



Policy and Procedure Handbook

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Mission

The Stewartville Youth Basketball Association (SYBA) is a non-profit organization dedicated to supporting the Stewartville High School basketball programs by providing a youth basketball program for boys and girls of all skill levels in 3rd through 8th grade in the Stewartville Public School District. SYBA believes every student athlete should have an opportunity to play the game of basketball at his/her level.

Program Philosophy

SYBA believes that basketball should always be fun. SYBA is committed to developing our players, teams, and program yet we will not lose sight of the fact that enjoying ourselves is essential.

SYBA strives to help each of its participants develop basketball skills and improve as a player, learn life lessons that have value beyond the basketball court, feel like an important part of the team regardless of performance, and have fun at both practices and games.

SYBA believes that coaches are an important part of our success and aims to provide every coach with the tools to succeed. The organization is committed to creating a positive culture, in which coaches, parents, fans, officials, and players work together to succeed in achieving this mission.

SYBA believes all players contribute to the team's success and will be treated with respect. For our teams to reach their potential, we must have players that are willing to work together. Friendships that develop from this experience will endure long after the season ends and continue throughout life.

SYBA believes financial concerns should not be an impediment to a student athlete participating in basketball. SYBA will conduct fundraising activities and host tournaments to provide scholarships and offset the cost of administering the association.

Board of Directors/Agendas/ Minutes

The Board of Directors is comprised of 15 individuals. The Stewartville High School Boys and Girls Varsity Head Coaches serve as ex-officio, non-voting members of the Board. The annual election for Board positions is in March, and terms are two years from April 1st to March 31st. All board members are volunteers.

The date, time and location of the Board meetings will be posted on the calendar on the SYBA website. These meetings are open to the membership. Occasionally meetings may be closed to discuss confidential or sensitive matters or to complete time-sensitive matters. The agenda for the SYBA board meetings will be posted on the [SYBA website](#) at least 72 hours prior to the meeting. The minutes for the SYBA board meetings will be posted on the [SYBA website](#) after they have been approved by the SYBA board, which is done at the following Board meeting.

PRESIDENT - Voted for on even numbered years

- The President is accountable for all aspects of SYBA including team, player, coach, and parent activities as well as the financial health of the program. The President also works with the Boys and Girls Directors along with the other board members to ensure the fairness of leveling, team selection, and coach selection. The President presides at all SYBA meetings of the Board and appoints committees, as necessary.

VICE PRESIDENT - Voted for on even numbered years

- The Vice President assists the President with all responsibilities.

SECRETARY - Voted for on odd numbered years

- The Secretary requests agenda items as well as builds and communicates each agenda prior to the meeting. The Secretary also maintains all SYBA Board meeting minutes.

TREASURER - Voted for on even numbered years

- The Treasurer oversees all receipts and monies for SYBA and reports on the financial status of the organization at each board meeting. The Treasurer works with the board to develop and deliver the yearly budget.

COMMUNICATION DIRECTOR - Voted for on even numbered years

- The Communications Director serves as the primary voice of SYBA email communications to members. The Communication Director manages all aspects of the SYBA website and its team pages as well as all aspects of registration.

CO COMMUNICATION DIRECTOR - Voted for on odd numbered years

- The Co-Communications Director serves as the primary voice of SYBA email communications to members. The Communication Director manages all aspects of the SYBA website and its team pages as well as all aspects of registration

COACHES DIRECTOR - Voted for on odd numbered years

- The Coach's Director is charged with overseeing the activities of the coaches. They Coaches Director assists in the leveling and team selection as well as interviewing and coach selection. The Coach's Director is also responsible for ensuring the coaches are following the spirit and letter of the SYBA Policies and Procedures.

GIRLS DIRECTOR - Voted for on odd numbered years

- The Girls Director is charged with overseeing the activities of the girls' teams. They Girls Director assists in the leveling and team selection, interviewing and coach selection, and management of the girls' tournament schedules. The Girls Director is also responsible for ensuring the girls' teams and parents are following the spirit and letter of the SYBA Policies and Procedures.

BOYS DIRECTOR - Voted for on even numbered years

- The Boys Director is charged with overseeing the activities of the boys' teams. They Boys Director assists in the leveling and team selection, interviewing and coach selection, and management of the boys' tournament schedules. The Boys Director is also responsible for ensuring the boys' teams and parents are following the spirit and

letter of the SYBA Policies and Procedures.

EQUIPMENT DIRECTOR - Voted for on odd numbered years

- The Equipment Director is responsible for maintaining the equipment inventory, presenting equipment needs to the board, distributing equipment to teams as needed throughout the season, and coordinating the return of equipment with coaches at the end of the season.

SCHEDULING DIRECTOR - Voted for on odd numbered years

- The Scheduling Director manages the scheduling of facilities for SYBA events including practice times, tournaments, and meetings. The Scheduling Director is responsible for assembling a work team to collaborate with the school in assigning gym times to all teams. As changes are made to the schedule, the Scheduling Director is responsible for communicating those changes to coaches and the Communications Director.

TOURNAMENT DIRECTOR - Voted for on even numbered years

- The Tournament Director is responsible for overseeing the planning and management of SYBA tournaments and league play. The Tournament Director is charged with all aspects of the tournaments including overall leadership of the SYBA tournament teams, hiring referees, setting up brackets, and issue management throughout the events.

CONCESSIONS DIRECTOR - Voted for on odd numbered years

- The Concessions Director is responsible for overseeing the planning and management of SYBA tournament concessions. The Concessions Director is charged with all aspects of the tournament concessions including signage, food selection and purchase, setup, and cleanup throughout the events.

FUNDRAISING DIRECTOR - Voted for on odd numbered years

- The Fundraising Director is responsible for overseeing SYBA marketing and any necessary fundraising plans. The Fundraising Director is responsible for assembling a work team to carry out all SYBA fundraising opportunities including the Kwik Trip card program and summer golf tournament.

GAMBLING MANAGER - Voted for on odd numbered years

- The Gambling Manager is in charge of the day-to-day activities of the organization's gambling operation. The gambling manager must: 1.) be licensed by the Gambling Control Board; 2.) have a \$10,000 bond; 3.) have attended a gambling manager seminar and passed a written test; 4.) attend a continuing education class every calendar year

SYBA Season

The SYBA traveling season begins in late October/early November and concludes at the MYAS Grade State Tournament in mid-March.

Player Eligibility

SYBA is currently offered for all girls and boys in grades 3rd – 8th who attend school in Stewartville School District ISD #534.

Registration

Registration begins in mid-late summer. Online registration is available on our website. Registrations are accepted until the end of the day, 14 days prior to the first leveling session.

Registration Fee

The player registration fee is established to fund the tournaments/league registration fees of the program. A late fee of \$50 will apply to anyone registering after the closing date. After teams are set, there will be no late registrations allowed. The board will make all decisions on late registration on an individual basis.

Refund Policy

All refunds will be taken up by the board on an individual basis.

SYBA will offer refunds with the following limitations:

3rd – 5th grade

- A full refund (minus \$50 administration fee) will be granted for a player that decides to withdraw prior to being placed on a team.
- After a player, has been placed on a team, only extenuating circumstances such as a medical reason (doctor note required) or a family move may warrant a refund (minus \$50 administration fee).

6th – 8th grade

- A full refund minus (minus \$50 administration fee) will be granted for a player that decides to withdraw prior to the first leveling session.
- After a player has been placed on a team, only extenuating circumstances such as a medical reason (doctor note required) or a family move may warrant a refund (minus \$50 administration fee).

In no case will any refund be issued to a participant who decides they do not agree with their team placement by evaluators.

Team Definition

Generally, SYBA will have at least one boys and one girls team for each grade level from 3rd – 8th. If there are enough players for more than one team, then additional teams will be created. In 3rd – 5th grade, SYBA will form equal teams that can compete at any level. In 6th – 8th grade, teams are formed based on the evaluation process of the participants. Team designations of Maroon-Gold-White-Black will be made at the time of evaluations dependent on the number of players. Teams will play tournaments at the A, B or C level throughout the season depending on the competitiveness of the team.

Team Structure

3rd – 5th Grade: No leveling. Equal teams will be formed for league play and tournaments through a collaboration of varsity head coaches and the Boys/Girls Directors based upon numbers.

6th – 8th Grade: Leveling evaluation will take place in the beginning of the season and players will be placed on Maroon, Gold, White, or Black teams. Each level is designed to challenge the individual player skills by providing an opportunity to compete against players of similar abilities.

- Maroon team is designed to challenge the most talented basketball players at this level. Skills, athletic ability, coachability, practice efforts and game efforts will determine the player's role on the squad. This is designed to be a competitive situation. There is no guarantee of similar playing time
- Gold, White, or Black teams are designed to challenge the basketball players at their level. Skills, athletic ability, coach ability, practice efforts and game efforts will determine the player's role on the squad. This is designed to be a competitive situation. There is no guarantee of similar playing time

Team Formation

It is understood that the youth from 3rd – 8th grade are at a stage of rapid development and growth (mentally, physically, emotionally, maturity and skills). We also understand that families move into and out of communities. Evaluations are conducted every year to provide a clean slate and equal opportunity to all. Every player should have adequate time to demonstrate their full abilities, equal opportunity to earn their position on a team, and trust in the process.

Teams will have equally number of players. SYBA will never “cut” a player.

- If after registration there are 7-13 players, one team will be created.
- If after registration there are 14-22 players, Maroon and Gold teams will be created.
- If after registration there are 23-31 players, Maroon, Gold, and White teams will be created.
- If after registration there are 32 or more players, Maroon, Gold, White, and Black teams will be created.

Leveling

Leveling is generally held in September.

Leveling Evaluation

Leveling will be held during the month of September. All efforts will be made to hold two leveling sessions. Participants MUST ATTEND both leveling sessions to be placed on a team. Exceptions made with prior approval by the Boys/Girls Directors. If a player misses one or both leveling dates, the board will make the decision on what team the player should be placed based on information from past coaches and other available information. Leveling will be conducted for grades 6th – 8th where there are at least 14 athletes registered.

To assure the objectivity of the evaluations, the SYBA Board will assign evaluators to the respective age/gender groups. Evaluators may include SYBA Board members, high school coaches, youth coaches from other associations, or others invited by the Board. The following will apply when evaluators are assigned to tryout groups.

- The evaluator may not be a family member of a player trying out for the team.
- A coach may not evaluate players at the same grade/gender at which he/she will be coaching.

The evaluators will use a standard tool approved by the Board. Players will be evaluated on a series of drills and scrimmages. Player selections will be determined by the rating results, combined with position considerations. Upon completion of evaluations, the boys/girls directors will be provided a numerical ranking of all athletes.

For an injured player to make a traveling team, careful consideration about the player's ability, had they participate, will be used. Including but not limited to discussions with last year's coaches, discussions with off season clinicians, discussions with this year's coaches. Once all information has been gathered the Board will place the player on the appropriate team.

Parent /child team preference will not be considered in the Board's decision.

Players will be placed on teams only within their grade. Exceptions will be made only through a request to the board by a head varsity coach.

After the evaluations are completed, the teams will be formed using the evaluators' player rankings and position considerations. Team rosters will be posted on the web site no later than 3-4 days after completion of the tryouts.

If you register your child, you are asking for that child to be placed on a team based on his/her skill level. Once the evaluators rank that child and he/she is placed on a team no refunds will be allowed.

Coach Selections

Coaching candidates will submit a request to coach during the registration process. If there are multiple candidates for a grade/gender coaching position, interviews may be scheduled. Coaches will be selected based on experience, knowledge of the game, past involvement, positive attitude, and a background check. Parents and members of SYBA are encouraged to coach, but decisions will be made by the Board to have the most qualified person coaching the players.

Both Varsity coaches are ad hoc members of the board and can provide input/direction. Interviews will be conducted in front of board members with a series of questions developed by the SYBA Board of Directors. All coaches are hired for one season. If a coach has coached for a minimum of one year for SYBA and has positive evaluations, the board may determine an interview is not necessary in subsequent years. SYBA board members can coach but must recuse themselves from any decision making for that grade/gender.

The SYBA Board has the sole discretion to deny any coaching candidates a position if the results of the background screening indicate the candidate may pose a threat to vulnerable subjects, such as children, game officials, administrators, opposing players/coaches and spectators regardless of whether or not the results of the Background Check directly violates any of the listed criteria in this Policy. Any coaching candidate that submits a background screen application is subject to the listed Policies and Procedures.

Anyone found guilty, entering a plea of guilty, or a plea of nolo contendere (no contest) regardless of adjudication for the following criminal offenses shall be disqualified from any coaching position:

1. All Sex Offenses.
2. Murder and Homicide regardless of time limit.
3. Felony Violence and Felony Drug offenses in the past 10 years.
4. Two or more misdemeanor violence offenses in the past 7 years.
5. More than two convictions for misdemeanor drug and alcohol violations within the past five years; or
6. Any other crimes against children in the past 7 years.

Crimes of all levels (reckless misconduct, misdemeanor, gross misdemeanor and felonies) will be considered when screening a coach applicant.

Should a background screening indicate that a candidate is not eligible to become a coach, the Coaching Director will notify the candidate via email. The applicant will be given 5 days to provide legal documentation that disputes the background screening results. If the applicant does not provide adequate legal documentation to dispute the findings in the background screening, the information contained in the screening report will be deemed true and accurate.

Coaches Code of Conduct

- The best way to produce a quality team is with a positive attitude, positive talk, and positive feedback to players. Avoid negative criticism of players, parents and officials. Constructive criticism is always necessary for players to improve while negative feedback makes for negative players.
- 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 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.
- A successful coach is one that is a responsible teacher, leader, and organizer. Coaches are expected to dress, walk, and talk with class both on and off the court.
- Please take the time to plan your team's strategy as well as how you approach each interaction with your players.
- 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 in the game of life.

- A successful coach is a good communicator to both players and parents. The expectation is that coaches inform parents about the team's happenings. Every coach is expected to have a players/parents/coaches meeting before the start of the season, and during the season if necessary.
- A successful coach is a good role model. Expect that you, your players, and parents follow the sportsmanship guidelines.
- A successful coach makes each player feel special regardless of his or her role in the program. Make each athlete feel as if his or her role is important to the team. Let them know their role and how it fits into the overall team picture.
- Coaches are expected to have practice plans prepared for each practice.
- All the teams within the same grade will collaborate under the direction of the Director of Basketball and help from the other coaches.

Player Good Standing

In order to be eligible for SYBA activities, the player must be in good standing. The term "Good Standing" shall mean that the player is eligible under all of the conditions and eligibility requirements set forth in the SYBA Policies and Procedures Manual and the Players Code of Conduct.

A player who is suspended from school they are required to notify his/her SYBA coach or a member of the Board. Parents of players and SYBA Coaches will be required to notify the Board of any events that violate the Players Code of Conduct.

SYBA Coaches have the authority to immediately remove a player from any SYBA activities should they deem the player's actions harmful to others. Such incidents will be reviewed by the Board to determine further penalty.

A Player who violates the Players Code of Conduct or other listed policy of this manual is not in good standing and is ineligible to participate in SYBA activities for a period of time as determined at discretion of the board.

Uniforms

SYBA will purchase new uniforms for grades 3, 5 and 7 with the expectation they be used for two years by the players and kept in clean, presentable condition. If a player needs a new uniform in grades 4, 6, or 8, SYBA will provide a new uniform with the cost charged to the player except for players who are new to SYBA.

Volunteer Commitment and Deposit

A required volunteer deposit in the amount of \$100.00 is due at meet the coaches' night. This is a separate payment from the registration fees. All families are required to have adults work 4 hours during our home tournaments, volunteer as a coach, assistant coach, or be a member of the board.

This deposit check will be cashed if the volunteer commitment is not fulfilled. It is your responsibility to check in and out at the volunteer registration table to make sure your hours are recorded. Volunteer hours sign up will be available online closer to tournament dates.

If you are not interested in working the tournaments, a flat \$100 volunteer payment can be made to the organization to cover your volunteer hours.

Fundraising

It is the SYBA's goal to keep the registration fee as low as possible. Proceeds from the SYBA tournaments, Kwik trip cards, golf tournament and other fundraising opportunities are used to pay for everything else i.e., gym usage fees, equipment, program insurance, and other miscellaneous expenses.

Policies and Procedures

Players Code of Conduct

- NO berating of officials or "trash talking" opponents.
- NO use of profanity.
- Encourage your teammates on and off the court and display good sportsmanship always.
- Respect coaches during games and practices. When a coach is speaking, everyone listens.
- Be on time for all games and practices.
- Talk to the coach first about a problem with another player.
- Respect the property and equipment of any sports facility both home and away.

Player Guidelines

- Each player is expected to prepare mentally and physically for each game and practice.
- 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, cheer on your teammates and learn from other players.
- 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 SYBA PLAYERS CODE OF CONDUCT.
- 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.)

- 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. See the Player Attendance Policy.
- 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 is best for the whole team. On the court... always be a team player. Support your teammates by both word and action.
- Each player is expected to play to the best of their ability at all times.
- No SYBA player is permitted to participate (roster) on two traveling squads concurrently in the same season.
- 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 SYBA Board.
- All players are required to line up and congratulate their opponents and officials after the game.
- Players are encouraged to watch other SYBA teams playing at the same facilities.

Parents Code of Conduct

- Respect the property and equipment of any sports facility, both home and away.
- Encourage good sportsmanship towards officials, players, and coaches.
- Inform the coach, within a reasonable amount of time, of any absence from a game or practice my athlete might due to sickness, planned vacation, or any other reason.
- No drug, alcohol, or tobacco use during SYBA event or sporting event at another facility that SYBA players are present.
- Concerns should be expressed directly to the coach first.
- Adhere to the rules governing the SYBA.

Tournament and Practice Schedules

Tournament and practice schedules will be posted on the SYBA website typically by the beginning of November after Meet the Coaches night. Teams will generally practice one or two times per week depending on gym availability throughout the season.

The number of tournaments granted per SYBA team will be determined based on tournament costs and SYBA organization finances/budget. If teams wish to enter more tournaments than SYBA allows, parents will be responsible for associated costs.

SYBA will communicate tournament budgets prior to the beginning of each season.

Playing Time

The head coach will have the freedom to run the team while keeping within the program guidelines. Coaches are expected to develop all players on the team. Coaches should aim to give each player fair playing time over the course of a tournament in accordance with the playing time guidelines established by the SYBA board.

Playing time is measured over the course of a tournament.

Playing time can be affected by absences from practice and/or games, injuries, illness, attitude, effort, unwillingness to do as the coach has instructed, and ability to be a team player.

- 3rd/4th Grade – close to equal playing time
- 5th/6th Grade – close to equal playing time for the first $\frac{3}{4}$ of game
- 7th/8th Grade – no minimum requirement

Playing time can be affected by absences from practice and/or games, injuries, illness, attitude, effort, unwillingness to do as the coach has instructed, and ability to be a team player.

NOTE TO PARENTS: This is always one of the biggest points of contention. Parents and players must recognize that strict adherence to minimum playing time guidelines during a game or over the course of a tournament cannot be guaranteed due to player absences, player's physical condition, substitution patterns, foul situation, injuries and other factors that the team, coaches and players encounter.

Teams Practicing Together

To improve overall consistency and development of our players through the SYBA, the Board has decided that if possible multiple teams at each grade level will practice together.

There are extreme benefits of this vision including such items as:

- Consistency of coaching.
- Players learning same terms, drills, offensive and defensive philosophy.
- Promote a defined continuum of player development across grade-level to grade-level to achieve optimal individual and team results.
- No shortage of players to practice 5-on-5 drills due to player absences to improve effectiveness of the limited practice time we have.

Player Attendance Policy

Players are expected to attend and be on time to all practices and tournament games unless their head coach has excused them. Whether an absence is excused is at the discretion of the head coach for that squad. We want the player to be dedicated to their team and their teammates. We understand that there can be instances where a player must miss a practice or a game. We also want the player to be responsible and notify their coaches of an upcoming situation in a timely manner, so the coach can make the necessary adjustments.

All grade levels:

- Coaches are to be notified in advance of any absences.
- Attendance at practices is mandatory.
- Attendance at games is mandatory.
- Unexcused absences can include:
 - Coach not notified in a timely manner.
 - Absences not approved in advance by the coach.
 - Absences due to conflicts with other sports or non-school/church related activities.
 - Not arriving to practices or games when indicated by the head coach
- Excused absences can include:
 - Absence due to injury or illness of player.

- Absences due to serious illness or death of family member.
- Absences due to scheduled school or church activities.
- Absences due to special school assignments.

Consequences of unexcused absences:

- Missing 1 game or practice
 - Verbal warning from the coach.
- Missing 2 games or practices
 - Player does not play in the next game, but is required to attend the game.
- Missing 3 or more games or practices
 - Coach is to notify the Boys/Girls Directors. Consideration is made to remove the player from the team. The Board will make final determination. If a player is removed, there will be no refund of any fees.

Conflict Resolution

Issues concerning players - Player issues are to be directed to the head coach of a squad. They are to be resolved at a non-game situation (i.e., before or after practice if coach approves, separate scheduled meeting, etc.). Players are encouraged to speak with the coach themselves. If necessary, the parents should contact the coach. If resolution cannot be attained in this manner, the Boys/Girls Directors may be contacted. A meeting with all necessary parties may be called if deemed necessary.

Issues concerning parents – Parents, don't forget that coaches are volunteers. Please respect the coach for their decisions. A coach's decision is not questionable. Please do not coach your child from the sideline during the game. If you have an issue, speak to the coach at an appropriate time. After a game or practice is not an appropriate time as emotions can run high. If a coach is confronted by a parent after a game or practice, the coach is expected to remove themselves from the area. If resolution cannot be attained in this manner, the Boys/Girls Directors may be contacted. A meeting with all necessary parties may be called if deemed necessary.

The Board will monitor the guidelines and parents are encouraged to report any noncompliance of these guidelines to the Boys/Girls Director. It is recommended that the Boys/Girls Directors be present at any parent/coach meeting in which issues of how the team is being managed will be discussed. Coaches and parents are facilitators in making this a productive and enjoyable experience.

Evaluations

Coaches are encouraged to provide written evaluations to each player at the end of the year.

Each coach will be evaluated at the end of the year via a standardized tool/survey selected by the Coaching Committee. This allows parents/players to give feedback so the coach can learn and grow as a coach.