



Centennial Basketball Association

In House Handbook for Coaches, Parents & Players

Published on 7/27/2022

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***All information in this handbook is subject to change**

What is the CBA?

The Centennial Basketball Association (CBA) was formed in 1987. In its initial year, the CBA had 9 in-house teams and 7 traveling teams. While the CBA has grown over the years its commitment to developing youth basketball players within the Centennial School District remains the same. The CBA is run primarily by volunteers with the purpose of offering affordable, team-oriented community-based basketball opportunities for both boys and girls. The CBA strives to create a positive, fun environment, develop basketball skills, promote teamwork, instill good sportsmanship and prepare participants for the Centennial's high school basketball programs.

It is the CBA's intention that athletes receive the following benefits from this program:

- Learning basketball fundamentals
- Opportunity for organized team competition
- Mentoring in good sportsmanship
- Exposure to the benefits of community involvement (through volunteerism and the mentoring of younger athletes)
- Community and school pride

The CBA hopes the community benefits from this program by:

- Providing a positive release of energy for our community's young people
- Providing "no or low cost" opportunities for children of families in need
- Teaching young athletes the benefits of returning something to the community

CBA Board of Directors

Regular meetings of the CBA Board of Directors are open to all CBA members and are held monthly throughout the year. These meetings are generally held in the city council chamber room at Circle Pines City Hall. Contact the CBA Secretary if you wish to be added to an upcoming agenda, to express a concern, bring an idea, or have interest in volunteering. Please check the CBA web site for information on meeting dates and times. (www.centennialbball.org)

The CBA Board of Directors is elected during our annual meeting. If you have an interest in serving on the board, please contact a board member. Please refer to the CBA web site for a list of board members and positions. All CBA members who attend the annual election are able to vote in board of director elections. A CBA member is anyone over the age of 18, who volunteers within the CBA program, is a parent or legal guardian of a player in the program or coaches a CBA team.

Fall Registration

Registration for winter traveling basketball is available online for several weeks each August and September at www.centennialbball.org. The season generally runs from October through January.

- All participants must be registered on an official registration form through the online registration process provided by the CBA. Refer to registration information on the CBA web site.
- Registration forms **MUST** be signed (electronically) by a parent/legal guardian as a waiver of liability of injury against the CBA prior to tryouts or participation.
- The CBA is a nonprofit organization. Fees that are paid to participate in basketball are used to support the program. Costs to support a team include gym fees for practice, equipment, insurance, and other miscellaneous expenses.
- Accident insurance is included in the registration fees.
- Registrations accepted after the last scheduled date are subject to a late penalty in addition to the normal fee.
- People moving into the Centennial School District after the close of registration will be handled on a case-by-case basis.
- Any person who knowingly registers under an assumed name, gives an incorrect age or school, may become ineligible.

Team Formation

CBA teams are formed to provide as balanced competition as possible within the league. Members of the CBA In-House teams are assigned to teams based on the following:

- A parent who volunteers as a coach or assistant coach will have their child/children assigned to their team.
- Coach's evaluations from the previous year
- A player's height and weight.
- Random draw
- Consideration of limited special circumstances

No player may be added to any team's roster without CBA approval.

Special requests for placement of a player on a specific team or with a specific coach are generally not honored. Any special requests will be reviewed by the CBA In-House Administrators on an individual basis.

Coach Selection

Head coaches and assistant coaches must fill out a coach's application and agree to have a background check before they are permitted to coach. Coaches will be selected based upon, but not necessarily limited to, coaching experience / history and the ability to teach and motivate youth in a positive manner consistent with the philosophy of the CBA. The In House Administrators will coordinate coach placement for all grades.

- If there are multiple applications for the same coaching position, selection by the In House Administrator will be based upon the following:
 - Basketball experience
 - Coaching experience and history
 - Knowledge of the game
 - Ability to provide the time commitment
 - Feedback from prior years
 - Date application was received
- Registration as an assistant coach does not guaranty the applicant will be placed as an assistant coach.

Practices

In House teams generally practice once per week during the regular season, this is typically on Sunday afternoons. Practice schedules will be posted on the CBA website. To have a successful team, practice is essential, and therefore it is important that healthy players attend all practices.

- Allocation of gym times and days are determined by Community Services in an effort to minimize potential conflicts with other sports and school activities. The CBA allocates the times/days to each team from the pool provided by Community Services. Practice times and days of the week may not necessarily be optimal, but Community Services and the CBA do the best it can with limited gym/court space available.
- We expect that all players and coaches respect all gyms and equipment. Do not use any equipment that has not been authorized by Community Services. If it's not for basketball, leave it alone.
- If there is a school closing due to inclement weather or for any other reason it also means any practices or games scheduled in that building are cancelled as well.
- You may arrive at your designated practice facility no more than 5 minutes early and must be picked up afterward at the designated finish time. It is the parent's responsibility to make sure a coach is present when the player is dropped off at the gyms. **Parents should not enter the buildings before, during or after practices, absent an emergency.**

Eligibility, Discipline and Suspension

Only registered players placed by the CBA on a particular team are eligible to practice or compete with that CBA team. Players may only compete with the team they are assigned, unless coaches receive authorization from the applicable Director. The CBA policy for students subject to school suspension is for the parents and the CBA participant to be responsible for following the exact terms of the school suspension with regards to all CBA activities. Current school policy is that once a suspension occurs, the child is not allowed on any school district property until the suspension is complete.

A coach may also discipline any player who:

1. Violates the player code of conduct.
2. Any personal technical foul is an immediate benching of the player for a time to be determined by the coach.

The Suspension Process is as follows:

- a. After a violation of the code of conduct or multiple technical fouls a meeting may be held with the player, parent, coach, In House Director and a CBA Executive Board member.
- b. Disciplinary action will be determined by the Executive Board and will be presented in writing to the parent and player. This will include a plan to determine a course of action should a future violation occur. This will be signed by the parent and player.
- c. Any subsequent violation or technical may result in additional time suspended from practices and/or games or termination from participation in the CBA program for the rest of the season, with no fees refunded.

Grievances

Disputes involving playing time or other coaching issues should be raised directly to the coach by the player or parent. Unless you believe that there is a safety concern requiring immediate attention, this should not occur until 24 hours after a tournament or practice has concluded. If after discussing the issue with the coach and allowing adequate time to implement any agreed remedies, there is still concerns, then the parent should inform the appropriate In House Director. In rare instances in which the parent believes the concern still has not been addressed and the coaches conduct is inconsistent with CBA policy, the parent may inform the CBA Executive Board of Directors. This should be in writing using the grievance form available on the CBA web site.

1. Any grievance submitted to the CBA Executive Board of Directors must be submitted after a meeting with the In House Director. It should state the time, place, and as many specifics of the incident(s) as possible.
2. The Executive Board of Directors will discuss and decide the issue based on the information provided and through discussion with the parties involved. The parties will be notified of the decision in writing.

Shooters & Dribblers Club

To encourage our players to practice in the off-season, the CBA sponsors the “Centennial Shooters and Dribblers Club”. The club is open to all in-house and traveling players.

Each player records 10,000 shot attempts between June 1 and August 31. The player will record those shots on a calendar and then be recognized with the presentation of a Shooters Club prize.

Players are asked to record their shot attempts and dribbling minutes on the tracking charts attached to the web site OR on their own calendar. Shots should be made on a 10-foot basket and vary from free-throws, lay-ups, wing shots, and 3 pointers. You are on your honor to be truthful.

Check the web site each May for information. Shooting charts/calendars will be collected in September by the Shooters Club director.

Summer Cougar Camp

The boys and girls varsity staff conduct a summer Cougar basketball camp. The CBA highly recommends attendance at Cougar Camp. Registration will take place in the spring. Watch for information on the CBA website and in the Centennial Community Education bulletin.

Fundraising

The CBA believes that fundraising is necessary to achieve the prime objective of registration fee affordability to encourage maximum participation. The CBA hosts basketball tournaments for boys and girls in the fall. All CBA traveling team parents are expected to work a designated number of shifts for each child participating in the travel program. The funds that are raised hosting the tournaments go directly to the CBA program to pay for such items as: equipment, gym time, shooters club prizes, etc. These fundraising efforts also allow us to keep our registration fees as low as possible.

- Individual teams and players may not engage in fundraising without the approval of the CBA board.
- The CBA may approve additional fundraising activities or events during the season where players/parents will be invited to attend or asked to support (i.e. free-throw fundraiser, pancake breakfast, raffles, etc.)

Special Funding Requests

- The financial aid request process will require proof of “free or reduced school lunch” to receive any financial aid from the CBA.
- The financial aid committee determines the amount to be granted and any payment plans to be implemented.
- Varsity Accounts: The CBA donates funds to the Varsity programs as a thank you for their engagement in tryouts, CBA tournaments, skills training, and events. Yearly deposit amounts to varsity accounts are approved by the CBA Board. The funds are intended to help offset the costs of extra coaches, equipment, and other special needs by the high school program. Any additional funds requested during the year are also board approved.
- Expenditures from the varsity accounts are at the varsity coaches’ discretion.

CBA Web Site

Additional information regarding the CBA can be found on our web site at, www.centennialbball.org. Items you will find include:

- List of current board members with link to email addresses
- Calendar of events (meetings, registration, tryouts, tournaments, clinics, camps, etc.)
- Registration information
- Traveling basketball information
- In-house basketball information
- Tournament information