



# SCHAUMBURG ATHLETIC ASSOCIATION

## Youth Basketball

2024-2025 Season

# HANDBOOK AND POLICIES MANUAL



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**HANDBOOK REVISIONS & APPROVAL**

This handbook for the SAA Youth Basketball Program can be approved by a simple majority vote of the Youth Basketball Board of Directors. Any additions or changes made to the guidelines must be presented to the Youth Basketball Board of Directors no earlier than March and must be voted on no later than May. Any individual whose child is in the program, is serving on the Youth Basketball Board of Directors, is a member of a COACHING staff or the commissioner may introduce a new guideline or a change to an existing guideline. A copy of the guidelines will be distributed to each member of the Youth Basketball Board of Directors. Parents of all registrants may obtain a copy upon request.

## 1 INTRODUCTION

The purpose of this handbook is to ensure all families associated with Schaumburg Athletic Association (SAA) Youth Basketball uphold and comply with the rules and regulations, in such a manner that positively symbolizes our Program. Included you will read in detail what our Youth Basketball Program goals and objectives are; how our Board is structured; what the Commissioners duties are: what our expectations and obligations for coaches are; what our Code of Conduct and expectations for both players and parents are; what our team formation process is; what our general outline of season dates and policies are. As SAA Youth Basketball continues to grow, it is imperative that all coaches, players and parents understand the rules and regulations of this Handbook through which we must operate under the By-Laws of Schaumburg Athletic Association (SAA). It is our belief, that through this dedication, our Program will lead to each player achieving personal successes, both on and off the court.

## 2 MISSION

The mission of the SAA Youth Basketball Program is to provide effective instruction, practices and age-appropriate competition in the fundamentals of basketball by demonstrating safety, teamwork, good sportsmanship, discipline, leadership, respect and fun for players, spectators, coaches and officials.

## 3 THE YOUTH BASKETBALL PROGRAM

The SAA Youth Basketball Program provides instructional league teachings for girls and boys in 1st thru 4th grade and competitive league guidance for girls and boys in 5th thru 12th graders.

### 3.1 GOALS

Three top goals for our Program to achieve are:

1. Player Development
2. Community Team Spirit
3. Administrative Growth

### 3.2 OBJECTIVES

Concentrating on player development will aide tremendously in teaching each player how to hone in on their own personal strengths and weaknesses. Fostering good community team spirit focuses on strengthening families/spectators to positively show their support and team spirit without incidents. Growth of our board, aids to develop Commissioners on how to focus on prompt implementation of more practical, quality and safe league operations for all to enjoy.

### 3.3 EXPECTED OUTCOMES

By meeting these goals and objectives, our players will learn newfound heights to their personal ceilings. Community families showing a greater emphasis on promoting team spirit without incidents reflects back on the players overall positive experience. And growing Commissioners as strong leaders overall accomplishes our Programs mission in providing the best Youth Basketball in our community.

#### **4 SPORT BOARD ORGANIZATION**

**Head Commissioner**

Beth Hartwig

**Assistant Commissioner**

Jennifer Calabrese

**Treasurer**

Andy Schneider

**Secretary**

Kelly Deady

## **5 SPORT BOARD STRUCTURE**

### **5.1 ORGANIZATIONAL CHART**

### **5.2 DESCRIPTION OF HEAD COMMISSIONER**

The SAA Youth Basketball Head Commissioner serves as the head of the Youth Basketball Board of Directors of the SAA Youth Basketball Program. The Youth Basketball Board of Directors will elect the Head Commissioner. Any individual nominated for the position of Head Youth Basketball Commissioner must have served a minimum of two (2) years in a voting board member position. After a new commissioner is elected, the preceding commissioner can serve as an advisor or consultant, at the request of the new commissioner. In this position, the individual does not have a vote on the Youth Basketball Board of Directors.

### **5.3 HEAD COMMISSIONER DUTIES**

The Youth Basketball Head Commissioner duties include:

1. Shall conduct meetings of the Youth Basketball Board.
2. Shall appoint an Assistant Head Commissioner, a Treasurer, a Secretary and other positions on the sport board in accordance with the needs of the individual sport.
3. Shall attend the SAA Executive Board meetings and SAA stated functions.
4. Shall cast a vote at meetings only to break a tie vote.
5. Shall present annual budget and handbook to the SAA Executive Board.
6. Shall enforce and adhere to the SAA Disciplinary Policy.

#### **5.3.1 Coaching Responsibility of a Head Commissioner**

The Commissioner will not simultaneously hold the position of a head coach and Commissioner but may serve as an assistant coach. This is to ensure that the individual in the role of Commissioner has the time required during the season to administrate the program and resolve issues that may arise during the season. This also serves to eliminate conflicts of interest. If the elected Commissioner is a current head coach, the Commissioner at his/her choice, may continue to coach on the team as an assistant with the understanding that the individual has the opportunity to resume his/her duties as head coach after the term of Commissioner has ended.

#### **5.3.2 Head Commissioner Election Guidelines**

The position of Youth Basketball Head Commissioner shall be elected pursuant to the following:

- a. Two months' prior (February meeting) to the election (April meeting), a nomination letter shall be sent to all head coaches in the sport. The Sport Board shall include the board's nominee(s) on this form. Nominee(s) must have at least two (2) years' experience on the sport board for which they are nominated. If no nominee meeting the experience requirements accepts nomination, other candidates may be considered with approval of the Board of Directors. New Head Commissioner shall take office at the May meeting.
- b. All nominees must be submitted to the Secretary of the Sport Board as stated in the letter, one month prior to the election meeting. (March meeting)
- c. Only the head coaches in the sport and the current sport board members shall have the right to vote for the Sport Head Commissioner.
- d. All elections shall be ratified by majority vote of the SAA Board of Directors before any Sport Head Commissioner shall be seated on the Board.
- e. The term of office for a Sport Head Commissioner shall be two (2) years. A Sport Head Commissioner shall be limited to two consecutive terms in office.
- f. After a lapse of one 2-year term, an individual may be re-elected as Head Commissioner and can fulfill a term.

- g. An individual cannot hold the position of Head Commissioner in more than one sport during the same term.

### **5.3.3 Head Commissioner Election Process**

- a. At the general meeting held for the purpose of electing a Sport Head Commissioner, voting shall be the right of the current Head Commissioner, all head coaches, and the current member of the sport board.
- b. There shall be no proxies or absentee ballots.
- c. Voting in the case of all contested elections shall be by secret ballot.
- d. The nominee receiving a simple majority of the votes cast shall be declared the winner. In the event no one nominee receives a simple majority, an immediate run off shall be conducted between the two nominees receiving the most votes.
- e. Ratification by the SAA Board of Directors shall be required to serve the interest of the total membership.
- f. The new Head Commissioner shall take office at the May meeting.

## **5.4 DESCRIPTION OF LEAGUE COMMISSIONERS**

League Commissioners are the front-line of activity for our house program. League commissioners are responsible for the tasks that start and keep a league running.

### **Commissioner Duties**

1. Recruit coaches and subsequently evaluate coaches (subject to review by the entire Board).
2. Form teams of equal number of players and ensure no team will consist of more than ten (10) players.
3. Supervise your grade level's evaluations.
4. Conduct your grade level's selection process/draft.
5. Formulate league schedules with the Facilities Commissioner and update them as needed.
6. Enforce league rules and school district regulations.
7. Distribute equipment received from the Equipment Commissioner to the coaches at the beginning of the season and collect it from them at the end of the season.
8. Set up league playoffs for the competitive leagues – instructional leagues will not have playoffs.
9. Supervise games and practices during the season as needed.
10. Commissioners have the right to remove a coach from a game who is not following the rules or is in violation of the coaches' code of conduct or SAA rules.

## **5.5 BOARD MEETINGS**

Basketball will have no less than six (6) open meetings during the course of the year, that typically take place each fourth Monday of the month. The date, time and location of these meetings shall be made available to the public. Failure to attend at least two-thirds of held board meetings will result in loss of voting privilege for that board member.

## **6 DESCRIPTION OF TEAM COACHES**

Coaches are selected by each individual league commissioner and subject to review of the Board. Coaching a team the prior season does not guarantee a team for the following season. League commissioners are instructed to choose their coaches based on whom they feel will do the best job, which includes adhering to guidelines and overall philosophies of the program. SAA expects and demands nothing less than exemplary conduct from all players, coaches, parents and spectators at all SAA functions. Head Commissioner has full autonomy to make final decisions on coaches.

**Coaching Duties:**

1. Be a volunteer who is responsible for all aspects of directing the team's practice and play in games.
2. Provide a safe and enjoyable environment for all players, giving each child an equal opportunity to participate.
3. Communicate with the League Commissioner on all matters of policy and procedures.
4. Serve as a positive role model to players, parents, officials, and fellow coaches.

**6.1 CERTIFICATIONS, SEMINARS AND CLINICS**

Coaches need to keep current the certifications required by SAA and are strongly recommended to attend any Coaches Clinic held during each Season.

**6.2 COACH EVALUATIONS**

At each season's end, the board may send out a survey to the parents regarding the evaluations of the coaches. This feedback will be shared with the league commissioners prior to the beginning of the next season.

**6.3 ADMINISTRATIVE DUTIES**

Coaches are responsible for collecting players medical contact information and parent contact information at start of season, submitting a balanced line up for all games, and completing evaluations at the end of the Season.

**6.4 COACH COMPETENCIES/QUALITIES**

In addition to knowledge of keeping a scorer's book and preparing evaluations, coaches are expected to exhibit qualities which include, but are not limited to, motivation, compassion, poise, determination, fairness and a positive attitude.

**6.5 SPECIFIC RESPONSIBILITIES OF COACHES**

1. Coaches are responsible for the conduct of their players, assistant coaches, parents and spectators, and are expected to prevent or correct any violation of the facilities management rules, league rules, or rules pertaining to the expectation of proper conduct by all parties. Intimidation, challenging or arguing with game officials will not be tolerated.
2. No more than three coaches per team are allowed. Only one coach is allowed to stand during the game at any time. Both coaches can give instructions or encouragement to their own players. A student performing community service for the high school may also be on the bench.
3. Coaches are required to refrain from drinking alcoholic beverages prior to all practices and games. This rule also applies to all adults who attend games. Anyone in violation of this rule will be asked to leave the premises and will face disciplinary action by the Basketball Board.
4. Any coach called for two technical fouls in a game will be ejected from that game. A coach can be ejected for gross unsportsmanlike conduct or disruptive behavior (in the opinion of the game official), without receiving a second technical. Any coach who is ejected from a game is automatically suspended from his/her team's next game. When ejected a coach must leave the facility within three (3) minutes to allow the game to continue. The three minutes is to be used to arrange transportation for his son/daughter and not for arguing with the game officials (which will lead to additional disciplinary action). "Leave the facility" means the coach must leave the gym, the building, and the parking lot and not return that day. There will be no coaching from the hallways or lurking around to continue arguments with the game officials.
5. An ejection by an official automatically requires an additional 1-game suspension. Failure to leave can result in further disciplinary actions.

6. Coaches serve at the discretion of the Head Basketball Commissioner and Basketball Board of Commissioners and can be relieved at any time they deem necessary for the good of the SAA Basketball Program.

## 7 PLAYER EXPECTATIONS

### 7.1 ELIGIBILITY

- Residents of the Village of Schaumburg or Schaumburg Township
- Residents of Schaumburg Park District
- Residents from surrounding areas are welcome and will be accepted in accordance with the SAA Bylaws

### 7.2 PLAYER CODE OF CONDUCT

It is the goal of our youth basketball program to represent the Village of Schaumburg with pride, honor, and dignity by always displaying good sportsmanship and respect towards our opponents, coaches, players, and parents. In support of this goal, all youth players involved with SAA Youth Basketball are required abide to the following **Code of Conduct**:

1. *I will attend every practice and game that I am able, and will notify my coach in a timely manner if I cannot.*
2. *I will be prepared and on time for evaluations, practices, and games.*
3. *I will wear my full uniform to games including my jersey tucked-in. If I need reminding, I will immediately obey without hesitation.*
4. *I will listen and learn from my coaches, and improve my knowledge and skills.*
5. *I will treat the referee with respect and agree not to dispute calls nor criticize the referee during or after the game. If I receive (2) flagrant fouls during the season, I will be subject to disciplinary action by the head commissioner.*
6. *I will not criticize a teammate or coach at any time, whether to that teammate, to other teammates, or to any other person, both on and off the court, and will treat my teammates and coaches with respect and encouragement at all times.*
7. *I will encourage good sportsmanship, acknowledge good plays, and gesture a sign of respect to officials and opposing players at the end of the game. I will express humility as a winner and be a gracious loser.*
8. *I will not engage in unnecessary roughness and will treat fellow players with respect regardless of ability. I will not openly criticize the opponent's players or coaches.*
9. *I will not engage in any behavior which would endanger the safety or well-being of a coach, parent, player, or official.*
10. *I will not use alcohol, tobacco, or drugs.*

*I have read, understand, and will abide by the Player Code of Conduct. I understand that if I break or ignore the rules as outlined above, I may be subject to disciplinary action up to and including expulsion from the team and SAA Youth Basketball.*

### 7.3 PLAYER ABSENCE AND RETURN TO PLAY

A player who misses more than three practices and/or games consecutively due to injury will need to provide a doctor return to play note. The note will be required regardless of if the injury happens on SAA time. Notes are to be given to the team Head Coach, who will in turn communicate with the League Commissioner on the player's status.

## 8 PARENT EXPECTATIONS

### 8.1 VOLUNTEER POLICY

As SAA is a volunteer-based organization, parents are required share the responsibilities of assisting at games and practices as a monitor or at the score table, or pay the basketball

volunteer waiver fee during the registration process. Each team must designate a monitor for games and practices. Monitors are responsible for opening the door to let individuals into the facility, and supervising players and spectators in halls and foyers to minimize activity to water and restrooms. We need to supervise activity to prevent damage as SAA is liable for repairs to District 54, District 211, Schaumburg Sports Center, and any other facility caused during our usage. Each team must designate a score table volunteer for games. One will maintain the scorebook and the other will run the game clock. Scorebook volunteers are responsible to fairly keep an accurate account of team points and fouls and clock keepers are responsible to fairly work the clock.

## **8.2 PARENT CODE OF CONDUCT**

I hereby pledge to provide positive support, care and encouragement for my child participating in SAA by following this **Code of Conduct**:

1. *I will encourage good sportsmanship by demonstrating positive support for all players, coaches and game officials at every game, practice or other SAA event.*
2. *I will place the emotional and physical well-being of my child ahead of my personal desire to win.*
3. *I will support and respect coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.*
4. *I will demand a sports environment for my child that is free from drugs and alcohol and shall not use drugs or alcohol at all SAA sporting events. I will not use tobacco products within 50 feet of any field or player during practices and games. I understand that smoking is prohibited on all school properties.*
5. *I will remember that the game is for the youth players, not the adults, and will act accordingly.*
6. *I will make the sport fun for my child.*
7. *I will insist that my child treat all other players, coaches, game officials and fans with respect.*
8. *I will do whatever I can to help my child enjoy SAA sports, including but not limited to being a respectful fan, assisting the coaches when asked or providing transportation.*
9. *I expect the coaches to follow the sport rules and guidelines concerning issues of playing positions and playing time and I will promote that they be followed.*
10. *I will insist that any friends, relatives or visitors that are present at my child's practices or games abide by this Code of Conduct.*
11. *I will make sure my son/daughter attends every practice and game and will notify the coach in a timely manner if he/she cannot attend. I understand that if he/she misses too many unexcused practices and/or games, he/she could lose some game playing time at the discretion of the league commissioner.*
12. *I will pick up my child on-time from practices and games.*
13. *If I am not selected as a volunteer coach, I will refrain from coaching from the sidelines. I will be a spectator and support and cheer for my team.*

*As a parent / guardian of an SAA participant, I agree to abide by this Code of Conduct and acknowledge that I could face disciplinary action for failing to do so, or for any other conduct detrimental to SAA, including up to a two game suspension without the benefit of a disciplinary hearing. I have reviewed this policy and understand that there will be consequences for my negative actions.*

## **9 DISCIPLINARY MEASURES BY THE BOARD**

### **9.1 SUSPENSION OR DISMISSAL OF A COACH BY THE BOARD**

If for any reason a head coach does not follow these guidelines, the Commissioner will recommend to the Youth Basketball Board of Directors the dismissal or suspension of the head coach. The SAA Youth Basketball Board of Directors must approve dismissal of a head coach

by a majority vote. If the head coach is dismissed, the Commissioner will replace the head coach with one of the assistant coaches on staff or assign another coach within the program to act as the Interim Head Coach.

## 9.2 SUSPENSION OF A COACH BY THE LEAGUE COMMISSIONER

If the head coach violates one of the guidelines, the Commissioner may suspend a coach for a period not to exceed two games. This form of suspension will not require approval from the Youth Basketball Board of Directors. If a suspension greater than two games is deemed appropriate, the suspension must be approved by a majority vote of the SAA Youth Basketball Board of Directors. Any coach caught in violation of the suspension will be immediately dismissed from the program. A suspension shall include all practice and game time.

## 9.3 CONDUCT ZERO-TOLERANCE POLICY

See the SAA Disciplinary policy for details on unsportsmanlike conduct or disregard for the rules/policies/procedures of the sport or of the SAA.

The requirement of proper conduct by players, coaches, and spectators is not just limited to the game itself, but also to the time prior to and after each event. Conduct that would have merited a technical or ejection during a game that occurs prior to or after the game could lead to disciplinary action. All players and coaches must comply with the SAA rules in order to participate.

There is a zero-tolerance policy for failure to adhere to the conduct rule. All violations of the conduct policy are subject to further review by the basketball board, and further disciplinary action may be taken based on the SAA Disciplinary Policy. Parents, players, commissioners, coaches, officials, and siblings, all fall under the zero-tolerance policy.

# 10 PROGRAM ORGANIZATION AND STRUCTURE

## 10.1 TEAM NAME

Our program is known as the Schaumburg Athletic Association Youth Basketball (SAA-YB). Team names are decided by the board prior to the season beginning.

### SAA Basketball Logo



## 10.2 EVALUATION POLICY

Boys Leagues from 5<sup>th</sup> thru 8<sup>th</sup> grade will have a player evaluation and Girls league 3<sup>rd</sup> thru 8<sup>th</sup> will have a player evaluation. All no shows for evaluations will be ranked using the player's previous year's evaluations or the discretion of the League Commissioner.

### 10.3 DRAFT POLICY

Boys 5<sup>th</sup> thru 8<sup>th</sup> and Girls 3<sup>rd</sup> thru 8<sup>th</sup> grade leagues, following evaluations an organized draft will take place with all league commissioners present. League Commissioner creates pre-draft order based on evaluations to organize players into draft rounds based upon the player's skill level. A serpentine draft selection process will be used until all the players have been placed on teams. Children of coaches will be placed on the team of their parent (coach) and siblings are to be placed on same team. Players will be ranked by numbers 1 through 10 (one being the highest rated player and 10 being the lowest). Any player without a previous evaluation will be randomly selected at end of draft. Every attempt will be made to create teams of equal ability. This will be accomplished by using the rule 55 draft order rule. Each league commissioner will distribute the rule 55 draft policy. Once teams are drafted, no trades will be permitted.

Any coach or coaches tampering with the player tryouts and/or draft process in any manner will be immediately dismissed from the program by the Head Basketball Commissioner and/or the Basketball Board. As a rule, special considerations for car rides and other circumstances cannot be accommodated. Exceptions for siblings in the same league will be allowed.

### 10.4 ALL STARS AND SKILLS COMPETITION

An end of season All Star game or Skills competition may be held at the discretion of the league commissioner. For the Skills competition, all players may participate and the skills will be up to the league. For the All Star game, the players will vote and the players' that receive the majority of the votes will be placed on the team. It is the players' choice and not to be questioned. The coaches are to administer the voting process and not provide any opinions on whom to vote for. The voting is to take place prior to the last game of the season and the ballots are to be turned into the league commissioner. If there is any evidence of tampering with the voting process, the league commissioner can impose disciplinary action.

### 10.5 TOURNAMENT OR SPECIAL TEAMS

Only the competitive leagues of 5<sup>th</sup> thru 8<sup>th</sup> grade boys and girls may have a season ending tournament. Seeding will be determined by a blind draw or by standings if such league is going to keep standings and that is up to each league commissioner.

There may be SAA tournament teams for 5<sup>th</sup> through 8<sup>th</sup> grade boys and girls. The teams will be formed by a tryout in late October and players will be selected by the head coach of the tournament team. Players must play in our rec program to be eligible to play on the tournament team. The tournament team will not interfere with the rec program. The season will consist of practices beginning in November and participation in weekend tournaments in December, January, February, and March The tournament team will play in at least four tournaments. There will be an extra fee of \$175.00 to join the tournament team and that cost will be communicated during the announcements of tryouts. Availability of teams for each age group is dependent on sufficient interest to field a competitive team as decided by the tournament commissioner. This team is to enhance the players rec basketball experience not take the place of it. Failure to participate in your rec team's practice and games will affect your playing time on the tournament team. Further disciplinary action could be enforced by the Tournament Team Commissioner or the Head Basketball Commissioner.

### 10.6 TEAM ROSTERS

Registrants should be contacted regarding their status (in a league or on a waiting list) after the close of registration. Evaluations are typically held in October, along with the drafting of players onto teams. Coaches will be instructed to contact their players within three (3) calendar days of being assigned to a team and to hold a team meeting prior to, or in conjunction with, their first practice which is typically in November.

## **11 LEAGUES AND TEAMS**

### **11.1 SEASON**

After teams have been formed, practices will start in November. Games will start in December/January and may be scheduled for play on Friday or Saturday (Sunday games may be needed) in any given week. Picture Day is typically the third weekend in January. The leagues will break for Thanksgiving and Christmas holidays and resume as School District 54 and 211 reopens. Final games or season ending events will conclude in March, prior to Spring Break.

The high school leagues season will begin with registration ending in mid-December and teams formed shortly thereafter. The season will begin the first weekend in January and games will be every Sunday. This league will consist of games only with no practices.

### **11.2 LEAGUE PARTICIPATION REQUIREMENTS/POLICY**

Special requests by parents or coaches to be placed with a particular coach or player will not be honored. However, a request to not play for a particular coach will be considered, keeping in mind the overall balance of the teams. All 1st and 2nd grade players and 3 and 4 boys may be placed on teams based on their current school as best as possible.

### **11.3 PLAY TIME/PARTICIPATION POLICY**

All participants are guaranteed to play a minimum of two (2) quarters per game. Please refer to Sports League Rules Appendix. If a player does not show up to practice regularly, they may be subject to not exceeding the minimum of playing (2) quarters and any extra playing time will be given to players that do show up to practice regularly. Players that will not be receiving extra playing time must be approved by the league commissioner.

### **11.4 TEAM MEETINGS**

Coaches will be instructed to contact their players within three calendar days of being assigned to a team and to hold a mandatory team meeting prior to, or in conjunction with, their first practice.

### **11.5 PRACTICE**

Each individual league commissioner is responsible for providing a practice schedule for his/her league. League gym allotments will be provided by the Facilities Commissioner to each League Commissioner. With sufficient gym availability, the minimum should be one practice per week.. Coaches are not allowed to cancel practices. There will be absolutely no unsanctioned practices. Teams will be allowed to practice only according to the practice and game schedule provided by the league commissioner. A coach or parent supervising five or more players from the same team will be construed as an unsanctioned practice and will face disciplinary action from the Basketball Board.

#### **11.5.1 Attendance**

Parents are responsible for the transportation of their players to evaluations, practices, and games. If foreseen conflicts arise, parents are responsible for notifying the coach(s) in advance of players that cannot attend the scheduled team event. Players who are dropped off must be escorted inside the building and left in the care of the coaches. Players should be picked up inside the building. If a parent is late picking up a player, the coach or another parent must wait until they arrive. Prior arrangements must be made with the coaches if anyone other than the parent is picking up a player.

### **11.6 GAMES**

Each individual league commissioner is responsible for providing a game schedule for his/her league. With sufficient gym availability, the minimum should be one game per week or weekend. Games typically begin in December/January, and may be scheduled to play on

Fridays and/or Saturdays (Sunday games may be needed) in any given week. The leagues will break for Thanksgiving and Christmas holidays and resume as School District 54 and District 211 reopens. Final games or season ending events should be concluded by March, prior to Spring Break. Coaches are not allowed to cancel games without approval from head commissioner.

### **11.6.1 Expectations**

REFER TO CODES OF CONDUCT

### **11.6.2 Game Officials**

Officials may consist of both patched and un-patched referees as contracted by the SAA Youth Basketball Board. In the opinion of the referee, if the infraction committed by a player, coach or spectator is of a serious nature, the referee may eject that person on the first technical. Once ejected, they will serve an automatic 1-game suspension. The referees may terminate the game if there is a serious or persistent problem. Any player committing a flagrant foul (in the opinion of the game official) will be assessed a two-shot technical and ejected from the game. Protests will not be allowed in any game. Final decision of the game officials will stand.

### **11.6.3 Spectators**

REFER TO CODES OF CONDUCT

## **12 REGISTRATION**

### **12.1 REGISTRATION TIMELINE**

Registration reminders (emails and newsletter) are sent to all players who were on a roster at the conclusion of the prior season. Registration information is also published on the SAA basketball website. Registration typically begins in August and closes prior to evaluations which are usually in early October. The goal is to accommodate as many children as possible with the amount of gym time provided by the school district and the number of parents that volunteer to coach. Late registrations and failure to submit payment will cause registrant to be put on a waiting list.

### **12.2 REGISTRATION FEE**

Registration fee for basketball is \$175 (Grades 1-8) and \$150 for High School. This fee is valid up to the beginning of late registration; at which time a \$25 late fee is added to the registration fee. Families with multiple siblings will receive a \$15.00 discount per player. The full registration fee is required to be paid in full by the time player evaluations are held. Payment plans are not available.

### **12.3 WAITLIST REGISTRATION FEE**

After the late registrant period has closed, any additional registrants will be placed on a waitlist. The waitlist means that the registrant is not guaranteed a spot and may or may not be placed on a team. All waitlist registrants will pay the registration fee of \$175 plus the \$25 late fee.

### **12.4 ATHLETIC GRANT FOR FAMILY HARDSHIP**

Based on league funds, scholarships may be granted if sufficient evidence proves the need to do so through an application process. The amount waived will be determined by a case by case basis and at the discretion of the head basketball commissioner.

### **12.5 VOLUNTEER CREDIT OR COMMISSIONER SCHOLARSHIP**

Basketball reserves the right to waive fees for Basketball board members.

## **12.6 REFUND POLICY**

The payment of the registration fee is not a guarantee that your child will be accepted into this program. If your child is not accepted for any reason, the full fee will be refunded. Registration cancellations requested by the parent/guardian prior to the close of registration will be subject to a \$15.00 service charge plus any other processing fees incurred by SAA during the refund process. Refunds must be submitted to the SAA Office in writing. Please include a copy of the Registration Confirmation email or a copy of your cancelled check. No refunds, full or partial, will be granted after the close of registration. The date will be published on the website.

## **13 TEAM FUNDS**

All leagues are encouraged to secure one (1) sponsorship for each team.

### **13.1 FUNDRAISING**

Collecting sponsorships are the only team fundraisers. Gambling or the sale of alcohol may not be involved in any fundraising efforts.

### **13.2 SPONSORSHIPS**

Each team is encouraged to secure a \$150.00 sponsorship. These sponsorships must be received by the SAA office by the end of January.

### **13.3 DISTRIBUTION OF FUNDS**

Any disbursement of funds shall be supported by a Transaction Request (TR) and receipt for the disbursement and Treasurer approval. Any personal reimbursement of funds to be paid to any commissioner, coach or parent must be Youth Basketball related and must be accompanied by a receipt and description of activity or purchase for verification. All financial requests are subject to review by the Head Commissioner or Treasurer. No check request will be processed if team account does not have the money to cover the expense.

## **14 FINANCIAL RESPONSIBILITIES**

The Youth Basketball Board of Directors has the responsibility for the fiscal well-being of the Youth Basketball program. The Head Commissioner and/or Treasurer will have responsibility for the receipt of income and the disbursement of invoices. The Head Commissioner and/or Treasurer must submit to the Youth Basketball Board of Directors a monthly financial report generated by the treasurer of the SAA indicating current month, year-to-date and total expenses and revenue. If in the view of the Youth Basketball Board of Directors, the financial condition of the program is suspect or the Youth Basketball Board of Directors becomes uncomfortable with the status of the financial position of the Youth Basketball program, it is the responsibility of the Youth Basketball Board of Directors to voice their concern. This should be done by notifying the SAA Executive Board of Directors and specifically to the President of the SAA. This includes the management of the assets owned by the Youth Basketball program.

Under no circumstances will the SAA Youth Basketball program open or possess an independent checking account. No team within the SAA Youth Basketball program shall possess or open an independent checking account. All income and expenses will be processed through the master checking account of the Schaumburg Athletic Association.

Any SAA officer, director, sport commissioner, coach or team manager who places an order, enters into a contract or otherwise assumes a financial obligation not previously authorized by a Sport Board or the Executive Board in connection with an SAA sport, activity or function shall be personally responsible for any portion of said financial obligation not paid by SAA.

## **15 OPERATING BUDGET AND FEES**

A budget for the SAA Basketball Program must be submitted to the Basketball Board of Directors. A preliminary budget must be submitted no later than the May SAA Basketball Board meeting and the final budget must be submitted to the SAA Executive Board of Directors no later than the July SAA Executive Board Meeting. The budget is to be approved by the Basketball Board of Directors prior to its preliminary and final submission to the SAA Executive Board of Directors. A majority votes approving the budget is required. The format for the budget must follow the guidelines and standards set forth for budgeting by the SAA Executive Board of Directors and the Treasurer of the SAA.

## **16 EQUIPMENT**

Each player shall receive a game uniform. Basketballs will be provided to teams for use during the season for practice and games.

### **16.1 UNIFORMS**

Uniforms will be provided to all players and will consist of a shirt and shorts for grades 1 through 8 and a shirt for High School league. The uniform provided must be worn for all games. Uniform jerseys are required to be tucked in at the start of the game. Failure to comply may result in delay of game and/or team technical foul based on official's decision. Uniforms will be fitted at players' evaluations. Once the parent agrees to the size at evaluations, the uniform sizes are final. Any change or replacement will be at the participants' expense.

### **16.2 EQUIPMENT ISSUE**

Equipment Commissioner will manage and distribute league assigned equipment to the League Commissioners who will in turn hand out equipment to their coaches at the beginning of the season and collect it from them at the end of the season.

### **16.3 EQUIPMENT RETURN**

All SAA coaches are personally liable for and are required to return all SAA equipment assigned to or purchased for their team at the end of the season on or before the deadline set by the Sport Head Commissioner. Any coach or commissioner failing to return their assigned and/or SAA purchased equipment shall be obligated to pay the retail value of the equipment.

## **17 FACILITIES**

A vital component of our basketball program is the availability of School District 54 and HS District 211 facilities.

### **17.1 GAME/PRACTICE GYM LOCATIONS**

All games and practices will be held at District 54, District 211, Schaumburg Park District facilities and/or any other facilities approved by the Board.

### **17.2 GAME GYMS**

SAA basketball is to adhere to current policies and guidelines of rental facilities. It is imperative that the first team scheduled at a facility, for either a practice or a game, is on time. Custodians are directed to lock the building if teams are late for their scheduled times. This has a compounding effect, since not only does the first team not get the gym, but also all the teams scheduled after them. Use of the school district emergency number is reserved for true emergencies and not to solve an inconvenience. A custodian running ten minutes late is not

an emergency. The coaches of the first teams opening the building are responsible for communicating proper set-up with the custodian and confirming when s/he should return for closing that day. Only adults are allowed to move tables, chairs, or bleachers. The last team scheduled for either a practice or a game is responsible for cleanup and verifying the condition of the facility before departing. Under no circumstances should the building be left unattended. If the custodian is a "no-show" on a weekend, wait a reasonable amount of time (ten minutes) and then call your league commissioner.

### **17.3 GYM CONDITIONS**

All areas of the school must be monitored by an adult at all practices and games including entrances, hallways, and restrooms. Special attention should be made that the following are not tampered with: school lockers, school art on walls, secured doorways/classrooms, fire extinguishers and alarms, and all other items that seem to attract attention.

Children (either players or siblings) cannot be left unattended at any time while in the building. Hall monitors are responsible for the security of the building. Coaches and Assistant Coaches are responsible for their players. Parents are responsible for any child they bring to the building. (Anybody caught destroying property, and/or not following the rules will be asked to leave, and depending on the situation, may not be allowed to come back). No smoking on school premises. No food, drinks (except water), or gum chewing on school premises. In the past, water bottles with beverages other than water have been spilled in the bench areas and the sticky contents tracked all over, including the playing surface. No parking in the school driveways or fire lanes. Doors are not to be propped open and left unattended. Only the Head Commissioner or his/her authorized representative is allowed to contact the school district or park district to arrange rentals, cancellations, or schedule time in any facility. Coaches and league commissioners must process all requests through the proper channels. The same policy applies to any purchases or contracts involving or committing the SAA in any way. Ring the doorbell or use door monitors. Use of school equipment is prohibited. Moving any school equipment is prohibited. The set up when a team arrives needs to be the same as when they leave. Adherence to Community use of District Facilities Board Policy is mandatory.

## **18 WEBSITE MANAGEMENT**

The webmaster will update the Youth Basketball webpage periodically with news and changes to our program.

## **19 SEVERE COLD WEATHER POLICY**

In the event of extremely low temperatures or blizzard like conditions, where roads may become dangerous for travel, District 54, District 211, Schaumburg Sports Center and other approved facilities may close their facilities. As such, all Youth Basketball games or practice will also be cancelled. The Basketball Board will alert families immediately via eBlast, email, text and/or via phone calls from Coaches.

## **20 GENERAL SAA POLICIES**

1. No sport shall authorize or allow the use of SAA mailing lists, labels or any SAA stationery or postage to promote other companies or organizations. Flyers can be distributed through the board members or managers/head coaches to the participants. No promotion in this manner can be made mandatory to any member.
2. Distribution of team lists to anyone outside of the SAA is strictly prohibited.
3. Contact information for children participating in SAA are not to be listed at any time or in any location on the SAA website or individual sites for teams registered with SAA.

4. Alcoholic beverages shall not be provided by SAA on any occasion.
5. All participants in an SAA sport must have a registration on in the SAA registration database. If a player is added at any time during the season, a registration must be entered into the database, and the assessment fee paid. Any other applicable fees are subject to the individual sport requirements.
6. An injury report must be submitted to the office when a player is removed from a practice, game or tournament to attend to the injury. An injury report is attached and must be provided to all managers/head coaches.

## 21 EXTENUATING CIRCUMSTANCES

The SAA Basketball Board shall be able to modify the season's administration or operations as needed due to circumstances which may arise. Modifications will adhere with local, state, and federal guidelines while striving to still meet our main three goals of the program as best as possible given conditions. Such changes will be communicated with registrants via email and on the website.

## 22 CONTACT INFORMATION

SAA Executive Board

Schaumburg Athletic Association

217 S. Civic Drive

Schaumburg Illinois 60193

847-352-7422 [president@saa-online.ocm](mailto:president@saa-online.ocm)

[www.saa-online.com](http://www.saa-online.com)

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## Related Information

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### SAA Documents:

SAA Bylaws (revision May 2013)

### Other Documents:

SAA Youth Basketball Appendix, 2023-24 Season

### Related Links:

N/A