

# EAGAN BASKETBALL ASSOCIATION OPERATING PROCEDURES

(Updated September 2024)

## ARTICLE I - NAME

The name of this organization shall be **Eagan Basketball Association**, hereinafter referred to as “**EBA**”.

## ARTICLE II - PURPOSE

The purpose of the EBA is to provide an opportunity for boys and girls in grades K through 8 to play the exciting game of basketball. Emphasis is placed on fundamentals, player development, sportsmanship and teamwork. EBA does so by providing In-House and Traveling basketball programs. Eagan In-House Basketball is built to teach the kids about the game, the fundamentals and how to enjoy it. Eagan Traveling Basketball strives to establish competitive teams, who are led by knowledgeable coaches, with a goal of developing the players to be ready to compete at the next highest level.

## ARTICLE III - AFFILIATIONS

EBA is affiliated with the Eagan Athletic Association (EAA) [www.easports.org](http://www.easports.org) However, all management of EBA shall be governed by the EBA Board of Directors. The President of EBA's Board of Directors will also serve as a Director on the EAA Board of Directors.

## ARTICLE IV - FISCAL YEAR

The fiscal year of EBA shall begin on May 1 and run through April 30th of the following year.

## ARTICLE V – TRAVELING & IN-HOUSE PROGRAMS

### Section 1: Eligibility

Participation in EBA, whether through its traveling or in-house programs or other EBA sponsored events, is subject to the eligibility requirements of the Minnesota Youth Athletic Services (MYAS) of which EBA is a member. In general, eligibility is open to any K-8 grade student enrolled in a school within the enrollment boundaries of Eagan High School. A K-8 grade student enrolled in a private and charter school outside these boundaries may choose to enroll in EBA if the student resides within the enrollment boundaries of Eagan High School. Any other students not meeting these eligibility requirements may be required to seek a transfer to play with EBA from MYAS, from EBA, and from the other association for which the student would normally be required to play for, but in no circumstances would a player from an outside community be allowed to play for EBA if their addition results in a player being cut except if the player has played three (3) or more consecutive seasons with an EBA travel basketball team. EBA reserves the right to approve or deny any transfer request. Transfer requests must be approved by a unanimous vote of the President, the Boys or Girls Traveling Coordinator (depending on whether the requestor is seeking to play for a boys or girls team), and the Secretary.

### Section 2: Registration

Participants must register prior to the start of each season during the published dates as established by the EBA Board. General registrations will be accepted up through the date specified by the EBA Board with a secondary (late) registration deadline extending for some period after the general registration date. The Board may elect to impose a ‘late fee’. Any general or late registrations will only be considered complete if payment in full is received in advance of the first tryout session of the year. Late registrations may be allowed under extenuating circumstances per the discretion of the EBA Board. Any person who registers under an assumed name, or gives an incorrect age will become ineligible and will be suspended for the remainder of the current playing season.

### Section 3: Registration Fee / Tryout Fees / Deposits

Registration fees will be established by the Board each season. Registration fees cover the costs of participation, including but not limited to, tournament entry fees, tryouts, uniforms, equipment, player and coach development and gym rental time. A nonrefundable tryout fee will be charged to all participants who tryout. **No refunds** are allowed once the teams have been established upon completion of tryouts. Refunds, less the tryout fee, will be made ONLY to players not placed on a team. In addition, an annual volunteer and uniform deposit fee will be established by the Board. It is expected that this deposit is to be paid in full by the completion of tryouts. These deposits cover the use of uniforms, equipment and expectation of fulfilling volunteer hours. Deposits are returned at end of season assuming all conditions are fulfilled.

#### **Section 4: Traveling Teams**

The Board may provide for both boys and girls teams in each of six levels, according to school grades: third, fourth, fifth, sixth, seventh, and eighth. The Board will annually determine the number of teams to sponsor. The Board will use registration data to decide how many teams will be formed at each grade level with number of participants and overall talent levels helping to decide the level of the teams (1, 2, 3 or A, B, C etc.). Teams consist of 8-10 players with historical data, availability of gym time and program budget helping to determine how many teams will be formed and sponsored by ETB. In the event a volunteer coach is not identified for any team, the Board will give the team's parents a choice to either pay a hired coach at their expense or to refund registration fees and formally disband the team.

#### **Section 5: Traveling Team Tryouts (*Player/Team Selection*)**

Tryouts for traveling is a closed process that is limited to registered player candidates, required board members, hired staff and eligible coaching candidates. The tryout process is designed to be impartial and gives every boy or girl the chance to earn the opportunity that he or she deserves. Team size will be determined by the Board. Participants will be placed on a team in accordance with the Tryout Policy/Procedures established by the Board. All potential players must participate in the tryout process to be selected for a position on a team. Approved exceptions will ONLY be granted if prior notification and approval is made by the Board President PRIOR to the scheduled tryout date. Approved exceptions will be placed in pools as defined in the Tryout Policy/Procedures.

#### **Section 6: Traveling Coach Selection Committee**

A Coaches' Selection Committee (appointed by the Board) will interview all candidates. The Selection Committee will be made up of Board members which may include, but is not limited to: the President, the Boys and Girls Program Directors, the Director of Player / Coach Development, Secretary and additional members appointed by the Board. Members of the selection committee must exclude themselves from the interview process for any grade that they or their spouse is a coaching candidate. If a member of the committee does not feel they are independent with regards to a candidate they must state that and refrain from voting on that candidate.

#### **Section 7: Traveling Coach Candidates**

Coaching candidates will submit an application prior to their interview. Criteria for selection include the application, the interview and prior survey rankings (if applicable). Coaches will be selected based on experience, knowledge of the game, past involvement and positive attitude. All candidates are ranked by each member of the coaches' selection committee. The totals are tallied and the final rankings are made. The rankings are not made public. Head coaches will then be selected for teams based on player pooling results at the tryouts.

#### **Section 8: Traveling Paid Tournament Entries**

The number of tournaments entries per team paid for by EBA is nine (9) tournaments for each 4<sup>th</sup> through 8<sup>th</sup> grade teams and seven (7) for each 3<sup>rd</sup> grade team. In addition, each team will play in the Eagan Tournament.

## **ARTICLE VI - BOARD OF DIRECTORS**

### **Section 1: Powers**

The Board of Directors will have general charge and management of the affairs, funds and property of EBA. The Board will have full power and it will be the Board's duty to carry out the purposes of EBA according to its bylaws, and to establish such policies and procedures as are reasonable or necessary to accomplish the purposes of the EBA.

### **Section 2: Composition**

The Board, who will be elected, will be comprised of no more than 27, but no less than 12 individuals with full voting powers. The officers of the Board will consist of a President, Secretary and Treasurer. The President of the Board also serves as a Director on the EAA Board of Directors. A full listing of directors, including officers listed above, is as follows:

- President
- Vice President
- Secretary
- Treasurer
- Assistant Treasurer
- Boys Program Director
- Girls Program Director
- Director of Coach / Player Development
- Director of Sponsorships / Fundraising
- Assistant Director of Sponsorships / Fundraising
- Equipment Director
- Facilities Director (non-voting)
- Merchandise Director
- Social Media Director
- Communications Director
- Tournament Director (2)
- Tryouts Director (2)
- Boy's Scheduling Director
- In House Director (3)
- Directors at Large (2-4 voting positions)
- Past President Director

### **Section 3: Position Duties**

Refer to APPENDIX A "Duties of Board Members".

### **Section 4: Membership Terms**

Each Board member position other than the President (whose term is determined in conjunction with EAA Board of Directors) and at-Large members (who serve one-year terms) shall serve for a term of two years beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. It is the intent that one-half (7-9) Board positions come up for renewal each year, alternating thereafter.

### **Section 5: Eligibility**

Eligible Board Members are any individual who demonstrates an interest in promoting the mission of EBA is eligible for Board membership. It is the intent of the Board to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. All Board candidates are subject to the mandatory background check, in accordance with EAA policy.

### **Section 6: Elections**

Candidates for the Board are identified prior to the March Board meeting and elected by a majority vote of the incumbent Board at the regular March meeting. Existing Board members may be requested to fulfill an additional term if no candidates are identified for their position.

#### **Section 7: Appointment of Committee**

The Board will appoint committees, as it deems necessary. Appointment to committees will not be limited to Board members, but at least one member of the Board will serve on each committee and a member of the Board will chair each committee. The committee size can vary from one to six members.

#### **Section 8: Vacancies**

If a vacancy occurs among the officers or in the Board of Directors, the vacancy will be filled by majority vote of the Board, for the remaining term.

#### **Section 9: Removal**

Any Board member, Coach, Volunteer, or Player whose continued participation is deemed detrimental to the welfare of the association may be removed upon majority vote of the Board.

#### **Section 10: Board Meetings**

The Board will meet on a regular basis. Meetings will require a majority (excluding the President) of the Board to officially conduct business as a quorum. An agenda will be established for each meeting. All items to be included on the agenda are to be submitted to the Secretary prior to the meeting and distributed to the Board prior to the meeting. The agenda should include a review of the minutes from the previous meeting, meeting calendar update, presentation of a current financial report, reports from Directors and old and new business. The majority of the agenda items are open to the public. If there are any topics that are sensitive in nature, these will be noted on the agenda as "closed to the public". However, the outcome of any closed items will be reflected in the minutes. All actions carried out by the Board will be agreed upon by a majority vote of those present. The President only votes in the case of a tie.

#### **Section 11: Special Board Meetings**

Special meetings may be called as needed by the President. The purpose of the meeting shall be clearly defined and a notice of the special meeting will be given to each member at least 3 days before such meeting. At the President's discretion, special votes may be conducted via e-mail and recorded by Secretary in official minutes.

#### **Section 12: Board Meeting Attendance**

A Board member who misses 50% or more and/or 3 or more consecutive meetings of the Board meetings shall automatically be removed unless there are extenuating circumstances (ex. medical illness), in which case, the Board, by a majority vote, may decide to waive this requirement.

### **ARTICLE VII – COMPENSATION OF DIRECTORS & OFFICERS**

No Board member (officer or director) of EBA will receive any salary or compensation for services rendered to EBA as an officer or director nor from serving in a position for which EBA normally provides compensation (e.g. referees), other than nominal compensation for coaching in situations where a board member is a paid coach or for time spent helping players in voluntary coaching clinics, provided these coaching opportunities are equally available to non-board members and such payments are pre-approved by the EBA Board of Directors.

### **ARTICLE VIII - CONFLICT OF INTEREST(S)**

The term "conflict of interest" refers to situations in which financial, personal and family considerations may compromise, or have the appearance of compromising, a Board Member's judgment in the administration and management of various EBA duties/activities. The bias that such conflicts could conceivably impart may

inappropriately affect EBA. The proper governance of the EBA depends upon governing Board members who give of their time for the benefit of EBA. This service carries with it a requirement of loyalty and fidelity to EBA. Therefore, it is the responsibility of the Board members to govern the affairs of EBA with honesty and integrity, exercising their best care, skill and judgment for the benefit of EBA. The giving of this service, because of the varied interests and backgrounds of the Board members may, on occasion, result in an actual or perceived conflict of interest. It is recognized that the appearance of self-interest can be as damaging as actually permitting self-interest to guide Board actions. If situations arise requiring a Board member to render a decision directly involving their own financial, personal and family well being, they will be expected to recuse themselves from the decision process. In no circumstance, should a Board member receive gifts, compensation or other perceived value in exchange for an EBA contract. Board Members are expected to keep the interests of EBA first and foremost in the performance of their duties.

#### **ARTICLE IX – BYLAW CHANGES**

These bylaws may be amended only by a two-thirds majority vote of the Board of Directors.

#### **ARTICLE X - DISSOLUTION OF PROGRAM**

In the event EBA ceases to exist, all assets, cash, equipment & miscellaneous items will be donated to Eagan Athletic Association. However, if Eagan Athletic Association is not then in existence, or isn't a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of EBA shall be distributed equally to Eagan High School's Boys and Girls Basketball program.





## APPENDIX A

### DUTIES OF BOARD MEMBERS

#### President

- ✓ Will supervise and manage the business using the powers and duties usually vested in the office of the President of a Corporation
- ✓ Will be responsible for acquiring background checks for coaches and Board members
- ✓ Will appoint all such committees as he or she or the Board of Directors consider expedient, if necessary
- ✓ Will serve as an ex-officio member of all standing committees
- ✓ Will work with the Treasurer to present a yearly budget to the Board of Directors for approval
- ✓ Will be the liaison (or be responsible for delegating the liaison duties) between EBA, EAA, the High School Coaches, Athletic Director, Community Education, City, MYAS and other travel basketball associations
- ✓ Will oversee and manage content added to the EBA website, including updated program news, calendar, events, tournament and team information as well as sponsor information
- ✓ Will conduct a Parent Information Meeting prior to Tryouts
- ✓ Maintain detailed position description, written information and materials essential for use in transition of the position to the succeeding Board member

#### Vice President

- ✓ Will coordinate Registration for the 3rd Grade Taste of Travel
- ✓ Assists President in all duties as needed

#### Secretary

- ✓ Will keep the minutes of all meetings of the Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors.
- ✓ Will notify the membership of the Board of Directors meetings.
- ✓ Will maintain EBA's Bylaws.
- ✓ Maintains current Board of Directors roster with pertinent contact information and job descriptions.
- ✓ Will collect coach applications, coordinate the interview schedule and participate in interviews.
- ✓ Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding Board member
- ✓ Will schedule all Board Meeting locations and any other meeting locations

#### Treasurer / Assistant Treasurer

- ✓ Will have oversight of all receipts and moneys of EBA.
- ✓ Shall deposit them in the name of the EBA or provide to EAA Treasurer for deposit in a bank approved by the Board of Directors/EAA.
- ✓ Will request disbursement of funds by EAA as ordered or authorized by the Board of Directors.
- ✓ Will report the financial status of EBA to the Board of Directors at each meeting.
- ✓ May delegate financial matters regarding the traveling program to other Directors.
- ✓ Will prepare an annual budget under the President's direction for approval by the Board of Directors.
- ✓ Will ensure the accuracy of EBA financial statements.
- ✓ Will manage the EBA fundraisers' cash proceeds and prepare a financial summary for the Board of Directors for each event.
- ✓ Will oversee registration to ensure the efficient collection of database information and registration revenues.

- ✓ Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding Board member.

### **Boys' & Girls' Program Directors**

- ✓ Will be responsible for overseeing the activities for their respective programs.
- ✓ Will participate in the interview process for the coaches applying for their respective program.
- ✓ Will coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches during the season.
- ✓ Will participate in tryouts to ensure fair practices are maintained during the selection of the players and coaches for teams.
- ✓ Will plan for, schedule and communicate tournament information for their respective teams (Girls Director Only).
- ✓ Will be responsible to ensure the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- ✓ Will assist with coach recruitment.
- ✓ Will be the first point of contact for the coaches.
- ✓ Will be the first point of contact for Team Parents
- ✓ Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

### **Director of Coach / Player Development**

- ✓ Will coordinate coach and player development opportunities.
- ✓ Will seek input from a variety of sources on skills development strategies.
- ✓ Will coordinate all player clinics.
- ✓ Will participate in the coach interview process.
- ✓ Will provide coaching tools for all coaches with extra emphasis on new coaches.
- ✓ Will coordinate and lead the Coaches Clinic
- ✓ Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

### **Director of Sponsorships & Fundraising / Assistant Director of Sponsorships & Fundraising**

- ✓ Will be responsible for EBA's various fundraising efforts.
- ✓ Will conduct fundraising and sponsorship activities to support tournament and efforts.
- ✓ Will serve as our primary liaison with local businesses and the Eagan community to promote EBA program.
- ✓ Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

### **Equipment Director**

- ✓ Will purchase, issue, and collect equipment, uniforms and supplies.
- ✓ Will be responsible for replacement, maintenance, inventory and storage of all program equipment and uniforms.
- ✓ Will ensure everyone understands how to properly use and care for equipment and uniforms.
- ✓ Will be responsible for annual equipment/uniform budget.
- ✓ Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

### **Facilities Director**

- ✓ Will manage the scheduling of facilities for all events, such as practice-times.
- ✓ Will evenly distribute the allocated gym time among the boys and girls teams.

- ✓ Will prepare and distribute a schedule of assigned practice times for each grade level.
- ✓ Will manage and communicate the cancellation of facility use.
- ✓ Will ensure facility use is managed within the budget.
- ✓ Will obtain Picture Day and site information from EAA Administrative Assistant and coordinate time slots with scheduled practice time.
- ✓ Will manage scheduling of team clinics and communicate scheduled times as part of coaches practice schedules.
- ✓ Will maintain and distribute periodic free list of available gym space to coaches for trading.
- ✓ Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

#### **Merchandise Director**

- ✓ Will oversee the sale and distribution of EBA program apparel.
- ✓ Will be responsible for identifying an Apparel Supplier each year.
- ✓ Will be at both Boys and Girls Tryouts to provide samples of apparel and answer questions.
- ✓ Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to the succeeding Board member.

#### **Social Media Director**

- ✓ Will manage all social media platforms for the Eagan Basketball Association, including, but not limited to, Facebook, YouTube, Instagram, and the Eagan Basketball Website.
- ✓ Will work with other board directors in uploading and updating the Google director accounts.
- ✓ Will work with the Merchandise Director in creating, designing, and utilizing the logo on our merchandise orders.
- ✓ Will create and manage the surveys sent out to parents and coaches for both the travel and in-house programs, as well as compile the data to be used for future improvements to the program and coach interviews.
- ✓ Will record practice drills for travel coaches to refer to during the season.

#### **Tournament Director (2)**

- ✓ Will oversee the Eagan Wildcat Tournament.
- ✓ Will coordinate 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.,
- ✓ Will prepare and review the tournament rules with the Board.
- ✓ Will establish and verify admission pricing with Board.
- ✓ Will identify and train facility and concession coordinators for each tournament site.
- ✓ Will provide overall leadership and issue management throughout the tournament weekend.
- ✓ Will work with Facilities Director to schedule and secure all gym sites to be utilized for the tournament.
- ✓ Will conduct a pre-tournament meeting the week of the Eagan Tournament to review board duties
- ✓ Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

#### **Tryout Director (2)**

- ✓ Will plan all elements of tryout process, including securing the facilities, assigning evaluators as appropriate, determining the appropriate drills and scrimmages to be used, securing the equipment necessary to conduct tryouts, etc.
- ✓ Will coordinate, schedule and conduct a Coaches/Evaluators session and a Parent Information meeting. Typically, these two will be held on the same evening, just prior to the tryouts.

- ✓ Will attend and conduct all tryout sessions, including explaining the drills, communicating all elements of the tryout process to the players, etc.
- ✓ Will create post-tryout survey and coordinate its distribution and tabulation of results.
- ✓ Maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding Board member.

### **Boy's Scheduling Director**

- ✓ Will acquire the MYAS Boy's Tournament Book upon its release in August.
- ✓ Will create a spreadsheet showing all boys team's weekend tournaments and email to coaches.
- ✓ Will reserve tournament dates via email with tournament directors.
- ✓ Will complete all registration forms for all teams.
- ✓ Will deliver all completed registration forms to the Treasurer for payment.
- ✓ Will keep a confirmation file for all tournaments in which traveling teams are participating.
- ✓ Will forward any tournament communication directly to coach (es) participating in that tournament.
- ✓ Will collect coach's comments on tournaments they participate in for future scheduling purposes.
- ✓ Will maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding Board Member.

### **In-House Director (2)**

- ✓ Responsible for estimating the amount of hours needed each week and requesting the gym time from the district
- ✓ Will prepare and manage budget for in-house basketball (Kindergarten Little Hoopsters, 1-3 In-House, and 4-6 In-House)
- ✓ Will coordinate the registration process and end of season survey with the Social Media Director.
- ✓ Will coordinate coach selection, team assignments, team formation, background checks and concussion training.
- ✓ Will coordinate procurement of facilities and point of contact for facility operators.
- ✓ Will coordinate scheduling of practices, games, coaches meeting(s) and picture day(s).
- ✓ Will maintain and communicate rulebooks for the program.
- ✓ Will coordinate purchasing of equipment for the program, including basketball, jerseys, awards, coach's shirts and misc. basketball equipment.
- ✓ Will coordinate the distribution of equipment to the coach's equipment return and inventory.
- ✓ Will schedule appropriate clinics for the programs (e.g. coaches clinic, EHS players clinic)
- ✓ Will coordinate off season training.
- ✓ Will meet regularly and coordinate with the other members of the South Suburban Youth Basketball League (SSYBL) throughout the year.
- ✓ Will maintain detailed position description, duties, written information and materials essential for use in the transition of this position to succeeding Board Member.

### **Directors at Large**

- ✓ Will assist the Board with assigned tasks, including but not limited to promotion of the ETB program, fundraising, and tryouts/tournament administration.
- ✓ Will shadow current Board members to ensure smooth transition of responsibilities, if filling a Board position upon completion of his/her one-year term.

### **Communications Director**

- ✓ Will work with the President to layout a communication plan and activities for the travel and in house season
- ✓ Will assist with Board communication needs during the season including providing the Directors support with communication needs during the season
- ✓ Will partner with the Social Media Director to coordinator postings and external communications to the

**Past President Director**

- ✓ Will assist the President in the transition of duties

**APPENDIX B  
COACHES INFORMATION AND GUIDELINES**

Welcome to the world of volunteer coaching! This is a wonderful part-time job that can be very rewarding as well as very difficult. Know that you will never make everyone happy. Just do your best to be fair and up-front with players and parents. The following is a list of guidelines that all coaches are expected to follow. Eagan has developed a reputation for producing teams that are competitive and have a high level of class. We would ask that you work to continue this reputation throughout the season. Additional information is available from the Coach/Player Development Coordinator.

1. The best way to produce a quality team is with a positive attitude, positive talk, and positive feedback to players. Please avoid negative criticism of players, parents and officials. Constructive criticism is always necessary for players to improve while negative feedback makes for negative players. Coaches are expected to follow the *EAA Coach Code of Conduct*.
2. Players need and enjoy discipline in themselves and their teammates. Do not allow them to criticize each other, coaches, or officials. Do not allow profanity, arguments, or negative behaviors to happen. Expect your Eagan players to be the best disciplined team. Demand that they dress, walk, and talk with class both on and off the court. The most important thing a player will learn is how to be a good person. This lesson is far more important than wins or losses.
3. A successful coach is one that is a responsible teacher, leader, and organizer. Please take the time to plan your team's strategy as well as how you approach each interaction with your players.
4. A successful coach is one that focuses more on teaching than on winning. They also teach sportsmanship, self-control, self-discipline, game preparation, strategy, and respect for self and others. While winning is a goal, these other lessons are more important.
5. A successful coach is a good communicator to both players and parents. The expectation is that coaches inform parents about the team's happenings. A good idea is to have a non-coaching parent assigned as a "Team Parent" to help communicate information to other parents.
6. A successful coach is a good role model. Expect that you, your players, and parents follow the sportsmanship guidelines.
7. A successful coach cares for equipment. Each coach is responsible for caring for and returning equipment as soon as possible after the season.
8. No ETB coach is permitted to participate (roster) on two teams concurrently in the same season as a Head Coach.
9. A successful coach makes each player feel special regardless of their role in the program. Please try to make each athlete feel as if their role is important to the team. Let them know their role and how it fits into the overall team picture.
10. It is expected that all Coaches will follow and support the EBA By Laws.

## **APPENDIX C**

### **PARENT INFORMATION AND GUIDELINES**

Welcome to EBA! We hope your experience is filled with learning and enjoyment. The following is information you may find helpful as you and your child participate in our program.

1. The cost of participation goes beyond the registration fee that pays for uniforms, gym time, tournaments, etc. Additional expenses may include traveling, hotel lodging, meals, and tournament entry fees. We encourage parents to attend as many games and practices as possible. It means a lot to your child to have you watch them play.
2. We ask that parents be respectful of schedules for games, practices and tournament attendance. Coaches will inform you as early as possible of any schedule changes but sometimes, especially in tournaments, coaches get information at the last minute.
3. We ask parents to be prompt in assisting your child's timely arrival and timely departure from games and practices. With younger players, coaches cannot leave until all players have been picked up. Parents please inform your child's coach directly if they will not attend a game or practice.
4. EBA has been established as a developmental sports organization. To accomplish this mission, all players in our program, at every age, gender and level, should be given fair and approximately equal playing time with the exception of 7<sup>th</sup> and 8<sup>th</sup> grade teams where playing time is 60/40. In order to clarify this position for both the parents and coaches, the EBA Board has established the following guidelines:
  - a. Actual time each player is on the floor may vary from game to game but should be approximately equal over the course of the season.
  - b. All players should start and finish an approximately equal amount of games over the course of the season.
  - c. Coaches can deviate from the guidelines under "extenuating circumstances or situations," such as a player repeatedly missing practice, player behavioral problems, player injuries, etc. During the traveling basketball season, basketball practices and tournaments should take precedence over activities other than family, church or school functions. If a player misses practices or games due to participation in another sport or activity, the coach is not required to abide by the fair and equal playing time guidelines.

We believe the mission of developing players requires that all players be given fair and approximately equal playing time throughout the season. By adhering to the spirit of these guidelines, our basketball program should provide exciting and competitive opportunities to all participants who invest time and energy into the development of their skills.

5. EBA policy prohibits the use of tobacco, alcohol or illegal drugs at any time in accordance with applicable school district policy.
6. Parents are expected to follow *EAA Parent Code of Conduct*.
7. Parents/Guardians are expected to participate in EBA fundraising, as a volunteer at our annual tournament.
8. The goal of EBA is to provide a competitive and fun experience for each player. Coaches will strive to lead a classy, hard-working, competitive team of players who love the game. We walk, talk, and play with class and have fun doing it!!

## APPENDIX D PLAYER INFORMATION AND GUIDELINES

Welcome to EBA! This will be an exciting experience. EBA is recognized as one of the best programs in Minnesota! We are glad to have you with us! Please read and follow each of the guidelines below. This will help you to have a successful and fun season.

1. Each player is expected to prepare mentally and physically for each game and practice.
2. Players are asked to remain on the team bench at all times. Conversations with non-players and parents should be avoided during the game. The job of all players is to watch the game and learn from other players.
3. All players are asked to show respect for other players, including opponents, coaches, parents, and officials. Make sure all comments are positive. Players are expected to follow *EAA Player Code of Conduct*.
4. Players are encouraged to ask questions of coaches whenever they do not understand a play, rule, or strategy. This will help them develop an understanding for the game. (Be sure to ask questions when appropriate during the game or after the game.)
5. Players are expected to be on time for all practices and games. Teams warm up prior to the game. Therefore players must plan to be at the facility early.
6. Players are encouraged to practice on their own. Have your parents or a brother or sister help you or call a teammate to work out with you.
7. Team commitment is very important. ***Basketball is a team game and no one player is more important than the rest.*** Each player has a role and must work to do their job to the best of their ability. Coaches' decisions are based on what's best for the whole team. On the court always be a team player. Support your teammates by both word and action.
8. A classy team is a hustling team.
9. Players should dress for success. No jewelry can be worn when in uniform. Jerseys should stay tucked-in at all times.
10. Each player is expected to play to the best of their ability at all times.
11. No EBA player is permitted to participate (roster) on two teams concurrently in the same season.
12. Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the EBA Board.

## **APPENDIX E**

### **EBA TRYOUT PROCEDURES, INCLUDING TEAM FORMATION AND COACHING ASSIGNMENTS**

This documents the current process for forming pools & teams during tryouts:

#### **Overview**

- For each gender/age group, players are evaluated by the high school coaching staff and independent evaluators. One person is designated the “Lead Evaluator.”
- The Tryout Directors are responsible for overseeing, but not influencing the evaluation process.
- Team Genius will be used to evaluate the players.
- The coaching candidates for a given gender/age group attend all days of tryouts to evaluate players and provide input to the Tryout Committee forming the teams.
- All decisions regarding pooling, placement, and final roster decisions that need to be adjudicated will be done so by a Tryout Committee.

#### **Independent Evaluators**

- 1 for every 10 kids.
- Evaluators are not to talk to team coaches or high school head coaches prior to tryouts. Discussion between evaluators, high school staff, and coaches all together will take place at the end of Day 1.

#### **Conflict of Interest**

- If any board member present in Tryouts has any of the following conflicts of interest, they must relinquish their position for the duration of that tryout.
  - Coach Candidate
  - Child in that grade
  - Any other reason the person feels cannot be completely unbiased
- Another board member with a similar role will fill in for the board member who has a conflict of interest.

#### **Player Evaluations from the Prior Year**

- The coach player evaluation survey will be used to assist the Tryout Committee in making decisions regarding similarly evaluated players.
- The Player Evaluations may also be used to argue a coach’s case of either pulling a player up to their team or placing them on the next team down. Criteria used for this can be comments or rankings regarding attendance, coachability, teamwork, work ethic, sportsmanship, and teamwork.
- The Player Evaluations will NOT be used as a way to place a player on a team which is overmatched for their abilities.

#### **2 Days of Tryouts**

- Kids will start out on random courts and eventually move to specific court using tryout performance and team placement from last year along with end of the year coaches evaluations
- Independent evaluators will move kids to different courts based on their talent level and ability

#### **Team Formation**

- The Tryout Committee will review all data (scores, coach input, and past year coach surveys), discuss and form the teams. From this data, team size and the number of teams will be determined.
- The top ranked coach is identified from the player list on team 1.
- The top ranked coach is then brought into the discussion with the Tryout Committee and is shown the players on their team. If there are concerns with coachability or attendance with one or more of the players,

the coach may bring the request to the Tryout Committee. The request must be approved by the Tryout Committee.

- The same process is followed for subsequent teams.
- The President and Tryout Committee must approve the decision to cut players from any grade/gender.

After all the teams have been chosen the coaches are instructed NOT TO CONTACT their players until they have been notified that the rosters are posted on the web site. The coaches then contact each player to let them know they are on their team. Communication of tryout results to players and parents will take place outside of school hours, either during a weeknight evening or on the weekend.