House Program Director and the In-House Youth Officials Coordinator will resolve disagreements.
5. Coaches are to return all EPGBA-provided equipment at the end of the season.

D) Fees

- i) The Board will determine the cost of participation prior to each year's registration.
- ii) Fees for the most recent season will be posted on the EPGBA web site.
- iii) Financial aid to help defray the fees is available to families on a case-by-case basis. The parent seeking the aid should contact the EPGBA Treasurer directly. All inquiries and aid provided will be kept confidential.

E) Equipment

- i) Numbered team jerseys for all program participants, except kindergarten/1<sup>st</sup>, are provided by the EPGBA. (3/16/14)
- ii) The player must provide all other clothing required for playing or practicing (i.e., shoes, shorts, etc.).
- iii) The team jersey is to be worn for each game.
- iv) At the parent's option and expense, the individual jersey may be labeled with a name on the back.
- v) The EPGBA provides each team coach with a first aid kit, basketballs, practice pull-over jerseys, a ball pump and other necessary equipment.
- vi) Girls in the 2<sup>nd</sup> grade program receive a basketball.

F) Pictures/Participation Award

- i) Photographs
  1. The EPGBA will arrange for a professional photographer to take individual and team photographs on an announced date for all girls in grades 3 through 8.
  2. Additional copies of photographs and other memorabilia will be available from the photographer at the expense of the girl and parents.
- ii) Participation Awards
  1. Girls in grades 3 through 8 may receive a participation award provided by the EPGBA. (3/16/14)
  2. The In-House Program Director will select the awards.
  3. The Grade Level Commissioners will distribute the awards for presentation.

G) Rules

- i) The rules of the In-House Program are contained in the Eden Prairie Girls Basketball Association, In-House Rules. A copy of the rules is available on the EPGBA website.
- ii) The rules may be modified by a majority vote of the Board.

iii) The In-House Program Director maintains the rules.

### 3) Travel Program

#### A) Paid Positions

##### i) Director(s) of Coaching

1. The director(s) of coaching is responsible for actively training and evaluating all travel coaches in the EPGBA travel program and developing and conducting (or instructing) summer training programs and clinics for all EPGBA members (in-house and travel players). (3/16/14)
2. Some of the duties of the director(s) of coaching are:
  - a. Help develop travel basketball policies, coaching guidelines and coach evaluation form.
  - b. Attend, observe and/or participate in coaching sessions or drills with teams during practices.
  - c. Monitor coaches during practices and games to ensure they are following coaching guidelines and work to develop them as coaches.
  - d. Act as member(s) of the grievance subcommittee. (6/24/07)
  - e. Support and promote EPGBA's travel basketball philosophies in regards to coach and player development.
  - f. Participate in travel try-outs as outlined in travel tryout sections below.
  - g. Work closely with high school staff and Board to promote consistency and continuity between EPGBA's travel program and Eden Prairie High School Girls Basketball program.
  - h. Conduct minimum of one travel coaches' clinic mid-October utilizing EPGBA grade skills guidelines.
  - i. Report to Executive Committee on coaches' evaluation/progress: November-January-March.
  - j. Time to be spent with the following breakdown: 50% practice evaluation (discussion of game and practice evaluation with coaches) and 50% of time split among clinics (in-house and travel), try-outs, and game evaluations.
3. If directed by the Travel Committee, the Coach Selection Committee will conduct interviews and select candidate(s) to fill the director(s) of coaching positions. (9/17/07)
4. The President or another Board member appointed by the President will conduct an annual review with the director(s) of coaching at the end of the travel season, with input from the Eden Prairie High School varsity coach, travel coaches, and board members.
5. The director(s) of coaching is a paid position.

#### B) Board-Approved Volunteers

##### i) Travel Registration Director

1. Schedule, advertise and execute the registration of entrants into the travel program.
2. Collect registration fees and assist the treasurer with payment adjustments based on tryout results.
3. After tryouts and coach selections, develop and maintain player, parent and coach databases.

4. Submit additional names for the In-House program.
- ii) Tournament Scheduler
    1. Schedule the tournaments for the travel teams. Tournaments shouldn't include two Eden Prairie teams from different grades or levels in the same bracket. (3/16/14)
    2. Plan and schedule the State tournament and one out of town tournament.
    3. Send payment as required to complete the registrations.
    4. Communicate with Tournament Director to ensure teams are accepted.
    5. Distribute schedules and local rules as needed.
  - iii) Uniform Coordinator
    1. Order, pick up and deliver uniforms.
    2. Collect payment from parents.
    3. Make order changes or corrections as necessary.
    4. Investigate uniform styles, colors, and prices and present them to the Board.
- C) Sanctioning Body
- i) There is no official sanctioning body for girls travel basketball.
  - ii) Some teams may participate in the Grade State Tournament, which is sanctioned by Minnesota Youth Athletic Services.
- D) Travel Tryout Structure and Timing
- i) Tryouts will be conducted to measure each individual's talent and skill level and to form competitive teams at appropriate playing levels.
  - ii) The dates and times for tryouts will be determined by the EPGBA Executive Board and communicated to the Board, Coaches and Eden Prairie Girls Varsity Head Coach no later than the May Board meeting, and communicated to parents and players no later than June 1.
  - iii) The tryouts, at a minimum, will be conducted over the course of two days.
    1. The first day of tryouts will focus on evaluation of players' skills.
    2. The second day of tryouts will focus on team formation.
- E) Travel Tryout Evaluation
- i) Independent Evaluators
    1. In order to ensure a fair assessment of each player, the EPGBA will hire independent evaluators to run the evaluation phase during the first day of tryouts.
    2. The independent evaluators must have extensive coaching and player evaluation experience and may not have a family member or other familiar player participating in the tryouts.
    3. The VP of Travel, with input from the Travel Committee, Eden Prairie Girls' Varsity Head Coach and the EPGBA Executive Board, will manage the process to select and hire the independent evaluators.
      - a. The VP of Travel will review the quality and performance of the independent evaluators with the EPGBA Board no less than every three years.
    4. The work of the evaluators will be overseen as follows:

- a. Prior to evaluations, the VP of Travel and Coaching Director(s) will review the EPGBA tryout policies and evaluation criteria with the evaluators. The Eden Prairie Girls' Varsity Head Coach or a designee will be invited to participate in this briefing. After this review, no individual who is a parent to a player trying out will have any role in the Evaluation phase of tryouts, regardless of what position the individual holds with the EPGBA or the high school coaching staff.
  - b. During evaluations, any eligible (i.e., does not have a child trying out) Coaching Director(s), or eligible designee(s) as determined by the Executive Board as necessary, will monitor the evaluators' approach, drills, performance and adherence to EPGBA scorecard criteria and will ensure the evaluators are performing the work they were contracted to do. The eligible Coaching Director(s) or eligible designee(s) will have no role during the evaluation phase other than to oversee the evaluators. They should not give opinions or insight on any players during the course of the evaluation process.
- ii) Evaluation Criteria and Process
- 1. Players will be evaluated and scored by the independent evaluators on their abilities in areas such as ball handling, shooting, rebounding, one-on-one, offense, and defense.
  - 2. Players will wear randomly assigned jerseys and will be evaluated by jersey number.
  - 3. The scorecard used by the independent evaluators will be developed by the VP of Travel and Travel Committee with input from the Eden Prairie Girls' Varsity Head Coach. It will be approved by the Board and posted on the EPGBA website.
  - 4. The organization, structure and specific drills used during tryouts will be guided by the scorecard.
  - 5. At the completion of the evaluation phase of tryouts, the independent evaluators will assign one overall score and ranking for each player as well as note any natural break points in talent within each grade level. The independent evaluators will review their completed evaluation scoring and ranking forms with the eligible Coaching Director(s), or eligible designee(s), who are overseeing the evaluation phase.
  - 6. If the evaluators determine a player is not travel ready, the player will be referred to the EPGBA In-House program.
  - 7. No individual who is a parent of a player trying out may be in the gyms in any capacity during the evaluation day of tryouts, regardless of what position the individual holds with the EPGBA or the high school coaching staff (including Board members, Coaches and Coaching Directors).

## F) Travel Team Formation

- i) Team Formation Committee
  - 1. The second day of tryouts will focus on the creation of teams by the Team Formation Committee, which will be comprised of the following individuals:
    - a. Coaching Director(s) and grade-level head coaches. However, Coaching Directors and grade-level head coaches with a child participating in tryouts will not be allowed to join the Committee until after their child has been placed on a team by the other members of the Committee.
    - b. Eden Prairie Girls' Varsity Head Coach or a designee, if the Varsity Head Coach chooses to participate in the Committee.

2. The VP of Travel will manage the Team Formation phase, organize and facilitate the work of the Team Formation Committee and advise on the rules, process and impact of the Committee's decisions on the travel program overall. The VP of Travel will not provide input regarding players or team formation and will not be allowed to join the Committee until after his/her child has been placed on a team. An eligible Coaching Director will facilitate the process until the VP of Travel is eligible to participate.
- ii) Number and Size of Teams
1. Teams will be formed for grade levels 4 through 8.
  2. The EPGBA reserves the right to limit or expand the number of travel teams per grade based on the number of players trying out, player talent, available gym space for practices and coaching resources.
  3. Teams will be established with 8-10 players based on numbers and/or natural breaks in skill and talent. Unless otherwise approved by the EPGBA Board, teams will have no fewer than 7 players and not more than 10 players.
- iii) Team Formation Process
1. Prior to player arrival on the second day of tryouts, the eligible Coaching Director(s) or eligible designee(s) who oversaw the Evaluation phase will present the evaluators' final scores, rankings, notes and recommended breaks in talent for each grade level by jersey number to the Team Formation Committee.
  2. During the second day of tryouts, the Coaching Director(s) or eligible designee(s) will facilitate drills and scrimmages among the players in each grade so the Team Formation Committee can make observations to assist in team formation. Players will wear the same jersey numbers as they did during the evaluation phase.
  3. After the player observations are complete, the Team Formation Committee will work together to form teams at each grade level using all available information:
    - a. Independent evaluator scoring, ranking and feedback from evaluation phase
    - b. Observations made during the team formation drills and scrimmages
    - c. Prior year coach evaluations for soft skills and intangibles (e.g., coachability), for returning players.
    - d. Live input from prior year coaches if present on the Team Formation Committee
    - e. Because player skill may change between seasons, the evaluators' scoring and feedback and observations made by the coaches will be considered more important than prior performance.
  4. Team formation is subject to the following rules:
    - a. Team I Selections
      - i. The top five ranked players based on the independent evaluation process are automatically placed on the team.
      - ii. The remaining roster will be proposed by the Team Head I Coach taking into consideration the recommendation of the evaluators to achieve the most competitive team roster based on the available players.
      - iii. If the Team I Head Coach is a parent who cannot participate because their player has not been placed on a team, the balance of the team will be proposed by the Team Formation Committee.
      - iv. The final roster must be approved by a majority vote of the Team Formation Committee.

- b. Team II Selections
  - i. The top five ranked players based on the independent evaluation process (after Team I formation) are automatically placed on the team.
  - ii. The remaining roster will be proposed by the Team Head II Coach taking into consideration the recommendation of the evaluators to achieve the most competitive team roster based on the available players.
  - iii. If the Team II Head Coach is a parent who cannot participate because their player has not been placed on a team, the balance of the team will be proposed by the Team Formation Committee.
  - iv. The final roster must be approved by a majority vote of the Team Formation Committee.
- c. Additional Team Selections
  - i. Additional teams will be selected following the above procedures.
- 5. The Team Formation Committee may determine if a player is not travel ready and will recommend the player be referred to the EPGBA In-House program.
- iv) Playing Levels
  - 1. Once the teams have been formed, the Team Formation Committee will discuss and assign a level of play for each team. More than one team may be assigned to any given level if appropriate for the skill level and talent of the teams.
  - 2. The Team Formation Committee will be encouraged to work together to ensure all teams can be competitive at their assigned level of play.
  - 3. If multiple teams will be formed at the fourth grade level, the Team Formation Committee has the authority to determine if those teams should be formed at different levels or if teams should be of equal ability based on the level of talent in that given year.
- v) Tryout Non-Participation and Team Placement
  - 1. In order to most effectively evaluate and place players on the appropriate travel team, it is necessary that all players take part in the tryout process, receive an evaluation by the independent evaluators and be considered for a travel team based on their tryout ranking.
  - 2. Under limited circumstances approved by the EPGBA Executive Board (for example – injury/illness accompanied by a doctor note or family emergency), an excused player may be placed on a travel team even though they were unable to participate in evaluations.
  - 3. For approved excused players, the following procedures will be followed by the Team Formation Committee in an effort to place players appropriately during team formation:
    - a. Prior year team coach's year-end evaluation of the player will be reviewed.
    - b. Prior year travel tryout evaluation rankings of the player will be reviewed.
    - c. EPGBA coaches familiar with the excused player will be consulted to obtain perspective on the player's basketball abilities compared to others at the same age.
    - d. Others familiar with the excused player may be consulted to obtain additional perspective when necessary.

4. For unexcused players, placement on a team is not guaranteed. If a roster spot is available and the Executive Board approves, the unexcused player will be placed on the lowest team.

vi) Playing Up

1. It is EPGBA's preference to have all travel players play with their current grade. Under no circumstances can a player play down into a younger grade.
2. There are very few players who demonstrate abilities beyond their grade level. If a parent believes their player has the skills to be ranked by the independent evaluators as a Top 3 player at a higher grade level, they should contact the VP of Travel no later than 30 days prior to tryouts to request evaluation at a higher grade level during tryouts. The VP of Travel is responsible for gaining input from Coaches, Coaching Directors and if appropriate the Eden Prairie Girls' Varsity Head Coach and either approving or rejecting this request.
3. If the independent evaluators rank the player among the Top 3 players at the higher grade during tryouts, the player is eligible to be considered for placement on a higher grade team given the following:
  - a. Moving this player to the higher grade team will not result in a player in either grade being cut nor will it impact the ability to form teams in either grade.
  - b. The player accepts the invitation to be considered for a higher grade team.
  - c. The Team Formation Committee determines it to be in the best interest of both the player and the higher grade team.
4. The ultimate decision on player placement will be made by the Team Formation Committee.

vii) Team Finalization

1. EPGBA President will convene a Board meeting immediately after the Team Formation Phase is finalized to communicate results to the Board and get any required votes completed.
2. The VP of Travel will collect all Evaluation and Team Formation documents at the conclusion of tryouts. All information will be entered into a master spreadsheet, validated by both the VP of Travel and the Coaching Director(s) and saved for future reference.

viii) Player Movement into District During Travel Season

1. If a player moves into Eden Prairie after team formation, she will be allowed to demonstrate her capability as outlined below and if approved, register for the remainder of the travel season. The Executive Board will determine how fees are assessed.
  - a. All Head Coaches at the player's grade level will assess the player's skill during a series of team practices and will work together with the Coaching Director(s) to determine the proper team placement for the player. Final placement must be approved by the Executive Board. No existing player may be displaced and no team may go beyond 10 players without Board approval.

G) Travel Tryout Communication

i) Tryout Process Transparency

1. The EPGBA wants to ensure that each player is given a fair and just opportunity to demonstrate her ability and that teams are formed with integrity.
2. The EPGBA intends for the tryout process to be transparent to both players and parents. That includes the posting of the tryout policy and evaluation scorecard on the EPGBA website and making it accessible in all tryout communications.
3. It is important that parents and players understand that the evaluation and team formation processes are focused on identifying players that will make up the best basketball teams and not just the tallest players, fastest players or the players with the best shots. A successful and winning basketball team includes players that can rebound, play defense, pass, shoot, understand the game, are coachable and are willing to play within a team framework with a positive attitude. Parents should encourage their players to attempt to demonstrate all of these skills during the tryouts.

ii) Team Announcement

1. When the team formation process is complete, the teams will be posted on the EPGBA website by the VP of Travel or their designee.
2. Players not selected for a travel team will be referred to the EPBGA In-House program.
3. Player placement is final once teams are posted.

iii) Individual Player Evaluation Feedback

1. All players trying out may request direct feedback on key areas of performance that were noted by previous year coaches and/or evaluators for the purpose of individual player development.
2. Players or parents may contact a Coaching Director or VP of Travel to request this feedback. Player's individual skill scores and general/abstracted feedback based on evaluator comments may be shared at the Coaching Director's discretion but rankings, feedback on other players and coach statements will not.

H) Travel Tryout Roles and Responsibilities

- i) The table below summarizes the primary roles and responsibilities during tryouts.

	<b>Evaluation</b>	<b>Team Formation</b>	<b>Communication</b>
<b>VP of Travel</b>	<ul style="list-style-type: none"> <li>● Plan and manage tryout process</li> <li>● Determine evaluation scorecard criteria</li> <li>● Hire evaluators</li> <li>● Review policy &amp; criteria with evaluators</li> </ul>	<ul style="list-style-type: none"> <li>● Facilitate Team Formation Committee and process</li> <li>● Provide all evaluation documents</li> <li>● Maintain all final tryout documents</li> </ul>	<ul style="list-style-type: none"> <li>● Post final teams</li> <li>● Maintain all tryout documentation</li> </ul>
<b>EP Girls' Varsity Head Coach</b>	<ul style="list-style-type: none"> <li>● Determine evaluation scorecard criteria</li> <li>● Hire evaluators</li> </ul>	<ul style="list-style-type: none"> <li>● Invited to participate on Team Formation Committee</li> </ul>	<ul style="list-style-type: none"> <li>● Set expectations with parents about tryout policies during the parent meeting</li> </ul>

	<b>Evaluation</b>	<b>Team Formation</b>	<b>Communication</b>
<b>Coaching Director(s)</b>	<ul style="list-style-type: none"> <li>● Review policy &amp; criteria with evaluators</li> <li>● Oversee evaluators (if eligible)</li> <li>● Debrief with evaluators and collect final scorecards (if eligible)</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee, when eligible</li> <li>● Share evaluator results with Team Formation Committee (if eligible)</li> <li>● Facilitate drills/scrimmages for Team Formation Committee observation, when eligible</li> <li>● Validate VP of Travel's documentation of evaluation and team selection results</li> </ul>	<ul style="list-style-type: none"> <li>● Communicate tryout feedback to parents/players if requested</li> </ul>
<b>Independent Evaluators</b>	<ul style="list-style-type: none"> <li>● Conduct evaluations, complete evaluation forms, score and rank players, advise on "natural break" points for teams</li> <li>● Debrief with Coaching Director after evaluations are completed</li> </ul>	<ul style="list-style-type: none"> <li>● Scores and rankings used as primary input in team formation</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Grade-Level Head Coaches</b>	<ul style="list-style-type: none"> <li>● Provide previous year feedback at end of previous season</li> </ul>	<ul style="list-style-type: none"> <li>● Participate on Team Formation Committee when eligible</li> <li>● Propose their team roster based on the rules of team formation</li> </ul>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>EPGBA Board</b>	<ul style="list-style-type: none"> <li>● Set dates for tryouts</li> <li>● Assist with tryout check-in</li> <li>● Collect checks</li> <li>● Review quality of evaluators per policy</li> </ul>	<ul style="list-style-type: none"> <li>● Assist with tryout check-in</li> <li>● Approve any irregular team formations if needed (e.g. &lt;7 or &gt;10 player teams)</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that tryout process is transparent and well communicated</li> <li>● Update policies as needed</li> </ul>
<b>Parents</b> (if not in one of the roles above)	<ul style="list-style-type: none"> <li>● Prepare player for tryouts by sharing the tryout process and evaluation scorecard</li> <li>● Provide ample notification and documentation if player will miss tryouts for an excused reason</li> <li>● Support player</li> <li>● Pay all fees</li> </ul>	<ul style="list-style-type: none"> <li>● Support player</li> </ul>	<ul style="list-style-type: none"> <li>● Support player</li> </ul>

I) Short-Term Player Movement

- i) If a team has less than six players for any tournament game, that team may add enough players to increase its roster size to six. Temporary players may not be added for a tournament not originally scheduled by the EPGBA. Temporary players must be registered in the current year in an EPGBA program. (9/17/07)
- ii) The coach of the team requiring player(s) will:
  - 1. Deal directly with the coach giving up player(s);
  - 2. Be responsible for getting tournament double roster approval if the player being added is also playing in the same tournament with her team;
  - 3. As soon as possible afterward, notify the appropriate director(s) of coaching and the Travel Committee Chair of the situation. If time permits, prior consultation with the director(s) of coaching and Travel Committee Chair is encouraged. (9/17/07)

J) Coaches

- i) The EPGBA strives to have the best-qualified coaches for our girls. The coaches are to meet the following criteria:
  - 1. Those who have a basic knowledge of basketball rules and fundamentals;
  - 2. Those who have good communication skills;
  - 3. Those who are able to teach and motivate players to develop specific basketball and relationship skills;
  - 4. Those who measure their own success based on their ability to improve all girls as basketball players and as human beings.
- ii) We will consider parent and non-relative applicants as coaches. All else being equal, preference will be given to a non-relative coach. EPGBA will strive to have the best possible coaches in its travel program.
- iii) EPGBA will pay hotel expenses for non-relative head coaches for one out-of-town tournament per season.
- iv) EPGBA will pay hotel expenses for relative head coaches for one out-of-town tournament. (6/19/12)
- v) The EPGBA will screen the background of all coaches and assistant coaches prior to their assignment.
- vi) Each coach must agree to and sign a Coaches' Code of Agreement (see Appendix A).
- vii) Each team will have one head coach.
- viii) The Coach Selection Subcommittee will encourage the coaching applicants to include at least one (and no more than two) parent(s) as part of the coach team and the Coach Selection Subcommittee will provide names of potential assistant coaches for the head coaches to consider. (6/11/17)
- ix) Prior to the first practice, each head coach is to supply the Travel Committee Chair(s) with his or her roster of assistant coaches selected in accordance with policy. The head coach (whom is also rostered) is expected to attend a minimum of 90% of all games and practices.
- x) Coaches shall conduct themselves according to the EPGBA guidelines and the EPGBA Coaches' Code of Ethics (see Appendix A).
- xi) Coaches are to make a concerted effort to develop specific individual and teamwork skills in all players.
- xii) The Board will address inappropriate coach behavior.

- xiii) Each relative head coach will receive a 50% travel registration refund for the player for which he/she is coaching.

#### K) Fees

- i) The Board will determine the cost of participation prior to each year's registration. There will be added fees to any team that has paid coaches (8/20/06).
- ii) Fees for the most recent season will be posted on the EPGBA web site.
- iii) A separate \$200 volunteer deposit is also collected with each registration. (5/22/16)
  - 1. Parents will be asked to perform four to eight hours of volunteer service for each player during the travel season (September – March). Most volunteer opportunities are in support of the Eden Prairie Tip-Off Tournament. (5/22/16)
  - 2. Parent who do not work all assigned hours will forfeit the deposit collected at registration. (5/22/16)
  - 3. Parent head coaches receive credit for their service in fulfillment of their family's volunteer requirement. (5/22/16)
- iv) For girls named to a team, there are no refunds of fees for any reason after evaluations.
- v) If a girl does not make a team (cut), all registration fees will be returned, less a \$25.00 tryout fee.
- vi) Financial aid to help defray the fees is available to families on a case-by-case basis. The parent seeking the aid should contact the EPGBA Travel Registration Director directly. All inquiries and aid provided will be kept confidential. (9/17/07)

#### L) Uniforms

- i) Each player enrolled in the travel program will receive one reversible jersey and shorts set during their playing career in grades 4-8, which is selected by and ordered through EPGBA. (5/22/16)
- ii) Replacement or larger jerseys or shorts may be ordered at the expense of the player.
- iii) Travel uniform styles will be reviewed and updated (if necessary) by the Travel Committee every two years. (5/22/16)
- iv) The EPGBA Travel Uniform Coordinator will order and distribute the uniforms.

#### M) Absences

- i) Definition of an unexcused absence:
  - 1. Any absence in which the team head coach was not notified in a timely manner
  - 2. Any absence that was not approved in advance by the team head coach
  - 3. Absence due to conflicts with other sports
- ii) Definition of an excused absence:
  - 1. Absence due to injury or illness of the player
  - 2. Absence due to serious illness or death of a family member
  - 3. Absences due to scheduled church or school activities
  - 4. Absences due to special school assignments

#### N) Tournaments

- i) Each travel team will be registered to play in tournaments throughout the season from October through early March. (9/17/07)
- ii) The EPGBA will pay the entry fee for travel teams to participate in tournaments as follows:
  - 1. Grade 4: eight tournaments; Grade 5: eight tournaments; Grade 6: eight tournaments; Grade 7: nine tournaments; Grade 8: ten tournaments. This includes Eden Prairie Tournament, Rochester Tournament & the MYAS Grade State Tournament. (10/4/12)
- iii) Travel teams may register for a maximum of two additional tournaments/events at their own cost. This includes, but not limited to, free tournaments, one-day tournaments, and jamborees. Invitational tournaments (such as MLK Invitational) will be handled on a case-by-case basis. (5/22/16)
- iv) Additional tournaments/events may not be added over winter break. (5/22/16)

#### O) Practice

- i) For travel, player attendance at practice is expected and is to be treated as the player's primary extra-curricular activity during the season. (8/23/15)
- ii) There must be two rostered coaches at every practice for the entire practice. In an emergency situation, a practice may be held with two adults, one of whom is not rostered. If this happens, the head coach must notify the Travel Committee Chair(s) within 24 hours of the occurrence. (6/18/06)
- iii) Practice must be cancelled if two adults cannot be present.

#### P) Games

- i) For travel, player attendance at all games is mandatory unless it is an excused absence that has been approved in advance by the player's head coach. (8/23/15)
- ii) Playing Time
  - 1. Players should receive at least 50% of playing time over the course of each tournament if eight or fewer players suit up and at least 40% of playing time over the course of each tournament if more than eight players suit up. (8/23/15)
  - 2. The head coach may make exceptions to the playing time policy above if a player is unable to meet any of the following basic requirements: (8/23/15)
    - a. Attendance
    - b. Effort and focus
    - c. Attitude and coach-ability

#### Q) Defense

- i) Teams may use zone defense, but its use should be infrequent. Coaches are encouraged to use man-to-man defense as their primary defense.

#### R) Pictures

- i) A professional photographer will be engaged to take team and individual photographs.
- ii) Additional copies of photographs and other memorabilia will be available from the photographer at the expense of the girl and parents.

#### S) Conflict Resolution

- i) After waiting 24 hours, any issue, dispute or conflict that arises involving a coach, player or parent should be handled in the following manner: (6/26/18)
  - 1. The player and parent should first discuss the matter with the head coach, even if the issue is with the head coach. (6/26/18)
  - 2. If the matter is not addressed to the satisfaction of all parties, or if a head coach is not assigned, the matter should be presented to the appropriate Coaching Director(s) in writing with a description of what has occurred and what steps have been taken to rectify the situation. (6/26/18)
  - 3. If the matter still cannot be satisfactorily addressed, the next step is to inform a member of Executive Committee. (6/26/18)
  - 4. The Executive Committee will discuss and determine the appropriate resolution based on the information provided and through discussion with the parties involved. (6/26/18)

#### 4) Eden Prairie Invitational Tournament

- A) The EPGBA will host an invitational travel tournament each year.
  - i) The primary purpose of the tournament is to raise funds for EPGBA activities.
  - ii) The two-day tournament will be scheduled on or about the first weekend of November. (3/16/14)
  - iii) Final determination of participating teams shall be in the sole discretion of the EPGBA. (3/16/14)
- B) The following positions related to the tournament are volunteers who have been approved by the Board.
  - i) Tournament Co-Directors (two)
    - 1. Plan and schedule tournament dates and game brackets.
    - 2. Discuss and incorporate registration and admission fees.
    - 3. Hire referees and athletic trainers.
    - 4. Coordinate assignment of volunteers.
    - 5. Select and purchase awards. (3/16/14)
    - 6. Meet with EP High School staff regarding rules for the use of the facilities.
    - 7. Provide correspondence with teams regarding brackets, rules, and directions.
    - 8. Be available during the tournament to set up, assist court supervisors, and clean up.
    - 9. Deposit all funds and report outcome to the Board.
  - ii) Tournament Concessions Director
    - 1. Coordinate all aspects of the concessions.
    - 2. Recruit vendors for concessions and coordinate activities with High School concessions.
    - 3. Work with tournament director to staff volunteers for concessions.
  - iii) Special Eden Prairie Tournament Rules
    - 1. Teams in 4<sup>th</sup> Grade, 5<sup>th</sup> Grade B and 5<sup>th</sup> Grade C may not use zone defense or a full-court press. (3/16/14)
    - 2. All 4<sup>th</sup> Grade teams will shoot from the 12' line vs. the regular free throw line. Courts will be marked with tape. (3/16/14)

3. Only community-based teams will be accepted.
  - a. Athletes must compete with the travel association within the community where they reside.
  - b. The sponsoring organization must be of a perpetual nature and must have a democratic posture.
  - c. The organizations should promote and implement programs for multiple age/grade levels.
  - d. Teams not meeting these criteria shall have their registrations rejected and their registration fees returned.

5) Spring Program (1/22/17)

A) Mission

- i) The purpose of the spring program is to provide an opportunity for further player development after the completion of the winter season along with giving In-House players a chance to experience travel basketball.

B) Board-Approved Volunteers

i) Spring Program Chairperson

1. Schedule, advertise and execute the registration of entrants into the spring program.
2. Collect registration fees and assist the treasurer with payment adjustments as needed.
3. After registration and coach selections, develop and maintain player, parent and coach databases.
4. Chair the Spring Program Committee.

ii) Tournament Scheduler

1. Schedule the tournaments for the spring teams.
2. Send payment as required to complete the registrations.
3. Communicate with Minnesota Youth Athletic Services (MYAS) to ensure teams are accepted.
4. Distribute schedules and local rules as needed.

iii) Uniform Coordinator

1. Order, pick up and deliver uniforms as needed.
2. Collect payment from parents.
3. Make order changes or corrections as necessary.

C) Sanctioning Body

- i) Minnesota Youth Athletic Services (MYAS) is the official sanctioning body for girls' spring basketball.
- ii) Some teams may participate in the Spring Grade State Tournament, which is sanctioned by MYAS.

#### D) Team Formation

##### i) Number of Teams

1. The number of teams will be determined based on the number of players registered, available coaches and player availability for tournaments
2. For 3<sup>rd</sup> grade, if enough players are evaluated as being ready for travel, a team will be formed of those players to play in tournaments. The remaining players will participate in a skills development league.

##### ii) Players per Team

1. The preferred number of players on a team is eight.
2. The number of players per team will be determined by the same criteria used to determine the number of teams.
3. If more than one team in a grade can be formed, players will be placed on a team based on her fall/winter team placement, player availability, and team needs.
4. A modification of items in this section requires Executive Board approval.

#### E) Evaluation

- i) There will be no formal player evaluation process for grades 4-8. Player evaluations from the fall/winter league will be used along with input from coaches and director(s) of coaching where needed.
- ii) 3<sup>rd</sup> grade players will be evaluated during the first week of practice. These evaluations will be performed by the coaches assigned to 3<sup>rd</sup> grade.

#### F) Short-Term Player Movement

- i) If a team has less than six players for any tournament game, that team may add enough players to increase its roster size. Temporary players must be registered in the current year in the EPGBA spring program.
- ii) The coach of the team requiring player(s) will:
  1. Deal directly with the coach giving up player(s);
  2. Be responsible for getting tournament double roster approval if the player being added is also playing in the same tournament with her own team;
  3. As soon as possible afterward, notify the appropriate director(s) of coaching and the Spring Program Chairperson of the situation. If time permits, prior consultation with the director(s) of coaching and Spring Program Chairperson is encouraged.

#### G) Level of Competition

- i) Teams will be formed at grade levels 3 through 8.
- ii) It is EPGBA's preference to have all players play with their current grade. Under no circumstances can a player play down into a younger grade.
- iii) If a player is playing up a grade level in the current travel season, that player has the option to play at that higher grade or their normal grade level.

#### H) Coaches

- i) The EPGBA strives to have the best-qualified coaches for our girls. The coaches are to meet the following criteria:
  1. Those who have a basic knowledge of basketball rules and fundamentals;

2. Those who have good communication skills;
  3. Those who can teach and motivate players to develop specific basketball and relationship skills;
  4. Those who measure their own success based on their ability to improve all girls as basketball players and as human beings.
- ii) We will consider parent and non-relative applicants as coaches. All else being equal, preference will be given to a non-relative coach. EPGBA will strive to have the best possible coaches in its spring program.
  - iii) The EPGBA will screen the background of all coaches and assistant coaches prior to their assignment. If a coach participated in the fall/winter program and went through a background check, this requirement will be waived.
  - iv) Each new coach must agree to and sign a Coaches' Code of Agreement (see Appendix A).
  - v) Each team will have one head coach.
  - vi) The Spring Program committee will encourage the coaching applicants to include at least one parent as part of the coach team and the Coach Selection Subcommittee will provide names of potential assistant coaches for the head coaches to consider.
  - vii) Prior to the first practice, each head coach is to supply the Spring Program Chair with his or her roster of assistant coaches selected in accordance with policy. The head coach (whom is also rostered) is expected to attend a minimum of 90% of all games and practices.
  - viii) Coaches shall conduct themselves according to the EPGBA guidelines and the EPGBA Coaches' Code of Ethics (see Appendix A).
  - ix) Coaches are to make a concerted effort to develop specific individual and teamwork skills in all players.
  - x) The Board will address inappropriate coach behavior.
- I) Fees
- i) The Board will determine the cost of participation prior to each year's registration. There will be added fees to any team that has paid coaches.
  - ii) Fees for the most recent season will be posted on the EPGBA web site.
  - iii) A separate \$100 volunteer deposit is also collected with each registration if EPGBA will be hosting a spring tournament.
    1. Parents will be asked to perform four to eight hours of volunteer service for each player during the spring season (March – June). Most volunteer opportunities are in support of an MYAS spring tournament hosted at Eden Prairie.
    2. Parent who do not work all assigned hours will forfeit the deposit collected at registration.
    3. Parent head coaches receive credit for their service in fulfillment of their family's volunteer requirement.
  - iv) If uniforms are needed, there may be an additional charge.
  - v) There are no refunds of fees for any reason once practices begin.
  - vi) Financial aid to help defray the fees is available to families on a case-by-case basis. The parent seeking the aid should contact the EPGBA Treasurer directly. All inquiries and aid provided will be kept confidential.
- J) Uniforms
- i) Players will be expected to wear their uniforms from the current season.

ii) The EPGBA Travel Uniform Coordinator will order and distribute the uniforms.

K) Absences

i) While attendance is encouraged, it is acknowledged that spring program is not the primary season for basketball and thus players may have conflicts with other sports and activities that could interfere with practices. If there is a conflict, the coach should be informed in advance of the absence.

L) Tournaments

i) Each spring team will be registered to play in tournaments throughout the season from April to June. Teams can decide when to end their season.

ii) The EPGBA will pay the entry fee for spring teams to participate in a minimum of three tournaments and possibly more depending on roster sizes and player availability pending approval from the Spring Program committee.

M) Practice

i) For the spring program, player attendance at practice is expected but is acknowledged that it may not be the player's primary extra-curricular activity during the season.

ii) There must be two adults or coaches at every practice for the entire practice.

iii) Practice must be cancelled if two adults cannot be present.

N) Games

i) For spring, player attendance at all games is strongly encouraged but is acknowledged that conflicts could occur as it is not the primary season for basketball.

ii) Playing Time

1. Players should receive at least 50% of playing time over the course of each tournament if eight or fewer players suit up and at least 40% of playing time over the course of each tournament if more than eight players suit up.

2. The head coach may make exceptions to the playing time policy above if a player is unable to meet any of the following basic requirements:

a. Attendance

b. Effort and focus

c. Attitude and coach-ability

O) Conflict Resolution

- i) After waiting 24 hours, any issue, dispute or conflict that arises involving a coach, player or parent should be handled in the following manner: (6/26/18)
  - 1. The player and parent should first discuss the matter with the head coach, even if the issue is with the head coach. (6/26/18)
  - 2. If the matter is not addressed to the satisfaction of all parties, or if a head coach is not assigned, the matter should be presented to the appropriate Coaching Director(s) in writing with a description of what has occurred and what steps have been taken to rectify the situation. (6/26/18)
  - 3. If the matter still cannot be satisfactorily addressed, the next step is to inform a member of Executive Committee. (6/26/18)
  - 4. The Executive Committee will discuss and determine the appropriate resolution based on the information provided and through discussion with the parties involved. (6/26/18)

6) Summer Programs

- A) The EPGBA will promote summer programs for year-round player development.

7) Other

A) Senior Scholarships

- i) In the spring of each year the EPGBA will offer two \$1000 senior scholarships.
- ii) There will be an option for an additional \$1000 available each season that may also be awarded at the discretion of the Scholarship Committee. The Executive Committee will review the financials each spring to approve the additional scholarship funds.
- iii) Award Criteria:
  - 1. The scholarships are available to any player that participated in the EPGBA or Eden Prairie High School basketball programs at any level.
  - 2. The scholarship candidate must live in Eden Prairie.
  - 3. Selection is based on:
    - a. Support to the community and/or youth basketball programs and activities
    - b. High standards of personal conduct
    - c. Leadership qualities
    - d. Academic achievement
- iv) Interested individuals must complete a written application and submit that application by the due date.
- v) The Scholarship Committee will interview all applicants.
- vi) The Scholarship Committee will recommend that the Board make a scholarship award to two candidates they feel best meet the selection criteria.
- vii) An officer or member of the Board will present the scholarships to the two selected candidates at the Senior Academics Award banquet held in May of each year.

B) AAU Teams

- i) The EPGBA does not sponsor AAU teams.

C) Scheduling

- i) Gym space utilized by the EPGBA is obtained from the Eden Prairie Public School District.
  - 1. Use must meet District guidelines.
  - 2. The District charges a fee to the EPGBA for the use.
- ii) Gym space required by the EPGBA is obtained via a Scheduling Director who:
  - 1. Assembles and submits all information required by the District;
  - 2. Attends the annual June meeting at EPHS with other association representatives to scope the use requests.

D) Equipment

- i) Equipment Director
  - 1. Determines and provides for the equipment needs of each grade level;
  - 2. Serves as the main point of contact for equipment related issues;
  - 3. Oversees equipment distribution, inventory, collection and storage at the end of the season.

E) Website

- i) The EPGBA maintains a website at <http://epgba.org>.
- ii) The website is maintained by the Webmaster.

F) Policy Modification

- i) Any of these policies can be changed only by a majority vote at any meeting of the Board attended by a quorum of the Board members as defined by the Bylaws.
- ii) The Policy Committee shall maintain this policy document.

## EPGBA Mission Statement

***Our mission is to create a fun, fair and safe basketball environment that is focused on providing skills development as well as fostering respect for others, self-confidence, leadership and teamwork in our Eden Prairie student athletes.***

***We will strive to provide the best competition at all levels while maintaining the highest degree of participation and sportsmanship.***

### EPGBA Coaches' Code of Ethics Agreement

I hereby pledge to live up to my coaching responsibilities by following the Coaches' Code of Ethics

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults
- I will treat other coaches, players, officials and fans with respect, regardless of race, sex, creed, or abilities, in all manners of communication, including web page and all other electronic mediums, and I will expect to be treated accordingly. (8/19/12)

I have read, understand, and agree to abide by the EPGBA Coaches' Code of Ethics and understand potential consequences for not following the code of ethics.

The EPGBA places a high degree of importance on the Code of Ethics in achieving our Mission Statement and in creating the best possible environment for the game of basketball to be played for our members and fans. Any violation of these standards may be grounds for suspension and or immediate dismissal. (8/19/12)

Coach/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsed by the EPGBA Board of Directors. Reprinted from the NAYS web site at <http://nays.org>

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### EPGBA Player's Code of Ethics Agreement

- I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Player's Code of Ethics Agreement.
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify by coach if I cannot.
- I will expect to receive a fair amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect, regardless of race, sex, creed, or abilities, in all manners of communication, including web page and all other electronic mediums, and I will expect to be treated accordingly. (8/19/12)
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sport is an opportunity to learn and have fun.

I have read, understand, and agree to abide by the EPGBA players' Code of Ethics and understand potential consequences for not following the code of ethics.

The EPGBA places a high degree of importance on the Code of Ethics in achieving our Mission Statement and in creating the best possible environment for the game of basketball to be played for our members and fans. Any violation of these standards may be grounds for suspension and or immediate dismissal. (8/19/12)

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Player: \_\_\_\_\_

Date: \_\_\_\_\_

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### EPGBA Parent's Code of Ethics Agreement

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's Code of Ethics Pledge.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth-not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
- I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or providing transportation.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support and help the EPGBA implement and enforce their Coaches, Players and Parent Ethics policies.
- I will treat other coaches, players, other parents, officials and fans with respect, regardless of race, sex, creed, or abilities, in all manners of communication, including web page and all other electronic mediums, and I will expect to be treated accordingly. (8/19/12)

I have read, understand, and agree to abide by the EPGBA Parent's Code of Ethics and understand potential consequences for not following the code of ethics.

The EPGBA places a high degree of importance on the Code of Ethics in achieving our Mission Statement and in creating the best possible environment for the game of basketball to be played for our members and fans. Any violation of these standards may be grounds for not being allowed to attend Eden Prairie games. (8/19/12)

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Player: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsed by the EPGBA Board of Directors