

# SARTELL AREA YOUTH BASKETBALL ASSOCIATION (SAYBA) TRAVEL BASKETBALL HANDBOOK



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### **SAYBA BOARD OF DIRECTORS:**

The general management of the affairs of SAYBA shall be performed by the SAYBA Board of Directors. The Board shall have general charge and management of the affairs, funds, and property of SAYBA. The Board shall have full power and it shall be the Board's duty to carry out the mission of SAYBA. The Board may establish any policies and procedures necessary to achieve the mission of SAYBA.

The SAYBA Board meets monthly or more depending on the needs of the organization. Situations that arise between scheduled meetings may be handled via other means of communication, such as phone, online (Webex/Zoom/etc.), and/or email.

- Board member responsibilities see **(Attachment A)**.
- Opening(s) will be posted on the SAYBA website. Vacancies will be filled in a timely manner. Board positions will be voted on via a "blind" voting process of existing board members.
  - First consideration of positions to parents/family members of players enrolled in SAYBA.
  - Re-election to the board can occur.
- Any person wishing to attend a board meeting should contact a board member for information. A pre-season meeting for all to attend will be set in the Fall of each year along with a final year-end season meeting in the Spring of each year.

### **SAYBA AFFILIATIONS:**

The SAYBA-sanctioned season is defined as November 1<sup>st</sup> through the end of the MYAS State Tournament for each grade. SAYBA is NOT affiliated with other teams or outside our sanctioned season.

SAYBA insurance only covers tournaments in which our Treasurer cuts checks for and board-approved tournaments if playing in more than the allotted amount.

- Teams that choose to form and operate outside the SAYBA-sanctioned season are advised to get their own insurance.

### **REGISTRATION AND SEASON INFORMATION:**

#### **ELIGIBILITY:**

School Attendance

- An athlete's home association is determined by where they attend school, not where they reside.
  - Home School and Online School Policy
    - The athlete may participate with the traveling basketball association where they reside. Example: If the athlete resides within the Sartell HS attendance area, the athlete is eligible to play with Sartell

The following will **NOT** affect a player's eligibility.

- A player may play on a school basketball team (7th and 8th grade) during the sanctioned season.
- Should a team's rosters drop below the minimum of 8 players during the season due to an event such as an injury/illness to a player or multiple players, a roster exemption may be granted. The coach should contact the grade level rep or another board member. The board will consider granting roster Exemptions on a case-by-case basis. The extra player will remain eligible.
- Playing on other non-Affiliated SAYBA teams **OUTSIDE** of the SAYBA-sanctioned season (prior to November 1<sup>st</sup> and after the MYAS State Tournament) will not impact player eligibility.

Volunteer Requirements (DIBS). Volunteers are a big part of the organization. Parents will be required to volunteer a minimum of 4 hours each season, per player in SAYBA. Currently, SAYBA imposes a \$300 DIB deposit (check) per player for this requirement, to be collected at evaluations for 4 through 8 grades and the parent/player meeting for 3<sup>rd</sup> grade. DIB checks will be destroyed when hours are filled. Head Coach and up to two Assistant Coaches per team will be exempt. The Board Members will be waived from this requirement due to time commitment throughout the year. If DIBS have not been completed by March 31<sup>st</sup> of the current season the checks will be cashed.

#### **FEES:**

Included in fees for SAYBA season are.

- Uniforms

- If uniforms are outgrown between 5<sup>th</sup> and 7<sup>th</sup> grade, a new uniform will be issued at the parent's expense.
- Shooting Shirts
- Tournament and/or Recreational League fees

### **EVALUATION PROCESS:**

Travel evaluations are dependent upon participation numbers. The SAYBA Board can decide on a grade-level basis whether to go through the evaluation process due to participation shortages. Evaluations/Team Placement will be determined through an independent evaluation through skill-based drills and game play. Previous years coaches' rankings and/or independent evaluations may be referenced if necessary.

- These are generally held on a weekend in late summer/fall of each year, dates will be determined annually at the time of registration opening.
- Evaluations are closed to parents.
- All players registered will be informed of the time, date, and location of the independent evaluation (via the e-mail provided at registration). Further, evaluation time, date, and location will be updated on the SAYBA website.
- All players are expected to be at the evaluation. Players who do not attend their assigned tryout times (unless a doctor note is received) are subject to receiving a 0 score and may be placed on the lowest skill level team. The SAYBA Board will make any final decisions in this case.
- Players not able to attend evaluations due to injury/illness shall provide a doctor's note, these players will be placed on a team by the SAYBA Board via review of previous coach evaluations, gathering information on the player's skills, having the player demonstrate skills, and/or other factors as determined appropriate for the situation by the board.
- Evaluators know the players by a number ONLY that is assigned to each participant.

The Board will review each step during this team creation process to make sure the process was followed, and each player was treated equally. The movement of players and coach selections would require justification and board approval. Teams will be posted on the SAYBA website, generally, within a week or two of evaluations.

### **TEAM COMPOSITION:**

SAYBA strives to create multiple teams for each grade. The Board reserves the right to amend team composition should the need arise, based on player's Registration. If the number of players is more than the number that would make up one team (16+), all players will be divided onto multiple teams and be evaluated via the stated evaluation process. Players may only play at their grade level. Deviations from this would need to be approved by the Board and based on the needs of the organization.

[MYBA Team Composition Guidelines 2023-24.pdf\(sportngin.com\)](#)

### **SEASON:**

The season consists of practices, tournaments, and recreational league play.

- Practice
  - Generally, consists of two, one-and-a-half-hour practices per week based on the coach's discretion and gym availability.
    - Adjustments to this may occur during school ball season.
  - Practices may start prior to November 1<sup>st</sup>, post-team placement depending on gym availability.
- Tournaments
  - Tournaments are generally selected by each team's head coach with all teams required to play in the Sartell Tournament (4<sup>th</sup>-8<sup>th</sup> grade) unless an exception is made by the board due to competition.
  - The MYAS State Tournament is open to all teams and is not a required tournament nor does a team need to qualify to enter. The coach may select the MYAS State Tournament as one of the team's allocated tournaments.
  - Teams are NOT prohibited from entering additional tournaments during the season; however, for insurance purposes, entry to any additional tournaments should be run through the board.
- Recreational League Play
  - 3<sup>rd</sup> and 4<sup>th</sup> Grade.
    - [Becker Area 3rd/4th Grade League \(beckerbasketball.com\)](#)
  - 5<sup>th</sup> and 6<sup>th</sup> Grade.
    - [Central MN League \(Grades 5-8\) \(beckerbasketball.com\)](#)

### **PLAYERS EXPECTATIONS:**

### **8<sup>th</sup> Grade:**

- Practice: 70% fundamentals (ball handling, shooting, passing, defense, rebounding) and 30% plays/scrimmage
- Defense: Generally, Man to Man with very limited Zone defense (foul trouble, match up issue, etc.)
- Playing Time: See “Travel Playing Time Statement” Section

### **6<sup>th</sup> and 7<sup>th</sup> Grade:**

- Practice: 80% fundamentals (ball handling, shooting, passing, defense, rebounding) and 20% plays/scrimmage
- Defense: Generally, Man to Man with very limited Zone defense (foul trouble, match-up issue, etc.)
- Playing Time: See “Travel Playing Time Statement” Section

### **4<sup>th</sup> and 5<sup>th</sup> Grade:**

- Practice: 90% fundamentals (ball handling, shooting, passing, defense, rebounding) and 10% plays/scrimmage
- Defense: Man to Man, no Zone defense used
- Playing Time: See “Travel Playing Time Statement” Section

### **3<sup>rd</sup> Grade:**

- Practice: 95% fundamentals (ball handling, shooting, passing, defense, rebounding) and 5% plays/scrimmage
- Defense: Man to Man, no Zone defense used
- Playing Time: See “Travel Playing Time Statement” Section

## **COACHING INFORMATION:**

### **SELECTION:**

Any parent interested in coaching a team within SAYBA should indicate their interest on their child’s registration form and/or to a SAYBA Board Member. This indication should be made as early as possible and prior to or at tryouts. Head coaches will not be selected until after the tryout process once teams are formed. At the end of the tryout process has been completed a review of coaching candidates will occur. If the SAYBA board considers more than one head coaching candidate, the SAYBA board will work with those interested individuals to assign the head coach duty. This process may include but not limited to mutual agreement of all involved, additional details on coaching experience and philosophies and/or an interview process and a blind vote by SAYBA Board.

- Head coaches will be selected based on their coaching experience, coaching philosophies, and experience with SAYBA. Further, feedback from and/or known issues with other athletic organizations will also be considered.
- Consideration for the head coaching position is generally given to previous coaches of SAYBA teams assuming positive past evaluations. If negative feedback is received, SAYBA’s policy is to work with all past coaches and determine appropriate actions/outcomes for negative feedback.
  - negative feedback will not necessarily result in disqualification of future coaching.
- For teams that are split equally, a player switch may need to occur to ensure that each team has a head coach.
- Head coaches are guaranteed the option of coaching their child’s team.
  - Assistant coaches will be selected in conjunction with head coaches and the SAYBA Board (approval required by the Board)

**NOTE:** Board decisions on head coaches are final. No further discussions will be held.

### **PLAYING TIME STATEMENTS:**

Playing time for players should be provided by coaches in accordance with the following guidelines:

- **3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade:** Coaches should provide all players equal playing time in every single game.
- **6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade:** Coaches should provide all players equal playing time for the first 75% of each game. Playing time for the remainder of each game is at the coach’s discretion. We ask (but do not require) that coaches strive for equal playing time over the course of the season.

At all levels, players earn playing time through hard work, continued skill development, and attitude. Playing time can also be adversely affected by actions such as missing practices, failing to take direction, or being

disrespectful to referees, coaches, or teammates. Coaches should communicate with players and/or parents as necessary in those situations.

### **PROCESSES/PROTOCOLS/CONDUCT:**

#### **GRIEVANCE PROCESS:**

Anyone can have a grievance. Issues can usually be resolved by talking through them. The formal SAYBA grievance procedure is outlined below:

- A)** Contact the head coach directly and arrange for a meeting to address your concerns.
- B)** If “A” does not resolve the issue, contact the SAYBA Grade Representative.
- C)** If “B” does not resolve the issue, the grievance must be put in writing and the SAYBA President will present the grievance to the Board. The SAYBA Board will issue a recommendation after considering the written grievance.
- D)** If “C” does not resolve the issue, the SAYBA Board will schedule a hearing to hear the dispute. Each party involved in the dispute will be allowed 15 minutes to present their side of the grievance. The SAYBA Board will then issue a decision. The decision is binding upon all parties. Remedies can include sanctions as severe as the dismissal of a coach or player.

#### **CONCUSSION PROTOCOL:**

SAYBA is following the Concussion Care Plan as developed and recommended by the Central MN Concussion Collaborative Group:

- If a concussion is suspected or reported, the athlete is immediately removed from play and will not be allowed to return until they are seen by a healthcare provider and have received signed documentation noting the athlete is cleared to return to play.
- Sideline concussion screening is performed by the coaches or the onsite Athletic Trainer
  - All coaches are required to be certified in concussion training.

SAYBA Coaching staff will contact and inform Parents/Guardians immediately whether this occurs at a practice or a game. The coach will then inform SAYBA staff as well. Parent/Guardian will need to have the Concussion Care Plan form [Concussion Care Plan](#) signed by a healthcare provider before further participation in SAYBA activities are permitted.

#### **CODE OF CONDUCT(S):**

All players, parents (at least one), and coaches are required to sign and date a code of conduct each year, completed during registration process. The Parent/Guardian signing the Code of Conduct is also signing on behalf of ALL family members and friends who may attend any SAYBA game or practice. Refusal to sign a Code of Conduct or refusal to appear before the SAYBA board when requested to do so will result in all household children **NOT** being able to participate in SAYBA activities. Code of Conduct forms are linked below.



Player Code of  
Conduct.pdf



Coach Code of  
Conduct.pdf



Parent Code of  
Conduct.pdf

#### **Attachment A:**



SAYBA Board of  
Directors Job Descrip