

Hopkins Royals Boys Basketball Association
Program Policies



Policy #1 – Policy Statement

All policies, by-laws, rules, and the Board member directory will be available to the public on our website.

Policy #2 – League Structures and Rules

- Teams will be available for grades 4 through 8.
- The player's grade level will serve as the default basis for consideration of their team (travel) eligibility.
- Players may play up at a higher grade level when it benefits the player, the program, and is approved by the Executive Committee.
- The boys' and girls' programs will be separate programs. Girls will not play in the boys' league and vice versa.
- Players wishing to join a season in progress will be decided on a case by case basis. Fees may be prorated by the director.

Policy #3 – Player Eligibility

All players must meet at least one of the following location eligibility requirements:

- Live in the City of Hopkins
- Live within the boundaries of the school district (270)
- Attend a school (public or private) in the school district
- Travel players outside of the above eligibility requirements must be given a waiver from their home city/Basketball organization.

A player who provides false information on the registration form for the purpose of circumventing eligibility requirements will forfeit their registration fee, and will be immediately barred from further participation.

Policy #4 – Participation Fees

- A registration fee is set annually, and is due at the time of registration or via an approved payment plan.

Policy #5 – Refunds

- The Hopkins Royals Boys Basketball Association shall recognize the cancellation of registration with a fair and reasonable monetary refund.

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It is the philosophy of the Hopkins Royals Boys Basketball Association to be responsible in its commitments to customers and to anticipate equal treatment, in return. When a customer initiates action with registration, the Association commits to preparation and delivery of facilities, uniforms, team placement, and/or services.

We are committed to a non-punitive practice of refunding money for registration fees. Refunds will be determined based on when the request is made. An administrative fee may be deducted from the refund as appropriate.

Time of Request	Refund	Fee
Before the last day of tryouts	100%	\$0
Within 14 days of completion of tryouts	100% minus Fee	\$100
15 or more days after completion of tryouts	Ineligible for refund	

Players that are not selected for a team following tryouts will receive a full refund.

Policy #6 – Financial Aid

- HRBBA policy is to provide financial aid for youth to participate in accordance with eligibility requirements defined in Guideline 9.

Policy #7 – Team Selection and Formation

- There will be tryouts for all travel players.
- See the HRBBA Tryout Guidelines for further detail.

Policy #8 – Planning, Communication, and the Website

- HRBBA is responsible for seeing that team information, as well as tournament and practice schedules are accurately entered into the website. The Website Manager will assist as needed. Coach names and contact information will be listed on the website. Players will be listed by first name and 1st initial of last name ONLY.

- League information should be posted on the website no later than 1 week before the first game.

Policy #9 – Selection of Coaches

- All coaches and assistants must clear a criminal background check. Background checks must be collected by Coaching Director and approved/verified prior to the 1st practice.

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- All coaches must pass state mandated concussion training prior to the first practice. The coaching director should retain a copy of their proof of completion.
- The Board can terminate any coach or assistant for cause. The dismissed coach can appeal to the Board for reinstatement.
- Head coaches are selected by the Coaching Director and approved by the board.
- Interviews are conducted on an as-needed or as-requested basis.
- Head Coaches may select their own assistants. Assistant Coaches must pass a background check.
- The Board will determine and approve stipends for all coaches.
- Coaches are responsible for organizing a player/parent meeting no later than the first week of practice to present team rules and expectations.

Policy #10 – Equipment

Basketballs

- Boys in grades 4 through 6 will use 28.5” basketballs (size 6).
- Boys in grades 7 and 8 will use regulation 29.5” basketballs (size 7).
- HRBBA will provide a minimum of four balls for each team at the beginning of the season. These balls are property of HRBBA are expected to be returned by the head coach at the end of the season.

Uniforms

- Uniforms are included in the registration fee.
- Uniforms include: one reversible jersey, one pair of shorts, and one shooting shirt.
- New uniforms will be provided each season.
- The board will not accept requests for specific jersey numbers.
- The player is responsible for the cost of any additional or replacement uniform.

Policy #11 – Process for Blood

HRBBA will follow the MN State High School League guidelines in handling blood, namely, that any player who is bleeding or who has blood on their uniform must leave the game or practice until the bleeding has been stopped and the uniform changed or disinfected. A copy of this guideline can be obtained from the HRBBA board.

Policy #12 – Pictures

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- HRBBA will offer a picture night for teams.

Policy #13 – HRBBA Board Structure

The following are the performance expectations on Board members:

- Board members are expected to attend all meetings, but certainly no less than 70%. If a board member will be unable to attend a meeting, they should notify the president or the secretary a minimum of two days in advance of the meeting.
- Board members are expected to take responsibility for the execution of at least one major HRBBA annual event, either directly or by delegation.
- Board members are expected to be familiar with HRBBA By-Laws and Policy Statement.

Policy #14 – Election of the Officers and other Board Members

- Election of the incoming Board members and Officers is conducted by the existing Board.
- Elections can occur at any board meeting where the quorum has been met.
- Board members attain voting rights and assume responsibility for their position immediately upon election.

Policy #15 – HRBBA Board Meetings

- HRBBA Board meetings will be held on a monthly basis.
- All board meetings are open to the public.
- The meeting dates will be set by the president.
- Meeting notice will be published on the website.
- Special meetings can be called by the President or by any two Board members.
- Minutes of meetings will be recorded and posted on the website after they are approved at the following meeting.

Policy #17 – Feedback to Athletes and Parents

- Coaches and evaluators will give feedback of the athlete's skills following any tryout or draft held by HRBBA, if requested by the athlete or their parents or guardians. This feedback will be provided following the three-day cooling off period after team selections are posted. During the cooling off period, no feedback will be provided.

Policy #18 – Behavior Expectations

- HRBBA's expectations for behavior by all participants at HRBBA events are compiled in a separate HRBBA Code of Conduct document.

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Policy #19 – Parent Expectations

- Parents are required to work the HRBBA winter tournament. A deposit is due during registration. That deposit will be destroyed or returned once the parent has completed their assignment during the HRBBA Winter Tournament.
- Parents will monitor their student's academic progress, and if the parent determines that the player is not succeeding in school, HRBBA will work with the family to determine next steps for the player's continued participation.
- Parents will monitor their player's health and injury status. HRBBA coaches will assume players who show up for practices or games are ready to play unless informed otherwise.
- Parents will be supportive and avoid open criticism of coaches, players, teams, opponents, and referees.
- Parents are responsible for getting their players to and from games and practices in a timely manner.

Policy #20 – Overnight Tournaments

- HRBBA is not responsible for costs associated with travel or lodging for any tournaments.
- Paid coaches may not share or provide lodging for players or other youth program participants during overnight tournaments.

Policy #21 – Player Pickup from Practice

- Parents must arrange for their players' transportation to be available to pick the player up promptly after the completion of practice.
- Coaches must not leave a practice until all players have been picked up or their parent/guardian/alternate ride has arrived to pick them up. Players should not be left behind without an adult presence, such as a coach or a team parent.

Policy #22 – Child Abuse Policy

Child Abuse Prevention Statement:

As a youth-serving organization, Hopkins Royals Boys Basketball Association (HRBBA) considers the safety and wellbeing of the youth in our programs a top priority, and we strive to put safety first with our programming and policies. HRBBA prohibits bullying, abuse, or other violence and we strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair, balanced way in accordance with our policies.

Definitions:

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Coach: The head coach for a team in HRBBA who may be a paid coach or a parent volunteer.

Board Member: Active members of the HRBBA Board of Directors.

New Coach: A head coach that did not coach with the organization during the prior season.

New Board Member: A Board Member that has joined the organization.

Policies and Procedures:

HRBBA has developed and implemented the following Policies and Procedures in an effort to provide a safe environment for our members, athletes, and coaches. The Board of Directors shall annually review this policy and update it as needed.

Coach and Board Member Screening

- a. Application – Every new coach and new Board Member working with HRBBA is required to complete a written application that will set forth appropriate background information, require disclosure of any prior claims or allegations of abuse or other inappropriate conduct, and provide the names of at least two individuals as references to the good character of the coach or Board Member. A designated representative will contact these references before coaching or volunteering with the Board begins.
- b. Screening – A designated representative(s) from HRBBA will interview each prospective coach or Board Member. This screening process will include specific questions regarding the existence of any prior claims of inappropriate behavior with respect to youth or youth athletes.
- c. Background Check – All potential coaches and Board Members will be subject to a background check with a contracted vendor qualified to conduct such checks, and the background check will include appropriate inquiries regarding any previous record of abuse or other unlawful activity by the potential coach. This background check will be updated every year.

Abuse Prevention Orientation

- d. A representative of the Board of Directors will review this policy annually with coaches and Board Members.
- e. All coaches and Board Members must attest annually that they have reviewed and accept our policy with respect to abuse prevention.
- f. In addition, there will be an informational meeting for parents at the start of the season at which time the policy will be reviewed and distributed.

Prohibited and Discouraged Behavior

- g. Prohibited Behavior
 - i. Using profane or degrading language, including allowing team members to use inappropriate and disrespectful language unchallenged.
 - ii. Threatening or intentionally inflicting physical injury.
 - iii. Committing any sexual offense or engaging in any sexual contact with a minor.
 - iv. Making any kind of sexual advance or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.
 - v. Coaches may not allow an unrelated young person to share overnight accommodations during travel games.
 - vi. Allowing allegations made by a young person to go unheard and unreported to a Board Member.
- h. Discouraged Behavior
 - i. Providing rides to/from practices and games in a one adult/one unrelated child ratio unless there is an urgent situation such as where a parent/guardian does not show

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up and the child would be in danger by not having a ride- Please call the Coaching Director or President prior to providing a ride.

- ii. Closing doors at indoor practice facilities without more than one adult present.
- iii. Spending time in a locker room, or any other area, in a one adult/one unrelated child ratio.

Reporting of Suspected Child Abuse

- i. The President and/or the Vice President serve as the primary Board Member responsible for receiving reports of child abuse or other inappropriate conduct and for taking appropriate action upon receiving such a report.
- j. All program participants, including parents, players, coaches, and Board Members, are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the President and/or Vice President. Program participants also may directly notify the proper law enforcement agencies.
- k. When appropriate, the appointed member (President and/or Vice President) of the Board of Directors will promptly notify the proper law enforcement agencies that an incident of possible abuse has been reported.
- l. In the event that a suspected incident of abuse is reported, the party in question may be temporarily suspended from duties while an investigation takes place.

Child Abuse Policy Attestation

All coaches and Board Members are required to sign the Child Abuse Policy Attestation. This Attestation must also be signed by a Board Member and a witness.

Notification

When appropriate, HRBBA may notify program participants that a report of possible abuse has been received by the Board. The confidentiality of anyone who makes such a report will be protected.

Policy #23 – Concussion Policy

Background

In June of 2011 Minnesota Governor Mark Dayton signed a new law regarding concussions in youth sports programs. This law took effect in September of 2011 and applies to “any municipality, business, or non-profit organization that organizes youth (age 18 and under) athletic activity for which an activity fee is charged.”

The law can be found at www.revisor.mn.gov under “Laws, 2011 Regular Session, Chapter 90.”

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Hopkins Royals Boys Basketball Association (HRBBA) is compliant with the law and will follow the protocols and content consistent with the current medical knowledge available from the Centers for Disease Control and Prevention (CDC).

Requirements

The law has three basic requirements:

- Information must be accessible to coaches, officials, athletes and parents/guardians about the nature and risks of concussions
- Coaches and officials must receive initial training on concussions and training at least once every three years thereafter.
www.cdc.gov/concussion/headsup/online_training.html
- Coaches and/or officials must remove an athlete from activity when he/she is suspected of sustaining a concussion or exhibits signs, symptoms or behavior consistent with a concussion.

Concussion Symptoms

These are the most common symptoms associated with concussions. More information and a comprehensive listing can be found in the documents listed below.

- Confusion, feeling sluggish/foggy/groggy
- Dizziness, poor balance & coordination
- Sensitivity to noise or light
- Blurry vision
- Headache or feeling pressure in the head
- Poor memory (can't remember what happened, what they ate earlier, coming to game, etc.)
- Poor concentration
- Feeling nauseous or vomiting

Return to Activity

When a coach or official removes a youth athlete from participating in a youth athletic activity because of a concussion, the youth athlete may not again participate in the activity until the youth athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion and is evaluated by a provider trained and experienced in evaluating and managing concussions and the provider gives the youth athlete written permission to again participate in the activity.

Concussion Training and Additional Information

The following links provide additional information for Coaches, Officials, Athletes and Parents:

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[Centers for Disease Control and Prevention \(CDC\) Youth Sports Concussion Website](#)
[Centers for Disease Control and Prevention \(CDC\) Concussion Training Link](#)

[Coaches & Officials Concussion Fact Sheet](#)

[Athletes Concussion Fact Sheet](#)

[Parents Concussion Fact Sheet](#)

[State of Minnesota Statute 121A.37](#)

[State of Minnesota Statute 121A.38](#)

Appendix A

Audit History

Date	Description of Changes
September 9, 2015	Approved by board.
July 29, 2016	Policies 1, 4, 5, 6, and 19 updated to reflect changes. Child Abuse Policy incorporated from Stand-Alone policy and added as 22.
September 8, 2016	Concussion Policy (23) added after approval at Sept. 7 meeting.