

**ROSEMOUNT AREA ATHLETIC ASSOCIATION**  
**IN-HOUSE BASKETBALL**

**ADMINISTRATIVE**  
**PROCEDURES**

**Updated 2012**

## **Rosemount In-House Basketball Policies and Procedures**

### **TABLE OF CONTENTS**

- I. PROGRAM PHILOSOPHY**
- II. IN-HOUSE BOARD STRUCTURE**
- III. PARENT REPRESENTATIVES**
- IV. TIME COMMITMENT FOR PARTICIPANTS**
- V. REGISTRATIONS/INFORMATIONAL MEETINGS**
- VI. RESPONSIBILITIES OF THE PARTICIPANT**
- VII. COACH REQUIREMENTS**
- VIII. DISMISSAL OF COACH**
- IX. PLAYING TIME**
- X. PROGRAM EVALUATIONS**
- XI. COSTS/REFUNDS**

## **Rosemount In-House Basketball Policies and Procedures**

### **I. PROGRAM PHILOSOPHY**

**RAAA In-House Basketball Philosophy is derived from the Positive Coaches Alliance.**

**The goal of our program is to provide a positive, character-building youth basketball experience. We strive to deliver knowledge of key fundamentals and a passion for the game of basketball. We work with parent coaches to help cultivate kids with a teachable spirit through positive reinforcement and encouragement. We believe in teaching the kids in our program how to quickly move past mistakes and to fuel their emotional tanks. We greatly appreciate your trust in our program and consider it an honor to be part of your child's development as a person.**

### **II. IN-HOUSE BOARD STRUCTURE**

**An In-House Basketball Board shall administer the RAAA In-House Basketball Program. This Board shall consist of 5 positions. Each of these positions shall be voting positions. One of these positions (In-House Director) is recommended by the In-House Basketball Board to the Main RAAA Board, who may vote to appoint or deny approval of these candidates. The remaining 4 positions are voted on by a majority vote of the In-House Basketball Board. The Term of each position shall be based on a one-year commitment. Positions are filled as each position is vacated. The 5 positions are as follows:**

**Program Director – In-House Basketball  
Schedule Coordinator – In-House Basketball  
Referee/Coach Coordinator – In-House Basketball  
Roster/Equipment Coordinator – In-House Basketball  
Website Administrator – In-House Basketball**

**This board shall meet at least 4 times per year to direct the In-House Basketball Program. There will be two meetings scheduled for Season I and two meetings for Season II. These meetings will occur before the start of each season. Additional meetings shall be scheduled as appropriate and will be called to order at the direction of the Program Director – In-House Basketball. Each Member of the board is required to attend a minimum of 1/2 of the board meetings (2 out of 4). Should any board member fail to attend the minimum number of required meetings in a given calendar year, they may be removed from the board through a majority vote of the remaining board members.**

## **Rosemount In-House Basketball Policies and Procedures**

**Each member of the board shall be responsible for one or more specific jobs including, but not limited to, the following list:**

**Treasurer/Budget  
Registrations/Roster  
Uniforms/Equipment  
Coach/Player Development  
Facilities/Rules  
Schedule**

**All Parents of program participants or interested parties are invited and encouraged to attend Board meetings and observe and share in discussions.**

### **III. PARENT REPRESENTATIVES**

**Each In-House Basketball Team is expected to provide a parent representative. The representative will be available to assist the coach to distribute information to the team, be the team's point of contact for communication, help coordinate volunteers from their team for games.**

### **IV. TIME COMMITMENT FOR PARTICIPANTS**

**Participants are expected to be available for all practices and games. If unable to attend either, it is their responsibility to have a replacement. The In-House basketball season includes skills clinics and includes games throughout the season.**

**Teams usually practice 1 time per week throughout the season. Practice sessions may be scheduled any day of the week, but the goal is for Monday, Tuesday, or Thursday nights. Practice sessions may be scheduled until 9:30PM. The later practices are a result of the limited Gym Space availability in our district and will be rotated among older age groups and team levels.**

## **Rosemount In-House Basketball Policies and Procedures**

### **V REGISTRATION/INFORMATIONAL MEETINGS**

**Registration for In-House Basketball is done online through our website [www.rosemount-aaa.org](http://www.rosemount-aaa.org). Registrations are open September through November. Specific deadlines will be posted on the website and there are no late registrations due to the extended registration period.**

**A mandatory Parent Meeting will follow team formation. Each player is required to have at least one parent at this meeting. Details, practice schedules, game schedules, contact information and rules will be handled at this meeting. A copy of the In-House Basketball Administrative Procedures is available on-line. All parents, players and coaches acknowledge their acceptance of and adherence to these policies by their registration in the program.**

**Any questions regarding any of the information distributed should be addressed directly to the Program Director and/or any current standing member of the RIB Board of Directors. A complete list of current board members including contact information is available on the website.**

## **Rosemount In-House Basketball Policies and Procedures**

### **VI RESPONSIBILITIES OF THE PARTICIPANTS**

**Participants are expected to attend most practices and games. Participants or their parents should notify the teams coach or coordinator in advance if the player will miss a practice and/or a game.**

**Each participant, each coach and each family who participates on a RAAA In-House Basketball Team agrees to abide by a Code of Conduct. That Code includes the following:**

- **The property and equipment used at any sports facility will be treated respectively.**
- **All players, coaches and officials will be treated with respect and good sportsmanship regardless of race, creed, color, sex or ability.**
- **Coaching will be left to the coach during games.**
- **Feedback will be positive and constructive.**
- **Referees will not be criticized openly or directly before, during or after games.**
- **All parties will do their best to have their player(s) prepared for every practice and game, this includes arriving on time, being properly dressed, & having appropriate equipment like water, shoes, balls etc.**
- **Coaches will be advised by the player/family, within a reasonable amount of time, of any anticipated absence from a game or practice and of any physical disability or ailment that might affect the safety of the athlete or others.**
- **All RAAA events are to be alcohol, drug/tobacco free and participants agree to refrain from their use during said events. Follow the ISD196 Student Behavior Guidelines as outlined in the Student Rights and Responsibilities.**
- **Always remember that this program is for the athletes – the kids – not the parents. Parents should try to have as much fun watching as the players should have playing!!**
- **FINALLY, as a participant in Rosemount In-House Basketball, you acknowledge, accept and will abide by the rules and policies of our organization as established in this Administrative Procedures Manual**

## **Rosemount In-House Basketball Policies and Procedures**

### **Conflict Resolution**

The following steps will be taken in succession until the conflict is resolved or a remedy reached:

1. Player/Parent and Coach speak directly and privately.
2. Player, Player's Parents, Coach and the appropriate Coordinator (Boys or Girls) meet. Meeting is documented and everyone signs such documentation acknowledging their participation.
3. Same as #1 with the addition of the Program Director.

### **A. Player Removal**

Participants who do not adhere to the listed responsibilities can be removed from a team. All coaches have the authority to recommend the removal of any participant from a team. The head coach must submit a letter to the Program Director stating the name of the participant to be removed and the reasons for the recommended removal. The Program Director must give the participant and the participant's parent(s) a chance to respond to the removal request. The program director in conjunction with the appropriate coordinator may override, deny, approve or postpone the recommended removal, following the complete evaluation of the situation. There will be no refunds for players removed from a team. If the removal of a player is approved by the In-House Board, this action must be filed with the President of the RAAA Main Board of Directors within 72 hours.

## **VII COACH REQUIREMENTS**

All coaches will be expected to have knowledge of and adhere to, the RAAA Program Philosophy and Guidelines as defined in the RAAA Administrative Procedures. Each Coach will be required to attend at least one of two Coaching clinics hosted by the High School Varsity Coaches.

## **VIII DISMISSAL OF A COACH**

If an appointed coach does not have the best interest of all members of the team in mind, he or she may be removed. If a majority of the team's parents determine that the coach is a damaging influence on the team, the In-House Basketball Board may remove the coach at any time during the season. Prior to the removal of the coach, a meeting must take place between the team parents, the coach, the appropriate coordinator and the Program Director. If the removal of the coach is approved by the In-House Basketball Board,

**this action must be reported to the President of the RAAA Main Board within 48 hours of its occurrence.**



## **Rosemount In-House Basketball Policies and Procedures**

### **IX PLAYING TIME**

Playing time is important to all players at all levels of play. Playing time guidelines are for each player to have equal minutes. Coaches will be given some latitude when determining playing time for their respective teams on a game by game basis, however, coaches are expected to manage their respective teams consistent with the In-House Basketball's purpose and guidelines - provide skill development, game experience and a positive experience to each member of the team.

**NOTE:** Coaches are given the discretion to deviate from the above guidelines if individual situations warrant a change. Examples include, but are not limited to the following:

Disciplinary Action/Sportsmanship  
Less than full effort/poor or disruptive attitude  
Lack of commitment to the Team  
Injury

**ANY DEVIATION** from the Playing Time Guidelines should be fully disclosed and discussed with the player and their parents prior to implementation.

### **X PROGRAM EVALUATIONS**

At the end of the season an End of Year Evaluation will be posted online for parents to complete. We appreciate your honest and constructive input and will take all responses under advisement.

### **XI COSTS AND REFUNDS**

**Costs of In-House Basketball include:** Registration Fee, includes gym time costs for practices/games, jerseys, medals, and personal costs of travel to practices and games.

## **Rosemount In-House Basketball Policies and Procedures**

### **Refund Policy:**

- a. Participants who are not placed on a team will have the Registration Fee fully refunded.**
- b. Participants incurring a season ending injury or illness at least 1 week prior to the team's season opener shall receive a full refund. Later occurrences of injury and/or illness shall be pro-rated accordingly.**
- c. Any participant who is placed on a team and then subsequently removed under Article V – (Responsibilities of the Participant) will not be entitled to a refund.**
- d. The RAAA In-House Basketball Board will review all other situations involving refund requests on an individual basis at the next regularly scheduled monthly board meeting following the receipt of a written request for refund. Requests for refunds should be submitted to the Program Director and/or appropriate coordinator.**