

POLICIES

BURNSVILLE GIRLS TRAVELING BASKETBALL (GTBB/GTB)

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Burnsville Girls Traveling Basketball follows:
GTBB Policies
BAC By-laws

TABLE OF CONTENTS

Overview.....	2
Organization of Burnsville Girls Traveling Basketball.....	2
Committees.....	5
Team Formation.....	10
Coaches.....	11
Fees.....	12
Uniforms.....	12
Participation.....	13
Tournaments.....	13
Absences.....	13
Games.....	13
Conflict Resolution.....	14
Other Types of Teams.....	14
Policy Modification.....	14

Appendices

- A BGTB Coach's Code of Ethics Agreement
- B BGTB Player's Code of Ethics Agreement
- C BGTB Parent's Code of Ethics Agreement

Section 1.01. Name.

The name of the organization shall be Burnsville Girls Traveling Basketball (the Program). The Program is a subsidiary youth athletic organization of the Burnsville Athletic Club (BAC), a non-profit corporation under the Non-Profit Corporation Law of Minnesota. The Program is organized exclusively as an exempt organization that qualifies under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 1.02. Mission.

- 1). Burnsville Girls Traveling Basketball (the Program) provides opportunities for girls living or attending a school within the physical boundaries of Independent School District number 191, or living within the Burnsville or Savage city limits, to learn and play basketball. In particular, the Program provides a competitive travel basketball program open to girls from 5th to 9th grade.
- 2). The Program will host one or more annual travel tournaments open to community-based travel basketball teams in grades 4th through 9th, at levels A through C.

Section 1.03. Principal Office/Address.

Its principal office/address shall be located at: 100 Civic Center Parkway, Burnsville, Minnesota, 55337, USA.

Section 1.04. Other Offices. Other offices for the transaction of business shall be located at such places as the Board of Directors may determine from time to time.

Section 1.05. Web Site. The Program shall maintain an internet website address at: <http://www.bacsports.org/gtb>

Section 1.06. Organization of the Program. The Program is governed by written and approved Policies. As a part of the BAC, it incorporates by reference and is governed by the BAC By-Laws.

Section 2.01. Membership Qualifications. The members of this Program will consist of general members (hereinafter “general members” or “members”). General members shall consist of those residents of the cities of Burnsville, Savage, and Eagan, who reside within the Boundaries of Minnesota Independent School District 191 who are sixteen (16) years of age and older and who subscribe to this Program’s philosophy, as expressed in the BGTB Policies and referenced BAC By-laws. General members need not have a child involved in the Program’s activities, it being sufficient that a general member have personal involvement in the same. In the event the members of this Program wish to add additional members or otherwise alter or change the requirements for membership in this Program, they may do so at a special meeting called for that purpose, or at any annual meeting of the members, by a majority vote of those members present. Any general member who does not have a child involved in the Program’s activities may be expelled or removed from this Program at an annual or special meeting of the members, upon a two-thirds (2/3) vote of the Board.

Section 2.02. Annual Meeting. The annual meeting of the membership of this Program shall be held in April of each year. At this meeting, directors shall be elected for the coming year and members shall be added or approved pursuant to the provisions of these Policies and BAC By-Laws. Members shall also consider such other business as may properly come before the meeting, including a review of the past year’s activities. Anyone interested in contributing to the Burnsville Girls Traveling Basketball program is welcome to attend the Annual Meeting.

Section 2.03. Monthly Meetings. The Board meets every second Wednesday of the month, (or a day agreed upon by the current Board of Directors), to conduct its general and customary business. Anyone interested in contributing to the Program is welcome to attend Board of Directors meetings.

Section 2.04. Special Meetings. Special meetings of the membership may be called by two-thirds (2/3) vote of the Board of Directors or by two-thirds (2/3) vote of the then existing membership.

Section 2.05. Notice of Meeting. The notice of meeting shall include the time, date, and place of the meeting. The notice of the annual meeting shall also announce that the Board of Directors is receiving nominations for Directors and Commissioner, and that those having an interest in so serving shall submit their name in person at the meeting or to a Program officer, (see Section 4.01).

- 1.) Notice of the annual meeting of the membership shall be given by the secretary of the Program at least thirty (30) days prior to the meeting.
- 2.) Notice of a special meeting shall be given at least one (1) week prior to the meeting. The form of notice of all meetings shall be by posting at Burnsville City Hall, publication in a newspaper of general circulation in the City of Burnsville, or an announcement on the home page of the Program's website.

Section 2.06. Quorum: Required Vote. Except as otherwise provided in the referenced By-Laws, a quorum for the transaction of business at any meeting of the membership shall consist of not less than two-thirds (2/3) of the Board. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the membership.

Section 2.07. Voting. Members of the Program shall have the right to vote at all membership meetings, whether regular or special. Each daughter in the Program is equal to one voting Member (e.g. two (2) daughters in the Program would enable their parent or parents a total of two (2) votes; three daughters in the Program (3) would equal three (3) votes). A Member need not have a child involved in the Program's activities to have the right to vote if said Member is an elected Director or Commissioner. Said Member shall count as one (1) vote.

Section 3.01. Board of Directors and General Powers. The business of the Program shall be managed by the Commissioner and Board of Directors, herein referenced as Board Members or the Board. The Board shall consist of between **five (5) – seven (7) Directors** and one (1) Commissioner.

- 1.) Each Director will serve as a Team Liaison to one team or two teams.
- 2.) Wherever possible, each Director will serve as a Team Liaison for teams that do not include their own daughter or relative.

Section 3.02. Method of Selection.

- 1.) All Board Members, (Directors and Commissioner) shall be elected by a majority vote of the general members, at the annual meeting of the membership. At the annual meeting of the general members, the Board shall consider and propose as nominees, all candidates. Board members elected at the annual meeting shall take office immediately upon expiration of the terms of their predecessors in office.
- 2.) A general member of the Program may become a director if the member attends three (3) Board meetings in a row, there is a vacancy on the board, and addition of the new director is agreed by a two-thirds (2/3) vote of the Directors.

Section 3.03. Removal.

- 1.) Any occupied seat on the Board of Directors may be declared vacant by a two-thirds (2/3) vote at any annual, regular or special meeting of the Board.
- 2.) An occupied seat on the board may be declared vacant if that board member misses three board meetings in a row without a valid excuse. Prior to removal, all members of the board should have received seven (7) days notice of such proposal to declare a seat vacant. Delegation of such a vacancy shall constitute a removal of the director holding such seat.

Section 3.04. Committees. The Board of Directors may establish committees from time to time making such regulations as it deems advisable with respect to the membership, authority and

procedures of such committees. These committees need not be composed of members of the Board or the Program, and shall endure only for the length of time specified in the resolutions creating them, or until a specific function of those resolutions directing them to perform is completed. Unless otherwise provided in the resolutions designating a committee, a majority of

the whole committee shall constitute a quorum, and the majority vote of the members of the committee present at a meeting shall be sufficient to take any action. All committees shall render reports of their activities to the full Board of Directors. In the event the Board of Directors authorizes and appoints an advisory committee to the Board, it shall be subject to the provisions of this Section.

Section 3.05. Written Action. Any action which might be taken at a meeting of the Board of Directors, or any duly constituted committee thereof, may be taken without a meeting if done in writing and signed by all the Directors or committee members.

Section 3.06. Expiration. Unless renewed by the general members, the terms of all Board members expire at the end of the annual meeting.

Section 4.01. Titles, Qualifications. The Officers of the Program shall be one Commissioner, one Secretary, one Treasurer, and such other officers and agents as may from time to time be elected by the Board of Directors. No person shall hold two (2) Officer positions at the same time.

Section 4.02. Election, Term of Office, and Qualifications. At each annual meeting of the Board of Directors, the board shall elect, for a term of one (1) year, all Officers of the Program. The Officers shall hold said office for a one (1) year term or until their successors are duly elected and qualified. The Board of Directors is comprised of voluntary positions and no compensation of any form shall be received, offered, or implied.

Section 4.03. Removal and Vacancies. Any Officer may be removed from office by the vote of two-thirds (2/3) of the entire membership or by two-thirds (2/3) of the Board of Directors, with or without cause, and no Officers shall be granted any contractual right to office. If there is a vacancy among the officers of the corporation by reason of death, resignation or otherwise, such vacancy shall be filled for the unexpired term by the Board of Directors.

Section 4.04. Commissioner. The Commissioner shall be the chief authority officer of the Program with the primary responsibility for governance and community relations, for community services, and for program expansion. The Commissioner shall preside at all meetings of the membership and see to it that all orders and resolutions of the Board of Directors are carried into effect. The Commissioner shall have all powers necessary to execute legal documents as allowed by the BAC, to make deposits in or withdrawals from Program accounts as allowed by the BAC, and in general, shall perform all duties usually incident to the office of Commissioner or necessary to the discharge of the duties of the office. The Commissioner shall have such other duties.

- 1). Shall be a member ex-officio of all committees.
- 2). Shall sit as a BAC Board of Director as prescribed by the referenced BAC By-laws.
- 3). As may from time to time be prescribed by the Board of Directors.

Section 4.05. Secretary. The Secretary shall be secretary of the meetings of the members and the Board of Directors and shall record all proceedings of such meetings in the book of minutes of the Program. The Secretary shall be responsible for overseeing the administrative records maintained by the Board of Directors and by all committees, officers, and employees of the Program, and shall see to it that all minutes of the meetings are kept. The Secretary shall give proper notice of meetings of Members and Directors unless the Commissioner shall have delegated this duty to another person. The Secretary shall perform such other duties as may from time to time be prescribed by the Board of Directors or the Commissioner.

- 1). An agenda shall be created to include all items suggested by Board Members and distributed by the Secretary at least seven (7) days before each meeting.
- 2.) The Minutes of the Meeting shall be written up and distributed to all Board Members by the Secretary within twenty (20) days after the meeting.

Section 4.06. Treasurer. The Treasurer shall have cause to keep accurate accounts of all monies of the Program, received or disbursed, and shall render to the Commissioner and the Directors, whenever required, an account of the financial condition of the Program and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Commissioner. The Treasurer shall be responsible for supervising the receipt, deposit and disbursement of the funds of the Program in accordance with the policies established by the Board of Directors. Duties include: paying or forwarding invoices and checks received as prescribed by BAC policies, preparing, reconciling, and reporting the monthly financial statements.

Section 4.07. Other Officers. From time to time the Board of Directors may elect other officers to perform the duties that become necessary to the management of the Program and accordingly fix their tenure.

Section 5.01. Examination of Books and Records, by the Board and Members. Every member of the Program shall have a right to examine by person or by agent or attorney, at any reasonable time or times, for any proper purpose, and at the place or places where usually kept, all books and records of the Program.

Section 5.02. Website

- 1). The Program maintains a website at: <http://www.bacsports.org/gtb> .
- 2). The website is maintained by the Webmaster, the Program's Website Coordinator, and the Commissioner.

Section 6.01. Parliamentary Procedure. The meetings of the membership of the Program as well as the meetings of the Board of Directors and the standing committees shall be governed by Roberts Rules of Order Revised.

Section 6.02. Order of Business. The recommended order of business for meetings is:

- A. Call to Order and Roll Call
- B. Adopt Agenda
- C. Consent Agenda
- D. Approval of Minutes
- E. Presentations/Hearings/Recognitions/Proclamations
- F. Financial
- G. Old Business
- H. New Business
- I. Other Business
- J. Next Meeting Date
- K. Adjournment

Section 7.01. Committees. The role of a committee is to discuss topics pertaining to that committee as outlined in this section or as directed by the Board. Committees are responsible for discussing relevant issues and bringing to the Board any resolutions or motions that have passed the committee. Any committee can form subcommittees in addition to the mandatory committees listed in this section. Committees perform responsibilities necessary to the management of the Program. Committees should to meet as often as is necessary to conduct their business.

Section 7.02. Committee Coordinator. The Coordinator's role is to coordinate meetings, distribute information, and execute the responsibilities of the position, as well as present information to the Board as applicable.

Section 7.03. Committee Formation. Committee Coordinators will be selected or approved by the Board.

Section 7.04. Communication. To facilitate ease of discussion and increase productivity, some correspondence on committee matters via email is acceptable. This includes providing feedback to committee members and the Board and working on draft documents. For a resolution to be passed by a committee, it must be voted on in a scheduled committee meeting, following Section 3.04 of the Policies for all committees.

Section 7.04.1. Tournaments Committee.

- 1). Minimum of three(3) members or co-coordinators.
- 2). Their purpose is to plan, organize, staff and execute the annual Program's travel tournaments.
- 3). It is this committee's responsibility to schedule and coordinate:
 - A. (1.) hiring of officials and corresponding payments.
 - (2.) officials table.
 - (3.) ticket table.
 - (4.) set-up and take-down/clean-up.
 - (5.) Members' work schedules.
 - (6.) hiring Emergency Medical Technician (EMT)/Certified Trainer.
 - (7.) working with Concessions Coordinator.
 - (8.) courts.
 - (9.) scoreboards, score tables, and related equipment.
 - (10.) preparing, printing, and delivering flyers for Minnesota Youth Athletic Services (MYAS) Tournament Book.
 - B. Determine fees with approval by the Board.
 - C. Meet with ISD 191 or appropriate facilities personnel for gym rentals/schedules and rules for facility use.
 - D. Record and manage registrations and information, including the MYAS Tournament book and other advertisements.
 - E. Select and purchase awards with approval by the Board.
 - F. Provide correspondence with registered teams regarding brackets, rules and directions.
 - G. Coordinate with Commissioner or Treasurer to deposit all funds and report outcome to the Board.
 - (1.) Payments are by Commissioner and/or Treasurer.
 - (2.) There will not be any use or procurement of checks for "Cash" payment.
 - H. Communicate with coaches to provide tournament schedules, rules, directions, and relevant information.
 - I. Confirm and follow-up with registrants.
 - J. Communicate needs to custodial staff.
 - K. Ensure that all facilities are maintained and presentable.

Section 7.04.2. Concessions Committee.

- 1.) Minimum of one (1) coordinator.
- 2.) This committee's purpose is to coordinate and schedule all responsibilities for concessions at the home/host tournaments.
 - A. Inventory food/drinks.
 - (1.) Coordinate payments/funds with Commissioner and/or Treasurer.
 - (2.) Do not use or procure checks for "Cash" payment.
 - B. Coordinate service counter.
 - C. Schedule Members' work shifts.
 - D. Work closely with the Tournaments Committee.

Section 7.04.3. Fundraising Committee/ Shoot-A-Thon and Program Activities.

- 1.) Minimum of one (1) coordinator and one (1) or more committee members.
- 2.) This committee is directed to organize various fundraising activities with available resources and personnel. Each activity for a viable fundraising event should be researched, presented

to the Board with a written proposal, and if approved, executed with due diligence. It is imperative that accurate financial records be kept for each activity's revenues and costs.

Section 7.04.4. Apparel and Uniforms Committee.

- 1.) Minimum of one (1) coordinator and one (1) committee member or two (2) co-coordinators.
- 2.) The purpose of this committee is to offer sports attire for the benefit of the Program, and to be responsible for ordering the teams' uniforms.
 - A. Investigate apparel and uniforms and prepare proposals, including costs and profit margins for apparel, with appropriate team artwork for Board review and approval.
 - B. Prepare order forms and coordinate clothing orders for presentations.
 - C. Coordinate ordering of clothing with Treasurer.
 - D. Place orders with approval of the Board.
 - E. Pick up or receive uniforms.
 - F. Provide inventory to Equipment Coordinator.
 - G. Collect additional order forms and payments, as determined by committee.
 - H. Coordinate uniform sizing and orders.
 - I. Review necessary ordering of uniforms with Treasurer.
 - J. Order new uniforms or replacement articles with Board approval.
 - K. Investigate uniform styles and prices and present to the Board at a time directed by the Board.

Section 7.04.5. Equipment Coordinator

- 1). Minimum of one (1) coordinator.
- 2). The purpose of this committee is to inventory, organize, replace as necessary, and distribute customary equipment and uniforms for the teams.
 - A. Serves as the main point of contact for equipment related items.
 - B. Determines and provides for the equipment needs of each grade level.
 - C. Assesses equipment in need of repair or replacement and reports needs to the Board.
 - D. Oversees equipment distribution, inventory, collection and storage at the end of the season.
 - E. Coordinates purchases with the Treasurer with approval of the Board.
 - F. Distributes and collects uniforms, in coordination with Apparel Committee.

Section 7.04.6. Facilities Coordinator. Gym space utilized by the Program is obtained from Independent School District 191, which charges hourly gym and custodial fees to the Program for the use of its facilities.

- 1). One (1) Coordinator.
 - A. Scheduling. Obtain gym space required by the Program.
 - B. Assemble and submit all information required by the BAC and ISD 191.
 - C. Prepare monthly team practice schedules.
 - D. Provide monthly practice schedules to Website Coordinator and coaches.
 - E. Coordinate payment procedures with the Program Treasurer.
 - F. Attend the appropriate BAC meetings with activity representatives to manage the Program requirements and submit facility requests.

Section 7.04.7. Registrations Coordinator.

- 1). One (1) Coordinator. Other members may assist the Coordinator as he or she deems necessary under the direction of the Registrations Coordinator.
- 2). The Registrations Coordinator is responsible to schedule, advertise and execute the registrations of entrants into the travel program, and other scheduled activities, as determined by the Board.
 - A. Arrange annual registration, sign-up times, and location.
 - B. Collect try-out and registration fees; assist the treasurer with accurate record keeping.
 - C. After try-outs and coach selections, develop and maintain players/parents/coaches databases.
 - D. Submit a final, written report to the Board.

Section 7.04.8 Website Coordinator.

- 1). One (1) Coordinator.
- 2). This coordinator acts as the primary administrator for the GTB website.
 - A. Maintains publishing the monthly team practice schedules, as provided by the Facilities Coordinator.
 - B. Maintains publishing the teams' tournaments schedules for the season.
 - C. Adds and deletes website content, as directed by the Board.
 - D. Recommends website changes and suggestions to the Board.
 - E. Establishes and maintains dialog with the website host.

Section 7.04.9. Players Development Committee.

- 1). One (1) Coordinator and one (1) or more committee members.
- 2). The coordinator and committee are responsible for actively training and developing all players in the Program.
 - A. Schedules all open gym or summer program clinics and practices.
 - B. Communicates gym schedules to Website Coordinator.
 - C. Communicates summer program clinics or open gyms schedule to Girls In-House participants.
 - D. Coordinates all resources for open gyms.
 - E. Work with Equipment Coordinator, for all equipment needs.
 - F. Attends, observes, and/or participates in sessions or drills with players and teams during the pre-season and practices.
 - G. Works closely with the Coaches Development Coordinator, Burnsville High School Girls Basketball staff and the Board, to promote consistency and continuity between the Program's goals and the Burnsville High School's Girls Basketball Program.

Section 7.04.10. Coaches Development Committee.

- 1). One (1) Coordinator and one (1) or more Board members.
- 2). Coordinator is responsible for providing training materials and coaching guidelines to all travel coaches during the season who are in the Program.
 - A. Assists in the development of coaching guidelines, upon request of the Board..
 - B. Attends, observes and/or participates in coaching sessions or drills with teams during practices.
 - C. Monitors coaches during practices and games to ensure they are following coaching guidelines and work to develop them as coaches.
 - D. Arranges coaching clinics prior to and during the travel season.
 - E. Supports and promotes the Program's philosophies with regard to coach and player development.
 - G. Does not participate in travel try-outs, the evaluation process, and team formations..
 - H. Works closely with Burnsville High School's Girls Basketball varsity coach and staff and Board to promote consistency and continuity between the Program's goals and Burnsville High School's Girls Basketball Program.

Section 7.04.11. Coaches Selection Committee

- 1). Minimum of three (3) members. The Commissioner is the Coordinator, and cannot be a head coach in the Program.
- 2). The committee's purpose is to interview, select, and place all travel head coaches and to interview and slot assistant coaches according to policy.
 - A. The committee consists of:
 - (1.) Burnsville High School's Girls Basketball varsity head coach or a varsity staff member who is selected by the head coach. He or she becomes an ex-officio member of the Program.
 - (2.) The Commissioner of the Program.
 - (3.) One (1) or two (2) other members, appointed by the Board of Directors or Commissioner
 - B. In the event the high school varsity head coach or staff member is unable to be a

member of this committee, then an additional member will be appointed by the Commissioner and approved by the Board of Directors.

- C. Any individual applying for a head or assistant coach position may not be a member of this committee.
- D. Coaches may or may not be assigned to a team until after try-outs have been completed.
- E. The Coaches Selection Committee may or may not choose to select paid head coaches. Any coaches who are paid need to be approved by the Board. Any coach approved by the Board will then be notified by the Commissioner.

Section 7.04.12. Scholarship Committee.

- 1). Two (2) Co-coordinators. The two co-coordinators are the Registrations Coordinator and the Commissioner.
- 2). This committee's purpose is to review applications, interview applicants, and recommend to the Board candidates for scholarship awards. Financial aid to help defray the fees is available to families on a case-by-case basis. The parent seeking the aid should contact the Program Commissioner or Registrations Coordinator directly. All inquiries and aid provided will be kept strictly confidential. Sponsors may be secured for this purpose.

Section 7.04.13. Grievance Committee.

- 1). Three (3) or four (4) members in the Program, who will convene as necessary.
- 2). The purpose of this committee is to review, debate and make recommendations related to grievances raised by travel players, parents, or coaches that cannot be resolved by existing policies, by-laws, coach, or Commissioner in a timely manner.
- 4). Issues that cannot be resolved by the Grievance Committee shall be referred to the Board.
- 5). Grievances that cannot be resolved through this process will be referred to the BAC, (see BAC By-Laws, Section 8).

Section 8.01. Players.

- 1). Eligibility. Participation in the Program is open to all girls in grade 4 through grade 9, except players on any high school level basketball team.
 - A. Girls participating will be asked to provide the Program an accurate copy of their birth certificate.
 - B. For girls participating, the Program may request proof of enrollment and grade level from each girl's school, if different or not on file with Minnesota Youth Athletic Services (MYAS) records.
- 2). The girl must be live within the Burnsville or Savage city limits, or live within Independent School District 191, or attend a school physically located within the geographic boundaries of Independent School District 191, unless otherwise approved by the Board.
- 3). Girls are eligible to play at their grade level in school. Girls may never play at a grade level lower than their grade in school.
- 4). All girls in grades 4 through 9 registering to participate in the Program will be allowed to participate if they:
 - A. Participate in all try-outs and are placed on a team.
 - B. Pay all applicable fees.
 - C. Follow all rules of conduct.

Section 8.01.1. Conduct.

- 1). Players must conduct themselves properly at all games and practices.
- 2). The use of profanity is prohibited. The player is to receive one warning. Any additional violation(s) whether in practice, during a pre-game, or game will result in suspension from play for the next one-half game, per violation. Additional violations should be reported to the Commissioner for further action.

- 3). The use of alcohol, tobacco or illegal drug(s) by any player or coach is strictly prohibited during any practice, game, or team event. If use is observed it should be reported to the coach, and/or the Board. Based on the level of certainty, suspension may be required until the Board can meet for resolution.
- 4). Harassment or threatening behavior in any form of any teammate, teammate's parent(s), or coaches will not be permitted. This includes direct or indirect verbal, written, gesturing, or actions that may be construed as a physical threat. Any girl on any team within the Program, regardless of grade or age level, is considered a teammate in the Program.
- 5). Shall not demonstrate poor sportsmanship of any kind to teammates, opposing team members, officials, spectators or any other individual in attendance at any sanctioned event, practice, or scrimmage. Poor sportsmanship takes into account any number of actions, language, getures, or other displays that degrade the activity or its participants.
- 6). All players must agree to and sign the Program's Player's Code of Conduct (see Appendix B).

Section 8.02. Parents.

- 1). Participation. Parents must ensure their daughters attend all scheduled practices and all games
- 2). Parents will conduct themselves properly at all games, at tournaments and in between games, or times surrounding games and practices.
- 3). Parents must be supportive and communicate any concerns first with the coaching staff and second, with their Team Liason.
- 4). Parents will communicate their concerns or issues to the coach or coaches, Team Liasons, or Commissioner, in an appropriate manner, at an appropriate time, but not before, during, or after a game or practice, or in any public area, unless mutually agreed upon beforehand, by the coaches or Team Liasons and parent/s.
- 5). Parents will conduct themselves according to the Program's Parent's Code of Conduct (see Appendix C).
- 6). The range of penalties for Code of Ethics, Rules Violations or Other Abuse includes:
 - A. Official written reprimand in Member's, Participant's, Director's, Official's, Coach's or other volunteer's file, and sent to the party or parties in violation.
 - B. Game or other participation suspension at the discretion of the Board, Liason, Commissioner, or coach.
 - C. Dismissal from participation in the Program for the remainder of the season.
 - D. A one-year ban from participation in any BAC activity.
 - E. Banned from ever participating in BAC activities.

Section 9.01. Team Formation.

- 1). Number of teams. There will be up to three (3) teams per grade based on player talent, available gym space for practices and coaching resources.
- 2). Players per team.
 - A. The number of players on a team is eight (8) minimum to twelve (12) maximum. The preferred number of players on a team is ten (10).
 - B. Try-out evaluators and Try-outs Coordinator will suggest the roster size. Final roster size to be approved by coaches and the Board of Directors.
 - C. A player is not placed on a team, or "grandfathered in" because her parent or relative is a head coach or assistant coach of a particular team.
 - D. A modification of items in this section requires Board approval.

Section 9.02. Evaluations/Tryouts.

- 1). Tryouts will be used to measure each individual's talent and skill level as well as the depth of the travel talent pool.
- 2). The Program will utilize non-relative evaluators to run the try-outs and select the teams.
- 3). The evaluators may or may not receive monetary or other compensation.
- 4). One person, the Try-outs Coordinator, will oversee the work of the evaluation team during tryouts.,
 - A. This person must be knowledgeable about basketball.

- B. This person may or may not be an evaluator.
 - C. This person may or may not have a girl in the travel program.
 - D. This person must be approved by the Board.
- 5.) The evaluators will look to provide some balance of post and point players on each team, which normally affects player placement on each level.
- 6.) Coaches will not have any communication with evaluators before and during try-outs.
- A. If coaches are assigned to teams at the time of try-outs, the head coaches may be seated in the gyms.
 - B. Coaches will not have any contact or communication with players during try-outs.
- 7.) Parents will not have any communication with evaluators before and during try-outs.
- 8.) Parents may not be in the gymnasiums during try-outs.
- 9.) Parents are discouraged from watching try-outs from the hallway.
- 10.) Participation in all try-out sessions is mandatory. The exceptions are injury, illness, or death of an immediate family member. A written medical excuse for illness or injury must be provided.
- A. The non-refundable try-out fee must be paid in full by the try-out fee deadline.
 - B. The player must have registered and registration fees paid, by the registration deadline.
 - C. A spot will not be held on any given team for any player.
 - D. An injured or ill player with a valid medical excuse must be able to complete a make-up try-out with a doctor's written approval, and be ready to play by December 31st.
 - E. All coaches from the player's grade level and a member of the Board will be involved in the make-up try-out and a decision will be made by majority vote.
 - F. After completing the make-up try-out, the player must be deemed as skilled as at least half the players on the team to which she will be assigned (if her skills qualify her to be placed on a team).

Section 9.03. Level of Competition

- 1). Teams will be formed at grade levels 4 through 9.
- 2). Players can play only at their current school grade level. Exceptions:
 - A. If a grade-level is short of participants so that a team would not exist without adding participants from a younger grade level, that team may roster players younger than that grade level, with the approval of the Board. The younger player(s) will return to her original grade level the following year.
 - B. A player may petition the board to play up one grade level. Only a rare player with unique skills who is unlikely to develop at her own age group will be allowed to play with older girls under the following conditions:
 1. A younger player may not take the place of an older, qualified player in her initial effort to move up.
 2. The board will consider the impact on all teams to ensure that enough players remain to form a team.
 3. A girl may play up one grade level only, regardless of skill level.
 4. All players must play with their age group their first year in the program, and must have completed 4th grade in school to play up.
 5. The GTB board will consult with the player's previous coach and other trusted sources to determine whether she can continue to develop with her peers and whether she is prepared for a higher level.
 6. The player must try out with the girls at the higher age group. If independent evaluators rank her among the top three players, she may play the season at that level.
 - a. A player who makes a team at a higher level base on her tryout will be considered part of that grade in future seasons. She does not need to finish among the top three to maintain her spot and, in fact, may be placed on a lower level team at that grade if her tryout warrants it. She may also displace another player at that age group after she completes a year at that level.

- b. A girl who plays up may choose to return to her real grade level in subsequent years. She must then repeat the petition process to move up again.
- c. A girl who fails to make the next level will be placed on the top team within her own age group.

~~7. The player must repeat this process each year.~~

~~Players can play only at their current school grade level. Exception: If a grade level is short of participants so that a team would not exist without adding participants from a younger grade level, that team may roster players younger than that grade level, with the approval of the Board.~~

- 3.) Participants from a younger grade level cannot take the place of a grade-level player, regardless of skill level.
- 4.) Evaluators will assign each team a level of play based on the evaluators' perceptions of the ability of the team.
 - A. Teams will be formed at each level to accommodate as many players as possible to form A, B, and C competitive teams.
 - B. If evaluators form two teams at a given level within the same grade, the two teams will not generally be created equally.
 - (1). Exception: If it is the evaluators' assessment that there is enough talent to form two teams that can compete at the same level, two teams may be formed at that level (e.g. there may be two (2) A level teams, Black and Gold, that would be scheduled to play in A-level tournaments).
 - (2). 5th grade exception: If there are two teams in 5th grade, the evaluators are strongly encouraged to split the top two teams evenly with any additional teams created at the next level. If the top two teams are split, they will play in both A and B tournaments.

Section 9.04. Coaches. The Program strives to have the best-qualified coaches for the girls in the Program. Head coaches cannot coach another sport that conflicts with practice and game times during the girls traveling season. All coaches are to meet the following minimum criteria:

- 1). Demonstrate a basic knowledge of girls traveling basketball rules and fundamentals.
- 2). Demonstrate good communication skills, with players and parents alike.
- 3). Demonstrate ability to teach and motivate players to develop specific basketball and team skills.
- 4). Successfully complete a criminal background check as currently approved by the Burnsville Athletic Club (BAC) Board of Directors.
- 5). Measure their own success based on their ability to improve all girls as basketball players and as team players.
 - A. Parent and non-relative applicants will be considered as coaches. All else being equal, preference will be given to a non-relative coach. The Program will strive to have the best coaches.
 - B. If necessary or as decided and approved by the Board, a paid non-relative head coach may be hired by the Program. A stipend may be paid for the season at an amount determined by the Coaches Selection Committee and approved by the Board.
- 6). The Program, in a manner compliant with the Fair Credit Reporting Act and applicable Minnesota State Statutes, will screen the background of all coaches and assistant coaches, prior to their assignment.
- 7). Each coach must agree to and sign the Coaches' Code of Agreement (see Appendix A).
- 8). Each team will have one head coach. Co-coaches will be allowed if agreed upon in writing by both coaches, and approved by the Coaches Development Coordinator.

9). The Coaches Selection Committee will encourage the coaching applicants to include at least one parent as part of the coach team. The Coaches Selection Committee may provide names of potential assistant coaches for the head coaches to consider.

10). Seven days prior to the first practice, each head coach is to supply the Coaches Development Coordinator with his or her roster of assistant coaches selected in accordance with policy. The head coach (whom is rostered) is expected to attend a minimum of 90% of all games and practices. Rostered assistant coaches are expected to attend a minimum of 75% of all games and practices. Other adults or BHS Girls Basketball players may also assist the head coach at his or her discretion from time to time.

11). Coaches shall conduct themselves according to the Program's Policies, guidelines, BAC By-Laws and the Program's Coaches' Code of Conduct (see Appendix A).

A. All players are to be treated with respect as athletes.

B. Coaches are to make a concerted effort to develop specific individual and teamwork skills in all players.

C. Written evaluations of each girl's strengths and weaknesses as prepared by the coach will be made available to the Coaches Development and Players Development Coordinators.

D. The Board will address inappropriate coach behavior.

12). Head coaches or co-coaches are limited to three (3) years of service on the same team, provided a qualified replacement has applied. The same head coach and assistant coach combination will be limited to two consecutive years of service on the same team, provided a qualified replacement has applied.

Section 9.05. Fees. The Board will determine the cost of participation prior to each year's registration. There will be added fees to any team that has paid coaches.

1). Fees for the most recent season will be posted on the Program website.

2). A non-refundable try-out fee, determined and approved by the Board, will be required by the try-out registration and fee deadline.

3). The Board may or may not advertise and implement a discount on the fees for full payment upon receipt during pre-registration times.

4). All registration fees will be required at the Parent/Kick-off Meeting or at an alternate time designated and approved by the Board. All late registrations include a late fee.

3). Registration fees are non-refundable after a player has been assigned to a team.

4). If a girl does not make a team, registration fees, not including the try-out fee, will be returned.

Section 9.06. Uniforms and Equipment.

1). All girls on all teams are provided one home and one away jersey and matching shorts at no additional cost to the player, as selected by and ordered through the Program.

2). Replacement or larger jerseys or shorts may be ordered at the expense of the player.

3). The Apparel Coordinator will order uniform items. The Equipment Coordinator will distribute and pick-up the uniforms, in coordination with head coaches.

4). All jerseys and shorts must be returned, or pay the full replacement cost.

5.) All girls will be provided one basketball, which must be returned at the end of the season.

6). All equipment, including basketballs, must be returned or pay the full replacement cost.

Section 9.07. Participation.

1). Tournaments.

A. Each team will be registered to play in tournaments throughout the season, from October through early March.

B. The Program will pay the entry fee for tournaments as scheduled by the Board:

1. Typically 8-10 tournaments, including the Minnesota Youth Athletic Services (MYAS) State Tournament and the Home/host Tournament.

~~—— (1). 9 tournaments equal to the grade level of the team, including the Minnesota Youth Athletic Services (MYAS) State Tournament, and the Home/host Tournament.~~

2. Teams may play in other tournaments on their own and at their own cost.

a. The team should notify one of the Tournaments Co-coordinator and the Coaches Development Coordinator as soon as possible.

- b. These Coordinators should contact the other teams' head coaches to determine the interest and to possibly register the other teams to participate in the same additional tournament/s.
- 2). Practice.
 - A. Player attendance at practice is mandatory.
 - B. Player must arrive ready-to-go, on-time, 15 minutes before practices.
 - C. There should be two rostered coaches at every practice for the entire practice. In an emergency situation, a practice may be held with two adults, one of whom is not rostered. If this happens, the head coach must notify the Commissioner or Coaches Development Coordinator within 24 hours of the occurrence.
 - D. Practice must be cancelled if two adults cannot be present.
- 3). Absences
 - A. Definition of an excused absence.
 - (1.) Absence due to injury or illness of the player.
 - (2.) Absence due to serious illness or death of a family member.
 - (3.) Absence due to a previously scheduled family event.
 - (4.) Absences due to previously scheduled church or school activities.
 - (5.) Absences due to special school assignments as communicated by the parent(s).
 - B. Definition of an unexcused absence:
 - (1.) Any absence in which the team head coach was not notified in a timely manner.
 - (2.) Any absence that was not approved in advance by the team head coach.
 - (3.) Absence due to conflicts with other sports.
- 4). Games
 - A. Player attendance at all games is mandatory.
 - B. Player must be inside, at the designated court, at least 30 minutes before game time.
 - C. Playing Time.
 - (1.) Performance is used to determine playing time, which is earned by four main criteria.
 - a. Attendance.
 - b. Effort and focus.
 - c. Positive attitude and attentiveness to coach.
 - d. Execution of specific individual and teamwork skills.
 - (2.) If these four criteria are met by a player, then that player should receive at least fifty percent (50%) of playing time during the course first three quarters of each game, with the last quarter, (officially the fourth quarter or the estimated time left in the second half), left to the discretion of the coaches.

Section 9.07.1. Short-Term Player Movement.

- 1). If a team has less than six players for any tournament game, that team may add enough players to increase its roster size to six. Players may not be added for a tournament not originally scheduled by the Program, unless approved by the Board.
- 2). The priority for selecting the player(s) will be the following:
 - A. The next lower team in that grade until the grade is exhausted; then the next lower grade; continue in that fashion until all travel teams are exhausted.
 - B. The coach of the team requiring player(s) will:
 - (1). Communicate directly with the coach providing the player(s).
 - (2). The head coach of the team requiring a player will be responsible for getting tournament double roster approval if the player being added is also playing in the same tournament with her regular team.

Section 9.07.2. Conflict Resolution. Players and parents have the right to appeal disciplinary actions and to have any issues concerning the Program or coaches resolved by following the procedure outlined below:

- 1). Players and parents must first discuss the matter with the team's coaching staff.
- 2.) If unresolved, the players and parents must discuss the matter with their Team Liason.
- 3.) If still unresolved, the Team Liason should discuss the matter with the Commissioner.

- 4). If the issue cannot be resolved to the satisfaction of all parties, the matter should be presented to the Grievance Committee for resolution.
- 5). If the issue still cannot be satisfactorily resolved, the matter should be presented to the Board for final resolution, (see Section 7.04.13).

Section 10.01. Home/Host Tournaments.

- 1). The Program will host at least one A and B, and /or C levels tournament each season. The primary purpose of the tournament is to raise funds for the Program activities.
- 2). Parents are required to work during all Home/Host tournaments.
- 3). Burnsville Tournament Rules
 - A. Teams in 4th grade and 5th grade may not use zone defense or a full-court press.
 - B. Only community-based teams will be accepted.
 - (1). Athletes must compete with the travel association within the community where they reside.
 - (2). The sponsoring organization must be of a perpetual nature and must have a democratic posture.
 - (3) The organizations should promote and implement programs for multiple age/grade Levels.
 - (4) Teams not meeting these criteria shall have their registrations rejected and their registration fees will be returned.

Section 10.02. Other Types of Teams.

- 1). Select Teams.
 - A. The Program does not sponsor Select teams.
 - B. The Program may allow use of its equipment and/or facilities for Select Teams which rosters participants who would qualify for membership under this Program's Policies.
 - (1). The Program will require fees to be paid by the team/sponsor to reimburse the Program for use of its resources.
 - (2). A release waiver will be required by the Program to relieve any and all financial and/or personal liability to the applicable team.
 - C. Board approval is required.
- 2). Amateur Athletic Union (AAU) Teams.
 - A. The Program does not sponsor AAU teams.
 - B. The Program does not allow use of its equipment for AAU teams.

Section 11.01. Policy Modification

- 1). Any of these policies can be changed only by a majority vote at any meeting of the Board of Directors, attended by two-thirds (quorum) of the Board.
- 2). All Officers and the Commissioner shall maintain this policy document.

Appendix A
Burnsville Girls Traveling Basketball Coach's Code of Conduct Agreement

- I hereby pledge to live up to my coaching responsibilities by following the Coach's Code of Conduct.
- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of girls traveling basketball, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

I have read, understand, and agree to abide by the Burnsville Girls Traveling Basketball Coach's Code of Conduct Agreement.

I agree to abide by the GTBB Policies. I accept the consequences stated in the GTBB Policies and BAC By-Laws, should I violate the Policies or Code of Conduct Agreement.

Coach: _____ Date: _____

Endorsed by the Burnsville Girls Traveling Basketball Board of Directors.
Reprinted and amended from the National Alliance for Youth Sports web site at <http://nays.org>

Appendix B
Burnsville Girls Traveling Basketball Player's Code of Conduct Agreement

- I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Player's Code of Conduct Agreement.
- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game. I will notify my coach prior to any absence, in a timely manner.
- I will expect to receive a fair amount of playing time, as stated in the GTBB Policies.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that playing a sport is an opportunity to learn, improve, and have fun.

I have read, understand, and agree to abide by the Burnsville Girls Traveling Basketball Player's Code of Conduct Agreement.

I agree to abide by the GTBB Policies. I accept the consequences stated in the GTBB Policies and BAC By-Laws, should I violate the Policies or Code of Conduct Agreement.

Player: _____ Date: _____

Parent: _____ Date: _____

Endorsed by the Burnsville Girls Traveling Basketball Board of Directors.
Reprinted and amended from the National Alliance for Youth Sports web site at <http://nays.org>

Appendix C
Burnsville Girls Traveling Basketball Parent's Code of Conduct Agreement

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's Code of Conduct Pledge.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
- I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or providing transportation.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coach's Code of Ethics.
- I will support and help the Burnsville Girls Traveling Basketball program implement and enforce their coaches, players, and parents policies and conduct agreements.

I have read, understand, and agree to abide by the Burnsville Girls Traveling Basketball Parent's Code of Conduct Agreement.

I agree to abide by the GTBB Policies. I accept the consequences stated in the GTBB Policies and BAC By-Laws, should I violate the Policies or Code of Conduct Agreement.

Parent: _____ Date: _____

Player: _____ Date: _____

Endorsed by the Burnsville Girls Traveling Basketball Board of Directors.
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