

POLICY HANDBOOK

EDEN PRAIRIE GIRLS BASKETBALL ASSOCIATION

(EPGBA)

EDEN PRAIRIE, MINNESOTA

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Table of Contents

1) General.....	3
A) Overview.....	3
B) Organization of the Association.....	3
C) Players.....	9
D) Parents.....	10
2) In-House Program.....	12
A) Board-Approved Volunteers.....	12
B) Team Formation.....	13
C) Coaches.....	14
D) Fees.....	14
E) Equipment.....	15
F) Pictures/Participation Award.....	16
G) Rules.....	16
3) Travel Program.....	17
A) Paid Positions.....	17
B) Board-Approved Volunteers.....	18
C) Sanctioning Body.....	18
D) Team Formation.....	19
E) Level of Competition.....	20
F) Coaches.....	21
G) Fees.....	22
H) Uniforms.....	22
I) Absences.....	22
J) Tournaments.....	23
K) Practice.....	24
L) Games.....	24
M) Pictures.....	24
N) Conflict Resolution.....	25
4) Eden Prairie Invitational Tournament.....	26
5) Summer Programs.....	28
6) Other.....	28
A) Senior Scholarships.....	28
B) AAU Teams.....	28
C) Scheduling.....	29
D) Equipment.....	29
E) Website.....	29
F) Policy Modification.....	29

Appendices

- A. EPGBA Coaches' Code of Ethics Agreement**
- B. EPGBA Player's Code of Ethics Agreement**
- C. EPGBA Parent's Code of Ethics Agreement**

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 2nd grade to 12th grade (for more details see Section 2).
 - (2) A competitive Travel basketball program open to girls from 5th to 8th grade (for more details see Section 3).
 - (3) An annual travel tournament open to community-based travel basketball teams in grades 5th through 8th at levels A through C (for more details see Section 4).
 - (4) Summer programs that provide additional player development opportunities (for more details see Section 5).

B) Organization of the Association

- i) The Eden Prairie Girls Basketball Association (EPGBA) is governed by written and approved By-Laws. As stated and/or allowed by the By-Laws:
 - (1) General members of the EPGBA must be residents of Eden Prairie 18 years old or older with a personal involvement in the association's activities.
 - (2) The EPGBA is governed by a Board of Directors elected from the general members (the Board).
 - (a) The Board 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. (5/20/07)
 - (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.
 - (vi) 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 treasurers 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.
 - (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, and to the general membership by posting to the website. (3/18/07)
 - 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 By-Laws for Executive Committee and Section 3.11 of the By-Laws for all other committees.
 - (b) Executive Committee (5/21/06)
 - (i) No more than 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 12 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 B)v), 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. No individual may be a member of the Coach Selection subcommittee if applying for a head coaching position.
 - d. The Coaching Director(s), with assistance from the Coach Selection Subcommittee member associated with the varsity staff, may select paid head coaches from their current season to pre-select 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
 - i. Each Vice President
 - ii. Director(s) of coaching (6/24/07)
 - iii. Any member of this subcommittee will be considered an ex-officio member of the Travel Committee if not already a Travel Committee member.
 - b. The purpose of this committee is to review, debate and make recommendations related to grievances raised by travel players, parents, or coaches than cannot be resolved by existing policy, the coach or the director(s) of coaching in a timely manner.
 - c. Issues that cannot be resolved by the Grievance Subcommittee shall be referred to the Board.
 - d. 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)B)v), 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 to the Board two candidates 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) No more than 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 By-Law or to make a proposal to add to existing policy or by-law. 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 by-laws 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.

ii) Conduct

(1) General members and Board members must abide by the written By-Laws.

C) Players

i) Eligibility

(1) Participation in the EPGBA is open to all girls in grade 2 through grade 12, except players on any level high school basketball team.

(a) Girls participating in the Travel Program will be asked to provide the EPGBA an accurate copy of their birth certificate.

- (b) For girls participating in the Travel Program, the EPGBA will 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 School.
 - (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.
- ii) 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 5 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, and
 - (c) Participate in tryouts and are placed on a team.

- iii) 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: 1 for each grade 2nd through 8th (5th/6th and 7th/8th combined)
 - (b) High School League Director (9th through 12th grade)
 - (c) Registration Director(s) 1 or 2
 - (d) Equipment Director(s) 1 or 2
 - (e) Youth Officials Coordinator(s) 1 or 2
- (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.

i) 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 Director.

(6) Distribute, collect and summarize year-end evaluations from players, parents, and coaches.

ii) 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 Director, Treasurer and others to coordinate fees and collections.

iii) 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.

iv) In-House Youth Officials Coordinator(s)

(1) Coordinates the 3rd through 8th 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 10 players per team.

iv) Two girls that reciprocally request each other will be placed on the same team, if possible.

v) Second grade teams will be formed by randomly placing girls on teams (except for girls requesting placement with another).

vi) Third through eighth 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 2nd grade, are provided by the EPGBA. The team jersey is theirs to keep.
- 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 pullover jerseys, a ball pump and other necessary equipment.
- vi) Girls in the 2nd 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) The EPGBA will provide a credit for each girl in grades 3 through 8 to apply to their photo order to allow them to receive one 5" x 7" team photo, one 3 ½" x 5" individual photo and one 3" photo button.
- (3) 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 will receive a participation award provided by the EPGBA.
- (2) The In-House Program Director will select the awards.
- (3) The Grade Directors 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 web site.
- 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 in-house (2-5th grade) and all travel coaches in the EPGBA travel program.
- (2) Some of the duties of the director(s) 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) Member(s) of the grievance subcommittee. (6/24/07)
 - (e) Supports and promotes EPGBA's travel basketball philosophies in regards to coach and player development.
 - (f) Attends travel tryout parent meetings. Participate in travel try-outs as needed, but not as an evaluator.
 - (g) Works closely with high school staff and Board to promote consistency and continuity between EPGBA's travel program and Eden Prairie High School girl's basketball program.
 - (h) Conducts minimum 1 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. Remaining 50% of time should be 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 position. (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 coaching director(s) 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.

(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) All teams participate in the Grade State Tournament, which is sanctioned by Minnesota Youth Athletic Services.

D) Team Formation

i) Number of Teams

- (1) There will be up to four teams per grade based on player talent, available gym space for practices and coaching resources.

ii) Players per Team

- (1) The preferred number of players on a team is 8.
- (2) If a grade has three or more teams, A and B teams are to be capped at 8 players. (1/21/07)
- (3) For grades with one or two teams and for C and travel-lite teams, teams may have from 8 to 10 players on the roster (travel tryout evaluators will determine the roster size). (1/21/07, 9/17/07)
- (4) A modification of items in this section requires Board approval.

iii) Evaluation

- (1) Tryouts will be used to measure each individual's talent and skill level as well as the depth of the travel talent pool.
- (2) The EPGBA will hire paid non-relative evaluators to run the tryouts and select the teams.
- (3) One person will oversee the work of the evaluation team during tryouts. (6/18/06)
 - (a) This person must be knowledgeable about basketball.
 - (b) This person would not be evaluating.
 - (c) This person would not have a girl in the travel program.
 - (d) This person must be approved by the Board.
- (4) Coaches are to have no input to the evaluators.
- (5) Parents are to have no input to the evaluators.
- (6) The evaluators will look to provide some balance of post and point players on each team, which normally affects player placement on each level.
- (7) If part of the tryout is missed, the player will likely drop one level unless her partial attendance places her solidly near the top of that level. The following exception is made for ill or injured players: (3/19/06)

- (a) The player must have registered prior to the regular registration deadline.
- (b) The player must be able to produce a doctor's note clarifying the nature and extent of her injury or illness.
- (c) A spot will not be held on any given team for the player.
- (d) The player must be able to complete a try-out with a doctor's written approval, and be ready to play by December 31st.
- (e) All coaches from the player's grade level and the coaching director will be involved in the try-out and a majority vote will drive the decision.
- (f) Information will be gathered, as possible, from previous coaches in order to get a feel for the player's ability.
- (g) After completing the late try-out, the player must be deemed as skilled as at least half the players on the travel team to which she will be assigned (if her skills qualify her to be placed on team).

iv) Short-Term Player Movement

- (1) 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 Association. Temporary players must be registered in the current year in an EPGBA program. (9/17/07)
- (2) The coach of the team requiring player(s) will:
 - (a) Deal directly with the coach giving up player(s).
 - (b) Be responsible for getting tournament double roster approval if the player being added is also playing in the same tournament with her team.
 - (c) As soon as possible afterward, notify the appropriate coaching director and the Travel Committee chair of the situation. If time permits, prior consultation with the coaching director and Travel Committee chair is encouraged. (9/17/07)

E. Level of Competition

- i) Teams will be formed at grade levels 5 through 8.
- ii) Travel players can play only at their current school grade level. (9/17/07)
- iii) At formation the evaluators will assign each team a level of play based on the evaluator's perception of the ability of the team.
 - (1) Teams will be formed at each level (i.e., A, B and C).
 - (2) If evaluators feel that there is enough talent to form two teams that can compete at any given level, two teams may be formed at that level.

- (a) If evaluators form two teams at a given level, the two teams would not be created equally. The top team would be formed as the more competitive team. (6/18/06)
- (3) 5th grade exception. If there are two teams in 5th grade, the evaluators are strongly encouraged to have an A and B team. If there are more than two teams, the evaluators are strongly encouraged to split the top two teams evenly with any additional teams created at a lower level. If the top two teams are split, they will play mostly B tournaments with some A tournaments (8/20/06).
- (4) Any player movement will be addressed on a case-by-case basis.

F) 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) Non-relative head coaches will be paid by EPGBA as follows:
 - (1) Starting salary is \$1,500 for travel coaches and \$1,200 for travel-lite coaches per season, increasing based on experience within or outside of Eden Prairie. (9/17/07)
 - (2) EPGBA will pay hotel expenses for one out-of-town tournament
- iv) EPGBA will pay hotel expenses for one out-of-town tournament non-relative assistant coaches and relative head coaches (6-17-09)
- 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 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 (6/18/06)

- 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.

G) 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 \$100.00 check is also collected with each registration. The check will be destroyed upon the satisfactory completion of assigned tasks at the EP travel tournament. (7/22/08)
- 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)

H) Uniforms

- i) All girls on all teams are provided one home and one away jersey and matching shorts selected by and ordered through the EPGBA.
- ii) Uniform styles shall be reviewed and updated by the Finance and Operations Committee every two years. (10/15/06)
- iii) Each player will receive a new uniform as described in H)i) during their 5th grade and 7th grade years. (10/15/06)
- iv) Replacement or larger jerseys or shorts may be ordered at the expense of the player.
- v) The EPGBA travel uniform coordinator will order and distribute the uniforms.

I) 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.

J) Tournaments

- i) Each travel team will be registered to play in tournaments throughout the season from October through early March. (9/17/07)
 - (1) The EPGBA will pay the entry fee for travel teams to participate in tournaments as follows:
 - (a) Eden Prairie Tournament; plus
 - (b) Tournaments equal to the grade level of the team. Exception – fifth grade is equal to grade plus one. One of those tournaments will be the Rochester tournament; plus (6/17/09)
 - (c) The MYAS Grade State Tournament
 - (2) Travel teams may play other tournaments on their own and at their own cost.
- ii) Each travel-lite team will be registered to play in tournaments throughout the season from October through January. (9/17/07)
 - (1) The EPGBA will pay the entry fee for travel-lite teams to participate in tournaments as follows:
 - (a) Eden Prairie Tournament; plus
 - (b) Four tournaments for 5th and 6th grade teams and five tournaments for 7th and 8th grade teams. For all grades one of the tournaments will be outside the metro area.
 - (2) Travel-lite teams may add one tournament on their own and at their own cost.

K) Practice

- i) For travel, player attendance at practice is mandatory. For travel-lite, 75% attendance is required. (9/17/07)
- 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.

L) Games

- i) For travel, player attendance at all games is mandatory. For travel-lite, game attendance, while not mandatory, is expected. (9/17/07)
- ii) Playing Time
 - (1) Performance is used to determine playing time, which is earned by four main criteria.
 - (a) Attendance
 - (b) Effort and focus
 - (c) Attitude and coach-ability
 - (d) Execution of specific individual and teamwork skills.
 - (2) If these four criteria are met by a player, then; that player should receive at least 50% of playing time over the course of each tournament if eight players or less suit up and at least 40% of playing time over the course of each tournament if more than eight players suit up. (6/18/06)
- iii) Defense
 - (1) Teams may use zone defense, but its use should be infrequent. Coaches are encouraged to use man-to-man defense as their primary defense.

M) Pictures

- i) A professional photographer will be engaged to take team and individual photographs.
- ii) The EPGBA will provide a credit for each girl to apply to their photo order to allow them to receive one 5" x 7" team photo, one 3 ½" x 5" individual photo and one 3" photo button.

iii) Additional copies of photographs and other memorabilia will be available from the photographer at the expense of the girl and parents.

N) Conflict Resolution

i) Players and parents have the right to appeal disciplinary actions and to have any issues concerning the program or coaches resolved by following the procedure outlined below:

(1) Players and parents should first discuss the matter with the team's coaching staff and/or the director(s) of coaching. (6/24/07)

(2) If the issue cannot be resolved to the satisfaction of all parties, the matter should be presented to the Grievance Subcommittee for resolution. (8/20/06)

(3) If the issue still cannot be satisfactorily resolved, the matter should be presented to the Board for final resolution.

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 three-day tournament will be scheduled on or about the first weekend of November.
 - iii) Final determination of participation teams shall be in the sole discretion of the Eden Prairie Girls Basketball Association. (6-17-09)

- 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 trophies.
 - (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.

- C) Parents will be asked to perform eight hours of work during the Eden Prairie Invitational Tournament.
 - i) Parents who do not work all assigned hours will forfeit the deposit collected at registration (see Section 3) G)).
 - ii) Families of head coaches will not be expected to work, except for coaching.

D) Special Eden Prairie Tournament Rules

- i) Teams in 5th and 6th grade may not use zone defense or a full-court press.
- ii) Only community-based teams will be accepted.
 - (1) Athletes must compete with the travel association within the community where they reside.
 - (2) The sponsoring organization must be of a perpetual nature and must have a democratic posture.
 - (3) The organizations should promote and implement programs for multiple age/grade levels.
 - (4) Teams not meeting these criteria shall have their registrations rejected and their registration fees returned.

E) Team Scholarship

- i) The EPGBA will promote and accept up to four basketball teams with limited means to play in the Eden Prairie Girls Basketball Tournament at no cost.

5) Summer Programs

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

6) Other

A) Senior Scholarships

- i) In the spring of each year the EPGBA will offer two \$1000 senior scholarships.
- ii) 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
- iii) Interested individuals must complete a written application and submit that application by the due date.
- iv) The Scholarship Committee will interview all applicants.
- v) The Scholarship Committee will recommend that the Board make a scholarship award to two candidates they feel best meet the selection criteria.
- vi) 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.
- ii) The EPGBA does not allow use of its equipment for 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
 - (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 By-Laws.
- ii) The Policy Committee shall maintain this policy document.

Appendix A

EPGBA Coaches' Code Of Ethics Agreement

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 have read, understand, and agree to abide by the EPGBA Coaches' Code of Ethics.

Coach/Manager: _____ Date: _____

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

Appendix B

EPGBA Player's Code Of Ethics Agreement

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 and I will expect to be treated accordingly.
- 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.

Player: _____ Date: _____

Parent: _____ Date: _____

Endorsed by the EPGBA Board of Directors.

Appendix C

EPGBA Parent's Code of Ethics Agreement

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 have read, understand, and agree to abide by the EPGBA Parent's Code of Ethics.

Parent: _____ Date: _____

Player: _____ Date: _____

Endorsed by the EPGBA Board of Directors.