

Mahtomedi Basketball Association Program Guidelines

Revisions September 9, 2024



This manual defines the rules, policies and procedures of the Mahtomedi Basketball Association. While intended to be comprehensive, there may be circumstances that arise that are not specifically addressed in this manual and will need to be brought before the board for discussion. If you would like to discuss the contents of this manual or have any questions, please contact us at mahtomedibasketball@gmail.com.

Table of Contents

Section 1) Mission Statement	1
Section 2) History and Status of the Organization	1
Section 3) Organization and Operation of the Board	2
Section 4) Board Member Participation	4
Section 5 - Board Member Responsibilities	7
Section 6) General Program Overview	30
Section 7) Youth Program (K - 2nd Grade)	31
Section 8) Mahtomedi In-House Program (3rd - 8th Grade)	32
Section 9) Traveling Program (4th - 8th Grade)	34
Section 10) General Operating Procedures	40
Section 11) Code of Conduct	43
A. Players' Code of Conduct	44
B. Parent's/Spectator's Code of Conduct:	45
C. Coaches Code of Conduct:	46
Section 12) Grievance Procedures/Dispute Resolution	47
Section 13) Scholarship Application - Mahtomedi Basketball Association	48

Section 1) Mission Statement

The mission of the Mahtomedi Basketball Association (MBA) is to provide boys and girls in the Mahtomedi area in grades K - 12, at various skill levels, an opportunity to play basketball in an organized environment that emphasizes skill development, teamwork, good sportsmanship and fun.

Section 2) History and Status of the Organization

1. The Mahtomedi Basketball Association (MBA) was incorporated as a 501(c) 3 Non- Profit organization on October 3, 1990, with respect to federal tax laws.
2. The MBA is a registered Minnesota corporation.
3. The MBA is a recognized athletic association in the Mahtomedi Area, Mahtomedi Community Education, Mahtomedi School District, (#832), the City of Mahtomedi and other surrounding cities.
4. The information in this manual takes precedence over any pre-existing rules and by- laws that may be in existence.

Section 3) Organization and Operation of the Board

3A) BOARD COMPOSITION

There will be no more than 22 and no fewer than five Board Members. The Director roles and titles may be modified by the board in accordance with the needs, however, the board must always maintain officer positions of President, Vice-President, Treasurer and Secretary. The 19 current MBA roles and titles are:

- Co-President
- Co-President
- Vice President
- Past President
- Secretary
- Treasurer
- Player Development Director & Off-Season Training
- Registration Director
- Uniform Director
- Equipment Director
- Website Director
- Social Media Director
- Traveling Director (4-8)
- Traveling Tournament Scheduler
- In House Director (3-8)
- Youth Director (K-2)
- High School Rec Director (9-12)
- Girls Tournament Director
- Boys Tournament Director
- Travel Tourney Assistant (vol & scorekeeper coord/refs)
- High School Liaison
- Sponsorships Director
- Facilities Director

3B) EXECUTIVE COMMITTEE

The Board maintains an Executive Committee that consists of the President, Vice-President and Treasurer. The Executive Committee is granted the authority to convene and address time-sensitive issues in the event the board is not reasonably able to meet, or may also be called upon by board members to provide guidance or decision on specific topics requested by the board. Should the Executive Committee be divided over a particular issue, it is a good indication that the issue should most likely be brought before the full board.

3C) BOARD MEETINGS

There are five types of Board meetings.

1. Year- End Meeting - held in May; completes the term of Board Members; presentation of Exceptional Service Awards; Nominate/appoint the new President following the procedures outlined in Section 4.
2. Annual Meeting - immediately after the conclusion of the Year End Meeting. During the Annual Meeting there are two agenda items in specific order:

- a. Re-elect returning Board Members (not for specific Director positions)
 - b. Interview and elect new Board Members for any open board positions
3. First Meeting of the Year - will commence immediately after the Annual Meeting. At this meeting, the remaining Director Positions will be appointed
 4. Monthly Meetings - time and dates to be determined by the new Board
 5. Special Meetings - as deemed necessary to address time sensitive issues

The time, day and location of the monthly board meetings will be established at the First Meeting of the Year. Meeting dates/times may be altered during the year to accommodate for holidays and other scheduling conflicts. Typically, there is not a December, January or February meeting.

Board meetings generally last 1 - 2 hours. During busy planning segments of the year (late summer/early fall) the meetings may last longer.

In order to hold an official MBA board meeting, a quorum (50% or more of the current voting board members) must be present (present being defined as either in person or by remote access).

3D) OPERATION OF THE BOARD

The general agenda for Monthly Board meetings will be:

- Call to Order
- Presidents Update
- Old Business Discussion
- New Business Discussion
- Committee/Director Reports
- Adjournment

Non-Board Members are welcome at any Monthly Meeting, but should advise a board member in advance so they may be added to the board agenda for planning purposes. When a board member is contacted by a member of the public that would like to address the board, the board member should:

- Determine the general issue to be discussed and obtain detailed information in advance. Submit this information to the President and to the Secretary for dispersal to board members as deemed necessary
- Advise the Secretary so the individual or group can be added to the agenda
- Advise the interested individual (or group) of the time and location of the meeting. We generally would like members of the public to arrive at the board meeting only for the public forum portion. The public is generally not accepted into certain portions of the meeting that are board specific.

3E) VOTING PROCESS

1. Each board member is afforded one equal vote.
2. All measures will require a majority vote of those present in order to pass unless a specific exception has been outlined in other sections of this manual. Specific changes to the rules in this manual will require a 70% approval of those present.
3. On any issue under discussion, ample (but not excessive) time should be afforded to review all opinions and perspectives to assure that board members have sufficient information to make an informed decision.
4. Following discussion, the Board will agree to move to a board vote. Any board member (other than the President) may formulate a motion to be voted upon by the Board. It is essential that the motion is properly constructed and communicated to the board members to assure that the motion is clearly defined.

5. Another board member (other than the President and the board member making the initial motion) must second the original motion in order to warrant a full board vote.
6. The President will request a verbal or hand raise vote in favor of the motion. Likewise, the President will request a verbal or hand raise vote for those not in favor of the motion. A tally of both votes will be recorded by the Secretary.
7. The President will then offer one final opportunity for Board comment before the motion is officially considered passed or defeated.
8. In the event that a board member cannot be present for a board meeting, but would like to register a vote on a particular motion, it may be done in absentee fashion with the approval of the Executive Committee. The Executive Committee must be convinced that the absentee board member clearly understands the precise motion being made and is aware of all of the perspectives and discussion that has transpired amongst the Board.
9. In certain circumstances, issues may require a vote outside of normal board meetings. These circumstances may include time sensitive issues or issues that have been raised at board meetings but require additional information that is obtained at a later date. In such cases, the President may call for a vote via email. In such a case, the President with the assistance of the Secretary will present an outline of the situation and the specific motion to be voted upon. Each board member may then respond with questions and comments or register their vote in favor or disfavor of the motion. Once a quorum of board members have responded with an official vote, the Secretary will record the responses and majority approval/disapproval will render the fate of the motion. If more than one board member feels inadequately informed due to the email nature of the vote, then the issue should be tabled until the next board meeting or require the arrangement of a special board meeting.
10. If a board member has personal involvement or would be directly affected by an issue or motion, then such board members should voluntarily excuse themselves from any board discussion and voting process. If the Executive Committee believes that a board member would be personally involved or affected by an issue or motion, and such board member has not voluntarily excused themselves from discussion and voting, they may require that such board member excuse him/herself from discussion and/or abstain from voting. It is essential that potential conflicts of interest are recognized and avoided.
11. All board members are expected to conduct themselves in a responsible and professional manner. Discussion and debate is meant to be meaningful and informative – not simply for delay of a decision.
12. It is assumed that all board members will always endeavor to assure that decisions are in the best interests of participants in MBA programs. Any changes contemplated will not unduly compromise the program participants in favor of a small group of participants. All votes should focus on furthering the goals and mission of the MBA.

Section 4) Board Member Participation

4A) NEW BOARD MEMBER GUIDELINES AND ELECTIONS

All Board Members are appointed for one-year terms.

The new President will be appointed during the Year-End Meeting.

A renewing President may be approved by a verbal vote majority. Any Board Member may request a secret ballot vote and/or ask for additional discussion before the vote. The renewing President may be asked to leave the room for further discussion, but must be given a chance to address any concerns identified before a final vote is taken.

If appointing a new President, any existing board member having served at least two years on the board may be nominated by a fellow board member. Should there be only one candidate, the procedures outlined in the paragraph above will be followed.

If more than one nominee, each candidate will be given a chance to highlight their vision, goals, applicable experience/background, etc. (while the other candidates are not in the room). All non-candidate members will then approve the next President by a simple majority vote.

All other Board Members will be elected during the Annual Meeting. The first step will be to re-elect returning board members. The second step will be to interview new applicants. After each applicant is interviewed, they will be sent home. After all interviews

have been completed, the existing Board will discuss each applicant and decide whether to offer them a position on the Board. The President will notify them the next day whether their application was accepted or not.

Throughout the year, current board members should be actively seeking new potential board members that they believe would be an asset to the MBA.

The MBA will formally communicate to the community 15 - 30 days in advance that they will be holding an election of board members at the May board meeting.

All potential board members should be provided a copy of the Role and Personal Commitment section of this manual so that they understand the commitment of an MBA Board member. If they remain interested, they should notify the President in advance of the May meeting that they intend to run for the Board.

While any person may be considered for a board member seat, the Board will make every effort to screen potential candidates to make sure they do not have any potential conflicts of interest. The focus should be electing board members that closely reflect the mission and values of the MBA.

New candidates will be interviewed and new members confirmed during the Annual Meeting. If a candidate is unable to attend, they may submit answers to a Board prepared questionnaire for the Board to consider.

After the interview process has been completed, the Board will vote to appoint new members. It should be noted that the board is not required to accept all candidates even if the rejection of a candidate will leave a potential board seat unfilled.

If there are more candidates than available board positions, each board member will vote by private ballot for as many new board members as there are open positions. (i.e. if there are 3 open spots but 4 or more candidates, each board member will list their top three choices, votes will be tallied, and the top 3 will be elected to the Board).

If a Board position remains open after the May meeting, the Board may consider filling the position at a later date.

4B) ROLE AND PERSONAL COMMITMENT

Election to the MBA Board of Directors is an honor with attendant responsibilities. It calls upon the person elected for a dedication of time, thought, and energy towards the viability and support of our organization. Present board members are the inheritors and perpetrators of a tradition for which their predecessors have worked unselfishly and tirelessly for.

Through the board process, board members have the authority to vote and determine the overall policies and direction that the organization will adopt. With this authority comes a commitment to place the needs and benefits of the MBA and its participants above and beyond any self-motivated purposes. Election brings the privileges of first-rank service in an extremely worthwhile cause and public recognition for this contribution.

Primary Role as a Board Member

1. To contribute to the defining of the MBA's mission statement and governing the fulfillment of that mission
2. To carry out the duties and obligations of your assigned board member responsibility as defined in section 4 of the Program Guidelines manual in a trustworthy and diligent manner and in accordance with MBA mission, goals and objectives

Personal Commitment

- To place a high priority on attending all meetings of the board and committee meetings for which one serves on
- To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material
- To work with and respect the opinions of your peers who serve on this board
- Be open to new ideas and potential enhancements to MBA structure, policies and procedures
- To leave personal prejudices out of all board discussions
- To display courteous conduct and refrain from side discussions in all meetings
- To stay current with all the facts upon which board members must base their collective opinions and decisions

- To avoid conflict of interest between your position as a board member and your personal life. If such a conflict does arise, you will declare that conflict before the board and refrain from voting on such matters
- To support in a positive manner all actions taken by the board of directors even when you are in a minority position on such actions
- Be a constant ambassador and proponent of the MBA and work to engage the people of our community in the activities of our organization

4C) BOARD MEMBER REVIEW

On an ongoing (as needed) basis, the Executive Committee will take steps necessary to ensure that all board members (including those on the Executive Committee) are carrying out their duties effectively and in conformance with MBA mission, goals and objectives.

The Executive Committee will look at 5 key areas:

1. Are they effective in carrying out the duties and obligations of an assigned board member position
2. Do they consistently attend monthly meetings of the board and committee meetings for which they serve on
3. Are they present and involved at other MBA sponsored activities that take place throughout the year
4. Do they support in a positive manner all actions taken by the board of directors even when in a minority position on such actions
5. Do they place the needs and benefits of the MBA and its participants above and beyond any self motivated purposes

If the Executive Committee determines that a board member is not carrying out their duties effectively, they will meet with the member to discuss their concerns.

If problems persist, the Executive Committee may suggest that the Board member voluntarily step down at the end of their term or recommend to the Board at the Annual Meeting that the board member not be re-elected to the Board.

Section 5 - Board Member Responsibilities

PRESIDENT

Major Objective

Provide leadership and strategy to fulfill the mission of the Mahtomedi Basketball Association

Primary Responsibilities (organizational)

- Attend and lead all board meetings, ensuring that all parties are allowed an equal and fair voice and that proper board process and procedure is followed
- Assure that board meetings are productive and efficient
- Facilitate the ongoing evaluation of all MBA programs and activities
- Assure that the Program Guidelines manual is updated and that all rules, policies and procedures are adhered to by all parties involved in or with the MBA
- Assure the MBA is properly staffed for all of the functions, roles and responsibilities
- Maintain a proper and productive relationship with Mahtomedi High School coaches and administration and Community Education
- Serve and regularly participate on the Mahtomedi Area Athletic Council
- Maintain a proper and productive relationship with Minnesota Youth Athletic Services (MYAS), Minnesota Sports Federation (MSF), Woodbury League, and any other youth athletic associations that may interact with the MBA programs
- Serve as the MBA point of contact and facilitate resolution for any general public, participant or administrative issues or concerns. Enlist Executive Committee and/or full board input and/or vote on issues that need larger scale review
- Coordinate the purchase of appropriate accident and liability insurance
- Serve as a mentor for new board members to make sure they have a positive and productive experience

Primary Program/Director Specific Responsibilities

Financial

- Provide Treasurer with information necessary to prepare the annual MBA budget
- Review monthly Treasurer's Report, investments, banking arrangements, expenditures etc. on an ongoing basis to make sure they are in accordance with MBA guidelines

Traveling Program

- Prepare evaluation forms for the skills component and scrimmage component
- Prepare conversion chart for the skills component
- Work with Traveling Director to secure Scrimmage Evaluators
- Collect all evaluation forms and tally all results (make sure data collection process is in place at the evaluations to assure the confidentiality of this information)
- Meet with Traveling Director (and conduct as necessary discussions with prior year coaches) to finalize rosters
- Present roster decisions to the full board for feedback
- Announce final traveling rosters on website and via direct email
- Work with uniform director for ordering of shooting shirts

Tournaments

- Support tournament directors at tournament

Other Program/Director Responsibilities

- Manage the Scholarship Program
- Help coordinate off season (Spring/Summer/Fall) activities
- Manage the year end MBA program and coaching feedback survey process
- Work with Executive Committee to select Exceptional Service Awards and ongoing Board Member Reviews
- Prepare online registration notices
- Prepare annual Newsletter and/or Letter from the President
- Send Broadcast email program updates throughout the year
- Help In-House Director secure coach's, referees and scorekeepers if needed
- Help coordinate uniform deposit program, uniform inventory and distribution of current or past traveling uniforms as needed
- Help Equipment Director as needed in determining equipment needs
- Help facilitate clinics/training opportunities as needed
- Work with the Website Director to meet communication needs and post essential/updated information to the website
- Maintain/update registration forms
- Work with Community Ed and Facilities Director as needed regarding facility needs
- Help Directors as needed
- Prepare, distribute and collect Prospective MBA Board Member Questionnaires and present at Annual Meeting

VICE PRESIDENT

Major Objective

Provide leadership and strategy to fulfill the mission of the Mahtomedi Basketball Association and fulfill leadership responsibilities in the absence of the President.

Organizational Responsibilities

In the absence of the President or as needed in conjunction with the President:

- Attend, oversee and lead monthly board meetings
- Assure the MBA is properly staffed for all of the functions, roles and responsibilities
- Maintain a proper and productive relationship with Mahtomedi High School coaches and administration and Community Education
- Serve and regularly participate on the Mahtomedi Area Athletic Council
- Maintain a proper and productive relationship with Minnesota Youth Athletic Services (MYAS), Minnesota Sports Federation (MSF), and/or any other youth athletic associations that may interact with the MBA programs
- Assure that MBA policies and procedures are maintained, updated and adhered to by all parties involved in or with the MBA
- Serve as the MBA point of contact and facilitate resolution for any general public, participant or administrative issues or concerns. Enlist Executive Committee and/or full board input and/or vote on issues that need larger scale review
- Solicit annual feedback from program participants regarding the specific programs and the overall MBA mission
- Coordinate the purchase of appropriate accident and liability insurance
- In addition to specific activities as highlighted in the next section, provide assistance as needed on behalf of the other Board positions

Responsibilities in Conjunction with Other Board Member Activities

The Vice President will work with the President to share in the responsibilities as outlined in the position description of the President. Vice President responsibilities will focus on In House program leadership, Mahtomedi High School program collaboration and tournament support.

TREASURER

Major Objective

The Treasurer is charged with coordinating all financial activities of the MBA

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Receive all incoming funds to assure they are properly deposited in the MBA accounts including working directly with Registrar to coordinate and deposit registration payments
- Coordinate all outgoing payments to assure such payments are appropriate and documented including but not limited to:
 - Work with Referee Coordinator for tracking and payment of referees.
 - Work with Traveling Directors to track and pay tournament costs.
 - Work with Tournament Directors to track and pay/deposit all revenues and expenses of the respective tournaments.
 - Work with Traveling and In-House Directors to assure participation fees are adequate and not excessive.
 - Work with the Equipment Director to track, approve and pay equipment related invoices.
 - Work with Facilities Director to track, approve, and pay facility rental invoices
- Reconcile MBA bank accounts each month
- Track MBA cash flow and monitor financial status
- Track revenues and expenses in comparison with prior years
- Coordinate Preparation of MBA Tax Returns. Provide necessary financial records (copy of MBA ledger) needed to prepare annual federal tax return. Review, approve and submit annual tax filings
- Provide a written report to the Board at each monthly board meeting, summarizing the past month's financial activities, as well as providing a year to date perspective. Post a draft of the report to the website and email to board members at least 3 days prior to the monthly meeting. An approved Treasurer's Report is posted within 3 days following the board meeting.
- Chair monthly meetings in the absence of the President and Vice President
- Work with President(s) and all Directors to prepare an annual budget

SECRETARY

Major Objective

The Secretary is charged with recording the activities and decisions of the board and maintaining an official record of those activities on the MBA website.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Develop a preferred standard format for the Agenda and Meeting Minutes
- Schedule the monthly meetings for the full school year (work with Facilities Director)
- Send request for agenda items and meeting reminder email to all board members in advance of next meeting
- Email Agenda 3-5 days before the meeting
- Record meeting minutes - in the event of absence, schedule an alternate board member to take meeting minutes.
- Send email to board members with meeting minutes (including action items) within 5 days of board meeting. You may also post the meeting minutes to the website in a board designated section.
- At each meeting, present the prior month's meeting minutes for board approval.
- Work with state programming to identify the right training and background checks for coaching staff and board members.
- Manage and communicate with coaching staff and board members about required training and background check compliance.

TOURNAMENT DIRECTORS & ASSISTANT TOURNAMENT DIRECTORS

Major Objective

The Tournament Directors are charged with planning and oversight of the MBA annual tournaments.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- In April/May discuss reciprocities with Tournament Scheduler to initiate conversations and secure those before registration opens in June
- Follow Tournament Timeline as a guide
- Recommend and establish dates for respective annual boys and girls tournament
- Publish our tournament information with MYAS online in a timely manner to ensure maximum visibility.
- Work with President and Traveling Director to select tournaments for our traveling teams to participate in
- Coordinate volunteer needs and communicate with other board members. This includes such things as Board & parent volunteer schedules, scorekeeper/clock schedule, concessions management & setup/cleanup, etc.
- Coordinate with Facilities Director to assure proper permits reserving facilities (High School and Middle School) for tournament
- Conduct proper marketing and follow-up to fill tournament brackets
- Be present at tournament as the site coordinator – or arrange for qualified site coordinators during tournament
- Provide a verbal report to the Board at each monthly board meeting
- Work with the Website Director for web content
- Record financials of tournaments to report back to board.
- Any additional tasks and duties that may arise during the year

Assistant Tournament Director

This board member will assist the tournament directors with the planning and implementation of both tournaments.

TRAVELING DIRECTOR

Major Objective

The Traveling Director is charged with planning and oversight of the Traveling Program. Responsibilities are often carried out with the assistance of the President and/or other members of the Board.

Primary Responsibilities

June - July

- Schedule Evaluations (Facilities Director to secure facility)
- Work with the Website, Registration and Social Media director to organize and promote registration to families
- Finalize Registration Costs/Forms

August

- Work with President and Traveling Tournament Scheduler to select tournaments for MBA traveling teams. Notify those tournaments, but no payments should be processed until after the evaluations have been completed and the final number of teams are known Move this to Tom's page
- Contact other Mahtomedi associations and current registrants to identify potential conflicts with our traveling evaluations

September

- Post Final Evaluation Schedule to the website (two weeks in advance minimum)
- Prepare and copy evaluation forms (for both the skills and scrimmage components)
- Prepare conversion chart for the skills component
- Secure Check-in staff
- Secure Skills component volunteers, usually board members
- Secure Scrimmage Evaluators
- Map out Skill evaluation stations
- Resolve any individual scheduling conflicts
- Be present at evaluations with all forms, basketballs, pinnies, etc.
- Collect all evaluation forms and tally all results (confidential)
- Prepare final rankings from evaluation data and Coach's Player Rankings
- Work with President to Finalize Rosters
- Present roster decisions to the full board for feedback
- President to announce final traveling rosters on website and via direct email

Late September - October (as soon as final teams have been determined)

- Present qualified coaching candidates to the Board for discussion and approval.
- Work with the Secretary to ensure that all coaches are compliant on training and background checks.
- Prepare a master tournament schedule
- Secure hotel accommodations for out of town tournaments
- Work with Facilities Director to set up practice times
- Work with Equipment Director to distribute equipment

November

- Work with Uniform Director to distribute uniforms. It is essential that a very detailed spreadsheet regarding uniform distribution is managed in order to assess fees for lost or damaged uniforms at the end of the year

December - January

- Monitor the activities of each traveling team and each traveling team coach to be sure that they are operating within MBA rules and policies.
- Encourage coaches to use the team pages on our Website
- In the event of any conflict that may arise, gather all pertinent information that may assist in understanding the problem or issue and then consult with the President for input on addressing the problem

January - February

- Make sure teams are signed up for the MYAS State Tournament. Applications and deadlines are posted on the respective websites

March - April

- Work with Equipment Director to collect uniforms and equipment
- Distribute, collect and review the season ending survey to coaches and families
- Collect Player Rankings from Coaches

TRAVELING - TOURNAMENT SCHEDULING DIRECTOR

Major Objective

The Traveling - Tournament Scheduling Director is charged with planning the boys and girls traveling tournament schedule for the upcoming season.

Primary Responsibilities

Get all boys and girls teams registered for their tournaments.

April - May

- Discuss reciprocities with outside associations to initiate conversations and secure those before registration opens in June.

June-July

- Gather input from prior year coaches regarding preferred tournaments and likely playing level.

August/September

- Coordinate with MBA tournament directors to understand what reciprocity agreements are in place.
- Understand what long weekends occur during the traveling season and plan to avoid long tournament weekends when possible.
- Attempt to synch boys and girls so that both genders have the same weekends off whenever possible.
- Finalize schedule, enter tournaments and pay fees no later than August 30th.
- Help determine out of town tournament options for team and secure lodging.
- Communicate payment of tournaments if checks are needed with the treasurer.

IN-HOUSE DIRECTOR

Major Objective

The In-House Director is charged with planning and oversight of the In-House Program. Responsibilities are often carried out with the assistance of the Vice President and/or other members of the Board.

June – August

- Work with the website Director to provide updated program information and content
- Attend pre-season league meetings
- Finalize league rules (all leagues)

September

- Work with the Website, Registration and Social Media director to organize and promote registration to families

October

- Utilize Player Ranking Data from coaches to help establish evenly skilled teams
- Select/recruit coaches
- Work with Equipment Director to make sure equipment needs are covered
- Work with Secretary to ensure all coaches have complete training and background checks

November - December

- Hold pre-season coaches meeting to distribute rosters, practice times, equipment and discuss league rules and MBA policies
- Coordinate with Facilities Director to determine practice times for teams and the schedule of games to be played in Mahtomedi facilities

January – February

- Appropriately address any problems/issues that may arise with players, parents and/or coaches during the season.

March - April

- Work with Equipment Director to collect equipment
- Distribute, collect and review the season ending survey to coaches and families
- Collect Player Rankings from Coaches
- Post-season league meetings

Ongoing Responsibilities

- Attend all monthly/annual/special board meetings
- Work with the Director of Player Development to Coordinate the Varsity Half-Time Program
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

YOUTH PROGRAM DIRECTOR

Major Objective

The In-House Director is charged with planning and oversight of the Youth Program. Currently the Youth Program includes Kindergarten - 2nd Graders.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Coordinate Spring Fling in May and School Open Houses in late August/Early September
- Work with the Website, Registration, and Social Media director to organize and promote registration to families
- Work with the Facilities Director to reserve gym times (typically Friday evenings from 6 - 7 pm starting in January) and Saturday afternoons after in-house games
- Create teams with an equal number of boys/girls (as possible based on registration) for Kindergarten and an equal number of 1st and 2nd graders (as possible based on registration) for 1st/2nd grade
- Create a schedule for all sessions based on the number of teams and court/gym locations
- Order player shirts based on registration size and team color placement, and distribute at the first session
- Send program information communication and other necessary communications as needed to parents
- Send team information communication to the coaches and parents of players for each team
- Send weekly communications to coaches for the “Skill of the Week” to be taught at each session, as well as other necessary communications for coaches as needed
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

HIGH SCHOOL RECREATIONAL PROGRAM DIRECTOR

Major Objective

Coordinate and lead the annual High School Recreational Program. Collect feedback, consider recommendations and propose improvements for future HS Rec seasons.

Primary Responsibilities

Coordinate high school recreational league

August – mid-October

- Review registration fees and estimate annual budget requirements
- Work with the Website, Registration and Social Media director to organize and promote registration to families
- Registration fee scholarships have historically been available. Check with MBA President for approval and scholarship code to be used with registrations.
- Discuss practice times with MBA Facilities Director. Historically HS Rec teams have been offered 1 practice time per week.

Late-October

- Work with MBA Registration Director to open registration. Ensure scholarship code entry is available on the registration form. Team and jersey size information are necessary registration fields. Additional registration fields should be included as needed (e.g. competitive level if a multi-level league will be available).
- Registration traditionally opens on the last week of October (after High School team decisions are made).
- Work with the Website and Social Media director to organize and promote registration to families and students

November – Mid-December

- Watch all registrations to ensure players have teams and teams are formed with a minimum of 7 players. Maximum of 10 players is recommended but not a firm figure. It is not unusual for a few players to require assistance being placed on teams. HS Rec Program Director must make these placement decisions.
- Registration closes in early December (approximately 1 week before White Bear Lake Community Services & Recreation needs team information). Using a “soft close” for registration should be considered. Soft close allows for additional registrations to be added to existing teams as necessary.
- Contact screen printer to establish a timeline, select jersey, and review artwork
- Confirm with parent coordinators that they are aware of their role and that they are willing to take on the responsibility. Parent coordinators do not have to coach but simply be the coordinator, point of contact. Parent coordinator must be at each game and practice to ensure good player conduct.
- Ensure all adult volunteers have completed the necessary background check and training.
- Practice time slots can be determined / selected once a team has 7 registrations.
- Coordinate with Equipment Director the equipment needs. We provide a first aid kit (including Ziploc with 2 ice packs, tape, and band aids) and bag / basketball for teams that indicate they would like one.
- Email complete team list to White Bear Lake Community Services & Recreation by mid-December deadline.

Late-December – January

- Email schedule, rules, release form, and score sheets to team parent coordinators.
- Practice usually begins in late December for teams that have 7 players registered. Teams with less than 7 must wait until they meet the 7-player minimum requirement.
- Season begins in early January.
- Distribute jerseys, first aid kits to all teams and bag / basketball to those which requested them.

February

- Follow up on any necessary items during the season.
- HS Rec regular season games generally conclude in late-February.

March

- Conduct end of season survey and collect bags/basketballs.

REGISTRATION DIRECTOR

Major Objective

The Registration Director is charged with handling all registration activities.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Work with President to finalize all registration materials
- Work with Website Director to assure online registration process is available and functioning properly
- Coordinate with Treasurer regarding the handling of registration funds – to assure that they are promptly and correctly deposited into the MBA account; that registration refunds are processed in a timely manner; that an accurate accounting of funds by program is provided and other as needed activities
- Maintain an up-to-date database of all registered players and families, with appropriate information that may be needed during the year
- Assure that all data is maintained in a confidential and secure manner
- Provide registration data to the President as needed for broadcast emails/social media to communicate with program participants and respond to appropriate information requests
- Provide updated registration lists to Traveling, In-House and Youth Directors as needed
- Work with the President as needed to coordinate the Scholarship program
- Supply coaches and board members with appropriate information on players, families and teams – always exercising proper judgment as to what information to provide
- Coordinate the registration portion of off-season training
- Any additional tasks and duties that may arise during the year

WEBSITE DIRECTOR

Major Objective

The website director is charged with co-coordinating all website related activities in order to have the MBA website serve as a depository for MBA related activities whenever possible and the focal point where MBA participants can obtain the most updated information about our programs and resources.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Work with all Directors to post MBA information from their related area of responsibility and to assure that all content is updated in a timely manner
- Look for new ideas and activities that will draw more users to the MBA website and/or improve website content
- Serve as the point of contact with the website service provider
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

FACILITIES DIRECTOR

Major Objective

The Facilities Director is charged with coordinating the facility needs for the MBA.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Secure all facilities use permits for the operational needs of MBA programs and coaches.
- Provide proof of liability insurance as required by facilities MBA is renting from
- Coordinate with Community Education and the Mahtomedi Schools to efficiently use the space and facilities that are available
- Coordinate and assign the available gym space to the In-House,traveling and HS Rec teams – in accordance with MBA protocol and procedures
- Handle calls throughout the year from coaches regarding scheduling needs
- Provide a verbal report to the Board at each monthly board meeting
- Any additional tasks and duties that may arise during the year

EQUIPMENT DIRECTOR

Major Objective

The Equipment Director is charged with the planning and oversight of the equipment needs of MBA teams.

Primary Responsibilities

- Attend all monthly/annual/special board meetings
- Maintain an inventory of current equipment owned by the MBA
- Make recommendations regarding purchase of new equipment needed for MBA activities
- Handle the purchase of necessary new equipment, balancing the purchase of quality equipment with also being as cost/expense conscious as reasonable
- Coordinate and maintain the MBA storage facility. Keep storage facility secure, organized and clean
- Coordinate with Treasurer to assure that storage facility rent is properly paid
- Assemble proper equipment for each team in the MBA at the beginning of each season. Organize and coordinate an equipment hand-out that is reasonably convenient for most coaches. Also assure that any coach that cannot be present at the equipment hand-out, receives proper equipment
- Maintain an excel spreadsheet with the names of all coaches/people receiving equipment, when it was issued, and when it was returned
- Work with Uniform Director to manage uniform inventory
- Work with In-House Director to manage game jerseys
- Work with President and Uniform Director to order coaches shirts
- Respond to additional equipment requests throughout the season, within reason and within normal MBA guidelines
- Organize and coordinate all equipment collection at the end of each season
- Provide a verbal report to the Board at each monthly board meeting

UNIFORM DIRECTOR

Major Objective

Facilitate inventory management and the distribution/collection of uniforms for the traveling and in-house programs.

Primary Responsibilities

- Design and coordinate new traveling uniform purchases when needed (typically every four years).
- Design and coordinate uniforms for in-house. Jerseys for these programs are not collected at the end of the season.
- Design and coordinate annual apparel offerings provided through MBA.
- Coordinate with Web and Social Media Directors for promotion of apparel store and close dates.
- Manage the traveling uniform inventory.
- Attend evaluations with uniform samples. Obtain player uniform size requests for the upcoming season. Ensure that each family signs the uniform contract for the upcoming season.
- Assign jersey numbers and sizes. Log the data for record keeping purposes.
- Distribute traveling uniforms to coaches to pass along to players. Ensure that players try on immediately to eliminate sizing issues before the first tournament.
- Collect traveling uniforms at the end of the season.
- Manage cleaning and storage of uniforms in the off-season.

PLAYER DEVELOPMENT & OFF-SEASON TRAINING DIRECTOR

Major Objective

Facilitate training opportunities for MBA players during the winter-season as well as off-season training.

Primary Responsibilities

- Work with facilities director, coaches and other volunteers to create training opportunities for MBA players in addition to regular team practice times during the season
- The off-season development role is responsible for enabling and monitoring registration and reporting for summer training
- Send timely reminders for registration opportunities throughout the summer
- Coordinate and contract trainers for off-season training programs
- Create schedule for off-season training and manage communication with trainers and families
- Calculate and coordinate payment for trainers

SOCIAL MEDIA DIRECTOR

Major Objective

The Social Media Director is responsible for coordinating all social media activities to ensure that MBA's social media platforms serve as comprehensive repositories for MBA-related activities.

Primary Responsibilities

- Attend all monthly/annual/special board meetings .
- Collaborate with all Directors to ensure timely posting of MBA-related information across social media platforms. This includes content from various areas of responsibility within the organization.
- Post updates on team successes and other relevant in-season news to keep the audience engaged and informed.
- Explore and implement new ideas and activities aimed at increasing engagement and attracting more users to MBA's social media sites.
- Any additional tasks and duties that may arise during the year.

HIGH SCHOOL LIAISON

Major Objective

Facilitate effective communication and collaboration between MBA and the high school basketball program. Play a crucial role in ensuring alignment, support, and enhancement of the basketball experience for youth and high school athletes within the Mahtomedi community.

Primary Responsibilities

- Act as the primary point of contact and communication channel between MBA and the high school basketball program. Facilitate regular updates, exchanges of information, and coordination of activities.
- Assist with the Varsity boosters for youth nights at Varsity Games.
- Engage with Varsity coaches for potential inclusion of youth teams throughout the season.
- Collaborate with the high school program to promote MBA's initiatives, events, and opportunities.
- Gather feedback from high school coaches, players, and parents to improve MBA offerings and enhance the overall basketball experience. Implement suggestions for continuous improvement.

SPONSORSHIPS DIRECTOR

Major Objective

Secure and maintain financial support and partnerships with sponsors to sustain and enhance MBA's programs, facilities, and activities.

Primary Responsibilities

- Formulate and implement a comprehensive sponsorship strategy aligned with MBA's financial needs and growth objectives. Define target sponsor categories and sponsorship tiers.
- Research and identify potential sponsors in July-August within the local community, including businesses, organizations, and individuals interested in supporting youth basketball and community sports initiatives.
- Work with uniform and Mahtomedi tournament directors to share logos of sponsors.
- Build and maintain strong relationships with current sponsors. Ensure regular communication, fulfill sponsorship obligations, and seek feedback to enhance sponsorship experience and retention.

Other Responsibilities for All Board Members

There are various MBA sponsored activities that take place throughout the year where board member participation is essential, such as:

- ▶ Tournament weekends
- ▶ Kick-off event
- ▶ Varsity half-time program
- ▶ Off-season gym supervisors
- ▶ Other special MBA events and activities
- ▶ Attend all monthly/annual/special board meetings
- ▶ Provide a verbal report to the Board at each monthly board meeting
- ▶ Work with the Website Director for web content

Section 6) General Program Overview

The MBA provides 4 gender specific levels of play:

YOUTH LEAGUE (GRADES K - 2)

This program helps K - 2nd grade children learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and FUN. Key features of the Youth program include:

- 1st/2nd grade separate gender teams with combined grade levels; Kindergarten combined boys and girls
- 8 sessions (once weekly) typically from early January - through late February
- The first three sessions will introduce skills and how the game is played
- The last five sessions will emphasize skill development through competitions and scrimmages
- There is no evaluation process at this level
- Limited to the first 126 registrants

IN-HOUSE GRADES 3 - 8

Games will be in east metro communities such as Mahtomedi, Maplewood, Little Canada, Cottage Grove, Stillwater, Oakdale, White Bear Lake, South St. Paul and Mendota Heights. Approximately half of games will be at home (at Mahtomedi Middle School) and the other half will be away (in other communities).

- Separate grade level teams for boys 3-6; combined 3-4 girls; combined 5/6 girls combined 7/8 girls and combined 7/8 boys
- 1 weekly practice from early November thru late February/early March
- One Saturday game for about 12 weeks (may have a second game if scheduling permits)
- All games will be at participant site within East Metro (About half in Mahtomedi)
- Season ending tournament
- Coaching feedback will be used to create balanced teams
- All players who sign up by the registration deadline will make a team

TRAVELING PROGRAM 4TH - 8TH GRADE

The Traveling Program is the most competitive MBA program. Teams will participate in weekend tournaments throughout the metro area. Key traveling program features include:

- 1 or more teams at each grade level
- Roster size will vary between 8 and 10 players
- May be fewer tournaments for 4th grade level
- 2 weekly practices from early November thru late February/early March
- Games throughout the metro area plus likely one overnight out-state tournament
- Mandatory player evaluations (mid-September); not all players who sign up will make a team

Section 7) Youth Program (K - 2nd Grade)

GOAL

The Mahtomedi Youth Program helps young children learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and fun. We offer a quality program where kids can have fun through sport participation; develop positive self-character and respect; learn skills and rules of the game; learn the value of sportsmanship and teamwork; develop friendships and sound attitudes about winning and losing.

PLAYER ELIGIBILITY

Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.

Players that live in our district but do not attend our public school may participate on a “school team” for their educational institution.

“Outside Players” (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player.

TEAM ROSTERS

There will be approximately 8 players per team and sixteen players per full court. 1st/2nd grade teams will be grade combined, gender specific. Kindergarten is a combination of boys and girls. Teams will be created using coaching feedback from the prior year. There will be no player evaluations.

PLAYING TIME

All Youth teams’ players will be given equal playing time.

PRACTICES AND GAMES

Participants meet one night a week for approximately eight weeks during the months of January through March (typically Friday nights for an hour). Following each session, the participant is encouraged to attend the home varsity basketball game that evening.

COACH SELECTION

Coaches are selected from all of the individuals that express an interest in coaching. Basketball knowledge and experience is helpful but not of paramount importance. Instead, the key characteristics of a successful youth basketball coach tend to be 1) a love of working with kids, 2) an interest in helping kids learn and grow, 3) a large dose of enthusiasm and 4) an interest in basketball. In cases where we have an abundance of coach volunteers, we will have coaches work together and either co-coach teams or determine a head coach and assistant coach and work collaboratively in that manner.

At young ages, it is generally helpful to utilize as many coaches and “helpers” as available – as individual attention is a tremendous asset.

One coach per team should be concussion trained and background check certified.

UNIFORMS

Each player is given a team t-shirt at no additional cost which may be kept by the players after the conclusion of the season.

Section 8) Mahtomedi In-House Program (3rd - 8th Grade)

GOAL

The Mahtomedi In-House Program helps participants learn and develop the skills of basketball, while emphasizing good sportsmanship, team play, and fun. We offer a quality program where kids can have fun through sport participation; develop positive self-character and respect; learn skills and rules of the game; learn the value of sportsmanship and teamwork; develop friendships and sound attitudes about winning and losing.

This program helps players develop basketball skills as well as provide an opportunity to implement those skills at a level that is comparable with that player's skill level. Traveling basketball can be highly competitive with a significant time commitment. The Mahtomedi In-House Program is intended to be less competitive with a lesser time commitment.

PLAYER ELIGIBILITY

Participants must live or attend a public or private school within the geographic boundary of the Mahtomedi School District.

Players that live in our district but do not attend our public school may participate on a "school team" for their educational institution.

"Outside Players" (players not living in or attending school within the Mahtomedi School District) may be considered as long as they do not displace a qualified, eligible Mahtomedi player.

ROSTER SIZE

We target 8-10 players per team, though larger teams may be necessary depending on the number of players who register and coach volunteers. Late registrations will not be accepted for grade levels for which teams are already at or exceeding 10 players per team.

TEAM SELECTION

All teams are gender and grade specific. We always try and form each team with players from the same grade level, however there are situations if a certain grade level does not have enough players registered where we may have to combine with another grade. This is more common in the 6th, 7th and 8th grade level versus 3rd, 4th and 5th but every year is different and we won't know until registration is closed how many kids are registered at each grade level.

Every effort will be made to create balanced teams. Teams are put together by the In-House Director using coaching feedback from the prior year as well as other pertinent information. A pre-season scrimmage may be held to assess player skill and aid in forming balanced teams.

PLAYING TIME

All Mahtomedi In-House Program players will be given equal playing time which usually means half the game. In cases where there are not ten players, the coaches will make sure playing time is as equal as possible. The only exceptions to this rule are injury, sickness, foul-trouble, and disciplinary actions.

PRACTICES AND GAMES

Participants practice one night a week from mid-November through February. Coaches are encouraged to coordinate practice schedules with other teams so that they may share practice times to create additional practice opportunities.

There will be one game each Saturday from December through February against teams from the league (typically East Metro schools). Subject to gym availability, there may be two games on a Saturday.

COACH SELECTION

Coaches are selected from all of the individuals that express an interest in coaching. Basketball knowledge and experience is helpful. Key characteristics of a successful youth basketball coach tend to be 1) a love of working with kids, 2) an interest in helping kids learn and grow, 3) a large dose of enthusiasm and 4) an interest in basketball.

In cases where we have an abundance of coach volunteers, head coaches are determined by weighing the experience level of coaching candidates, priority being given to returning coaches, the results of coach evaluation forms from prior years, and any other pertinent factors. In many cases, we will have coaches work together and either co-coach teams or determine a head coach and assistant coach and work collaboratively in that manner. It is generally helpful to utilize as many coaches and “helpers” as available – as individual attention is a tremendous asset.

All coaches must be concussion trained and background check certified.

UNIFORMS

Each player is required to have an appropriate team jersey. They may use their jersey from a prior season or pay an extra fee if they need a new jersey. Jerseys may be kept by the players after the conclusion of the season.

Section 9) Traveling Program (4th - 8th Grade)

GOAL

Traveling teams are designed to challenge the individual players who want to compete at the highest competitive level. This program helps players develop basketball skills as well as provide an opportunity to implement those skills at a level that is comparable with that player's skill level. Traveling basketball can be highly competitive with a significant time commitment.

PLAYER ELIGIBILITY

The MBA adheres to the MYAS player eligibility rules. These guidelines are outlined as follows:

Determining Home Association:

An athlete's home association is determined by the school they attend, not their place of residence. Participants must attend a public or private school located within the geographic boundaries of the Mahtomedi School District. For MBA traveling teams, parent verification is required, and MBA must provide proof of player eligibility to MYAS, as confirmed by the school where the player is enrolled for the 2024-2025 school year.

Private/Charter/Magnet School Exception:

Athletes attending a Private, Charter, or Magnet School may choose one of the following options:

- Participate with the private, charter, or magnet school they attend.
- Participate with the traveling basketball association where their school is located (e.g., St. Jude students playing for Mahtomedi Basketball).
- Participate with the traveling basketball association where they reside (e.g., students living in the Mahtomedi School District but attending a private school outside of the district).

Participation in School Teams:

Players living in the Mahtomedi School District but attending schools outside of the district may participate on a "school team" for their educational institution, provided that the typical game and/or practice schedule does not conflict with the MBA team schedule.

Exclusive Participation:

Players on an MBA team may not participate on teams from other associations.

Outside Players:

"Outside Players" (those not residing in or attending school within the Mahtomedi School District) may be considered for MBA teams, provided they do not displace a qualified, eligible Mahtomedi player. The inclusion of an "outside player" must be pre-approved by the MBA Board and, if applicable, the basketball association where the player would normally participate. (Must adhere to MYAS transfer rules.)

Releases:

If another basketball association requests the release of a Mahtomedi-eligible player to their program, the MBA Board will generally not grant the release if a reasonable playing opportunity is available within the MBA program. Any exceptions to this "no release rule" must be presented to and voted upon by the entire Board through the normal process.

TEAMS AND ROSTER SIZES

Assuming there are a sufficient number of players, MBA usually has between one and three traveling teams per grade.

- Top team = “Blue” team
- Second team = “Gold” team
- Third team = “White” team

Assuming there are a sufficient number of players in the grade level, except in rare cases, MBA rosters:

- Eight to Ten players to all 4-5th grade traveling teams
- Eight or Nine players to 6-8th grade Blue teams
- Eight to Ten players to 6-8th grade Gold and White teams with every effort made to minimize the number of cuts within the traveling program

In the event that there are 19 traveling players for a grade level, there will generally be:

- For 4-5th grade teams: one team of 9 and one team of 10 with the placement of the 10th player (blue team or gold team) determined based on the skill level of the 10th player and the skill level of the team overall
- For 6-8th grade teams: 9 players on blue team and 10 players on gold team

While the roster sizes shown above represent the general expectation, MBA reserves the right to vary from the roster sizes above if deemed most beneficial for the grade level. That said, it would be highly unusual for more than 10 players to be rostered to a traveling team. There is not a guarantee that all players who try out will be rostered to a traveling team and in some cases there could be a single player from a grade level who is cut from the traveling program. All players who try out for traveling but are not rostered to a traveling team are encouraged to play MBA in-house basketball.

PLAYER EVALUATIONS (TRYOUTS)

All players wishing to play on a traveling team must participate in mandatory evaluations. Exceptions to the mandatory participation rule are rare. Players must receive an approved absence from the Roster Committee (the MBA President, Vice-President and the Traveling Director) prior to the evaluation in order to qualify for a possible exception. If a player is unable to attend the evaluation day due to another commitment or any reason other than a medical issue, the following procedures will be applied:

- **Team Placement:** The player will be assigned to a team based on their evaluation score from the previous year, adjusted as necessary with current year tryout scores. The MBA Board may also consider rankings from the player's previous coach at their discretion.
- **Tournament Participation:** The player will miss the first tournament of the season for which they are available. They are expected to attend the tournament and sit on the bench, even though they won't be participating. The player must still pay the full registration fee, with no adjustments for the missed tournament.
- **Partial Tryout Attendance:** If a player only attends part of the tryout (e.g., participates in the skills portion but misses the scrimmage or vice versa), they will also miss one tournament. They are expected to attend the next available tournament, sit on the bench, and pay the full registration fee without any prorating. The score from the portion of the tryout they attended will be combined with last year's score for the missed session. The MBA Board may also use the previous coach's rankings or other input at their discretion.
- **Special Consideration for Fourth Graders:** All policies apply equally to fourth-grade players in their first year of traveling basketball. In these cases, the MBA Board may use rankings from their previous In-House coach or input from a varsity coach who may have seen them in a summer camp setting. Depending on the tryout numbers, a fourth-grade player could be placed back in the In-House Program.

Evaluations last approximately two hours. In one hour, players will participate in a series of 8 - 10 timed or counting activities (Skill Tests). Participants will receive an overall skill ranking based on their accumulated individual Skill Test scores. This will account for 25% of the overall score.

The other hour will be in 3 on 3, 4 on 4, and 5 on 5 scrimmage formats where players will be evaluated by 4 evaluators. All scrimmage evaluators will have considerable basketball playing and coaching experience and will not have a Conflict of Interest (a son or daughter trying out at the particular level). At least one of the four evaluators will be completely independent (somebody who does not have any children attending school in the district). This may be a paid position if necessary or part of a reciprocity arrangement with another program. The scrimmage format will account for 75% of the overall score.

Evaluators will be looking at the following key areas:

- Scoring - shooting fundamentals; perimeter/post moves; ability to create shots
- Ball Control - ball handling; passing; minimize turnovers; etc.
- Movement without the ball - screens; give/go; cuts; offensive rebounding, etc.
- Defense - positioning on and off the ball; controlling dribble; rebounding; blocking out; tenacity
- Intangibles – Sportsmanship, work ethic, agility, player interaction, etc.

If there are a few dominant players, we will structure the scrimmage setting in order to get a better look at other players who are truly competing for the final roster positions. While we expect to complete the evaluations in one day, please note that larger groups may need to be called back for an additional evaluation period.

At the conclusion of the scrimmage component, each evaluator will submit a list of all players ranked in recommended draft order. The lowest ranking evaluator score for each player will be discarded.

The participants final score (Evaluation Ranking) will be the sum of their top 3 scrimmage scores and their Skills Testing score (i.e. the 3 scrimmage scores and the Skill Test score will each count for 25% of a player's final score).

Parents/coaches, etc. will NOT be allowed to watch the evaluations.

Evaluation results will be confidential. Results from each session are placed in a sealed envelope to be tallied by the board President and Traveling Director.

TEAM FORMATION

Traveling team rosters are formed primarily based on player Evaluation Rankings. There are a few exceptions, noted below, that may result in a roster that is not strictly aligned with Evaluation Rankings.

In general, the 9 or 10 roster spots on the blue team are filled with the top 9 or 10 players based on the Evaluation Rankings. In general, the 10 roster spots on the gold team are filled with the next 10 players based on the Evaluation Rankings. If there is a white team formed, it would generally be filled with the next 10 players based on the Evaluation Rankings.

Exceptions: One or more players who would have been rostered to a team based on their Evaluation Ranking may be replaced on a roster with another player, based on the following scenarios. If there is the need to displace one or more players based on these exceptions, the displaced player(s) would be the player(s) with the lowest Evaluation Ranking. If a player is displaced from the blue team, he/she would move to the top of the gold team (and potential displacement of the player at the bottom of the gold team could follow). If a player is displaced from the gold team, he/she would be moved to the top of the white team (if there is a 3rd traveling team.) Roster replacements can be based on:

- Injury Variance – eligible players who have an approved injury at the time of evaluations, per description above. The decision to roster a player to a team based on an Injury Variance must be made after evaluations are completed and requires unanimous approval by the MBA President, Vice President and Traveling Director.
- Evaluation Variance – players who were highly ranked by the prior year blue team coach in the end of season Coach Rankings, but who do not earn a spot on the blue team based on their Evaluation Ranking
- Coach Variance - the child of a returning head coach who ranks in the top 12 for that team, assuming it is a benefit to the team to keep the coach OR the child of a new head coach who ranks in the top 12 for that team, assuming there is not another qualified coach volunteer for the team

For 5-8th grade teams, the following replacements may be made:

- Players who have an approved Injury Variance may be rostered to the blue or gold team based on comparison to other players in their grade level considering:
 - Evaluation rankings from the prior year MBA traveling season
 - Coach rankings from the prior season
 - Evaluation rankings of other players in this year's evaluations
- Players who were ranked in the top 5 of the last year blue team Coach Rankings but who would not be rostered to the upcoming season blue team based on their Evaluation Ranking may be rostered to the Blue team– limit 2 Evaluation Variances per blue team. (Evaluation variances do not apply to last year gold team players or for roster spots on the upcoming season gold teams.)
- A player of a returning or new head coach as described for the Coach Variance may be rostered to the blue or gold team– limit 1 Coach Variance per team

For the 4th grade teams, the following replacements may be made:

- Players who have an approved Injury Variance may be rostered to the Blue team if they are identified to be a top 5 player in the grade level from the previous season by a majority of the previous year's 3rd grade coaches and the In House Director
- Players who have an approved Injury Variance may be rostered to the Gold team if they are identified to be a top 10 player in the grade level from the previous season by a majority of the previous year's 3rd grade coaches and the In House Director
- 1 player per team could be rostered to the Blue team and the Gold team as based on a Coach Variance (if there is not a suitable volunteer coach among the players who make the team based on the Evaluation Results and any applicable Injury Variances)
- Evaluation Variances do not apply to 4th grade teams

Other Factors affecting Roster Decisions:

- Ability to field multiple teams at each grade level
- The number of available players meeting minimum skill threshold

- The MBA encourages kids to play at their current grade level, but reserves the right to do what is best for the Association. There may be situations in which moving a player up creates benefits such as, but not limited to: fielding another team a particular grade level, retaining a team, improving the competitive level of the team, producing a coach, etc. In order for the player to be considered to play up, he/she must evaluate in the top three of the grade level above. Players must fully participate with their current grade level's evaluation and the scrimmage portion of the grade level above.
- A five member panel consisting of the MBA executive committee (President, Vice President and Treasurer) plus the Traveling Director and Assistant Traveling Director will make the final decision regarding team formation. Final approval of this panel is to be made by a majority vote.
- Written communication will be provided to both grades involved, should the player be moved up.
- The MBA President will call a special meeting where Board members may review/approve any roster decisions that may vary from the procedures outlined in this section. All Final Rosters will be announced by the MBA President.

PLAYING TIME

4TH & 5TH GRADE TRAVELING

All 4th and 5th grade traveling players should be given approximately equal playing time. Actual time may vary game to game and tournament to tournament, but each player should play no less than 40% of the total game minutes in each game and no less than 40% of the total game minutes over the course of the season. Coaches may make reasonable exceptions for illness/injury, foul trouble, documented disciplinary issues, and failure to attend regular practices/games.

6TH - 8TH GRADE TRAVELING

Playing time for middle school traveling players is based on practice/game attendance, attitude, effort, sportsmanship, coachability, situation, and skills. Each player should play no less than 30% of the total game minutes in each game and should play no less than 40% of the total game minutes over the course of the season. Coaches may make reasonable exceptions for illness/injury, foul trouble, documented disciplinary issues, and failure to attend regular practices/games.

PRACTICES AND GAMES

Traveling teams will have two weekly practices from late October through early March.

Teams will participate in 10 weekend tournaments. If teams participate in state tournament, it is included in the 10. Typically, MBA registers the team for 10 tournaments, coach registers (and is reimbursed for) state tournament plus one (reimbursed) additional tournament, if desired.

Any tournament that the coach registers team for (to be reimbursed by MBA) must not be more expensive than average tournament rate. (Request approval from Traveling Tournament Scheduling Board Member before registering.)

At the team's expense, coaches and parents may choose to add up to 3 more in-season tournaments.

COACH SELECTION

The Board will review/approve every head coaching position each year. The head coach may carry over from the previous year, provided that their child is placed on the same team as the prior season and that feedback received on how the team was coached the previous year was positive. The board believes that there is value in having players to work with multiple coaches over their traveling career, and may interview and select a different head coach even if the feedback about the returning coach was positive.

- All individuals, including prior year coaches, who are interested in being a traveling head or assistant coach must indicate as such in their child's online registration. If there is a person wishing to coach who does not have a child trying out for the team, he/she should contact the Traveling Director.
- Before being selected as coaches, all candidates are required to pass a background check and complete any necessary training protocols.
- After reviewing interested candidates, the President, Vice President and Traveling Director will determine if the incumbent head coach will return (assuming his/her child is rostered to that team based on evaluations) or if interviews will be held to select a head coach for the team.

- If interviews will be held for the head coaching position on a team, all individuals who indicated a desire to be a head coach will be considered. In the event that there is a large number of candidates, all candidates may be asked to submit a resume from which finalists will be selected for interviews. The Interview Panel (President, Vice President, Traveling Director, Assistant Traveling Director and In-House Director) will conduct the interviews, solicit feedback, and select the head coach. Invitation is also made to the HS Varsity Coach to participate in the interviews if they choose, but not vote.
- If an Interview Panel member has child who is trying out for a traveling team in the grade and gender being interviewed for, they will not participate in the interviews for that grade/gender. The replacement interviewer will be the MBA Treasurer. If a second replacement interviewer is needed, it will be the MBA Secretary. Similarly, the HS Coach will also not be allowed to be an interviewer if his/her own child is trying out for that grade/gender.
- The head coach may nominate assistant coach(es) from those who indicated a desire to do so via registration but they are not required to do so. If requested by a head coach, MBA Traveling Director will share the names of the individuals who indicated a desire to be an assistant coach. All nominated assistant coaches must be approved by the Traveling Director.
- A non-parent, paid coach can be considered for a team if the MBA Traveling Director and President determine that the team is best served by a non-parent coach or if a qualified parent (or other volunteer) coach is not available or interested in coaching the team. Any team utilizing a paid coach will be responsible for the additional fees required to pay the coach.

UNIFORMS

Each traveling player is provided with a full uniform (jersey and shorts). Uniforms under this program must be returned to the MBA at the end of the season. There is a \$50 fee for each item not returned in good/usable condition.

PLEASE WASH UNIFORMS IN COLD WATER ONLY. DO NOT MACHINE DRY. HANG-DRY UNIFORMS ONLY.

Players will be given a warm-up shirt, included with their traveling registration fee. Warm-up shirts will be kept by the players. Teams may elect to purchase other items at their own cost.

Section 10) General Operating Procedures

BULLYING, HARASSMENT, HAZING, DISCRIMINATION

The MBA attempts to maintain an environment that is free from bullying, harassment, hazing, discrimination and other forms of violent or disruptive behavior. The MBA has taken a strong position against such conduct. Any person(s) found in violation of this policy will be subject to disciplinary action.

A person is guilty of bullying and/or harassment through conduct that is aggressive in nature with the intent to harm or abuse, is repetitive in nature, and involves an imbalance of power and strength. A person is guilty of hazing by committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. This includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; and activities that cause or require students to perform a task that involves violation of law. A person is guilty of discrimination through inappropriate or unfair treatment of a person or group, usually, but not limited to sexual orientation, race, religion, national origin, marital/familial status, gender, economic status, or disability.

The MBA cannot monitor the activities of participants at all times nor eliminate all incidents of bullying, harassment, hazing and discrimination. However, to the extent such conduct affects the environment of the team and the rights and welfare of its players and is within the control of the MBA in its normal operations. It is the MBA's intent to prevent it and to take action to investigate, respond, remediate, and discipline those acts which have not been successfully prevented.

Any person who is a victim, target, parent/guardian or witness to, or has knowledge of any bullying, harassment, hazing, discrimination or related activities shall report the act to their coach, parents and/or member of the Board, or if necessary, to maximize safety, to the Sheriff's Department.

Parents/guardians of the victim and the perpetrator shall take initial steps to resolve the matter in a manner that will protect the victim and deter any repeat behavior. In such cases where the inappropriate conduct continues, involvement from the head coach, and/or the President of the Board may be deemed necessary. Should the behavior continue unresolved, either party may opt to appear before the Board to take up the issue.

For matters brought to the Board, The Board shall notify the parents/guardians of the victim and the accused perpetrators, and should it be deemed necessary, authorize an investigation and take appropriate disciplinary action based on a confirmed report.

Disciplinary action may include reprimand, loss of privileges, temporary, seasonal or permanent loss of eligibility. If the conduct rises to the level of a serious violation or crime, disciplinary action will also include referral to the School District and/or law enforcement officials. The coach may also be subject to similar disciplinary action if they were made aware of the violations and did not take proper action to prevent further instances.

The penalties and prohibitions in this policy are in addition to and do not replace or supersede and related provisions in District policy.

SCHOLARSHIP POLICY

The ultimate goal of the MBA scholarship program is to provide a mechanism to ensure that financial hardship does not prevent any girl or boy in our community from being involved in basketball at some level. The MBA has limited financial resources and we do not believe a general fee increase is warranted to fund scholarships. During the registration process, we offer the opportunity to make a scholarship donation to those with the interest and financial resources to do so.

MBA will provide scholarships as necessary within available funds. We have posted a scholarship application form on our website that requires completion and submission to the MBA Scholarship Coordinator for consideration in advance of the registration deadline. The Scholarship Coordinator will keep the identity and information of all scholarship requests in strict confidence.

PURCHASE OF LIABILITY INSURANCE

The MBA will maintain general liability insurance coverage with a policy limit not less than \$1,000,000 or such amount required by the Mahtomedi School District for use of their facilities.

The President will be responsible for securing such coverage and assuring that coverage is appropriate. Annually, such purchase of coverage and the necessary premium should be approved by the Board.

FILING OF TAX RETURNS

Annually the MBA will file appropriate federal tax returns. This function will be carried out by the Treasurer, or other board member as designated, with assistance from the President. Any tax related issues must be addressed in a prompt and attentive manner. The tax returns are available at any time for review by MBA board members. In the event that a complex tax issue should emerge for the MBA, the Board should consider consulting a reputable tax expert for assistance.

FINANCIAL – SPENDING OF MBA FUNDS

Each year (typically as part of the June board meeting), the Board will approve annual expenditures for registration fees, tournament fees and other projected expenditures. Other expenditures, for legitimate expenses made for MBA related activities, that arise during the year must be approved in advance as outlined below.

- Expenditures under \$200 must be approved by the Executive Committee
- Expenditures between \$200 - \$1,000 must be approved by majority vote of the entire Board (not just those at the meeting)
- Expenditures that exceed \$1,000 must be approved by 75% vote of the entire Board

While the Board is committed to reimbursing board members for legitimate expenses made for MBA related needs or services, the Board may deny reimbursement if a board member elects to spend personal funds without prior approval.

The MBA shall maintain a checking account solely for use in conducting association business. The MBA may also maintain an interest-bearing savings account should sufficient funds be available. The funds contained in all MBA accounts must be strictly MBA funds – no personal or non-MBA related funds are allowed. The Treasurer shall be responsible for conducting a monthly reconciliation of all accounts and report such to the Board at each regular board meeting. Any interest income generated by the MBA account shall be retained by MBA and utilized in the normal course of business. Check-signing authority must be limited to the Treasurer and the President – however the Treasurer shall control, release and sign all checks whenever possible. The President should only release and sign checks in the event of an emergency or unusual event where the Treasurer is not available.

Receipts from MBA related expenditures should be supplied to the Treasurer for reimbursement of any expenses, as proof of expenditure. Such receipts should be retained for recordkeeping purposes – for not less than 5 calendar years.

It should always be kept in mind that we (MBA) are entrusted with these funds. They should be handled with great care, complete transparency and utmost honesty. The funds must never be dispersed for personal gain – they may only be dispersed for the benefit of the MBA and the players and families while participating in MBA programs.

REGISTRATION

Registration shall be conducted during the July, August, and September prior to the start of each basketball season. The Registrar shall guide the registration process on behalf of the board. Registration will be handled through the MBA website.

MBA follows the MYAS guidance regarding eligibility to play and register. All individuals attending school in Mahtomedi should be allowed to register for MBA programs.

Adequate communication and advertising should be conducted to assure that all eligible potential participants have received the necessary and proper information regarding registration.

RELATIONSHIPS WITH OTHER ENTITIES (MAHTOMEDI SCHOOLS, COMMUNITY EDUCATION, SURROUNDING COMMUNITIES, ETC.)

The MBA board shall strive to maintain a healthy working relationship with the Mahtomedi School District and school officials, Mahtomedi Area Community Education, the City of Mahtomedi and surrounding city governments and any other entities (Mahtomedi

Area Athletic Council, etc.) with which MBA may interact. Good working relationships should be maintained to assure that MBA is properly represented, maintained and involved in community activities. However, MBA must continue to operate independent of each of these entities and shall not be unduly influenced by any of them.

ACCEPTANCE OF GIFTS/DONATIONS

The MBA may accept gifts or donations from individuals or business entities provided that such gift or donation does not:

- Come with any “strings attached”, requiring responsive action from MBA. If a gift or donation is received with a requirement that such funds be used for a specific purpose, the board should review such requirement and determine if the requirement conflicts with the MBA principles and mission. If the requirement is deemed to be inconsistent with the MBA principles and/or mission, such gift or donation should be declined.
- Influence decision-making by MBA or any board member
- Require that such gift be used for purposes not in line with the MBA mission
- The board may elect to recognize a gift or donation with minor advertising or recognition, provided that such gift or donation follows the above guidelines. For example, if a business donates food for one of our tournaments, a sign recognizing such donation can be posted at the tournament.

FUNDRAISING

From time to time, MBA may engage in fundraising activities. Any fund raising activity must be approved in advance by the Board. As with other policies, the activities should be congruent with the MBA principles and mission. In addition, any fund raising activity should not invite any undue influence.

OUT OF SEASON - NON-MBA BASKETBALL PROGRAMS

The MBA will not endorse or approve any Out of Season - non-MBA basketball programs that do not follow all MBA rules and guidelines. It should be noted that MBA is very supportive of such additional basketball activities, but due to the fact that many of these programs do not follow the prescribed MBA rules and guidelines (i.e. team selection, player eligibility, playing time rules, etc.), they are encouraged, but not specifically endorsed by MBA. As such, teams participating in such programs must:

- Pay all of their own costs and expenses (nothing is paid for by MBA)
- Supply their own equipment and uniforms (may use old MBA uniforms if necessary)
- Provide their own insurance, as necessary – they will NOT be covered under current MBA insurance coverage
- Pay (as required) for any gym time utilized

However, MBA may choose to provide information on such non-MBA basketball programs as a service to parents and players, to assist in finding “off season” playing opportunities. It is important that the MBA board members be careful not to endorse specific non-MBA programs, but instead provide only access to information.

Example: A Non-MBA Basketball program refers to any basketball team formed outside of the traditional Mahtomedi Basketball Association, such as those participating in AAU, Fall League, or other independent leagues and tournaments.

COMMUNICATION OF INFORMATION

MBA will strive to provide communication to the community in a number of different vehicles, including hand-outs, mailers, electronic communication, in person meetings and via the MBA website. Reasonable effort should be made to use communication methods that will reach all members that may be affected by the communication.

MEDICAL EMERGENCIES

In the event of a medical emergency, it is recommended that any coach, player, parent or fan use proper judgment in assisting an injured party. It is recommended that extreme caution be exercised and any medical attention be provided only by a trained and qualified professional – such as a certified athletic trainer, EMT or medical doctor, depending on the severity and type of injury. It is not recommended that any individual provide medical treatment nor move an injured person unless they are fully trained to do so. It

is best to err on the side of caution and immediately call 911 to seek immediate assistance and prevent further injury.

Coaches should be aware that most, if not all, traveling tournaments will have a certified athletic trainer on site at all times. Thus, if any significant injury occurs, it is best to consult the certified trainer before taking any action.

With respect to practices at any level, it is important that two adult coaches or parents are present at all times. In addition, it is important that each coach have a cell phone available in the event of an emergency – which would prevent the coach from needing to leave the site to obtain assistance. Each team has been supplied with a first aid kit for minor injuries. The first aid kit should be maintained with ample supplies and should be present at all practices and games. Any coach that needs additional supplies should contact the Equipment Director for such supplies.

Each parent should have completed a Coach's Information Sheet containing emergency medical information and contacts, and such forms should be given to each coach. Coaches should keep these sheets available in the event of an emergency. Each coach should be encouraged to review these sheets in advance of the season, to gain an understanding of any medical conditions and expectations, and consult the parent or guardian for further information or guidance as necessary. Specific player medical needs may include, but not be limited to:

- Allergies of any sort (bee stings, food, etc.)
- Asthma and use of an inhaler
- Sight or hearing difficulties
- Emotional condition required medications
- Previous injuries or medical conditions that may limit or prohibit participation

The cost of treatment for any injury (including hospital visits, medical treatments, doctor visits, etc.) is solely the responsibility of the injured party or the injured party's family. Unfortunately, injuries are not uncommon during sporting activities, and it is presumed that all players and their families have proper medical insurance to address any potential medical expenses that may emerge.

Coaches should report any significant medical emergencies to a board member at an appropriate time. Any recognized frequency of injuries or injury trends that are noted by the Board should be noted and investigated as appropriate.

Section 11) Code of Conduct

Every player, coach and parent/fan associated with the MBA program is expected to follow the MBA Code of Conduct. In an ever-increasingly intense and negative landscape for youth athletics, we feel that it is essential that every individual be cognizant of their behavior and strive to adhere to the stated code of conduct and commit to setting a positive example.

Each year, the MBA requires all players, coaches and parents to sign an agreement to adhere to the following codes of conduct:

A. Players' Code of Conduct

As a participant involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
3. I will respect the property and equipment used at any game or practice sports facility.
4. I will attend all practices and games and play to have fun and learn.
5. I will treat my own body with respect and care.
6. I will display modesty in victory and graciousness in defeat.
7. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
8. I will be fully responsible for my own actions and the consequences of my actions.
9. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by the official.
10. I will treat my teammates and others with respect, avoiding put-downs, sarcasm and ridicule both on and off the field. Hazing and Harassment of fellow teammates is unacceptable.
11. I will cheer and encourage those around me in a positive way.
12. I will keep my sports environment alcohol and drug free.
13. I will not intentionally physically harm anyone when participating in sports.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action, per 3-strike policy.

1. After the coach has addressed a behavioral situation with the player, including providing specific expectations, if the behavior continues it is considered a first offense. The first strike is accompanied by written explanation (email from program director to parent with copy to coach) of unacceptable behavior and expectations, accompanied by phone call from program director to parent.
2. Second strike is a second written explanation from program director to parent (with copy to in coach) accompanied by phone call from director to parent regarding the continued unacceptable behavior. Penalty for second strike is missing the next game.
3. Third strike will result in removal of players from the program for the remainder of the season. This will be communicated by the director to the parent with a copy to the coach. Refund will NOT be provided.

Player Name (Please Print)

Player Signature

Date

Parent/Guardian Signature

Date

B. Parent's/Spectator's Code of Conduct:

As a parent involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will place the emotional and physical well being of the players ahead of any personal desire to win.
3. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
4. I will remember that the game is for the athlete and not the parents, coaches or officials.
5. I will respect the property and equipment used at any game or practice sports facility.
6. I will motivate with praise and instruction, not put-downs.
7. I will provide a sports environment free of drugs, tobacco and alcohol, and will refrain from their use at youth sports programs.
8. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by officials.
9. I will inform the coach of any physical disability or ailment that may affect the safety of my athlete or the safety of others.
10. If necessary, I will ask the coach to abide by the same rules and guidelines expected of me.
11. I will support the coaches, respecting their decisions and offering help at their request.
12. I will make sure my child correctly wears the necessary equipment for safe participation in the program.
13. I will treat my child and others with respect, avoiding put-downs, sarcasm and ridicule both on and off the field.
14. I will cheer and encourage those around me in a positive way.
15. I will do my very best to make youth sports fun for my child.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action. This action could include, but is not limited to the following:

1. Verbal Warning
2. Written Warning
3. Suspension from Game(s)
4. Season Suspension

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

C. Coaches Code of Conduct:

As a coach involved in Mahtomedi Area Youth Sports, I understand and agree to abide by the following rules and guidelines listed below:

1. I will treat all players, coaches, parents and officials with dignity and respect in language, attitude and behavior.
2. I will place the emotional and physical wellbeing of the players ahead of any personal desire to win.
3. I will encourage good sportsmanship through my actions, by demonstrating positive support for players, coaches, parents and officials.
4. I will remember that the game is for the athlete and not the parents, coaches or officials.
5. I will respect the property and equipment used at any game or practice sports facility.
6. I will motivate with praise and instruction, not put-downs.
7. I will provide a sports environment free of drugs, tobacco and alcohol, and will refrain from their use at youth sports programs.
8. I will do my best to watch for signs of burn out and overuse injuries.
9. Keeping in mind that there may be a wide range of development among youth at this age, I will treat each player as an individual.
10. I will lead by example in demonstrating fair play and good sportsmanship to the players by being respectful of the officials and our opponents.
11. I will do my best to organize practices that are fun and challenging for all my players.
12. I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
13. I will not detain or harass officials following the contest to request a ruling or explanation of actions taken by the official.

I agree that failure to comply with the aforementioned rules and guidelines may result in disciplinary action. This action could include, but is not limited to the following:

1. Verbal Warning
2. Written Warning
3. Suspension from Game(s)
4. Season Suspension (Removal of Coach)

Coach Name (Please Print)

Coach Signature

Date

Section 12) Grievance Procedures/Dispute Resolution

The Mahtomedi Basketball Association is committed to providing boys and girls in the Mahtomedi Area community in grades K through 12, at various skill levels, an opportunity to play basketball in an organized environment that emphasizes skill development, teamwork, good sportsmanship and fun.

We make every effort to secure board members and coaches that share a passion to provide a quality experience for our youth participants. We seek to keep parents engaged in the process through the information we provide and the opportunity to provide feedback on an ongoing basis and through a season-ending survey/feedback form we distribute to all participants.

With 600+ youth participating in our programs each year, it is difficult to offer the ultimate experience for every participant, but that remains our goal.

When there are concerns/issues that arise, we ask that the following steps be utilized in order to best resolve them:

- If no immediate action is deemed necessary, please submit a season-ending survey that highlights the issues/concerns
- Attempt to resolve issue with a conversation:
 - first between the parent and participating son/daughter;
 - then if needed, between the player and their coach
 - or between the parent and coach if more appropriate
 - and finally, if still not resolved, between the parent (and/or coach) and the Director of the particular activity

Hopefully this will resolve most issues, however, if the issue still remains unresolved, and needs immediate attention, please contact the MBA President. You may need to provide a written summary or attend a monthly meeting to present details of the issue/grievance/dispute to the full board.

If necessary, the board will follow voting procedures as outlined in the Operation of the Board section of these Program Guidelines to render a final decision on the issue.

Section 13) Scholarship Application - Mahtomedi Basketball Association

MBA Scholarship provides financial assistance for boys or girls wishing to play basketball in the Mahtomedi Basketball Association. In order for an application to be considered, the following criteria must be met:

1. Players must be a resident of the Mahtomedi School District or attend a Mahtomedi public school to apply for a grant.
2. The players and their families are expected to pay a portion of the fees and costs.
3. Recipients will verify participation in the School's Assisted Lunch Program
4. Scholarships will be awarded based on both financial need and the availability of funds.

Applicant's Name: _____

Applicant's Address: _____

Applicant's School: _____

Program being applied for: _____

Cost of program applied for: \$ _____ Amount of request: \$ _____

Have you received a MBA Scholarship in the past?

Yes No If yes, when? _____

Sources of household income: _____

Employment: _____

Parent/Guardian Name Occupation and Years Employed Full Time/Part Time

1. _____

2. _____

Why is it difficult for you to pay the standard fee? Be as specific as possible as demonstration of financial need is required to receive a grant. Use the back of the form as needed. _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Full Name: _____

Please e-mail the completed form to: chilly53@hotmail.com