



A division of the Anoka Ramsey Athletic Association

Basketball Handbook

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Program Philosophy

Mission

Our Mission is to provide the Anoka and Ramsey area youth the opportunity to grow with confidence, accountability, and integrity within our community. This opportunity will help them learn how to lead productive and successful lives through the game of basketball.

Vision

We achieve the Mission through the following mainstays of our association:

1. Life Lessons: The players learn life lessons through experiences playing in practices and games, and through off-court activities. These lessons create strong individuals and team players for the rest of their lives.
2. Having fun while working hard: The players learn the value of working hard and having fun while doing so. They learn that the fun comes not only from achieving success, but from creating relationships while striving towards a collective goal.
3. Competition: The program will be competitive in all aspects, teaching players to always give their best effort, regardless of the circumstances. Players compete with integrity, sportsmanship, and persistence in our practices and games when representing Anoka Ramsey Athletic Association (ARAA) Basketball.
4. Qualified Coaches: Our program provides kids with qualified and trusted coaches. We support the coaches with training and education to ensure a safe, efficient, and effective basketball program for our players.

Foundation

ARAA basketball is based on two foundational aspects:

1. Provide basketball opportunities for all youth in the Anoka Ramsey community to participate in different levels of commitment and competition in grades K-12.
2. Maintain strong financial standing to support and enable the Mission and Vision of our program.

Handbook Changes

Proposed changes should be submitted in writing to the Secretary for addition to the Board agenda. The title page of the Handbook will give the most recent revision date. The proposed change(s) shall be discussed, and appropriate action taken, a majority vote is required by eligible voting members present at the meeting.

Website-Social Media

ARAA basketball maintains a website page at www.arsports.org and a social media presence through various platforms. Contact information for Basketball Board members can be found on the Board web page. Basketball registration information, upcoming events and team information is accessible on the website and posted on our social media sites. The website is considered the primary method of communication regarding the basketball program.

SportsEngine

ARAA basketball uses an electronic registration system called SportsEngine. SportsEngine stores your information for easy registration of any ARAA sport. Please remember to keep your username and password information as we cannot retrieve your password for you. Using an email address that you check regularly will help keep you informed of any basketball related information in a timely manner.

Registration

Registration and payments are processed through SportsEngine and are accessible via the website.

Eligibility

1. Eligibility for a player is determined by the public school they attend (or districted to attend if home schooled or attending a private school). Players who attend school in the Anoka High School boundaries (as determined by the Anoka-Hennepin School District) are automatically eligible to play for ARAA basketball.
2. Players not in the boundaries of Anoka High School will only be allowed to participate under the following conditions:

- i. Waivers/transfers of exemption/release must be signed by the organization that the player would have played for.
 - ii. Approval by the Basketball Board accepting the player.
3. Once a player has transferred into the ARAA basketball program, the Board will continue to allow that transfer thereafter unless unusual circumstances would prevent approval.
4. The Board must review and approve any Minnesota Youth Athletic Services (MYAS) release form for any players living within the geographic area of Anoka High School but wanting to play with a different association.

Waivers

ARAA complies with all MYAS league rules regarding player eligibility. Basketball is based on Grade Level in school. If a player is older or younger than grade level, a request needs to be made to the Commissioner in writing prior to tryouts or assessments.

Fees

The ARAA basketball program is a non-profit organization. All registration fees that are paid are used to cover tournament fees, gym fees for practice, equipment, insurance, and other miscellaneous expenses. A player will not be eligible to practice or play any games until fees have been paid or arrangements have been made with the Commissioner and Treasurer for payment.

Past Due Accounts

If there is an outstanding balance on your basketball account, please contact the Treasurer to make payment arrangements. Outstanding balances include unpaid registration fees, unpaid fundraiser buyouts and unpaid volunteer buyouts. If you have an outstanding balance from a previous basketball season, registration may be completed and payment for the current season will be accepted. However, the player will not be placed on a team until the past due balance is paid. If the past due balance is not paid at the start of the season, the payment received for the current season will be applied to the past due balance. Any remaining funds will be returned to the registrant and the child will not be placed on a team.

You may not register for other ARAA sports if you have an outstanding balance with ARAA basketball.

Financial Aid/Grant in Aid

Grant in Aid (GIA) funds are donated by our community and are used to help families pay for registration fees. GIA also helps support athletes who have lost a parent, sibling, or are in foster care. Please visit the registration page at www.arsports.org and fill out the GIA application. After you submit the required paperwork, your application will be reviewed and approved by the Player Scholarship Coordinator (please allow 7-10 days for processing). Please complete your GIA application *before* registering for the basketball season - you will receive an email from the Player Scholarship Coordinator with registration information.

Recipients of GIA will be asked to provide an additional four volunteer hours in lieu of registration fees in addition to the volunteer hours basketball requires.

Refunds

All requests for refunds must be made in writing and directed to the Commissioner and Treasurer. All refunds will be assessed a \$15.00 processing fee. No refunds will be given once the season has started. Refunds for injuries occurring after the season starts may be allowed. In order to be entitled to partial refund for injuries, the injuries must be reported to the Commissioner in writing, indicating the extent of the player's injury, and that they will not be able to participate in that sport for the remainder of the season. Contacting your player's coach will not be accepted as suitable notification.

Season Requirements

Equipment

- ARAA-approved basketball uniforms for games.
- Non-slip basketball shoes for practices and games.
- Players must supply their own basketball for use during practice.

Grades	Ball Size-Boys	Ball Size-Girls
K-2	27.5	27.5
3-4	27.5	27.5

5-6	28.5	28.5
7-8	29.5	28.5

Fundraising-Travel Program

All Travel basketball players are required to participate in our yearly fundraiser or choose to buy-out of the fundraiser. House and K-1 players are exempt from fundraising.

Volunteer (DIBS) Requirement-Travel Program

Four (4) hours of volunteer time (DIBS) per registered player, maximum of 8 hours per family per season; Or pay a \$500 volunteer buyout option at registration for each registered player.

For players using GIA, 4 hours of volunteer time (DIBS) per registered player with an additional 4 hours volunteer requirement in lieu of registration fees is required.

- Traveling basketball players are required to have a family member fulfill this requirement.
- Volunteer opportunities are posted on the ARAA basketball website under the DIBS section.
- Only opportunities listed on the DIBS site will count towards the volunteer requirements (time clock and/or score book assistance during games does not count).

Head Coaches, Assistant Coaches and Team Parents are exempt from the volunteer requirements. Basketball Board members are exempt from the volunteer requirements.

There is no volunteer requirement for the K-1 or House basketball programs.

Program Information

Traveling

The Travel program requires a larger time commitment from both players and parent/guardians. The focus is on player growth and development, competitive basketball opportunities and having fun. Players must try out for a position on a Traveling team.

Players that miss tryouts and fail to attend any make-up sessions, are not guaranteed a position on a team. Tryouts are held every September.

Tryouts

Travel tryouts are held for all players in grades 3-8. Tryouts are conducted by independent evaluators selected by the Basketball Board. Head Coaches may be present at tryouts, but do not take part in the evaluations. Parents are not allowed in the gym during tryouts and Board members are not allowed in the gym when their child is participating in tryouts.

Tryout process guidelines:

- a) Evaluators with children in the tryouts will recuse themselves for that grade level to avoid any conflict of interest.
- b) Each evaluator is given specific area(s) of focus and submits scores based on player performance and behavior.
- c) Evaluation areas of focus

Core Basketball Skills:

- I. Shooting (range, technique and consistency)
- II. Dribbling (ball handling, control and movement)
- III. Passing (accuracy, decision making and types of passes)
- IV. Rebounding (positioning and effort)
- V. Defense (footwork, positioning, ability to guard and help defense)

Additional factors:

- VI. Athleticism/Conditioning (agility, speed and jumping)
- VII. Court awareness (ability to read game and understanding positioning)
- VIII. Teamwork (willingness to pass, communicate and work with team)
- IX. Mental Fortitude (ability to handle pressure, overcome mistakes and stay focused)
- X. Respect (fair play, follows rules and treats others with courtesy)

d) Each player receives a cumulative score after tryouts which is used to determine Travel teams (scores are maintained by the Basketball Board and not shared with the player or parent/guardians).

Team Creation/Rosters

ARAA Basketball defines its basketball divisions (A, B, and C) to reflect different levels of competition. These are general classifications, set by MYAS, for community-based traveling teams, with A being the most competitive and C being the most recreational or developmental.

- Division A: The highest and most competitive level of play. Teams in this division are typically the top teams from a given community's traveling basketball program and are intended for players with advanced skills and experience.
- Division B: An intermediate level of play intended for teams not yet competing at the highest tier. It is often made up of second-tier traveling teams from associations that also have an A-level team.
- Division C : The developmental level of play for traveling teams or in-house/recreational teams. Division C is designed for players who are still developing their skills or for teams whose associations don't field more advanced squads.

1. Third (3rd) grade will only have a Division A Traveling team if the evaluations indicate the talent is appropriate to create a team.

- I. If no 3rd grade team is created, 100 percent of registration fees will be refunded.

2. Division A Traveling team roster (team of 8 to 10 players)

- I. The five (5) highest scoring players per grade will receive automatic placement.
- II. The remaining positions are determined by the Head Coach based on evaluation score and positional need within the team. Consultation with the evaluators is required.
- III. The Head Coach can propose a modification to the evaluation results. All coaches for this level must agree to this in order for a player to be moved either up or down the evaluation list. At least

two (2) board officers must moderate this process to ensure integrity and appropriateness of the adjustment.

3. Division B Traveling team roster offers (team of 8 to 12 players)

- I. The five (5) remaining players with the highest scores that were not selected for the “A” team will automatically be placed on the “B” team.
- II. The remaining positions are determined by the Head Coach based on evaluation score and positional need within the team. Consultation with evaluators is encouraged.
- III. The Head Coach can propose a modification to the evaluation results. All coaches for this level must agree to this in order for a player to be moved either up or down the evaluation list.
- IV. At least two (2) board officers must moderate this process to ensure integrity and appropriateness of the adjustment.

5. Division C Traveling Team roster offers developed in a consistent manner (team of 8 to 12 players).

- I. The top five (5) remaining players that were not selected for the “A” or “B” team will automatically be placed on the next team.
- II. The remaining positions are determined by the Head Coach based on evaluation score and positional need within the team. Consultation with evaluators is encouraged.
- III. The Head Coach is eligible to propose a modification of evaluation results. All coaches for that level must agree the evaluation process made a mistake for a player to be moved either up or down the evaluation list. At least two (2) board officers must moderate this process to ensure integrity and appropriateness of the adjustment.

5. Team Rosters

- I. Traveling team rosters will be posted on the website within one week of the last tryout date. Players who make a team will be instructed to register for the basketball season.
- II. If a player does not register, the Head Coach and Basketball Board will determine team roster changes. For example, if a player does not accept their traveling roster offer, the Head Coach may select another player from the original eligible players based on scoring. This may

impact the next level team, whereby the same procedure shall be followed.

- III. A player declining an “A” level traveling roster spot is not eligible for the “B” level or lower traveling team. A player declining a “B” level traveling roster offer is not eligible for the “C” level.

The Basketball Board reserves the right to:

- a) Make changes to travel teams. Injured players may be added to teams based on coaches’ input and/or evaluator input.
- b) Place players on teams who missed tryouts, are injured or have been recruited to create full teams.
- c) Create additional Traveling teams based on the number of players and skill level.

Tournaments

Teams in grades 4th-8th will play in a minimum of eight (8) tournaments, including the State Tournament. Third (3rd) grade will play a minimum of four (4) tournaments, including the State Tournament. The majority of tournaments will be located in the Twin Cities metro area. Teams may pick-up additional tournaments throughout the season at their own cost.

Playing Time

Every player is a contributing member of the team. Players are challenged in practice sessions and are given opportunities in game situations to display their basketball skills. All players get playing time, but some players may get more playing time than others. Coaches have the discretion to reduce the amount of playing time based on, but not limited to: missing practices/games, poor attitude, lack of sportsmanship, inability to apply coach’s instruction, etc. Coaches may also reduce time based on game-specific situations.

For teams in 3rd-5th grade, over the course of a tournament, the minimum expected playing time for every player is an average of 45 percent of minutes per game. For grades 6th-8th, increased emphasis will be placed on the players and team performing at a higher competitive level, and the minimum expected playing time for every player over the course of a tournament is an average of 40 percent of minutes per game.

Coaches are expected to communicate with the player and/or their parent/guardian if playing time will fall below the above expectation. Parent/guardians who feel their player is not receiving adequate playing time should first speak with the coach after the tournament games or at practice. If the issue is not satisfactorily resolved, the parent/guardian should then contact the Traveling Director for further discussion/mediation.

Playing Up

A player may play up one grade level based on the discretion of coaches and the approval of the Basketball Board.

1. Playing up – Top 3 Rule

- a) For “A” team placement only, to qualify for playing up, a player must finish as one of the top three players at the advanced grade level. Qualifying does not guarantee player movement and circumstances may warrant the Basketball Board to limit player movement if it interferes with another team(s) creation.
- b) Third graders may be exempt from the top 3 rule and may fill out a roster for a 4th-grade team(s). This will also be subject to Basketball Board approval.

2. After rosters are finalized, players may not be added/changed/removed from teams without approval by the Basketball Board.

3. Parent/Guardian Request for player to change teams

- a) Must contact the appropriate Travel Director and request a change.
- b) The Boys & Girls Traveling Director will contact the coaches that are affected to get their input. The findings will then be reviewed by the Basketball Board. The Boys & Girls Traveling Director will then inform the affected coaches and requesting parent/guardian on whether the requested move will be allowed.
- c) If another player is affected, the Boys & Girls Traveling Director will contact the parent/guardian of the affected player to get their input. The findings will then be reviewed with the Basketball Board. The Boys & Girls Traveling Director will then inform the affected coaches and requesting/affected parent/guardian on whether the requested move will be allowed.
- d) The Basketball Board will make the decision on whether to allow the move

4. Coaches Request for player to change teams

- a) Must contact the Basketball Board in writing and request a change.
- b) The Traveling Director will contact the coaches that are affected to get their input. The findings will then be reviewed with the Basketball Board. The Traveling Director will then inform the affected coaches and request parent/guardians on whether the requested move will be allowed.

- c) If another player is affected, the Traveling Director will contact the parent/guardians of the affected player to get their input. The findings will then be reviewed with the Basketball Board. The Traveling Director will then inform the affected coaches and request the affected parent/guardians on whether the requested move will be allowed.
- d) The Basketball Board will make the final decision on whether to allow the move. The decision will be communicated to all parties in writing.

House

The House program is the foundation of ARAA's basketball program by building the necessary basketball skills. The House program consists of practices and weekly games for grades 2-12th. Teams are created based on the number of players registered per grade. Assessments may be conducted depending on the number of registrations. Player requests can be made; however, they are not guaranteed. For the Senior House league, grades 9-12th teams are created by the coaches.

The Girls House program runs October through December. The Boys House program runs December through February.

Playing Time

It's expected that all players generally receive equal playing time. Coaches have the discretion to deviate from this based-on player attitude, sportsmanship, and practice attendance.

If a parent/guardian feels their player is not receiving adequate playing time, they should first speak with the coach after a game or practice. If the issue is not satisfactorily resolved, the parent/guardian should then contact the House Director for mediation.

K-1

K-1 is an introductory basketball program for kids in kindergarten and 1st grade. It's offered once per week, beginning in January, and lasts 4-6 weeks.

Off-Season

ARAA basketball supports teams that would like to continue playing in the offseason. Players and coaches are encouraged to participate in spring, summer, and/or fall teams at their own cost.

Coaches

All Head and Assistant Coaches must complete the application, background check and Trusted Coaches program annually based on ARAA requirements. There is a mandatory coach meeting before the start of the season to go over rules, expectations and to hand out equipment.

Traveling

Traveling coach selection is based on experience and is made by the Basketball Board. Non-parent, paid coaches are used in the Travel program. The Basketball Board approves when it is appropriate to hire a paid coach for specific teams based on the need and availability of a qualified coach. Each Travel team should have a Head Coach, one Assistant Coach and a Team Parent.

1. Selection Criteria for Coaches

a) Each individual that applies for a coaching position will be interviewed.

- I. The Basketball Board reserves the right to bypass the interview process for prior year returning coaches.
- II. The Basketball Board reserves the right to bypass the interview process on past applicants which did not receive a coaching position the previous year, unless the applicant requests an interview.

b) The Coaches interview panel can consist of up to three (3) Board members and may include basketball varsity coaches or their designee. Each prospective coach will be asked the same questions with a point rating basis. The criteria in the selection process includes:

- I. Experience of coaching basketball and coaching other youth athletics
- II. The coach's plans and goals for the players for the upcoming season
- III. The coach's philosophy on coaching basketball, players, communication and organization skills
- IV. Past evaluations from parents/players (if applicable)

2. The number of Coaches selected per grade will be determined by the number of teams created. Coaches are NOT pre-selected per level ("A", "B" or "C") during the interview process.

3. Members of the interview panel will be excluded from interviewing the grade of their child.

4. The coaches interview panel will discuss and make offers

- I. Coaches who've applied for a specific grade are in attendance; they will be sequestered as discussion and voting takes place.
- II. The Board shall vote to approve on recommendation, with a majority vote to accept. In the event the Board does not approve the interview panel's recommendation, the Board shall determine the appropriate next steps in hiring that coach on a case-by-case basis.

House

House coaches are selected and assigned based on parents having children on the team. If there are not enough coaches for teams at a particular grade level, team formation will not be completed until additional coaches can be found. If there are more coaches than spots available, coaches with more experience will be given the position.

1. Selection Criteria for Coaches

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- I. Experience of coaching basketball and coaching other youth athletics
- II. The coach's plans and goals for the players for the upcoming season
- III. The coach's philosophy on coaching basketball, players, communication and organization skills
- IV. Past evaluations from parents/players (if applicable)

Coaching Changes

If it becomes necessary for head coaching change during the season, the Traveling or House Director shall make such a recommendation to the Basketball Board. The Basketball Board shall approve the recommendation by majority vote. In the event the Basketball Board does not approve the recommendation, the Board shall determine next steps in appointing a replacement coach timely.

Coaches Responsibilities

- a. The Head Coach has the ultimate responsibility and accountability in the running of the team.
- b. All coaches are expected to be examples of good sportsmanship.
- c. Coaches should teach players the fundamentals of basketball.
- d. When a dispute or question arises during a game, the coach will deal with officials in a respectful manner.
- e. Coaches must not be under the influence of any substance during practices or games.
- f. Coaches cannot physically or verbally abuse any player, official, parent or spectator.
- g. Head coaches are responsible for the conduct of assistants, players and fans. Upon requests of the officials, the coach will take whatever action necessary to allow the game to continue. The Traveling Director and Commissioner must be notified within 24 hours of any incidents.
- h. Coaches must attend the pre-season coaches meeting and post-season coaches meeting scheduled by ARAA basketball.
- i. Coaches must hold a MANDATORY meeting for players and parents at the beginning of each season to introduce themselves and share their coaching philosophy/objectives for the season.
- j. Head coaches should request a Team Parent to assist with the administrative and communication tasks.
- k. Coaches are responsible for all the equipment that is issued to them, this includes balls, first aid kit, ball bag and any other equipment furnished to the team. All equipment should be kept in good condition and must be returned to the ARAA basketball program at the end of the season.

Grievances

A grievance is a dispute or complaint involving a coach, player or an ARAA Basketball Board member. Grievances must be submitted in writing to the Basketball Commissioner within five (5) days of incident, stating the time, place, and specifics of the incident. This can be submitted through an email or letter to the Commissioner. The Commissioner,

Assistant Commissioner and/or specific board member(s) will meet with the parties to discuss the incident. Any decisions will be communicated, and a summary email will be sent to the parties involved.

Code of Conduct

In an effort to ensure a fun yet competitive atmosphere for ARAA Youth Sports, we are asking all families to read and abide by the following guidelines: Participants term = coaches, players, parent/guardians, and guests

1. Good sportsmanship must be maintained before, during, and after games and practices by participants. Parents/guardians and guardians will be responsible for the actions of themselves, their guests, and their players.
2. Participants will refrain from castigating, denigrating, or providing any other non-constructive feedback to players, coaches, officials, and spectators. The offense may result in a warning and a code of conduct violation.
3. Participants will refrain from using profanity toward any other person in attendance. The offense may result in a code of conduct violation. For these purposes, “profanity” is defined as commonly known “swear” or “curse” words, and do not include words that would be considered profane due to religious connotations.
4. Any threats or violent physical contact by Participants against other Participants or officials will result in an immediate code of conduct violation. Such actions will also result in immediate suspension from all subsequent ARAA activities until such time as the Board of Directors can convene to review the incident. Such actions can also be deemed to be criminal and dealt with accordingly.
5. Participants will refrain from posting content on any social media that would harm ARAA or damage ARAA’s reputation. This includes anything negative towards any Participants. Posting anything with profanity, antagonistic, or degrading comments is a code of conduct violation.
6. Participants who attempt to attend games during a suspension will be issued one warning to leave, after which their team will be considered to have forfeited the game. If a participant attends a practice or a game local law enforcement may be contacted to deal with the issue.
7. Officials and board members may rule a game in forfeit if, in their judgment, conditions are out of control.

8. Participants must follow the 24-hour rule before discussing the grievance with one another. The 24-hour rule means no communication of any kind regarding the subject at hand between any of the participants involved. This allows time for all parties time for reflection and to have constructive conversation.

Any Participants of a player receiving a sportsmanship-related violation (as defined above) and/or ejections during the season, will be required to abide by the consequences as laid out below. Parents/guardians shall ultimately be responsible for the conduct of any invited family members and/or guests of the player.

Violations

1. Physical abuse violations will result in immediate and permanent dismissal from all ARAA events and programs.
2. A first violation, other than physical abuse, will be a written warning handed down by the commissioner of that sport or ARAA Board of Directors member.
3. A second violation, other than physical abuse, will be a suspension handed down by the commissioner of that sport or ARAA Board of Directors member. Violators will be suspended from all activities until a full the ARAA Board has reviewed the infraction. This 2nd violation will not have time limitations on the prior infraction. Infractions are cumulative and lifelong.
4. A third violation will result in the immediate dismissal from all ARAA programs for 12 months subject to review by the ARAA Board. This third violation will not have time limitations on the prior infraction. Infractions are cumulative and lifelong.
5. A fourth violation will result in the dismissal of all players within the family in violation being dismissed from all ARAA activities permanently subject to a review by the ARAA Board. This fourth violation will not have time limitations on the prior infraction. Infractions are cumulative and lifelong.

Any infraction/violation may be cause for immediate removal from the playing facility/area.

Refusal to leave may result in law enforcement being contacted to have an individual removed from the facility/area.

- All infractions must be submitted by that program’s sports commissioner to the ARAA Board of Directors within 96 hours of the incident. The ARAA Board of Directors will review the infraction and determine any and all consequences.
- Any fan falls under these Violation consequences.

The ARAA Code of Conduct can also be found here:

<https://www.arsports.org/page/show/460553-code-of-conduct>

Rules and Regulations of the ARAA Basketball Board

Purpose

The purpose of this Board shall be as follows:

- A. To provide guidance and equipment for youth, to allow them to gain a better understanding of, improve their skills in, and satisfy their desire to compete in the game of basketball.
- B. To promote sportsmanship and health, competitive attitudes in youth, regardless of sex, race, religion, athletic ability or financial status, and by so doing, to promote improved social welfare through the character development resulting from such efforts.

Plan

Board of Directors, hereinafter called “the Board”, shall manage the affairs and business of the basketball program of ARAA.

The formulation of business activity shall occur at meetings of the Board to be called on a monthly basis or more frequently as required by the Commissioner or Board, or as authorized by these Rules and Regulations. Election of the Board will be by vote of the membership at the April annual meeting (or as positions expire), all as detailed in these Rules and Regulations in Article VI, Section 1. Presentation of the “Annual Activity Report” shall occur at the April annual meeting. Newly elected Directors and Coordinators shall assume their position and installation of the elected Board shall occur as outlined under Operations below. This will include the sign over of all books of office to the newly elected Board members. The fiscal year of operations shall be from April 1 through March 31. Books shall close as of March 31.

Membership

To assure a non-partisan board, all elected board members shall not run for or assume a position where there will be a conflict of interest. Should any conflicts arise, they will be presented to the Board for further determination. Any individual that is 18 years of age or older and a resident of either the City of Anoka or Ramsey and/or has a family member participating in at least one of ARAA's sports activities, or with Board approval is eligible for membership.

In order to be eligible to vote at the April annual meeting, current Board members must be considered in good standing and will be entitled to one vote concerning the election of the Board. A member in good standing shall be defined as a member that has attended at least nine (9) board meetings in the previous 12 months and is not in financial arrears to the organization.

Directors may have Coordinators within their respective positions. These Coordinators will not be considered voting members of the Board, except for the April Annual meeting.

Operations

Board Meetings

The members of the Board shall hold a minimum of 11 monthly meetings annually. These meetings shall be of an "open" nature and any member of the basketball community is entitled to attend. Special meetings of the Board may be requested by the Commissioner or any (3) members of the Board.

Quorum

A simple majority of members of the Board must be present before a meeting can be called to order, or any official business of the Board can be conducted.

Purpose

The eleven (11) monthly meetings of the Board shall be for the purpose of:

- A. To provide communication, coordination, and an exchange of ideas between coaches, committees, board members and any members present.
- B. To permit any member to advise the Board on any organizational administrative or operational matter or on any matters of duties, responsibilities, or business that may be conducted by the Board as defined in these Rules and Regulations.
- C. To approve all official rules and regulations of the basketball program that may be necessary.

D. To approve all registration fees, official's fees, change in fees or expenditures that may be necessary. The Board will approve and/or reject budget items for basketball.

E. To conduct any other business as the Board deems necessary to promote the overall purpose of the Board.

Expenditures

All expenditures of money in excess of three hundred dollars (\$300.00) must be approved, in advance, by a simple majority of Board Members present at any meeting. If the expenditure is included within the approved annual budget, additional board approval is not required but subject to review by commissioner/treasurer at the time the expenditure is due.

A. The Commissioner has the authority to order and/or purchase equipment for the basketball program to best facilitate the program within its approved seasonal budget.

Annual Meeting

The April Annual Meeting will be designated as the Annual Membership Meeting. The primary purpose of this meeting shall be for the election of Directors and Coordinators. Each Board position is responsible for providing a brief recap on any and all business conducted. Each Director should provide a brief recap of the season and the budget for that season as well as any proposed changes that are recommended. These reports should be in written form.

Notification

Notice of all annual meetings shall be published a minimum of 30 days in advance, on the ARAA basketball website.

Order

Robert's Rules of Order shall govern the conduct and procedure of all meetings of the Basketball Board.

Voting

Each member of the Board of Directors has one vote. All votes to elect or remove Officers will be by ballot. A parent/guardian of a player who has attended six (6) meetings in the 12 months immediately preceding an election may vote on the election of Officers.

A simple majority of Board Members present at a general meeting shall carry the act, except that a minimum of 70 percent shall be required to carry any act concerning amendments to the Rules and Regulations of the basketball program. Upon a simple

majority vote of all Board Members, voting on an action before the Board may occur via email unless at least one Board Member requests that said vote occur at a general meeting.

Board Members

Election/Terms

The Board shall be those as defined in the Purpose section above, each of whom shall be elected at the Annual Membership Meeting in April by ballot. The term of their office shall be for two (2) years commencing on the first day of April for all offices. The offices of Commissioner, Treasurer, Girls Traveling Director, Fundraising/Sponsorship Director, Concessions Director, Communications Director and Uniform/Equipment Director shall be filled in even number years. The offices of Assistant Commissioner, Scheduler, Secretary, Boys Traveling Director, Player Development Director, Tournament Director and House Director shall be filled in even numbered years.

Newly created Board positions shall be filled for the two (2) years following their inception with the provision that an equal or nearly equal number of overall Board positions are available in any given even or odd year. This may necessitate a new position be filled for only one (1) year following its inception. Vacant offices, which become filled by vote of the Board, shall be for partial terms until the even or odd year as described above. When a Board member wishes to fill another open position on the Board, the office that is vacated is treated as above.

Board members shall make an effort to recruit to find a replacement when unable to fulfill a term of office.

Compensation

Board Members will not receive compensation for services rendered to ARAA basketball. However, allowances will be made to waive the 100 percent of the basketball registration fee for Directors and 50 percent of the basketball registration fee for Coordinators, maximum of one (1) child from each family. The cost of such action will come from the annual budget approved by the basketball board as part of the budgetary process. In addition, the Board may hire consultants and/or independent contractors to render services upon prior approval of the Board. Compensation for such services shall be the responsibility of the basketball program.

Board Member Roles

Full board position descriptions are available upon request.

Directors

Commissioner

Responsible for all business and affairs of the Board; presides at all board meetings; co-approves all expenditures prior to funds being issued.

Assistant Commissioner

Responsible for assisting the Commissioner and assumes the Commissioner's responsibilities if they are unable to perform.

Secretary

Responsible for scheduling monthly board meetings and providing meeting agendas. Responsible for recording attendance and minutes at board meetings.

Treasurer

Responsible for all accounts payable and receivable for the Board; co-approves all expenditures prior to funds being issued and maintains all appropriate books and reports. Develops yearly budget with board input.

Fundraising/Sponsorship Director

Responsible for organizing the yearly fundraiser and seeking sponsorships/donations for the program.

Girls Traveling Director

Responsible for organizing all aspects of the Girls Traveling program including tryouts, team formations and coaching selection.

Boys Traveling Director

Responsible for organizing all aspects of the Boys Traveling program including tryouts, team formations and coaching selection.

House Director

Responsible for organizing all aspects of the House program including tryouts, team formations and coaching selection.

Player and Coach Development Director

Responsible for player and coach development within the program. They assist with player evaluation and assessment processes for the program.

Tournament Director

Responsible for planning and organizing all ARAA-run basketball tournaments and planning the organizations season tournaments.

Scheduling Director

Responsible for scheduling locations for practices, ARAA basketball tournaments and open gyms during the season.

Concessions Director

Responsible for purchasing, keeping an inventory and overseeing concessions at ARAA-run basketball tournaments.

Uniform/Equipment Director

Responsible for sourcing uniforms, obtaining bids, procuring design and coordinating uniform fittings and delivery. Responsible for ensuring equipment needs are met for teams throughout the season.

Communication Director

Responsible for website management and social media accounts, keeps the website up-to-date and sends out board/association emails.

Coordinators

Tournament Coordinator

Responsible for assisting the Tournament Director with organizing ARAA basketball tournaments and planning season tournaments.

K-1 Coordinator

Responsible for organizing the K-1 program.

Boys Traveling Coordinator, Girls Traveling Coordinator and House Program Coordinator

Responsible for assisting said Director in organizing all aspects of their specific basketball program including try-outs, team formations and coaching selection.

Volunteer Coordinator

Responsible for developing, managing and tracking volunteer DIBS hours.

Concessions Coordinator

Assists the Concessions Director with purchasing, keeping an inventory and overseeing concessions at ARAA-run tournaments.

Boys High School Liaison Coordinator and Girls High School Liaison Coordinator

The High School Liaison Coordinators are responsible for working with the Anoka basketball coaches and booster clubs to develop and maintain relationships with the high school players and ARAA players.

Committees

The Commissioner may create committees. Committee Members do not need to be a member of the Board. Each committee shall have a chairperson to report activities to the Board as required.

Removal of Board Member

An Officer may be removed from the Board of Directors and forfeit their position for failing to carry out expected duties or participating in conduct detrimental to the ARAA basketball Program. To remove an Officer, a written complaint must be presented to the Board in advance of the meeting. A vote of 75 percent of all Officers is required for the dismissal of an Officer. A replacement for the removed Officer may be elected by a majority vote immediately or at any other subsequent Board meeting. Two (2) consecutive absences from scheduled Board Meetings could result in an inquiry which could result in removal from the Board.