

# LSGBA HANDBOOK



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## Organization

### Program overview

The Lakeville South Girls Basketball Association (LSGBA) is a 501(c)(3) non-profit organization established to provide an opportunity for girls to play the game of basketball. We have three primary goals:

1. Provide an opportunity for all girls in Lakeville South in grades K-8 to play the game of basketball, with emphasis on sportsmanship and teamwork, in an atmosphere that is safe, fun, positive and constructive.
2. Provide more skilled players the opportunity to play against a higher level of competition.
3. Develop all of its players to the best of its ability and get them ready to compete at the next highest level, should they choose to do so.

The LSGBA is governed by a volunteer board. The program strives to develop girls to be all they can be as basketball players by encouraging them to excel and maintain a positive winning spirit. For additional details, see the LSGBA Bylaws which are posted on the LSGBA website ([www.lsgba.org](http://www.lsgba.org)) under the Board tab.

## Leadership

### Board of Directors

The Board of Directors is comprised of 6 individuals. The Lakeville South High School Girls Varsity Head Coach will serve as ex-officio, non-voting member of the Board. All of the Board members are volunteers. The annual election for Board positions is in May/June. Terms are two years, from June to June. Spouses cannot serve on the Board at the same time.

### Board Position Job Descriptions

#### **PRESIDENT**

The President is responsible for the overall welfare of the Association. Duties include but are not limited to:

- Calling to order and presiding over all meetings of the Board
- Seeing that all orders and resolutions of the Board are carried into effect
- Active Management of the business of the Association
- Executing any legal documents or other instruments pertaining to the business of the Association
- Organizing coaches' selection and try-out evaluation committees
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of team
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

## **TREASURER**

The Treasurer responsible for managing the finances, and financial obligations of the Association. Duties include but are not limited to:

- Keeping accurate financial records
- Endorsing and depositing all monies, drafts, and checks for the Association
- Disbursing funds and issuing checks and drafts as ordered or required
- Providing an account of all transactions and of the financial condition of the Association as requested
- Preparing the books for audit at the end of the fiscal year for review by outside party at Boards request.
- Preparing the budget for presentation and approval by the Board at the annual meeting
- Responsibility for filing all necessary forms as required by government agencies
- Reserving hotel rooms for out of town tournaments –Rochester
- Coordinating activities with the High School girls basketball staff and team
- Assisting with Board functions or Association events as needed.
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

## **SECRETARY**

The Secretary is responsible for documenting and reporting the information for the Association as well as the Association's website. Duties include but are not limited to:

- Attending all monthly Board meetings and recording the proceedings of such meetings in the minute book
- Providing notice of Board meetings
- Maintaining forms and other records (except financial documents)
- Assisting with Board functions or Association events as needed
- Updating and revising the website as necessary
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Assist with communications as requested by Board Members and event and/or even chairperson
- Assist Tournament Chairperson with Volunteer Coordination for Cougar Classic
- Assist Coordinating activities (Tip-Off Night, Adopt a Cougar, Youth Nights, etc.) with the High School program
- Coordinating activities with the High School girls basketball staff and team

## **VP/TRAVELING DIRECTOR**

The Traveling Director is responsible for all Traveling basketball teams. Duties include but are not limited to:

- Organizing tryouts and posting tryout results with Secretary's assistance

- Recruiting coaching applicants and participating in the interview and selection process for coaches
- Organizing and participating in the parents meeting and coaches meeting at beginning of season
- Communicating with parents and coaches throughout the season (and off-season as needed)
- Collecting player registration fees and registration forms with Secretary's assistance
- Scheduling, registering and communicating information for tournaments with Treasurer's assistance
- Scheduling and communication information regarding team pictures
- Providing support and direction to coaches and assisting with player development
- Resolving escalation issues from parents or coaches
- Observing practices and tournament play of team
- Creating end of year surveys and presenting results of feedback to Board
- Enforcing policies and procedures of the Association
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donation and Silent Auction Items for Cougar Classic

#### **VP/IN HOUSE DIRECTOR**

In House Director is responsible for all In-House basketball teams. Duties include but are not limited to:

- Organizing structure of in-house program and forming teams
- Collecting player registrations and program fees
- Recruiting volunteers for coaching
- Communicating with parents and coaches
- Providing tools, support and direction to coaches
- Distributing and collecting equipment
- Observing practices and games
- Scheduling and communicating information regarding team pictures
- Resolving escalation issues from parents or coaches
- Organizing end of season tournament, awards, and trophies
- Enforcing policies and procedures of the Association
- Creating end of year surveys and presenting results of feedback to Board
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Coordinate K-8 Camps with Varsity Girls Basketball Coach at Lakeville South
- Coordinate leagues with other associations

## **APPAREL/UNIFORM DIRECTOR**

The apparel director is responsible for all uniform and apparel ordering, distribution and organization. Duties include but are not limited to:

- Selecting vendors and organizing choices for apparel to sell and uniforms
- Distributing and collecting equipment-includes practice uniforms and coaches kits
- Ordering distributing and/or collecting apparel and uniforms
- Assisting with Board functions or Association events as needed
- Serving as a site coordinator at one of the locations during Cougar Classic
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

## **Committee Chair Job Descriptions**

### **Tournament Director: Coordinator, works with Treasurer**

The tournament director is responsible for Cougar Classic Tournament. Duties include but are not limited to:

- Creating tournament flyer and sending notification of tournament dates and invitations to approved basketball association contacts
- Reserving facilities for the tournament and setting up
- Scheduling referees, time keepers and score keepers
- Ordering and distribution of trophies/awards to teams
- Game bracketing, creating tournament rules and posting tournament results
- Creating volunteer work schedules for concessions, site supervisors, and admissions
- Soliciting donations and sponsorships

### **Website Coordinator**

The website coordinator takes direction from the President and VP/Traveling Director. Duties include but are not limited to:

- Maintaining an up-to-date website for LSGBA
- Attend all Board Meetings
- Creates Registrations for In-House and the Traveling program as well as the Traveling Tryout registration.
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic
- Maintains live updates of scores to the LSBGA website during the Cougar Classic
- Archives website documents so they can be accessed in the future as needs may arise.
- Uploads & posts team photographs to the LSGBA website as they are submitted.
- Updates each Traveling team roster when the new teams are created

### **Scheduling Coordinator**

The scheduling coordinator takes direction from the In House and VP/Traveling Directors.

Duties include but are not limited to:

- Scheduling all practice times for in house and traveling teams
- Scheduling all open gyms that is needed for entire organization
- Assist in the scheduling of tournaments for entire organization
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

### **Training Coordinator**

The training coordinator takes direction from the VP/Traveling and In-House Directors and is responsible for the development of players and coaches. Duties include but are not limited to:

- Recruiting coaching applicants and participating in the interview and selection process of coaches
- Scheduling of player clinics and private team trainings with organizations
- Providing tools, support and direction to coaches and assisting with player development
- Scheduling open gym times and providing camp information to players
- Observing practices and tournament play of teams
- Assisting with Board functions or Association events as needed

### **Concessions Coordinator**

The Concessions coordinator takes direction from the Treasurer and Tournament Director.

Duties include but are not limited to:

- Scheduling all concession vendors at the Cougar Classic as well as other Tournaments hosted by the LSGBA
- Purchasing food, drink and other supplies for concessions
- Assisting with Board functions or Association events as needed
- Soliciting Sponsorship Donations and Silent Auction Items for Cougar Classic

### **Board Meetings**

The date, time and location of the Board meetings will be posted on the Calendar on the LSGBA website. Generally, these meetings will be open to the membership. Occasionally meetings may be closed to discuss confidential or sensitive matters or to complete time-sensitive matters. The annual meeting is held in June of each year. The purpose of that meeting is to elect Board Members and receive reports from each of the Board of Directors and whoever else the Board feels appropriate.

### **Board Agendas and Meeting Minutes**

The agenda for each LSGBA Board meeting is available the day before each scheduled meeting. If you would like a copy, one can be requested from the President, found on the LSGBA website under the Board tab. Copies of meeting minutes can be requested from the Secretary via the website.

## Player/Parent Volunteer Commitment

The primary way to fulfill the annual family volunteer commitment is to work a designated shift during the Cougar Classic tournament. Typical duties include concessions, admissions, setup and cleanup, and site coordinators. Signup shifts are posted online, typically one week before the tournament.

## Player and Parent Policies and Procedures

### Team Definition Grades 5-8

Generally LSGBA will have at least one girls traveling team at each grade level for grades 5-8. If there are enough players for more than one team, then additional teams may be added. There are generally 8-10 players on a team. Teams shall be comprised of players in the same grade, whenever possible. Team designations of Gold (A) – Red (B) – White (C) will be made at the time of tryouts dependent on the number of participants. Teams will play at the A, B, or C level throughout the season depending on the relative competitive level of the team. It may be necessary to start teams at a lower level and move them up during the season. Teams are formed based on the skill level of the participants.

### Team Definition Grades 3-4

LSGBA intends to stay current with growing trends that involve 3rd grade brackets. Therefore, 3rd grade players will be allowed to tryout with 4th grade players during the tryout period. Teams will be formed based on the number of participants and the intent is to create an A and a B level team. However, this is subject to change based on the number of players from each grade level and their relative skill level. LSGBA goals at this first level are to place players that are ready to take on a challenging travel season and find success while doing so.

Any player in grades 3 - 8 who tries out for a traveling team and is not selected is able to register for the In House program.

### Player Eligibility Guidelines

LSGBA traveling basketball is currently offered for all girls in grades 4-8 who either reside in Lakeville or attend school in Lakeville South Independent School District 194. Girls from outside the district are welcome to tryout, but cannot displace a player from Lakeville South's school district boundaries. After tryouts, if a roster spot is available, they will be placed on the lowest team and must present a waiver from the program within their school district. Deviation from the eligibility guidelines requires approval by the Board of Directors.

Following are the LSGBA guidelines for issuing a Waiver of Release from the LSGBA program:

- Per the Minnesota Girls Traveling Athletic Services (MYAS) guidelines, "... The winter basketball season is for community-based teams that are formed by the local athletic



associations and schools. All-star/Open teams have their playing opportunities in the spring and fall."

- Unless there are extenuating circumstances during the winter travel basketball season, a player is only eligible to play for the travel association where they reside in or attend school in. Players who choose not to play for LSGBA must secure a waiver from the LSGBA President. This waiver covers one season at a time. In talking with MYAS, we understand 'extenuating circumstances' to be limited to situations where a player has been granted a release by LSGBA or the association did not field a team for players in that grade/gender.
- If there are extenuating circumstances, the family will be asked to provide a letter describing their circumstance(s). The President will be responsible for bringing the situation to the board to determine if LSGBA is able to provide a waiver.
- Players who withdraw from an LSGBA team after the designated cut-off (usually 8am on the morning of the final tryout session) or after being assigned to a team, will not receive a refund, and the President will be responsible for bringing the situation to the board to determine if LSGBA is willing to provide a waiver to play for another program.
- Players who withdraw from an LSGBA team cannot practice or play with any LSGBA team on a fill-in basis during the season. Because they would be considered an unregistered player, therefore not covered by LSGBA insurance. Players who withdraw can request reinstatement, but that must be approved by the LSGBA Board.

### LSGBA Season

Tryouts are generally held in September. The LSGBA season begins early to mid-October and concludes at the MYAS state tournament in March. All teams will play between 7 – 10 tournaments each season. Coaches have the discretion to sign up for additional tournaments during the LSGBA season. The cost of doing so is an additional cost to the players' families (i.e. not part of the registration fee), not the LSGBA.

### Tournament Schedules

Tournament schedules will be posted on the LSGBA website. Tournament schedules are typically posted by the beginning of November. There is an opportunity for one LSGBA-paid overnight tournament for 4th through 8th grade teams. Information regarding hotel accommodations will be sent via email.

### Player Practice Time Commitment

The LSGBA Board strives to have teams practice two times a week for 1 to 1 ½ hours per practice and participate in traveling tournaments. Teams may practice 3 times a week when they do not play in a tournament that weekend. Times for practices can range anywhere from 5 p.m. to 9:30 p.m. during the week for all age groups depending on available gym space and coaches preferences. Friday evening and Saturday practices are also a possibility. LSGBA rents gym time from the Lakeville South School District and competes for gym time with school sporting practices and events, Community Education programs, in-house basketball, adult recreation programs and other community groups. The school calendar and extracurricular

activities directly impact gym space availability. After first taking into consideration coach availability LSGBA does its best to spread gym time among all of the LSGBA teams.

### Absences

Players or their parents are expected to notify the coach directly (please do not ask another player or parent to give the coach a message, except in the case of an emergency) as far in advance as possible if they are unable to attend a practice or a game. Any player who misses a practice or a game without an authorized excuse may have their playing time adjusted for the following game. Absences are authorized for the following reasons, but players must still notify the coach:

- Illness / injury / family emergencies
- Official school function
- Religious education or services

LSGBA believes it is very important for our players to be the very best student athletes they can. That said; please note missing practice to complete homework is NOT an excused absence. Rather, LSGBA believes players need to learn the more important life skills of planning and managing their time. If they are unable to do so, playing time will be affected.

## Coach Policies and Procedures

### Selection of Coaches

It is the goal of the LSGBA to select the most qualified coaches for all grades and all teams. To avoid any conflicts of interest, board members will not act as coach interviewers specific to their child's grade. Coaching candidates should express their interest by submitting a coaching application to the LSGBA Travel Director at the designated period, before tryouts. All candidates must complete a background check authorization form and agree to the Coaches Code of Conduct.

Interviews of new coaching candidates are conducted by an Interview Committee which will consist of a three person panel designated by the President. If the candidate has coached in the program in the past, they may not be brought back in for an interview and evaluations and feedback regarding that coach are taken into consideration when determining if that coach will be selected for the present season. The interviews are held after tryouts.

After the interviews, the interview committee will make their coaching recommendations and present them to the LSGBA Board for approval. If a team does not have a coach, it is the responsibility of the LSGBA Board to find a coach. The best interest of the team and players will be primary objectives in the selection of any coach. All coaches are required to complete online concussion training and attend all coaching seminars/clinics.

Each team will have one head coach. In addition, each team will have one assistant coach. Assistant coaches are selected by the Head Coach and approved by the Travel Director. Coaches are expected to attend all games and practices. At the discretion of the head coach, other adults, who have a current background check on file with the LSGBA Secretary, may also assist from time to time. Parent help is encouraged and should be welcomed if directed by the coach. Parents cannot help until cleared by the LSGBA President.

### Coach Training

Coaches are **required** to participate in an informational meeting in late -September after tryouts, in a coaching clinic with the respective Lakeville South High School varsity coach. Other preseason and midseason coaching clinics may be offered and attendance is **required**. In addition, coaching resources are made available to coaches on the LSGBA website.

### Coach Code of Ethics

- I will place the emotional and physical well-being of my players ahead of my personal desire to win.
- I will remember that I have tremendous influence on my athletes, and will never place the value of winning above the value of instilling the highest ideals of character.
- I will treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will do my very best to provide a safe playing environment for 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 ensure that I am knowledgeable in the rules of basketball, and that 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 coach, and that the game is for children and not adults.
- I will demand a drug, alcohol and tobacco-free sports environment for my team and agree to assist by refraining from their use at all games and practices.
- In both victory and defeat, my behavior as a coach shall model grace, dignity, and composure.

### Coach Responsibilities

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players, socially, morally, psychologically and physically. The coach is responsible to the LSGBA Board of Directors. These responsibilities include:

- Enforce common rules regarding care of equipment and facilities which include the following: 1) restrain the players from damaging the gyms and property; 2) cleaning gyms from debris such as water bottles, pop bottles, etc.; 3) safeguard all facilities and equipment utilized; and 4) return all LSGBA equipment in good condition to the Association immediately following the season.

- The coach must establish and maintain a team discipline policy. Coaches should first try to resolve disciplinary issues themselves. If the issues are unable to be resolved, the following meetings should take place: 1) Parent and Player with Coach and Assistant ; 2) all of the above meet with the Travel Director or LSGBA liaison; 3) a meeting before the LSGBA Board of Directors. When a player is disciplined, the coach is to inform the player of the reason(s) for the punishment before the child leaves the facility. Furthermore, before leaving the player needs to tell the coach their understanding of why they are being disciplined to make sure the coach knows they understand. Coaches should use their discretion regarding informing parents directly about the reason for their child's punishment. Matters of discipline should be discussed privately between the player and the coaches.
- Team coaches will maintain a minimal medical supplies inventory which is provided by the LSGBA. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However, in any and all situations, the parent has the ultimate responsibility.
- Coaches will refrain from the use of tobacco products during game and practice situations. Coaches will also refrain from the use of alcoholic beverages prior to and during games and practice situations.
- A coach who continually violates the LSGBA guidelines shall; 1) first meet with the Travel Director; 2) if no improvements, the coach personally meets with the LSGBA Board; 3) if steps one and two fail, the coach may be dismissed by the LSGBA Board and a suitable replacement named.

### Coach Evaluation

Informal evaluation of coach performance will be ongoing, by observing practices and games, with feedback provided to coaches by the Travel Directors, or LSGBA President, as needed. Summary feedback regarding coaches from the end-of-season parent survey will also be provided to coaches who re-apply the following season or request this information. LSGBA wishes to support its coaches and can pair up experienced coaches with new ones for assistance or mentoring as needed. During the season, coaches wishing guidance can contact the Travel Director, or the LSGBA President. If a coach is ejected from a game or tournament, he/she must notify the travel director with an explanation. More than one ejection in a season may result in coach termination.

## Traveling Tryouts, Team Selection and Playing Time

### Tryouts

The Board is responsible for conducting preseason tryouts. The Board will develop the evaluation criteria and tryout procedures prior to the tryouts. The Traveling Director will oversee the tryouts. To avoid any conflicts of interest, board members will not act as tryout evaluators specific to their child's grade. Tryouts are typically held in September. Schedules are posted on the LSGBA website as soon as they are available. There are typically two, 1 to 2 hour tryout

sessions for each grade, but that may be adjusted depending on the number of prospective players in a grade. The main goal is that players are placed on the “right” team and in a position where they will have some measure of success. In some cases this may mean moving players to the in house program.

To ensure tryouts are conducted fairly, LSGBA incorporates the following strategies during tryouts:

- Equal Opportunity: All players are issued a number the first session of tryouts. Throughout the tryouts, players are referenced by number only by the evaluators.
- Skill Assessment: Skills drills are used to provide an opportunity for evaluators to observe basic skills.
- Team Play Assessment: Scrimmages are used to provide an opportunity for evaluators to observe team play ability.
- Independent Evaluation: LSGBA uses independent evaluators to place players into skill-level pools.

Evaluators choose players based on a combination of the following (in no particular order):

- Attitude/Willingness to accept coaching
- Sportsmanship
- Team Play
- Basketball experience
- Team balance
- Player physical ability
- Competitive nature
- Individual skills scoring of shooting, passing, ball handling, defense and rebounding
- Players’ understanding of the game

### Team Selections

Players are assessed by evaluators based on their comprehensive evaluation from tryouts. Evaluators rate and rank each player. The Evaluators along with the Travel Director and Varsity Coach will suggest a slate of teams based on the player’s ability on a grade-by-grade basis to the Board. The Evaluators along with the Travel Director and Varsity Coach will suggest to the Board the number of teams per grade and the number of players per team. Names of team members and team assignments will be posted on the LSGBA website as soon as possible after the tryouts. The Board must approve any permanent changes to a team roster during the season.

### Team Selections – Siblings

If you have siblings of the same grade and gender trying out, please note the children will be placed on the teams that best match their skill level. (Exception: If a family requests that sibling’s play together, the siblings will be placed on the team of the least talented sibling.)

### Playing Time

It is LSGBA's policy that over the course of the **season**, each participant will play at least 40% or more of the game minutes. Although this allows for coach's discretion, the coach/coaches are reminded that traveling basketball's purpose is to provide skill development, game experience, and a positive experience to each member of a team during each game. A player's playing time can be affected by unauthorized absences from practices and / or games, injuries, illness, attitude, effort, unwillingness to do as the coach has instructed on the court and ability to be a team player.

For 3rd/4th grade players, LSGBA strongly encourages even playing time per tournament.

NOTE TO PARENTS: Since the beginning of traveling sports, this has been one of the biggest points of contention. All parents must recognize that strict adherence to the minimum playing time guidelines during a game or over the course of a season cannot be guaranteed due to player absences, the player's physical condition, player substitution patterns, player's foul situation, player injuries and other factors that the team, players and coaches encounter.

### Player Who Moves Into the Community After Tryouts

If a player is eligible to join a travel team (i.e. no cuts, spot is available, capable of playing travel ball, etc.), then the player will be placed on the team that best matches their skills and abilities. (Evaluated by a group designated by the LSGBA President). Post try-out placement will not affect any current player's team placement (i.e., a player from team A will not be moved to team B to make room for this new participant).

### Playing up

LSGBA requires that players must play with their grade level whenever possible (ie: teams available at each grade level). In extreme circumstances, and at the discretion of the board and Varsity Head Coach, a player may be moved up to the grade above them based on tryout evaluations and their relative performance in travel tournaments. Additionally, player(s) from the 8th grade may be asked to play at the high school level by the Varsity Head Coach. For grades 3-4, teams may have a combination of 3rd and 4th grade players playing at a 4th grade level. (Please see the sub section titled "Team Definition Grades 3-4" for more information.) Should there be a strong A level team that requests to play up a grade level as a team for a tournament, they may do so with the approval of the President, Travel Director and Tournament Director.

## Fees and Deposits

### Traveling Fees/Refund Policy

Traveling fees range from approximately \$300 to \$350 depending upon how many tournaments a team is entered into with additional costs if the team has a paid coach. There is also a tryout

fee of \$50 due at the time of tryouts that will be applied to the total amount of traveling fees if the player is selected for a traveling team. In the event the player is not selected for a traveling team, the tryout fee can be applied to the in-house registration fees or refunded. No other refunds will be given once tryouts begin.

### Registration Period

Registration begins in August through the LSBGA website. Registrations are accepted up until the end of the first day of tryouts. Participants must have all of the authorization forms completed and the tryout fee of \$50 paid online prior to going on the court for tryouts.

### Volunteer Commitment and Deposit

LSGBA hosts Girls Cougar Classic tournaments each year as our major fundraisers. Without the tournaments, the cost of the program would be significantly higher.

In an effort to ensure that our families will work their volunteer commitment, we ask that you write a check for \$150 as a "volunteer deposit" at the beginning of the season. The check will not be cashed if the family meets the volunteer requirement. If you chose not to work your required hours, the check will be cashed. Failure to sign up for a shift at that time will be viewed as not wanting to fulfill your time. If you have a conflict the weekend of the Cougar Classic tournament, you may have another family fill in for you as long as you have cleared it with the Tournament Coordinator or Secretary in advance.

### Uniform

We ask that you write a check for \$100 as a "uniform deposit" at the beginning of the season (players cannot play in a game until this check is submitted). The check will not be cashed provided the uniform is returned in good condition.

### Other Fees

Beyond the registration fee and deposits families can expect to pay admission fees at each tournament. Just as the Cougar Classic is a fundraiser for our program, so are the other tournaments attended by our teams for the host organizations. Therefore fans, including parents and siblings, can expect to pay an admission fee for each day that they attend any given tournament. This is usually \$5-\$8 per adult, less for students and seniors. In addition, many families find that the time and distance demands of tournaments lead to additional gasoline and food expenditures.

### Financial Scholarships

LSGBA has created a Financial Scholarship program. This program is designed to supplement the opportunity for athletes who otherwise could not afford to participate in LSBGA. The Financial Scholarship Application and eligibility information is maintained by the LSBGA. Partial and full scholarships are available. Recipients may be asked to help with additional volunteer time.



Questions and requests for scholarship funds can be directed to the LSGBA Treasurer. Confidentiality is upheld.

To help build the Scholarship Fund, LSGBA will provide an opportunity for LSGBA families to donate to the Scholarship Fund as part of the registration. Prior to that, if your family would like to make a donation to our Financial Scholarship Fund to help assist those who are less fortunate, then we would ask that you would send a check, payable to LSGBA noting Scholarship Fund in the memo section, to the address below. If you are aware of any corporations that may be interested in helping provide funding, please pass that contact information onto any Board member.

LSGBA  
1004 Crystal Lake Road West  
Burnsville, MN 55306

## Communication

### Website

The primary source of communication for LSGBA is publishing information on the LSGBA website. The LSGBA's web address is [www.LSGBA.org](http://www.LSGBA.org). There you will find schedules for tryouts, practices and tournaments. In addition you will find contact information for Board Members. **The website also contains a comprehensive list of off-season skills development opportunities, summer camps, leagues & clinics, as well as, a number of resources for drills that players can practice on their own and links to other basketball organizations and vendors.** It is your responsibility to check the website.

### E-mail

The secondary source of communication for LSGBA is e-mail. Under the "Board" tab on the website you will find links to e-mail LSGBA Board members. E-mails to Board members will generally be responded to within 1-2 days. Coaches also predominantly use email to communicate to their teams therefore parents and/or players have the responsibility to check their email often for important team information.

**E-mail Address Additions/Changes:** It is your responsibility to ensure LSGBA has a current email address on file for your family. This needs to be an email address that is checked at least once each day. If you have an additional e-mail address you would like us to add to the database or you have a change in your e-mail address, please notify the Secretary of the Association – contact information can be found on the website.



## Health and Safety Policies and Procedures

### Background Checks

Background checks are completed every year on all Board Members, Head and Assistant Coaches, and any parent/person that will have authority over a child when on the court are subject to a background check. High school athletes are excluded from this policy. Background checks for the high school coaches are conducted by the School District.

### Sexual Harassment

LSGBA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. LSGBA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of LSGBA to sexually harass, through conduct or communication of sexual nature, any child or member of LSGBA. It shall be a violation of this policy for any player or member of LSGBA to sexually abuse any child or member of LSGBA.

The Board of Directors of LSGBA will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association. Definition of Sexual Harassment and Sexual Abuse:

- Sexual abuse consists of any sexual physical contact with a minor.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
- Written contact constitutes sexually suggestive or obscene notes, drawings, letters, e-mails or text messages.
- Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
- Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

### Physical Abuse

Physical abuse is the physical contact with a player that intentionally causes the player to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a basketball skill. Permitted physical conduct may include, but is not necessarily limited to,

demonstrating a screen, playing defense in a drill or scrimmage and other basketball skills, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

#### Reporting Procedures for Victims of Sexual or Physical Abuse

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of LSGBA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to a Board Member of LSGBA. The Board of LSGBA shall discipline any member who fails to report, immediately, to the Board, any act(s) brought to their attention. In addition, the Board will take immediate steps, at its discretion, to protect the complainant, children, or members of LSGBA pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the Board shall immediately authorize an investigation of the incident. LSGBA Board members or a third party designated by the LSGBA Board of Directors may conduct the investigation. A third party may include Law Enforcement or Social Services Personnel. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of LSGBA. Upon proof of violation of this policy, the violator will be disciplined as determined by the board.

#### Injuries/Medical Conditions

Injuries and medical conditions are not to be taken lightly. If there is any question as to the seriousness of an injury or medical condition, immediate arrangements for medical attention must be made by the team representatives or the parents. When an LSGBA player has been injured or has been diagnosed with a medical condition, it is the responsibility of the parents to inform the head or assistant coach.

#### Infectious Diseases

LSGBA subscribes to the policy put forth by the Minnesota State High School League that reads: A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-stripped as appropriate) and after all blood on the uniform is treated appropriately, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

#### Weapons

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) (weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten) will result in immediate suspension from all team activities. The suspension must be immediately reported to

the appropriate Director and the LSGBA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the LSGBA program.

## Unsportsmanlike Conduct Policy

The LSGBA reserves the right to dismiss at any time a player, coach or parent who violates the codes of ethics or, by their conduct, creates significant problems for the team or disrupts practices or games or creates a negative impression on the LSGBA program. Unsportsmanlike conduct by a player, coach or parent will not be tolerated.

LSGBA Board members and/or coaches may also enforce the Code of Conduct Policy for players, coaches and parents/spectators. It is within their rights to pursue disciplinary action on any incident they feel breaches the Code of Conduct Policy. Action may be taken on-site to remove the offending party from the viewing and/or game area with a follow up written report submitted to the LSGBA Directors explaining the incident. If merited, disciplinary action will be taken as detailed in the discipline policies in this handbook. The decision of the Board is final and cannot be appealed.

## Grievance/Complaint Policy

It is the intent of LSGBA to create an environment where girls can learn, enjoy and compete in the game of basketball. That includes placing girls on teams appropriate to their skill level and selecting coaches best suited to carry out our philosophy and goals.

The LSGBA also understands that concerns and frustrations may arise during the season for a variety of reasons. If you feel your child's health or safety is in danger, please refer to the Health and Safety Policy above. Should your grievance be related to unfair treatment on the basketball court or playing time, please follow these steps of action:

1. Discuss with your child ways they think they can improve. Can they increase their level of effort or improve their attitude? Do they have questions about the game or strategy they are confused about?
2. Ask your child to discuss with their coach how they can improve. A coach/player relationship is important and one that can't start early enough. Ask your child to be a self advocate and look for ways in practice to improve and help their teammates improve.
3. If the concern or frustration is not resolved, the parent can reach out to the coach and request a conversation or meeting. We ask that this be done at least 24 hours following a tournament game. LSGBA coaches are encouraged to provide constructive feedback to their players throughout the season but will also be more than willing to share with parents if requested to appropriately.

4. If, after meeting with the coach, a resolution or agreement cannot be met, the parent and/or coach may engage the VP/Travel Director for direction on resolving the conflict.

## Privacy Policy

LSGBA is committed to maintaining your right to privacy for all of your personal and financial information. We understand the importance of keeping your information completely confidential and thus we take it very seriously. LSGBA's Full policy is proved online at the time of registration

### Participant Privacy

With respect to maintaining the privacy of our players and their families, it is the policy of the LSGBA that players' names and jersey numbers will not be published on the same webpage as any pictures published on the website. With permission, the LSGBA will publish more detailed contact information specific to coaches and other volunteers to facilitate communication.

### Requests for Information

No coach, player, parent, official, or other LSGBA member shall release information regarding member players, teams, officials, coaches, or other LSGBA members to any person or organization, commercial or otherwise, for any purpose or in any manner not mentioned below, without the approval of the LSGBA Board of Directors.

### Additional Uses

All of the information LSGBA collects is used to personalize your account, to customize our services and to allow our association to contact you when necessary. We release personally identifying information you have provided to process a request for a program, product or service or when we provide you with prior notice. We will also disclose personal information about an individual user if we believe in good faith that such disclosure is necessary to comply with an applicable law or valid legal process. Information may be released on an aggregated basis (meaning that the information from many participants is grouped together in a way that does not disclose the personal information of any particular participant).

In addition to the disclosures described above, personal information about our users may be provided occasionally to outside auditors, consultants, and others we hire for routine website operations, to help us manage email communications with our members, or for other standard business activities. We ask all recipients to agree to protect the confidentiality, security, and integrity of the information.

Inherent in Enrollment in LSGBA it is understood that in order to participate in certain league play and tournaments such as MYAS State; team rosters must be submitted to such organizations. These rosters may include name, address, jersey number, position, date of birth, grade and signature. LSGBA cannot control further use and disclosure of such information once it has been released to such organizations.

### Linked Websites

Our website may contain links to partners, advertisers and third party Internet sites and services that may collect data in connection with registrations, promotions, e-commerce, etc. These sites have their own policies regarding privacy and content that are not under our control. We encourage you to read the privacy policy of these sites. Please understand that we have no responsibility for linked websites and provide these links solely for the convenience and information of our visitors. If you click on a website link, we do not send any personal information to that website unless we have advised you about the disclosure. Please contact us if you have any questions or concerns about any links that you find on our site.

### Fundraising & Communication

We will use contact information that you provide to send you information about us and promotional material from some of our partners. From time to time, requests may be made by an outside organization (i.e. basketball camps, corporate sponsors, etc.) or individual for member information. LSGBA will ensure that such release of information is done in a manner that ensures that members authorize release of information, or that contact with members is facilitated through LSGBA as an intermediary in a manner that protects the privacy of the member.

### Offseason

Details regarding these opportunities will be made available via email and/or the LSGBA website as they become available.

### LSHS Camps and Skills Development Opportunities

Each summer the LSHS Varsity coaches offer one or more weeklong summer camp opportunities. LSGBA encourages all players to participate in these skills development opportunities. Registration information will be posted on the LSGBA website as soon as it is available after each season.

### LSGBA Sponsored Open Gyms

LSGBA has offered structured open gym opportunities. These sessions provide an opportunity for both skills development and scrimmaging.

### Spring/Fall Basketball Teams

MYAS and AAU organizations offer the opportunity for players to play games during the off season. LSGBA does not sponsor or organize offseason teams. Rather, LSGBA passes information about opportunities to members. It is up to families to find a coach, organize a team and schedule their own practices. Upon receipt of payment of the gym space rental, the LSGBA

Facilities Director will schedule gym space for off season teams to practice. Please provide the Facilities Director at least two weeks' notice of your request.

### Photos

If you have photos from the season that you would like to have posted on the website (with permission of the parents of the players featured), please email them to the LSGBA Travel Director.

## Appendix – Coach Guidelines

The following is a list of guidelines that all coaches are expected to follow. It is the goal of LSGBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

- The best way to produce a quality team is with a positive attitude, positive encouragement and positive feedback to players. Please avoid negative criticism of players, parents and officials. Constructive criticism is always necessary for players to improve while negative feedback makes for negative players. Coaches are expected to follow the LSGBA Coach Code of Conduct.
- Do not allow players to criticize each other, coaches or officials. Do not allow profanity, arguments, or negative behaviors to happen. Expect your Lakeville South players to be the best disciplined team. Demand that they dress, walk and talk with class both on and off the court. The most important thing a player will learn is how to be a good person and the value of hard work. This lesson is far more important than wins or losses.
- A successful coach is one that is responsible teacher, leader and organizer. Please take the time to plan your team's strategy and goals, as well as how you approach each interaction with your players and parents.
- A successful coach is one that focuses more on teaching than on winning. They also teach sportsmanship, self-control, self-discipline, game preparation, strategy and respect for self and others. While winning is a goal, these other lessons are more important.
- A successful coach is a good communicator to both players and parents. The expectation is that coaches inform parents about the team's happenings. A good idea is to have a non-coaching parent assigned as the Team Manager to help communicate information to other parents.
- A successful coach is a good role model. Expect that you, your players and parents follow the sportsmanship guidelines.
- A success coach cares for equipment. Each coach is responsible for caring for and returning equipment as soon as possible after the season.
- A successful coach makes each player feel special regardless of their role in the program. Please try to make each athlete feel as if their role is important to the team. Let them know their role and how it fits into the overall team picture.
- A successful coach emphasizes skill development over scrimmaging and game strategy particularly at lower age levels

## Appendix – Player Information and Guidelines

The following is a list of guidelines that all players are expected to follow. It is the goal of LSGBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

- Each player is expected to prepare mentally and physically for each game and practice.
- Players are asked to remain on the team bench at all times during a game. Conversations with non-players and parents should be avoided during the game. The job of all players is to watch the game, learn from watching other players and be engaged during the game so they are prepared when asked to go into a game.
- All players are asked to show respect for other players, including opponents, coaches, parents and officials. Make sure all comments are positive. Players are expected to follow the LSGBA Player Code of Conduct.
- Players are encouraged to ask questions of coaches whenever they do not understand a play, rule or strategy. This will help them develop an understanding for the game. (Be sure to ask questions in a respectful manner and when appropriate--during the game or after the game.)
- Players are expected to be on time for all practices and games. Teams warm up prior to the games. Therefore players must plan to be at the facility early and at the time the coach communicates to the players to be there.
- Players are expected to practice on their own time. Have your parents or a brother or sister help you or call a teammate to work out with you.
- Team commitment is very important. Basketball is a team game and no one player is more important than the rest. Each player has a role and must work to do their job to the best of their ability. Coaches' decisions are based on what's best for the whole team. On and off the court always be a team player. Support your teammates by both word and action.
- A proud team is a hard working team.
- Players should dress for success. No jewelry can be worn when in uniform. Also, uniform jerseys stay tucked in at all times.
- Each player is expected to play to the best of their ability at all times.
- Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the LSGBA Board of Directors,

## Appendix – Parent Information and Guidelines

The following is a list of guidelines that all parents are expected to follow. It is the goal of LSGBA to develop competitive teams that have a high level of class. We ask that you work to create this reputation throughout the season.

- We ask that parents be respectful of the players' schedules for practice and game attendance.
- We ask that parents be prompt in ensuring your child's timely arrival and departure from games and practices.
- All parents are expected to show respect for players, coaches, other parents, including opponents, and officials. Make sure all comments are positive. Parents are expected to follow the LSGBA Parent Code of Conduct, and set the example for their players' conduct.
- Parents are asked to not coach from the sidelines and could be subject to the removal of games by the head coach. It is important that players take direction from the coaching staff.
- Parents must exercise the 24 hour rule (no communication with the coaching staff) should a point of contention arise due to playing time, coaching strategy, etc. immediately following a tournament game.
- It is assumed that there will be a mutual respect between coach and parent. All concerns should be handled in a mature, diplomatic fashion.
- Parents should give coaches patience, particularly at the beginning of the season, as they get to know their players strengths and build team chemistry.
- The board strongly encourages parent involvement. Please ask how you can help build a successful program!