



Centennial Basketball Association

Traveling Handbook for Coaches, Parents & Players

Published on 4/7/2022

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

What is the CBA?

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

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

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

The CBA hopes the community benefits from this program by:

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

CBA Board of Directors

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

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

Fall Registration

Registration for winter traveling basketball is available online for several weeks each August and September at www.centennialbball.org. The regular season generally runs from October until early March. Teams typically are registered for 9 tournaments by the CBA. This is subject to change and may also differ for certain grades or if a team has a paid coach. Tournament selection is often in large part driven by reciprocity with other organizations. Coaches generally do not have input in tournament selection and are expected to play in the assigned tournaments. A CBA team may register for additional tournaments at the teams' expense as long as they do not conflict with any tournaments that the team has been registered for by the CBA. No officer, director, or coach is permitted to independently select or form a team for competition during the winter season. Team formation is exclusively a result of the tryout process that takes place in early September. The winter season concludes in early March, typically with the MYAS state tournament.

- All participants must be registered on an official registration form through the online registration process provided by the CBA. Refer to registration information on the CBA web site.
- Registration forms **MUST** be signed (electronically) by a parent/legal guardian as a waiver of liability of injury against the CBA prior to tryouts or participation.
- The CBA is a nonprofit organization. Fees that are paid to participate in traveling basketball are used to support the program. Costs to support a traveling team include tournament registrations, gym fees for practice, equipment, insurance, and other miscellaneous expenses. These fees would be significantly more without the CBA tournaments. Profits from these tournaments are used to reduce player fees. Due to this, it is required that a parent work the designated number of shifts for each child participating in the traveling program. If you choose not to work, an additional fee will be charged.
- Accident insurance is included in the registration fees.
- Registrations accepted after the last scheduled date are subject to a late penalty in addition to the normal fee.
- People moving into the Centennial School District after the close of registration will be handled on a case-by-case basis.
- Any person who knowingly registers under an assumed name, gives an incorrect age or school, may become ineligible.
- Any player who wishes to play for a CBA team but does not attend a Centennial school or live in the Centennial School District, must file a petition to the Board of Directors. The Board of Directors must approve the petition before the player is eligible (per MYAS rules).
- Any player residing in the Centennial School District or attending Centennial schools who wishes to not play with the CBA and wants to play for another team during the winter season, will need to seek a written release from the CBA (per MYAS rules). The CBA will apply MYAS waiver rules and evaluate those requests on a case-by-case basis

Tryouts and Team Selection

Traveling basketball is a competitive program and requires a significant commitment from the players. It is the intent of the CBA to evaluate each player trying out for a CBA traveling team as fairly as possible. Tryouts are conducted by member(s) of the Centennial High School varsity staff, current and former member(s) of the CBA Board, and may include current or former CBA Coaches at the discretion of the applicable Travel Director. CBA evaluators may not evaluate a specific session if they have a conflict of interest.

Tryouts generally consist of skills and scrimmaging opportunities. Decisions on team placement are based on performance in the tryout, sportsmanship / attitude, previous knowledge of the player, coach evaluations from the previous season, number of participants and team balance.

- Players are expected to attend all days of tryouts. If an issue arises, the Traveling Director must be notified ahead of tryouts.
- Players who are injured at the time of the tryouts or move into the district after tryouts, will be handled on a case-by-case basis. The previous year's coach evaluation may be factored into the situation.
- The goal is not to cut players. However, this may not be possible due to the number of players in a grade level. Any candidate not selected for a traveling team will automatically be placed on an In-House team or receive a full refund if requested.
- It is preferable that an "A" level team be comprised of 9 or 8 players. Any level team may have fewer than 10 players based on the Traveling Director's determination. Generally traveling teams will have no more than 10 players and no fewer than 8.
- The number of teams created in any grade level will be based on the number of players trying out, with no more than 3 teams per grade level.
- Discussion time for evaluators is built into the process and all evaluators will have a voice. The Varsity Head Coach and CBA Traveling Director will agree on the final make up of all teams and sign the final roster sheet. In the case of a disagreement, the Varsity Head Coach and Traveling Director will meet with the CBA Executive Committee. The Executive Committee will make the ultimate decision based on adherence to CBA philosophy.

Coach Selection

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

- If there are multiple applications for the same coaching position and the Traveling Director is not able to determine a head coach based off registrations and communications with the candidates, a "Coaches Selection Committee" will interview the coaching candidates. This committee will be

headed by the applicable Travel Director and generally will include members of the executive board.

- Registration as an assistant coach does not guaranty the applicant will be placed as an assistant coach. Assistant coaches are selected mutually by the head coach and the Traveling Director.
- The CBA may at times retain paid coaches. This generally occurs at the 8th grade A & B level but may also occur at other levels in certain circumstances as determined by the Executive Board and applicable Traveling Director. Every attempt will be made to hire qualified individuals with considerable basketball experience.

Traveling Playing Time Guidelines

The goal is to develop all players and coaches are encouraged to allow every player an opportunity to start and finish games. Coaches are generally expected to play all traveling players in 5th through 8th grade a minimum of 40% of total time for each tournament. In 4th grade and younger, playing time for each tournament should be equal. Absent injury, suspension or specific discipline, such as because of a technical, no player should sit out for an entire half.

Playing time is not guaranteed! Coaches have discretion to impact playing time because of factors such as: attitude, coachability, sportsmanship, team play, attendance and effort at practice or games.

Practices

Traveling teams practice up to 2 times per week during the regular season. Practice schedules will be posted on the CBA website. To have a successful team, practice is essential, and therefore it is important that healthy players attend all practices. Traveling players are expected to be committed to their traveling basketball team.

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

Eligibility, Discipline and Suspension

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

A coach may also discipline any player who:

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

The Suspension Process is as follows:

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

Grievances

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

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

Shooters & Dribblers Club

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

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

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

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

Summer Cougar Camp

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

Fundraising

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

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

Special Funding Requests

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

- Expenditures from the varsity accounts are at the varsity coaches' discretion.

CBA Web Site

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

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