

EASTVIEW BASKETBALL ASSOCIATION (EVBA) Administrative Procedures

I. MISSION

To mold youth into positive and confident athletes by teaching respect, teamwork and competitiveness through the game of basketball.

II. VISION

To inspire our community through the game of basketball while becoming the premier youth non-profit basketball association in Minnesota.

III. REGISTRATION

All registration will be conducted on-line with key deadlines posted each season via the EVAA website (<https://www.evaasports.org/basketballpage>), where a current version of the EVBA Administrative Procedures will also be posted for any parent questions. In addition, the In-House, Boys Traveling and Girls Traveling Directors will conduct informational meetings on an as needed basis to facilitate coach preparation and parent education. Any late registrations would go directly to the In-House, Boys Traveling or Girls Traveling Directors for consideration, approval and assessment of late fees.

IV. ELIGIBILITY

In-House

In-House basketball is open to all K-6th grade boys and girls.

Traveling

Traveling basketball tryouts are open to all 4th-8th grade boys and girls that meet MYAS Travel Team Eligibility Guidelines (<https://www.myas.org/myba-team-composition>), where athletes must try out and compete with the travel association within the community where they attend school or, if they attend a private school, where they reside (either of these would be defined as the athlete's "home" association). For the avoidance of doubt, tryouts are open to candidates who currently, or will, attend Falcon Ridge Middle School, Scott Highlands Middle School, or Blackhawk Middle School (all feed Eastview High School). This includes children whose elementary schools feed the middle schools listed above. In case of an exception to these eligibility guidelines, a MYAS Player Transfer Request Form, found on the MYAS website (www.myas.org) must be completed on an annual basis in coordination with the President and Boys/Girls Traveling Director. EVBA will adhere to MYAS eligibility guidelines regarding the number of transfers eligible to play per team with priority given to any player who played for EVBA the previous year. Lastly, players are only eligible to play at their current grade level; however, players may be asked to move up a grade depending on numbers needed for team formation or comparable skill level. If a player is found not playing at their correct grade level, he or she will be removed immediately from team activities.

V. TRYOUTS AND TEAM FORMATION

In-House Tryouts

In-House basketball will conduct tryouts (where required) to ensure teams are formed as evenly as possible within each grade level. All players who sign up will be placed on a team.

Traveling Tryouts

Tryouts will be conducted for each team that has more than 10 players registering for that grade level. Teams that have less than 8 players registered will not have that team formed unless the parents involved all agree to the formation of that team. In this case, parents must be aware of the time commitment and physical stress that their players will need to endure. Parents or any persons who are not tryout evaluators are not allowed to attend or watch any part of the tryout process. Any parent that is asked and refuses to leave or "not watch" the tryout process will have his/her child disqualified from the tryout process.

Traveling Tryout Evaluators

Tryouts will be conducted by the Eastview High School coaching staff or an independent third party evaluator. Traveling Directors may invite EVBA Board Members to assist in tryouts as observers and facilitators but not as evaluators, and cannot be present in the gym during his/her child's tryouts.

Traveling Tryout Criteria

Tryout Evaluators will conduct a series of drills and scrimmages to assess players across a variety of skills, including but not limited to ball handling, passing, shooting, rebounding, basketball IQ, defense, attitude and commitment. Players will be ranked and placed on a team at a suggested playing level (A, B or C). In addition, the Tryout Evaluators will determine if there is a clear differentiation across players to determine if there will be parity across teams. Tryout Evaluators may also deem a participant not ready for the rigors of travel basketball and recommend an alternative basketball option. Team formations will then be reviewed by Traveling Directors, Vice President and President for appropriateness and, only in rare circumstances, will changes be discussed and made.

Traveling Tryout Attendance

Tryouts will be held during the month of August or September with specific dates posted on the basketball page of the EVAA website. Tryouts will consist of two days and players are required to attend both days. It is highly encouraged that participants attend the entire tryout; however, if a player misses part of a tryout, they do so knowing that it could impact the participant's team placement. Candidates unable to participate in one or more of the tryouts must notify the Boys/Girls Traveling Director prior to tryouts. Those players missing tryouts completely, for reasons other than medical, may still have the ability to make a team if they played in the program the previous season. Players that were not in the program the previous season may be a last priority in team selection. If there are late registrants and positions are still available, there will be a board vote on whether that player will be placed on a team, depending on the circumstances.

Traveling Injury Policy

Candidates who are injured or ill prior to the tryouts and are unable to participate must contact the Boys/Girls Traveling Director prior to tryouts. A doctor's note describing the condition must be provided. Candidates that are injured during the tryout must contact the Boys/Girls Traveling Director and inform him/her of their situation. These candidates may be given consideration for inclusion on a team or simply evaluated on the portion of the tryout completed. A player that misses any part of the tryout for illness/injury will not benefit from their absence. No player that misses an entire tryout will be placed on a team that competes at a higher level than the team they participated on the previous season unless no other option exists.

Example: If a player was on a team that played in C level tournaments the previous season, they cannot be placed on a team that will be playing in majority of tournaments at the B level if a C level team exists.

Example: If a grade only had one team the previous year and in the current year there are enough players trying out to make three teams. An injured player, who misses the entire tryout process, will be placed on a team that will compete at a level similar to the previous season. If needed, the Boys/Girls Traveling Director will determine what level to consider a previous year's team in the event of an injury scenario.

In these situations, the Boys/Girls Traveling Director will make every effort to contact the prior year coaches of these players to gather information on past/current basketball skills, attitude and fit within a team. All information will be given to the evaluators, who will consider this information and make the final decision as to whether to place the injured player(s) on a traveling team, and which team is the most appropriate.

VI. PLAYERS

All players and their parent(s)/guardian(s) in the EVBA program will read, review, and sign the Code of Conduct as part of the registration process. This **Code of Conduct** strongly aligns to the following key principles:

- 1) I will **respect**...
 - ...myself by showing appreciation for my health and never use tobacco, alcohol, or drugs of any kind.
 - ...the uniform by representing my community and taking proper care of it.
 - ...the game by learning and knowing the rules while developing strong fundamentals.
 - ...the referees through positive body language and will always thank them when the game is over.
 - ...my parents by thanking them for their support and maintaining the academic standards they have set for me.
 - ...my teammates by encouraging and challenging them in a positive way.
 - ...my opponents by helping them up, shaking hands after the game and not talking to opposing parents.
 - ...my coaches by listening when they are talking and always maintaining a positive attitude.
- 2) I will show **teamwork**...
 - ...on the court by attending all practices and games unless excused by coach, pass to open teammates, talk on defense and play a role to help my team have a successful season.
 - ...off the court by participating in social gatherings when possible, including all members of the team and developing new friendships.
- 3) I will **compete**...
 - ...by outworking opponents, playing tenacious defense, and always hustling for loose balls.
 - ...by performing well under pressure and never giving up.

Travel Time Commitment

The mission of EVBA Basketball is to mold youth into positive and confident athletes by teaching respect, teamwork, and competitiveness through the game of basketball. This includes making this an enjoyable experience for all - players, parents, and coaches. To accomplish this, players need to be available for practices and tournament play starting with tryouts in August and concluding with the State Tournament in mid-March. Teams practice 2-3 times a week during the season. Practice sessions will be scheduled on any weekday between 4:30pm and 9:30pm and weekends between 8am and 4pm.

Absences

Players are expected to attend all team activities unless their Head Coach has excused them. Excused absences are allowed for Family, Faith, School and/or Health reasons if the parent/player notifies the coach in advance of the missed practice, meeting, or game. Whether or not an absence is excused is at the discretion of the Head Coach for that particular team. Except in extreme cases, a missed practice/game cannot be excused after the fact ("I missed last week's practice because I was sick"). For players with unexcused absences, actions may be taken which may include reduced playing time and removal from the team.

Travel Tournament Play

Each Traveling Basketball team will participate in tournament play during the Traveling season. Although EVBA allows the coaches and parent to determine the number of tournaments that a team may participate in during a season, each team will be signed up for ~9 tournaments including the State Tournament held at the end of the season.

Travel Playing Time

EVBA Basketball will provide a minimum of 8 minutes of playing time to each player in every tournament game. Although this allows for coach's discretion, 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. However, if a player misses a significant amount of practice time (excused or unexcused), a coach may use his/her discretion on limiting playing time below 8 minutes to avoid further detrimental impact to the team.

Player Dismissal

Players who do not adhere to the **Code of Conduct**, stated in section IV, can be removed from a team and the program. Only a head coach has the authority to recommend the removal of a player from a team. The head coach must submit a documentation to the In-House or Traveling Director stating the name of the player being removed and the reasons for the recommended removal. The In-House or Traveling Director, in conjunction with the Board, may override, deny, approve, or postpone the recommended removal. Prior a decision on the recommended removal, the President will give the player and the players' parent(s) a chance to respond to the removal request.

VII. FEES

In-House

Registration fees for participating in in-house basketball range between **\$60 to \$150** dependent upon grade level and session length (\$15 late fee applied if registration occurs after deadline)

- Covers gym time, uniforms, skills training and year end tournament (if applicable)

Traveling

Registration fees for participating in traveling basketball is either **\$595/\$495 depending on if a uniform will be needed**. Payment options will be detailed online when registration goes live. There is a **\$40 late fee** that is applied if registration occurs after the stated deadline. Additional information about the players participation fees are as follows:

- \$50 is non-refundable tryout fee
- Covers gym time, practice jersey, and training sessions
- Game Uniforms are part of this fee; however, there is a separate ordering process that will require parent/guardian to order the uniform. Game Uniforms will be used from year to year and do not need to be ordered for the player each year.
- Includes ~9 tournaments throughout the season
- Additional Volunteer Fee of \$300/player with a \$500/family limit: payment is only processed if volunteer credits are not fulfilled (commonly referred to as "DIBS") for time spent working at EVBA hosted traveling tournaments

The refund policy is as follows:

- Any player who is not placed on a team will receive a full refund; however, those who are in grades 4-6 will receive a \$50 credit to be used for the in-house program
- Any player placed on a team who does not remain on that team (i.e. chooses not to participate after teams are formed) will not be eligible for a refund
- If the season ends prematurely due to factors outside the control of EVBA (i.e. pandemic), a prorated refund will be given based on the number of tournaments remaining
- If a player is injured and unavailable to participate for more than 60% of tournaments and practices, they may be eligible for a pro-rated refund based on the Board's discretion.
- Any player who is placed on a team and is subsequently removed from that team due to Code of Conduct violations will not be eligible for any refund
- Any player who is placed on a team and subsequently quits will not be eligible for any refund
- All other situations involving refunds will be handled by the EVBA Board

*Limited need-based scholarships are available via EVAA for in-house and traveling registration fees; however, traveling tournament fees are not eligible for scholarship funding and are the responsibility of the athlete's family or additional fundraising efforts to cover the incremental fees. Any transfer players will not be eligible for financial aid.

VIII. COACHES

Any individual who wishes to coach for an upcoming season must fill out a Criminal Background Review permission form in addition to completing concussion training and submitted to the applicable In-House or Boys/Girls Traveling Director.

In-House

The In-House Director will work to select coaches based on past program success, previous coaching experience and/or eagerness to help all players enjoy the game. All of these coaches will be a volunteer parent of one of the players on the team.

Traveling

The Boys/Girls Traveling Director will work to select coaches that best fit the mission and vision of EVBA. Typically, all coaches are volunteer parents of players on the team; however, EVBA will provide non-parent paid coaches for 8th grade. If EVBA cannot find a paid coach for an 8th grade team, a parent can be named Head Coach if he or she receives support from the majority of the remaining parents. Regarding paid coaches for 7th grade and below, a team's parents can vote to interview, hire, and pay for a Head Coach after team formation if there is not a qualified parent volunteer coach. The EVBA Board is not required to find that team a volunteer or paid coach, but they can be relied upon to provide guidance to help the process along.

In cases where there is only one parent willing to volunteer as Head Coach a formal process is not required. However, if it is determined the volunteer parent is not a good fit via majority vote by the team's parents, the Traveling Director should be notified, and the team's parents will be responsible for finding another Head Coach.

If more than one parent decides that they would like to be Head Coach post team formation, each parent will need to submit a formal application. The Boys/Girls Traveling Director will then conduct an initial discussion with each candidate and have the candidates' meet each other to discuss their coaching philosophies. If more than one candidate remains after that discussion, an interview process will take place and the candidate considered most qualified will be selected by the Coach Review Committee comprised of three current or former Board members/coaches to limit conflicts with coaching candidates. The Committee will review applications, interview applicants and rank candidates from highest to lowest. The Boys/Girls Traveling Directors will review Committee recommendations and notify each applicant on whether they were selected as Head Coach. All Head Coaches are responsible for selecting a maximum of two Assistant Coaches for the season.

Coaches will be expected to adhere to the EVBA Administrative Procedures and sign the Coaches Code of Conduct. While it is important that a traveling team coach have expertise in the sport, it is more important for the coach to align to EVBA's mission and vision. Coaches are expected not only to coach their assigned team but act in a way that will benefit and reflect positively on all EVBA teams.

Each appointed coach will be provided with opportunities to attend coaching meetings and/or clinics throughout the year. Each coach will be required to conduct a pre-season meeting with his/her team's respective players and parents and be available for further communication during the year. Parents are expected to respect the Coach's basketball game management decisions and follow EVBA Player and Parent Code of Conduct and Association Rules (e.g. no discussions until 24 hours after the issue in question) for any conflicts that arise during the year.

Every Head Coach will provide every player a mid-year and year-end evaluation (verbal or written) outlining the player's areas they need to continue developing as well as their strengths. In addition, all coaches shall jointly submit a year-end evaluation form to the Program Director.

Up to three coaches will receive credit for Eastview gear and **2 volunteer credit** for their work throughout the season.

Coach Dismissal

If an appointed coach does not have the best interests of all members of a team in mind, the coach may be removed. If a majority of the team's parents determine that the coach is a damaging influence on the team, the EVBA Board may remove the coach at any time during the season. Prior to the removal of a coach, a meeting of that team's parents, coach, appropriate In-House or Traveling Director and President or Vice President must be held. If the removal of a coach occurs, this action will also be reported to the EVAA Board of Directors within 48 hours of its occurrence.

Sportsmanship

It is the responsibility of the coach and assistant coaches to act as a representative of EVBA, the community and their team. For this reason, Sportsmanship is of the utmost importance. The Board realizes that situations occur during a game, where a referee may reprimand a coach via technical foul. If this occurs, it is the responsibility of the coach and or assistant to act responsible during these situations. If a coach or assistant is removed from a game for two technical fouls, the coach or assistant will not be allowed to coach the next scheduled game. In addition, the In-House or Traveling Director should be notified and will review with possible actions being taken. If a second game removal occurs, the EVBA Board will review the situation for appropriate action, up to and including removal of the coach or assistant. If a Parent is reprimanded during a game by a referee via technical foul, that parent will remove himself or herself from the gym and will not be allowed to attend the next scheduled game.

IX. TRAVELING TEAM MANAGER

Each Traveling Basketball team is expected to provide the name of one parent who will act as the Team Manager. That parent will be a communication link between the coaches, parents and players and is responsible for informing all of upcoming events and will utilize team management applications (e.g. TeamSnap, Sports Engine) to assist. In addition, this critical role ensures that all non-basketball instruction related activities run smoothly. Some of the events that the Team Manager will communicate to the team would be: practice/game locations, picture day, tournament information, participation at EVHS varsity basketball games, tournament sign-up assignments and distribution, or other special events. Other responsibilities include administrative work for the coach, uniform collection at end of year, refilling first-aid kit (as needed) by contacting Equipment Coordinator, organizing out of town arrangements, and organizing social events for team and/or parents. Team Managers will receive **1 volunteer credit** for serving this critical role.

X. TRAVELING TOURNAMENT VOLUNTEER HOURS

The EVBA hosts 2 - 3 traveling tournaments during the season, which serve as important fundraisers that benefit the entire program. Each family of a traveling player is **required** to volunteer ~6 hours (2 credits) at these tournaments as part of the basketball fee. Families with multiple players in the traveling program will be required to complete 2 credits per player, with a maximum of 6 credits. Each volunteer credit will have a sign-in form that must be completed in order to receive credit. Based on the number of volunteer opportunities available, the board may modify the hours required to fulfill a credit to ensure each tournament runs smoothly. A volunteer deposit, per player, must be provided to EVBA in order to ensure family commitment. If required tournament work is completed, the payment will be not be processed. Failure to complete ALL required work will result in the payment being processed.

XI. PROGRAM EVALUATIONS

Each family will be provided the opportunity to complete a post-season program survey. Each family is expected to complete the evaluation form and provide his or her honest and constructive input. This feedback will then be reviewed by the Board and is critical for making improvements to the program.

XII. BOARD GOVERNANCE

The EVBA Board works in partnership with the Eastview Athletic Association (EVAA) and administration and philosophy required to drive the mission and vision. In order to be successful, EVBA requires positive and engaged parents to serve as Board members over the entire year. Ideally, all positions are **three-year terms** with an equal mix of parents from both the boys and girls' programs and expire on a staggered basis; however, terms may be longer or shorter based on the needs of the program. The Board shall meet no less than 10 times a year on the 2nd Monday of every month from 7:30-8:30pm with at least 5 voting members present to constitute a quorum. Meetings will be scheduled and adjusted as appropriate. Given the importance of engagement and attendance by Board members, 4 out of 12 absences may result in a request for resignation of a Board Member. The Board will have the following 24 positions:

- President*
- Vice President*
- Treasurer*
- Fundraising Director*
- In-House Director*
- Assistant In-House Director
- Boys Traveling Director*
- Assistant Boys Traveling Director
- Girls Traveling Director*
- Assistant Girls Traveling Director
- Boys Tournament Director*
- Assistant Boys Tournament Director

- Girls Tournament Director*
- Assistant Girls Tournament Director
- Player Development Coordinator
- Coach Development Coordinator
- Registration / Apparel Coordinator
- Web Coordinator
- Social Media Coordinator
- Equipment Coordinator
- Volunteer Coordinator
- Facilities Coordinator
- Tournament Concessions Coordinator
- Eastview High School Liaison

*9 positions noted above with an asterisk are voting positions. If a voting position is shared between two individuals, they will share one vote.

All Board positions are volunteer and non-paid; however, each Board member will receive credit for Eastview gear, 2 **volunteer credit**, and a sense of pride in building a premier program. If you are interested in participating on the EVBA Board, please reach out to the residing President to explain which roles may be of interest. Positions descriptions are provided in the next section.

Budgeting

The Treasurer will work with the Board members to create budgets for i) In-House, ii) Boys Traveling, iii) Girls Traveling, iv) Boys Tournament, v) Girls Tournament and vi) Fundraising, which rolls up to one EVBA budget. Each area will be accountable for keeping within the approved budget. All expenses must be submitted to the Treasurer for review and processing in collaboration with EVAA Treasurer.

Dismissals

Any Board member, coach or EVBA representative may be removed from the EVBA Program for failing to carry out expected duties or conduct detrimental to EVBA. In order for the removal process to commence, a written complaint must be presented to the EVBA Board. The complaint will be reviewed and investigated by the President, Vice President and Treasurer. If sufficient justification exists, a hearing before the full Board will be held with a majority vote among voting members required for the dismissal to occur.

XIII. BOARD JOB DESCRIPTIONS

The position descriptions below provide current responsibilities for each Board position. However, all incumbent Board members are required to maintain detailed position descriptions/duties, written information and materials essential for use in transition of their position to the succeeding Board member. Additional Board members will be added in order to shadow current Board member to ensure smooth transition of responsibilities, if filling a Board position upon completion of his/her term.

President

- Set direction and supervise all aspects of the basketball program
- Maintain Board governance - facilitate regular cadence of monthly Board meetings (agenda topics, approvals, and follow-ups), revise Administrative Procedures annually for Board approval, and ensure administrative procedures are followed
- Serve as community liaison - participate/vote in EVAA Board meetings (or send delegate), engage with high school coaches, Eastview's Athletic Director, Community Education
- Serve as MYAS liaison - review all eligible traveling players based on school, communicate/provide transfer forms, interact with neighboring associations to secure transfers
- Assist all Board Members with major activities - tryout supervision, fundraising, tournaments, etc.
- Recruit new Board Members - identify key individuals that would positively contribute to the program's success
- Conduct annual traveling parent meeting alongside Vice President, Boys Traveling Director and Girls Traveling Director
- Work with Treasurer to present annual budget to EVAA
- *Time commitment: 8-10 hours monthly, prep for Board meetings, Board meetings, additional assistance to Board members as needed*

Vice President

- Assists President in duties as needed
- Assists and participates in the interview process for the coaches applying for their respective program
- Supports Girls and Boys Traveling Directors and the In-House Director with Player situations involving COVID
- Responsible for acquiring background checks for coaches and Board members
- Compiles and distributes survey result themes to the Board
- *Time commitment: Monthly Board meetings in addition to any assistance to the Board members as needed*

Treasurer

- Works with EVAA Treasurer and other accountants to maintain accurate financial statements
- Processes and ensures payment of all basketball related bills
- Obtains and counts petty cash for tournament concessions and admissions, if applicable
- Ensures collection of all in-house and traveling fees
- Collects money for unfulfilled volunteer hours and uniform deposits
- Facilitate payment of paid coaches and make sure they are paid on time per agreements
- Set budget for EVBA and present to EVAA Board
- Ensures payments for boys and girls tournament fees
- *Time commitment: Monthly Board meetings in addition to 1-2 hours weekly during the season*

Fundraising Director

- Leads all EVBA's various fundraising efforts including securing venue, date, logistics, etc.
- Conducts fundraising and sponsorship activities to support tournament and efforts
- Serves as primary liaison with local businesses and the Eastview community to promote program and collect donations
- Creates and distributes all print materials needed for fundraising events
- Communicates at the parent meetings and set expectations for assistance needed
- *Time commitment: ~10 hours a week from April to July, hours increase August through October*

In-House Director

- Prepares and manages budget for in-house basketball
- Sets registration process
- Coordinates coach selection, team formation, background checks and concussion training
- Secures facilities and point of contact for facility operators
- Schedules practices, games, coaches meeting and picture day
- Maintains and communicates rulebooks for the program
- Coordinates purchasing of equipment for the program, including basketball, jerseys, awards, coach's shirts and other required equipment
- Coordinates distribution and return of the coach's equipment and manages inventory accordingly
- Names a referee captain who will handle scheduling
- Notifies parents of off-season opportunities to in-house players (summer camps, open gyms, etc.)
- Distributes end of season survey if different than Traveling
- *Time commitment: ~10 hours/week during September, October, and December*

Assistant In-House Director

- Assists In-House Director in all duties as needed
- *Time commitment: TBD*

Boys and Girls Traveling Directors

- Responsible for overseeing the activities for their respective programs
- Update coaches, team managers, and parents with any needed information (first point of contact/escalation)
- Participate in the selection process for paid and volunteer parent coaches applying for their respective program
- Setup tryouts including evaluators, gym times, dates/times
- Set up schedule with required number of tournaments, identify dates and locations for all teams to participate
- Submit tournament registrations for all teams for each tournament
- Hold parents meetings at tryouts, explaining to them what the season specifics
- Ensure fair practices are maintained during the selection of the players and volunteer coaches for teams
- Notify parents when teams are selected via website
- Assist with parent coach recruitment and selection
- Request checks from Treasurer for tournament registrations
- Plan for, schedule and communicate tournament information for their respective teams
- Coordinate tournament registrations with Tournament Director in order to facilitate reciprocity with teams attending EVBA tournaments
- Book hotels for teams with out of town tournaments
- Responsible to ensure players, parents and coaches are following EVBA Code of Conduct
- Select paid coaches and make sure they are paid based on their coaching agreement
- Inform coaches/parents for State Tournament information and coaches for seeding meetings
- Provide coaches information for fall 5v5 or 3v3 as soon as teams are set
- Sets up EVAA Player Nights at EVHS Varsity games; coordinates with Player Development Coordinator on shot club awards night
- Coordinate with Coaching Development Coordinator to provide materials to coaches

- Attend monthly board meetings
- *Time commitment: Preseason (April-July) ~6 hrs/week; Tryouts/Team formation (August-Sept) ~6-10hrs/week; in season (October-March) ~3hr/week*

Assistant Boys/Girls Traveling Directors

- Assists Boys/Girls Traveling Directors in all duties as needed
- *Time commitment: TBD*

Boys and Girls Tournament Directors

- Will oversee the Eastview Boys/Girls Tournament
- Develops relationships with area Tournament Directors to create reciprocity for tournament schedule
- Markets tournament to other basketball associations to fill tournament with remainder of teams
- Coordinate with Board members to update tournament information on EVAA website
- Coordinates all aspects of the tournament, including but not limited to concessions, parent volunteer scheduling, trophies, bracket creation, tournament program creation, team entries, officials, sponsorships and administration
- Communicates, coordinates with and secures training/medical staff, referee staff, gymnasium facilities, Tourneyville, MYAS, City of Apple Valley, trophies/awards, food and city/gym licenses for tournament
- Communicates tournament details and logistics to parents, coaches, managers and visiting teams
- Provides overall leadership and issue management throughout the tournament weekend
- Coordinates tournament details with other board positions: Volunteer Coordinator, Concessions, Boys/Girls Traveling Directors
- *Time commitment: TBD*

Assistant Boys/Girls Tournament Directors

- Assists Boys/Girls Tournament Directors in all duties as needed
- *Time commitment: TBD*

Player Development Coordinator

- Coordinates player development opportunities with Boys and Girls Traveling Directors
- Runs summer shot club program
- Sets up September player development sessions including booking gym time, finding instructors and communicating to parents through the Travel Program Directors
- Coordinates shot club awards night with Travel Program directors
- Seeks input from a variety of sources on skills development strategies
- Coordinates any additional player clinics
- Manages online player development resources and improvement strategies
- *Time commitment: 1-2 hours a month for the first few months, as needed thereafter*

Coach Development Coordinator

- Coordinates coach development opportunities
- Coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches
- Participates in the coach interview process
- Provides coaching tools for all coaches by grade level with extra emphasis on training new coaches
- Coordinates and leads coaches clinics
- *Time commitment: TBD*

Registration / Apparel Coordinator

- Oversees distribution of an 'End of Season' survey, subject to approval by the Board
- Creates and monitors registrations for tournaments and players
- Produces reports for board members
- Contributes to the design and selection of logos, selection of apparel, layout of online web store and open/close dates for ordering
- Contributes to the creation and selection of season shooting shirt
- Orders coaches/Board apparel and oversees the sale or giveaway of unclaimed, unwanted or donated apparel
- Receives, sorts and distributes all logo wear
- Orders samples that are received in time for tryouts (shooting shirts) and parent meetings
- Attends both boys and girls try outs with samples of apparel, uniforms, and shooting shirts
- Distributes uniforms to team managers or coaches
- Identifies an apparel supplier each year
- *Time commitment: TBD*

Web Coordinator

- Works with Directors to maintain website to keep information current

- Maintains current Board member contact information
- Oversees and manages content added to website, including updating program news, calendar, events, tournament and team info as well as sponsor information
- Oversees distribution of an 'End of Season' survey, subject to approval by the Board
- Posts minutes on EVBA website for public consumption
- *Time commitment: 2 hours a week for the whole year*

Social Media Coordinator

- Manages Twitter, Facebook and Instagram social media accounts
- Develops programs to increase community awareness of EVBA basketball
- *Time commitment: 1 hour per week for the whole year*

Equipment Coordinator

- Purchases, issues, and collects equipment, and miscellaneous supplies
- Replaces, maintains, stores, and inventories all program equipment (offsite storage)
- Ensures everyone understands how to properly use, care and return equipment
- Clears out unused/retired apparel by sale or giveaway at parent meetings or tryouts
- Distributes equipment to coaches
- Works with Boys and Girls Traveling Directors to stay within annual budget guidelines
- *Time commitment: 1-2 hours a month for the first few months, as needed thereafter*

Volunteer Coordinator

- Coordinates volunteer DIBS positions for both the boys and girls tournaments
- Creates all volunteer position descriptions
- Puts together bins for all tournament locations; which includes, money bins, sign-in sheets, position responsibilities, score sheets, etc
- Reconciles all DIBS hours after tournaments are complete
- *Time commitment: ~10 hours a week leading up to both the boy's traveling tournament (November) and girl's traveling tournament (January). Plus an additional 5 hours after each tournament reconciling volunteer hours.*

Facilities Coordinator

- Manages the scheduling of facilities for all events, such as practice-times and Traveling Tournaments
- Distributes allocated gym time evenly among the boys and girls teams
- Prepares and distributes a schedule of assigned practice times for each grade level
- Manages and communicates the cancellation of facility use to avoid unnecessary charges
- Ensures facility use is managed within the budget
- *Time commitment: 4-5 hours per week during the season*

Tournament Concessions Coordinator

- Work with Boys and Girls Tournament directors on specifics
- Determine concession strategy for each location
- Limit number of volunteers required to work the events
- Contacts all volunteers to let them know their duties
- Collects and reorganizes everything at the end of the weekend
- *Time commitment: ~3 hours per week for three weeks prior to tournament; required to be available for both days on 2 tournament weekends*

Eastview High School Liaison

- Maintains connection between high school teams and youth programs
- *Time commitment: Participate in monthly Board meetings*

XIV. MISCELLANEOUS

- A. **Blood Policy:** A player or coach who is bleeding or who has an open wound shall be prohibited from participating in the game until appropriate treatment has been administered. If medical care or treatment cannot be administered in a reasonable amount of time, the individual will have to leave the game. (The length of time considered reasonable shall be in the referee's judgment.) Once the bleeding has been stopped, the player or coach may reenter the game. If there is a substantial amount of blood on the uniform, it must be changed before that individual may participate.
- B. **Drug and Alcohol Policy:** No alcohol or drugs are allowed on school property or city parks. EVBA believes that all players/coaches participating in youth activities should refrain from the use of alcohol or any controlled substance.
 - a. It shall be a violation of this policy for a player/coach while participating in an EVBA youth activity to use or consume a beverage containing alcohol or, have in possession, buy, sell, or give away any controlled substance.

- b. Once a violation has been brought to the President's attention and a decision has been made, the player/coach will be informed of his/her ineligibility by a written letter from the President.
 - i. First Violation: Upon notification by the Directors, the player/coach shall lose eligibility for the next two consecutive games or two weeks of a sport season in which the player/coach is participating, whichever is greater. No exception is permitted.
 - ii. Second Violation: The player/coach shall lose eligibility for that season. No exception is permitted.
 - iii. Accumulative Penalties: Penalties shall be accumulative beginning with and continuing throughout the player's/coach's participation in the organization.
- C. Tobacco Policy
 - a. No tobacco is allowed on school property or city parks.
 - b. EVBA does not condone the use of tobacco by players under the legal tobacco age.
 - c. It shall be a violation of this policy for a player participating in EVBA to use tobacco.
 - d. Once a violation has been brought to the President's attention, the player will be informed of his/her ineligibility.
 - e. Ineligibilities will be the same as for the Drug and Alcohol Policy.
- D. Equipment Abuse
 - a. Under no circumstances will the abuse of equipment and/or uniforms be tolerated. Referees and coaches are instructed that each instance of equipment and/or uniform abuse will result in that player sitting on the bench for the remainder of the game. At the referee or coach's discretion, one warning may be given.
 - b. If the abuse of the equipment and/or uniforms results in any damage to the equipment and/or uniform, that player and his/her parents will be held responsible for reimbursing the current cost of replacement. Players may be suspended from participation until reimbursement is made.

In addition, EVAA's website (www.eastview-evaa.org) provides additional general policies relating to all EVAA programs. Please refer to that document for a more general discussion of EVAA program policies.