



***BUFFALO BISON BACKCOURT CLUB***

***BOYS TRAVELING BASKETBALL***

***POLICIES AND PROCEDURES***

## **MISSION STATEMENT**

The Bison Backcourt Club (BBC) is a non-profit organization with the primary purpose of promoting the Bison boys' basketball program for grades 3 – 12. The BBC is dedicated to the promotion of traveling youth basketball within District #877 boundaries. Our primary goal is to provide fair competition and a learning environment that enhances individual player development and team play, with the goal of preparing our players to become Buffalo Boys Varsity Basketball players.

## **PLAYER ELIGIBILITY**

Our traveling basketball program is open to all students in grades 3 – 8 that attend school within the Buffalo #877 School District. A student that is homeschooled or attends a private school (that does not have a basketball team already) is eligible for our program if the student lives within the Buffalo School District #877 School District boundaries. A player must be in good standing from the prior season. Good standing means player registration fee and volunteer fee have been paid; no outstanding finances are due to the BBC and code of conduct compliance by player and parents. On the date of player tryouts, the BBC will be holding **MANDATORY** parent meeting. . Attendance at ONE of these meetings is required by a parent/guardian. Meeting times and places will be communicated to tryout participants and advertised online and on our social media outlets. Any exceptions to these rules will be considered on a case-by-case basis and voted on by the BBC Board of Directors.

## **TRAVELING BASKETBALL SEASON OVERVIEW**

A two-day evaluation or tryout process will be held in August or September each year (dates TBD yearly by the BBC). This process will be overseen by a group of evaluators led by the Boys Varsity Basketball Coach.

Each team will typically have 1-2 practices each week throughout the season. If the Buffalo #877 schools are closed on a particular day (holiday, bad weather, etc.), then all practices for that day will be cancelled.

Each team will participate in several basketball tournaments throughout the year. Typically, the tournament schedule will begin in November and will conclude in late February or mid-March.

The BBC will enter each team into several tournaments, based upon the following Schedule:

3rd grade - 1 tournament plus Becker League

4th grade – 6 tournaments or 3 tournaments plus the Becker League with option of adding 1 at team expense.

5th grade – 7 tournaments with option of adding 1 at team expense

6th grade – 8 tournaments with option of adding 1 at team expense.

7th grade – 9 tournaments with option of adding 1 at team expense.  
8th grade – Up to 10 tournaments with option of adding 1 at team expense.

If a BBC scheduled tournament is cancelled, we will make every attempt to reschedule.

### **CODE OF CONDUCT POLICY**

All players must sign a Code of Conduct form prior to participating.

At least one parent of each player must sign a Code of Conduct form.

All coaches, whether Head Coach or Assistant, will be required to sign a Code of Conduct form.

### **REGISTRATION & FEES**

The registration process will begin in the summer/fall each year. Registration information will be available on the BBC's website: [www.bisonhoops.com](http://www.bisonhoops.com). Pre-registration for tryouts is required.

Fees for the upcoming season will be determined during a summer BBC meeting. BBC will not refund any registration fees once teams have been formed.

In addition, a separate \$500 volunteer fee will be collected for **each player**.

***All of the player fees will be collected online during registration and volunteer deposits will be collected at tryouts. In addition, there will be opportunities to sign up for volunteer shifts for our hosted tournaments, to fulfill each family's volunteer requirements.***

The volunteer checks will be held until the end of the season. Once the required volunteer hours have been completed, the check for the volunteer deposit fee will be shredded. For those that did not fulfill the volunteer hours, checks will be cashed on the Monday immediately following our February tournament.

Current/active BBC board members can waive up to two (2) of their own children's registration fees per season.

### **EVALUATION PROCESS**

A group of evaluators led by the Boys Varsity Basketball Coach will conduct a closed-door evaluation process, which will be conducted on two separate dates. It is expected that players attend **both** evaluation sessions. In the event a player is injured and unable to participate in tryouts, the player will be evaluated using past tryouts as well as any information that can be found to properly evaluate the player.

### **TEAM FORMATION**

The BBC board will meet with the Boys Varsity Coach to review the player evaluations from the tryout process to form teams for the upcoming season.

If there are enough players for at least two teams in a particular grade level, the BBC board has determined that teams will be created using the following methodology:

- 3rd - 4th grade level should be viewed as Developmental. The result of this policy is that we will create equal teams based upon the rankings from the tryout evaluations. However, this may be subject to change depending on number of kids and coaches. (e.g. if there are enough kids for 3 teams, teams could be formed differently based on skill.)
- If there are enough players to create at least two teams in the 5th, 6th, 7th or 8th grade level, the BBC has determined that teams will be formed based upon the evaluation rankings. This could result in the creation of "A", "B" or "C" teams based upon the results of our tryout evaluations.

Generally, each team will have at least 8 players to start the season. Ideally, the BBC would like to have 8 - 10 players on each team but reserves the right to adjust the number of players on a team depending on the number of registered players and the availability of coaches for that particular grade level.

### **SELECTION OF COACHES**

Prospective coaches will be required to complete a coach's application, which must be submitted by the end of tryouts. All community members with basketball experience are encouraged to submit a coach's application, this includes BBC board members. The BBC will make coaches selections on criteria such as:

- Coaching philosophies like the mission of the BBC
- Knowledge of basketball
- Previous coaching experience
- Parent survey evaluations from previous years (if applicable)

The BBC will conduct background checks on all coaching applicants. The background checks will be researching specifically for felony convictions in the past 7 years and for sexual predator

information. The results of this background check will be used to determine eligibility for coaching applicants.

### **REQUIREMENTS OF COACHES**

We require the following items from all of our coaches:

- Attend our Coaches Clinic which includes a health safety course, comprised of CPR/AED/First Aid training.
- Complete an online Concussions training course, as outlined by Minnesota state law.
- Pass background check.
- Be in good standing and comply with BBC code of conduct.

### **PRACTICE SCHEDULES**

The BBC will assign a practice schedule to each team. Practice will begin in late October, with usually 1-2 practices to be scheduled each week throughout the season. Practices will usually be on weeknights, with times and locations subject to gym space availability.

***A full commitment to practices is required. Parents should notify the coaches as soon as possible if a player will be forced to miss practice for any reason.***

### **TOURNAMENT SCHEDULES**

A full schedule of tournaments (Grade +2+1 equation) will be put in place for each team by the BBC board. The tournaments are typically held between November and March.

Tournaments are usually held on weekends, mostly Saturdays and Sundays. Some of the tournaments will be completed in one day, while there may be an occasional tournament with games scheduled on Friday evenings as well. It truly varies with each tournament. There will be tournaments that will require our teams to play on Sunday mornings.

***A full commitment to the tournaments is required. Parents should notify the coaches as soon as possible if a player will be forced to miss a game for any reason.***

Most of the tournaments have guarantees whereas each team is guaranteed to play at least 3 games. Spectators (parents, grandparents, siblings, etc.) are typically charged admissions fees at the tournament site.

### **BBC HOSTED TOURNAMENTS**

The BBC usually hosts 2-3 tournaments per year. This is a big source of revenue for the club, which allows us to keep player fees low and minimizes our requirement of other fundraising efforts.

We could not host these tournaments without the diligent efforts of many volunteers. Therefore,

we have a tournament volunteer requirement of up to 8 hours to be completed for each player, not to exceed 12 hours/family. A \$500 volunteer deposit will be collected for each player and will be held until the end of the season. ***If the volunteer requirement is not fulfilled, the \$500 volunteer deposit check will be cashed on the Monday immediately following our Last tournament*** with volunteer opportunities

There is a minimum age requirement for volunteers whereas each volunteer must be at least 16 years of age, **NO EXCEPTIONS!! We ask that your children not be with you in the concession area during your volunteer shift for safety reasons. Thank you.**

### **COMMUNICATION**

Primary forms of communication are through the BBC website ([www.bisonhoops.com](http://www.bisonhoops.com)) and through Sports Engine email. Forms, documents, tournament schedules, etc. can all be found on the BBC website. The website also lists the contact information for all BBC board members. An email address through Sports Engine is required for all players and Coaches to receive pertinent communications. All Coaches are required to add their practice schedules, tournaments and update all games with scores through SE Mobile.

### **POLICY CHANGES**

The BBC reserves the right to change any policy, written or otherwise. Any such action can be found in the BBC Meeting Minutes, which will be posted on our website.

The Policies & Procedures Handbook will be reviewed annually and will be updated with new policies created throughout the year.

## **BBC GENERAL POLICIES & PROCEDURES**

### **COACHING PHILOSOPHY**

The primary goals of coaching should include teaching and improving fundamental skills of basketball, while encouraging and facilitating team play. Focus should be on fundamentals, while keeping it fun.

Coaching to win-at-all-costs should not be overemphasized at the expense of player development.

### **PLAYING TIME**

We have a general philosophy of Attitude, Practice, Effort (A.P.E.) in terms of playing time. Playing time will primarily be determined by the A.P.E. principles but can also be impacted by but not limited to the following: player's game contribution, the flow of a game, injuries, foul trouble and/or assessed technicals.

The BBC has minimum requirements based upon grade level:

- For the 3rd - 5th grade teams, this means that each player is required to play at least  $\frac{1}{4}$  of each game, assuming A.P.E. principles have been consistently met.

- For the 6th, 7th & 8th grade teams, this means that each player will be required to average at least  $\frac{1}{4}$  playing time over the course of each tournament rather than on a game-by-game basis, assuming A.P.E. Principles have been consistently met.

***Playing time will fall below the stated minimum requirements if a player fails to consistently meet the A.P.E principles.***

### **PROBLEM RESOLUTION**

A parent/guardian should be encouraged to bring any questions or concerns to the Head Coach in a person to person conversation, preferably away from the basketball court and any team setting.

### **CONFLICT RESOLUTION COMMITTEE**

There may be times when parents/guardians are not comfortable talking with their child's coach about a particular situation or parents/guardians have had discussions with the child's coach but would like to re-visit the issue with a third party.

To address these situations, the BBC has formed a three-member conflict resolution committee. Parents can seek out a committee member to discuss the issue (these committee members are listed on our website within the board member page). If a resolution cannot otherwise be determined, the committee can then take the concerns to the rest of the BBC board, if deemed necessary.

## ***SPECIAL CIRCUMSTANCES***

### **SUBSTITUTE PLAYERS**

If a situation arises whereas a team will be left with a shortage of players, it is permissible to contact another team within the BBC in hopes of having other players fill in. The procedure involves the following protocol:

For an 'A' team: first contact the 'B' team in the same grade level, and then contact a team from the grade-level below.

For a 'B', 'C' or equal Developmental team: contact a same-level team (from same grade if applicable) or from a grade-level below.

In all cases, the head coach and the BBC should be notified, and any player that is to be considered to 'play up' for a tournament should not have a scheduling conflict with his regular team. This substitute player should be used for substitute purposes, meaning they will not have equal playing time during that tournament.



### **EXTRA TOURNAMENTS**

There are occasions where a team may have the opportunity to play in an extra tournament, which are in addition to those scheduled by the BBC.

The BBC will limit each team to being able to participate in no more than 1 additional tournament throughout the course of the year. Any fees and scheduling associated with the extra tournament will be the responsibility of the parents/guardians and coaches of the team.

### **SPRING & FALL TEAMS**

The BBC does not sponsor any teams for Spring or Fall seasons.

### **SEXUAL ABUSE POLICY**

If there is an allegation of sexual abuse or molestation made against an individual acting on behalf of the Bison Backcourt Club (BBC), the organization shall have the following procedures in place:

- Any such incidents should be reported immediately to the BBC President. The BBC Board is not to investigate such matters, but instead will contact either the Local law or the Wright County Sheriff's department, depending on where the alleged incident(s) occurred.
- The names of any potential victims, the accused perpetrator(s), and the person who reported the incident shall remain confidential.
- The Bison Backcourt Club reserves the right to determine an appropriate course of action, including the suspension or termination from volunteering within the organization regardless of the outcome of any investigation.
- Any requests from the press or the surrounding community shall be forwarded to the Bison Backcourt Club President, to handle any questions or inquiries.