

The New Prague Girls Basketball Association

Member Handbook

Updated 2026

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This Handbook is published for the members of the New Prague Girls Basketball Association to provide a reference to various aspects of the association and its operation. This handbook is intended to provide general information and is not an absolute set of rules; but rather guidelines that the board uses to help administer the program.

**** All information listed in this Handbook is subject to change ****

General and Administrative Information

What is the New Prague Girls Basketball Association?

Our Association's goals are to support a program that is:

- Run by volunteers
- Low cost
- Positive influence on the community
- Team oriented
- Focused on the development of New Prague's Varsity basketball program
- Equal opportunity for all girls
- Emphasis on "commitment, dedication, & winning"

It is our Association's vision that athletes receive the following benefits from this program:

- Learning basketball fundamentals
- Opportunity for supervised and organized competition
- Mentoring in good sportsmanship
- Opportunity for team participation
- Organized use of practice & game facilities
- Community & school pride

It is our Association's hope that the community benefits from this program by:

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

New Prague Girls Basketball Association Mission Statement

The mission of NPGBA is to provide a competitive traveling basketball program in a learning environment that is safe, fun, and motivational, providing a positive experience for the girls in the community. We aim to instill the principles of sportsmanship, honesty, loyalty, courage, and respect for others.

New Prague Girls Basketball Association Board of Directors

Position	Name	Phone Number
President	Ruth Peterka	218-371-7100
Vice President/Co-Tournament Director	Chris Komorouski	952-465-8724
Director of Player Development	Amanda Sticha	612-756-1189
Director of Finance	Marie Mitchell	507-990-4074
Director of Communications	Whitney Skluzacek	612-589-2173
Director of Facilities/Scheduling	Tracy Kardoes	605-695-4077
Director of Equipment	Brooke Peterson	612-756-3343
Director of Coach Development (non-voting)	Jeremy Biermaier	952-210-0444
Co-Tournament Director	Adam Gill	952-215-7377
Director of Apparel	Dara Bishop	952-758-6707

Monthly Board Meetings

- Regular meetings of the Board are held monthly from August to May throughout the year. These meetings are usually held at the New Prague High School and notices are posted at www.newpraguebasketball.com.
- After each meeting, a tentative date is set for the next board meeting according to the schedules of the current board members but is subject to change.
- ***Board meetings are open to all that are interested in New Prague Girls Basketball.*** • You can contact the Association President if you wish to be notified about upcoming meetings to express a concern, bring an idea or if you want to be placed on the agenda. You will be limited to a maximum of 10 minutes.

Address

**New Prague Girls Basketball Association Mailing Address:
25722 Cedar Lane
New Prague, MN 56071**

General Info Regarding the New Prague Girls Basketball Association

The Board of Directors

The Board of Directors administers the New Prague Girls Basketball Association operations. A member may request an item to be placed on the agenda by contacting the Board President.

This can be done by emailing the President at least a week in advance of the meeting.

The election for board members is held when there is an open vacancy. Any vacancy in the Board of Directors shall be filled by a majority vote of the remaining directors and shall serve an agreed upon term by the board. Any Board position vacant after the nomination deadline shall be filled by the President nominating a person for that position with the Board of Directors' approval.

Directors Responsibility

The administration and management of all programs, procedures and activities is the responsibility of the Board of Directors. If you have accepted one of these volunteer positions, it is important that you fulfill your duties with the following considerations:

1. Serve the entire membership fairly and without prejudice for your own children or friends.
2. Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your work needs to be done.
3. Attend all board meetings
4. Be prepared with your committee updates for each board meeting.
5. Be supportive of all Board Members and Board decisions.
6. Board members are subject to background checks.

New Prague Girls Basketball Association Web Site Address

<https://www.newpraguegirlsbasketball.org/>

- List of current board members with e-mail addresses
- Calendar of events (Meetings, registration, try-outs, tournaments, clinics, camps, etc.)
- Traveling basketball information (Registration forms, teams, coaches)
- Tournament Information
- Association Information

Member Handbook

This Member Handbook is a guide to inform the membership of necessary communications and serves as a source for the Association's policies and procedures. The Member Handbook and its contents, policies and procedures are developed and approved by the New Prague Girls Basketball Association Board of Directors annually. Any changes or modifications require the Board of Directors approval

Volunteers

As with most youth programs, the people who manage our program, assist with activities and coach our children are all volunteers. Volunteers are extremely important to us. We should be very grateful of the time and energy these volunteers provide. Without these volunteers, there would be no New Prague Girls Basketball Association.

Membership

According to the By-Laws, membership is granted to any person who is actively interested in furthering the objectives of the New Prague Girls Basketball Association. Membership shall be valid from the first day of September to the last day of August.

- a) **Player Members.** Membership is open to all children who reside within the City of New Prague, within the boundaries of Independent School District 721 or are enrolled as a student in Independent School District 721.
- b) **Regular Members.** Any person actively interested in furthering the objectives of the New Prague Girls Basketball Association may become a regular member.

As a member, you have the right to attend monthly board meetings, speak during open discussion sessions at board meetings, be elected to a board position and vote at the board elections held each year. General Members do not have a vote at monthly board meetings.

As a member, you are also expected to stay current with your financial obligation to the New Prague Girls Basketball Association and to participate in all required fundraising activities.

Financial Information

Registration Fees

The New Prague Girls Basketball Association is a nonprofit organization. All fees that are paid to participate in traveling basketball are used to support the program. Costs to have a traveling team include tournament registrations, (approximately \$450 per tournament), gym fees for practice, equipment, uniforms, insurance, and other miscellaneous expenses.

A reasonable participation fee for Player Members shall be set each year by the Board of Directors to assure the operational continuity of the New Prague Girls Basketball Association.

Financial Aid

Financial Aid is available to assist families with scholarships at the discretion of the Board. Those members that believe they may qualify for some level of assistance should contact the Board President. These members will be asked to prepare a letter outlining their need. A three-member panel of board members appointed by the President will review these **confidential** documents. If you are approved, the assistance will be based on need. The panel will make a recommendation to the President on the amount of financial aid to be granted. The President will advise the board of any financial aid provided but will not disclose who the recipients are. All decisions are final.

Fundraising/Sponsorship

Fundraising is a topic that generates a great deal of discussion. It is however a fact of life for almost all youth groups, whether they are athletic associations or educational, service or church related groups. The New Prague Girls Basketball Association has been involved in fundraising almost every year of its existence. In the past, the membership has raised funds to reduce the cost of basketball.

We will continue to do fundraising when we feel it's needed. The Board will continuously study the best ways to utilize fundraising dollars. As a registered member of the association, you are expected to participate in all required fundraising activities! Some of these activities may be per family and some may be per player. Additionally, there may be optional fundraising opportunities offered.

Individual teams and players may not engage in fundraising without the approval of the New Prague Girls Basketball Association.

The Season Facts

Playing Season

The regular season runs from mid-October to mid-March.

Registration

- Registration information will be available on our website <http://www.newpraguegirlsbasketball.org>, and will be sent home via New Prague Schools. Look for this information at the beginning of the school year.
- All participants must be registered on the official registration form located on our website, provided by the New Prague Girls Basketball Association.
- All registration forms **MUST** be signed by a parent/legal guardian as a waiver of liability against the New Prague Girls Basketball Association.
- Registrations submitted after the last scheduled dates are subject to a late fee of **\$25.00** in addition to the normal fee.
- Late registrations are accepted **ONLY** if space is available on team rosters. The Board of Directors must approve all late registrations.

Basketball Tryout Process

- Members of the New Prague Girls Basketball Association traveling teams are selected on a tryout basis. These traveling teams represent our Association in competition with other communities.
- Any candidate not selected for a traveling team will receive a full refund.
- The traveling team selection committee is comprised of selected individuals that the Board feels will make un-biased decisions on player's abilities.
- Participation in tryouts is mandatory for a position on a traveling team, however special circumstances may apply. A written explanation must be submitted, before tryouts, to the Board of Directors for review and consideration.
- No player may be added to any team's roster without the Boards approval. Circumstances must be presented to the board for review and consideration.
- If you register your child, you are asking to be placed on a team. There will not be a refund after teams are created.

A selection committee chooses players based on a combination of the following:

- Previous experience/history
- Team balance (Need to create a balanced team with perimeter and post players)
- Attitude/Coachability
- Sportsmanship
- Team Play
- Player physical ability
- Competitive nature
- Overall basketball skills.

Basketball Practice

- Traveling teams practice on an average of up to 2 times per week during the regular season. Coaches will supply players with practice schedules once they are set.
- To have a successful team, practice is essential, and therefore it is important that players attend all practices. Remember part of the traveling philosophy means a greater dedication and commitment to the team.
- We expect that all players and coaches respect all gyms and equipment. Do not use any equipment that has not been authorized by the coach or a board member. If it's not for basketball, leave it alone.
- If there is a school closing due to inclement weather practices may still be held on a case by case situation.

Uniforms

Uniform Rules

Keeping the cost of Basketball in check includes being responsible for your team issued Uniform. The New Prague Girls Basketball Association provides all players with a uniform. The uniforms are the property of the Association and need to be returned at the conclusion of each season.

All traveling teams' uniforms will use the color scheme of the New Prague High School.

The following guidelines are to be observed:

1. Parents will be responsible for washing, minor repairs and upkeep of the game uniform. You are expected to return the game uniform washed and in relatively the same condition as when they were issued to you.
2. The game uniforms will be worn for scrimmages, tournament games or as specified by the Head Coach.
3. The game uniforms are **not** to be worn outside of Association sponsored events! This includes not wearing game jerseys to school except for special occasions as announced by the Head Coach.

Eligibility and Suspension

- Only registered players are eligible to practice or compete with a traveling team.
- Both the parent/legal guardian and player must understand the philosophy of a **“TRAVELING TEAM”**. Besides teaching and learning, there is more emphasis placed on commitment, dedication and winning.
- Only the head coach, or in his/her absence any assistant coach, may suspend a player.
- A coach may suspend any player who:
 - a. Fails to attend practices or games without prior approval.
 - b. Fails to respect the authority of the coaches, officials/referees, and facility supervisors.
 - c. Uses any form of tobacco, alcohol, or narcotics.
 - d. Displays poor sportsmanship, either by word or deed.
 - e. Any technical foul is an immediate benching of the player for a time to be determined by the coach.
 - f. Each subsequent technical foul, for the playing season, must be reported to the Board of Directors by the coach to determine the disciplinary action.

- All suspensions must be submitted in writing by the coach to a Board member within forty-eight (48) hours and verbally inform the respective parents/legal guardians within twenty-four (24) hours of the violation.

Coach Selection Process

- Head coaches and assistant coaches will be selected by the Board of Directors
- If there is more than one applicant for head coach and/or assistant coach, the findings of the selection committee will be reviewed by a special meeting of the Board for a final decision.

Coaches will be selected based upon the following:

- Coaching experience and history
- Basketball experience
- Knowledge of the game
- Ability to provide the time commitment
- Coach evaluations and parent/player feedback

Coach's Responsibilities

- The coach has the ultimate responsibility and accountability in the running of the team.
- All coaches in the New Prague Girls Basketball Association are expected to be examples of good sportsmanship and instill the principles of good sportsmanship in all players.
- A coach should teach all players the fundamentals of the game of basketball and the New Prague varsity basketball system.
- When a dispute or question arises, the coach will deal with officials in a respectful manner.
- A coach in the New Prague Girls Basketball Association must not be under the influence of alcohol prior to or during practices or games, while responsible for the transportation of players.
- A coach must not engage in the use of illegal drugs at any time.
- A coach must not use abusive or vulgar language in the presence of officials, players, parents, or spectators.
- A coach must not physically or verbally abuse any player, official, parent or spectator.
- Coaches are responsible for the conduct of assistants, players, and fans. Upon requests of the officials, he/she will take whatever action necessary to allow the game to continue.
 - If an issue arises among players and/or parents, an opposing team, or a tournament, it is the coach's responsibility to notify a board member as soon as possible to address the issue appropriately.
 - Coaches should hold a meeting for players and parents at the beginning of each season to share their coaching philosophy and objectives for the season.
- Coaches are encouraged to communicate, in positive terms, team and individual player's progress throughout the course of the season.

- Coaches may request a team parent to assist with the administrative/communication process.
- Coaches are responsible for all the equipment that is issued to them. (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 New Prague Girls Basketball Association at the end of the season at the coach's wrap up meeting or no later than two weeks after the season is completed.

Code of Conduct Information

Coach's Code of Conduct

The following is a copy of the agreement that each coach has with this association.

1. Have fun!!!!
2. Use a practice plan that instructs all players and builds team unity.
3. Represent our association with controlled, positive enthusiasm.
4. Work to build a positive rapport with each player.
5. Scrutinize effort, attitude, and concentration, not the person.
6. Deal with concerns individually – offer praise in presence of team.
7. Teach control – competitiveness – love of the game as a role model, leading by example.
8. Make the post-game wrap-up a consistent, positive instructional tool.
9. Place the emotional and physical well being of the players ahead of any personal desire to win.
10. If a coach is ejected from a game, they will be suspended for the remainder of the contest and the following tournament.
10. Inappropriate conduct will result in an admonition from the Board of Directors.
Continued inappropriate conduct will result in suspension and/or dismissal.

Player's Code of Conduct

The following is a copy of the agreement that each New Prague Girls Basketball Player has with this association. Players are expected to acknowledge acceptance of this code of conduct by signing a similar form at the beginning of the season.

1. All players are expected to attend all practices, games and team functions unless they have notified the Head Coach. If not properly notified, the coach may impose penalties.
2. I will work hard, put my team before myself and support my teammates in practice and in competition.
3. I will be respectful of teammates, coaches, officials, volunteers, and spectators. I will encourage good sportsmanship in victory and defeat by demonstrating positive support for ALL players, coaches, and officials. I understand that my actions reflect my family, team, school, and community.

4. I will treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.
5. I will not use any trash talk or profanity.
6. I will demand a sports environment that is free from alcohol, drugs, and tobacco and will refrain from there use at all times.
7. I will remember that the coaches are volunteers who are doing the best job they can. I will accept constructive criticism and not take it personally. I will address any concerns I have to the proper people at the appropriate time.
8. I will believe in myself and play with confidence. I will not let fear of failure hold me back or dwell on my mistakes.
9. I will have fun!

Parent Code of Conduct

- I will be responsible for my child’s commitment, making sure they attend all practices, games and team functions and adhere to the “Players Code of Conduct”.
- I will do my best to remember that basketball is supposed to be FUN and that winning and losing are part of all players’ experience.
- I will encourage good sportsmanship by demonstrating positive support for ALL players, coaches, and officials.
- I will treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability. I will let the coach’s coach and the officials officiate.
- I will not use any trash talk or profanity.
- I will remember that the coaches are volunteers who are doing the best job they can. I will address any concerns I have to the coach at the appropriate time or contact the appropriate Board Member.
- I will make sure my child knows that win or lose, I am proud of them and their efforts. I will allow them to do their best without fear of failure. I will provide constant, positive reinforcement.
- I will encourage them to have fun.

Other Information

Grievance Procedure

Members of the New Prague Girls Basketball Association are urged to take precautions to prevent circumstances, which may lead to grievances or protests. Members should attempt to resolve grievances informally at the Coaching Level. When this method fails to resolve problems, grievances or protests shall be processed as hereinafter provided.

Step 1. A formal grievance shall be submitted in a timely fashion to the Vice President. The grievance shall be placed in writing setting forth the facts on which it is based, the provision or provisions allegedly violated, the individuals involved, and the remedy requested. The Vice President shall investigate the grievance or protest and inform the Member of the findings within ten (10) days. A grievance not resolved in Step 1 may be appealed to Step 2 of the Grievance Procedure.

Step 2. If appealed, the grievance shall be presented to the President of the New Prague Girls Basketball Association. The President will place the grievance on the agenda of the next regularly scheduled Board meeting. The grievance shall at that meeting be delegated to the Grievance Committee. In the event no standing Grievance Committee has been established, the Board of Directors will hear the grievance. The Grievance Committee or the Board of Directors may invite those individuals involved in the grievance or protest to be given an opportunity to address the grievance.

The Grievance Committee or Board of Directors shall answer the grievance or protest within seven days and notify the grieving individual in writing, if not present at the Grievance Hearing. It shall be the duty of the Secretary of the Association to reply to all grievances considered by the Grievance Committee or the Board of Directors.

No protest or grievance shall be considered on a decision involving an official's judgment.

The decision of the Grievance Committee or the Board of Directors shall be final and non-appeal able.

