



Buffalo Girls Basketball Handbook
for Coaches, Parents, and Players

2023-2024

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*All the information listed in this handbook is subject to change.

What is the BGBB?

The Buffalo Girls Basketball Association was formed in 1988 by Ralph Dalbec and Rollie Lang with the primary objective of creating a competitive program for girls in the Buffalo community. Mr. Dalbec purchased the first basketball for the program and the organization would hold monthly tournaments to fund the program. In its initial year, there was only a 5th grade team, however, within a few years 5th, 6th, 7th, and 8th grade teams had been formed. The current program has 3rd through 8th grade teams with approximately 100 players participating in over 75 tournaments each year.

The BGBB's primary goals are to support a program that is:

- Run primarily by volunteers
- Affordable fees
- Positive influence on the community
- Team-oriented
- Focused on the development of Buffalo's Varsity basketball programs
- Emphasis on "skill development, sportsmanship, commitment, & dedication"

It is the BGBB's hope that athletes receive the following benefits from this program:

- Learn basketball fundamentals
- Opportunity for supervised and organized competition
- Mentoring in good sportsmanship
- Opportunity for team participation
- Organized use of practice & game facilities
- Exposure to the benefits of community involvement (through volunteerism and the mentoring of younger athletes)
- Community & school pride

It is the BGBB's hope that the community benefits from this program by:

- Providing positive release of energy for our communities' young people.
- Providing "no or low cost" opportunities for children of families in need
- Teaching our young athletes, the benefits of "returning something to the community"

BGBB Board of Directors

The Board of Directors are elected during our annual meeting in April. Please refer to the website for a current list of board members. Please contact the appropriate director based upon your request. If you are interested in being a board member, please contact the President.

Monthly Board Meetings

- Monthly board meetings are held throughout the year.
- Check the BGBB website for information on meeting dates and times. (buffalogirlshoops.org)
- BGBB board meetings are open to all BGBB members. A BGBB member is anyone over the age of 18, who volunteers within the BGBB program, is a parent or legal guardian of a player in the program or coaches a team.
- You may contact the BGBB Secretary if you wish to be notified about upcoming meetings: to express a concern, bring an idea, or volunteer.

BGBB Website Address: buffalogirlshoops.org

- List of current board members with email addresses
- Calendar of events (Meetings, registration, tournaments, clinics, camps, etc.)
- Traveling basketball information (Registration forms, teams, coaches)
- In-House basketball information (Registration forms, teams, coaches)
- Tournament Information / MYAS information

Philosophy

Our mission is to provide and support a competitive girls' basketball program that is available to all who wish to participate. Emphasizing sound fundamental skills, teamwork, and knowledge of the game, our goal is to develop players to be ready to compete at the next highest level. By creating a fair and fun environment while maintaining the highest degree of sportsmanship, we strive to foster a life-long love for the game while representing the Buffalo School District 877 in a positive manner.

Traveling Team Registration

- Registration for traveling basketball is open in August. Refer to the BGBB website for more information.
- All participants must be registered on an official registration form through the registration process provided by the BGBB; refer to registration information on the BGBB website.
- Registration forms MUST be signed by a parent/legal guardian as a waiver of liability of injury against the BGBB prior to participation.
- Accident insurance is included in the registration fees.
- Late registrations may or may not be accepted if space is available on team rosters. People moving into school district after the close of registration are given priority. Any person who knowingly registers under an assumed name or gives an incorrect age, becomes ineligible and is suspended for the remainder of the playing season.
- No officer, director, or coach is permitted to select or form a team for competition during the winter season to the exclusion of anyone else in that grade. The winter season concludes with the MSF/MYAS state tournament, whichever is later.
- Any player that wishes to play for a BGBB team and does not attend a Buffalo-Montrose-Hanover School or live in the Buffalo School District must file a petition to the Board of Directors. The Board of Directors must approve the petition before the player is eligible.
- Any player residing or attending Buffalo schools who wishes to not play with the BGBB and wants to play for another school team during the winter season, will need a written release from the BGBB (per MYAS rules).

Fees

The BGBB is a nonprofit organization. All fees that are paid to participate in traveling basketball are used to support the program. Costs to support a traveling team include tournament registrations, (approximately \$400 per tournament), gym fees for practice, equipment, insurance, and other miscellaneous expenses. These fees would be significantly more if we did not host our BGBB Tournament(s) in November. Profits from this/these tournament(s) are used to reduce the player's fees the traveling program. If you choose not to work, \$250 will be charged to your credit card.

Dibs

Dibs are volunteer hours that are served by a player's parent/guardian or any child in 7th grade or older. For safety reasons, siblings younger than 7th grade may not accompany the parent while working the volunteer hours. Dibs are completed at our Girls Basketball tournament in November, by coaching a team, or other opportunities laid out by the board.

8 hours of dibs are required for each player. If you do not complete your 8 hours, your credit card will be charged an additional \$250 at the end of the season.

Players pay the \$250 in Dibs fees instead of completing Dib hours, however, you need to pay the \$250 Dibs fee at the beginning of the season. As the BBGA Board will need to pay someone to work at the tournament or coach a team. If you would rather pay the \$250 instead of serving the Dibs hours, please email buffalogirlshoops@gmail.com

Refund Policy

Buffalo Girls Basketball fees are non-refundable. Refunds will not be issued for fees paid except in the circumstances/conditions listed below. If a player transfers to another club or does not care for his/her team placement, coach, teammates, or changes his/her mind, or wants to drop for any other reason, no refund will be given. If a player is dropped from a roster by BGGB for a disciplinary matter, fees paid will not be refunded.

The following are the circumstances/conditions where refunds will be processed:

1. No Available Team - In the event BGGB cannot place a player on a team, a full refund of registration fee and uniform fee (if applicable) will be issued.
2. Player Moving Away - In the event a player moves out of the west metro playing area, beyond reasonable commuting distance (reasonable to be determined by BGGB), registration fees will be refunded minus a \$20.00 processing fee.
3. Serious Injury/Illness – In the event a player cannot participate and will miss season due to severe injury or illness, refund of registration fee minus a \$20.00 processing fee, will be issued if medical request is submitted before the first night of practice for the season.

BGGB reserves the right to consider cases involving extenuating circumstances not covered above on a case-by-case basis. Please read our refund policy on our website for further information.

Parent Code of Conduct

We ask that you pledge to be responsible for your words and actions while attending or participating in BGGB activities by conforming your behavior to this Code of Conduct. Your conduct is a reflection upon our program and our community.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials, and association representatives at all times.
- I will remember that my child plays basketball for his enjoyment, not mine.
- I will demand and honor that all players, coaches, officials, volunteers, and spectators are treated with respect regardless of race, gender, creed, or ability.
- I will respect the officials and their authority. I will not argue with or criticize game officials.
- I will respect the coaches for their decisions and leave the coaching to the coaches.
- I will not engage in the use of profanity, obscene language, or improper actions.
- I will make every effort to get my child to practice and games on time.
- I will fulfill my volunteer obligation willingly, knowing that the effort I put forth enhances my child's basketball experience.
- I will not post negative comments on any form of social media directed towards coaches, players, other parents, or members of the BGGB.

Violations during the season of the above expectations will subject a parent to the following disciplinary actions at the discretion of the BGGB board. All violations will be reported to the BGGB in a timely manner.

- 1st offense: Verbal discussion with BGGB board member (s)
- 2nd offense: Written reprimand from BGGB
- 3rd offense: Suspension from BGGB activities
- 4th offense: Removal from the BGGB program for the duration of the current season. Future involvement in BGGB activities will be determined at the discretion of the BGGB Board of Directors.

While the disciplinary actions above set forth the typical progressive discipline steps that will be taken, these are only guidelines. Disciplinary action steps can advance more quickly or be skipped altogether, depending on the circumstances and severity, at the sole discretion of the BGGB.

Player Code of Conduct

We ask that you pledge to be responsible for your words and actions while attending or participating in BGGBB activities by conforming your behavior to this Code of Conduct. Your conduct is a reflection upon our program and our community.

- I understand that it is a privilege to participate in BGGBB traveling basketball and with this privilege I must be responsible for my actions.
- I understand that my minimum game/tournament playing time requirements will be determined based on the following principles:
 - Attitude
 - Practice
 - Effort
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials, and association representatives at all times.
- I will demand and honor that all players, coaches, officials, volunteers, and spectators are treated with respect regardless of race, gender, creed, or ability.
- I will never ridicule or berate others for a mistake or losing.
- I will respect the officials and their authority. I will not argue with or criticize game officials.
- I will respect the coaches for their decisions, and I will listen to and follow their direction.
- I will not engage in the use of profanity, obscene language, or improper actions.
- I will treat my opponent with respect in the same manner I would want to be treated.
- I will learn and respect the rules of the game.
- I will not post negative comments on any form of social media directed towards coaches, other players, families, or members of the BGGBB.
- I will refrain from the use of alcohol and tobacco products in the presence of my team, prior to and during practices and tournament games. MSHSL rules apply when alcohol and tobacco use is involved.

Violations during the season of the above expectations will subject a player to the following disciplinary actions at the discretion of the head coach and/or the BGGBB Board of Directors. All violations will be reported to the BGGBB in a timely manner.

- 1st offense: Verbal counseling from coach or team liaison
- 2nd offense: Reduction in game(s)/tournament(s) playing time
- 3rd offense: Suspension from game(s)/tournament(s) play
- 4th offense: Removal from the BGGBB program for the duration of the current season. Future involvement in BGGBB activities will be determined at the discretion of the BGGBB Board of Directors.

While the disciplinary actions above set forth the typical progressive discipline steps that will be taken, these are only guidelines. Disciplinary action steps can advance more quickly or be skipped altogether, depending on the circumstances and severity, at the sole discretion of the BGGBB Board of Directors.

Coaches' Code of Conduct

We ask that coaches (head, assistant, and paid) pledge to be responsible for your words and actions while attending or participating in BGBB activities by conforming your behavior to this Code of Conduct. Your conduct is a reflection upon our program and our community.

- I understand that it is a privilege to participate in BGBB traveling basketball and with this privilege I must be responsible for my actions.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials, and association representatives at all times.
- I will demand and honor that all players, coaches, officials, volunteers, and spectators are treated with respect regardless of race, gender, creed, or ability.
- I will never ridicule or berate others for a mistake or losing.
- I will respect the officials and their authority. I will not argue with or criticize game officials.
- I will respect the BGBB Board of Directors for their decisions and I will listen to and follow their direction.
- I will not engage in the use of profanity, obscene language, or improper actions.
- I will treat my opponent with respect in the same manner I would want to be treated.
- I will learn and respect the rules of the game.
- I will refrain from the use of alcohol and tobacco products in the presence of my team, prior to and during practices and tournament games. MSHSL rules apply when alcohol and tobacco use is involved.
- I will not post negative comments on any form of social media directed towards players, other coaches, families, or members of the BGBB.

Violations during the season of the above expectations will subject a coach to the following disciplinary actions at the discretion of the BGBB Board of Directors. All violations will be reported to the BGBB in a timely manner.

- 1st offense: Verbal discussion with BGBB board member(s)
- 2nd offense: Written reprimand from BGBB
- 3rd offense: Suspension from team and BGBB activities
- 4th offense: Removal from the BGBB program for the duration of the current season. Future involvement in activities will be determined at the discretion of the BGBB Board of Directors.

While the disciplinary actions above set forth the typical progressive discipline steps that will be taken, these are only guidelines. Disciplinary action steps can advance more quickly or be skipped altogether, depending on the circumstances and severity, at the sole discretion of the BGBB.

Coaches' Responsibilities

- The coach has the ultimate responsibility and accountability in the running of the team.
- All coaches in the BGGB are expected to be examples of good sportsmanship and instill the principles of good sportsmanship in all players.
- A coach should teach all players the fundamentals of the game of basketball and the Buffalo varsity basketball system.
- A coach will treat players, fellow coaches, fans, and officials, on and off the court, with respect regardless of race, sex, creed, or performance. The penalty for unsportsmanlike conduct is under the jurisdiction of the officials. A coach who breaks the rules and is ordered from the playing area must comply.
- When a dispute or question arises, the head coach will deal with officials in a professional manner.
- A coach in the BGGB must not be under the influence of alcohol prior to or during practices or games, or while responsible for the transportation of players. A coach must not engage in the use of illegal drugs at any time.
- A coach should refrain from using abusive or vulgar language in the presence of officials, players, parents, or spectators. A coach must not physically or verbally abuse any player, official, parent, or spectator.
- Coaches are responsible for the conduct of assistants, players, and fans. Upon requests of the officials, he/she will take whatever action necessary to allow the game to continue.
- If an issue arises among players and/or parents, an opposing team, or a tournament, it is the coaching staff's responsibility to fill out an incident form within 3 days of the occurrence. The form should be delivered to the BGGB President, Vice President or a Board Member to address the issue appropriately.
- Coaches should hold a meeting for players and parents at the beginning of each season to share the BGGB philosophy and objectives for the season.
- Coaches are encouraged to communicate, in positive terms, team and individual player's progress throughout the course of the season. Coaches may request a team parent to assist with the administrative communication process.
- Coaches are responsible for all the equipment that is furnished to them for their team, including, but not limited to basketballs, first aid kit, ball bag. All equipment should be kept in good condition and must be returned to the BGGB at the end of the season.

Grievances

A grievance is a dispute or complaint involving a coach, player, parent, or a BGGB Board member.

Any dispute that arises should be handled in the following manner:

1. The player and parent should bring their concerns to the coach.
2. If this is not addressed to their satisfaction, they should inform both traveling directors.
3. If this is still a concern, the next step is to inform the BGGB President or Vice-President. This should be in writing using the grievance form available on the BGGB website.
4. Any grievance must be submitted within five (5) days of a meeting with the Board President. It should state the time, place, and as many specifics of the incident(s) as possible.
5. The Executive Board will discuss within ten (10) days of receiving the complaint.
6. The Executive Board will discuss and decide the issue based on the information provided and through discussion with the parties involved. The parties will be notified of the decision in writing.

Playing Season

The regular season runs from September until the completion of the MSF/MYAS state tournaments, whichever is later. Skill sessions (3-on-3) organized by the varsity coaching staff are considered part of the BGGB regular season. Traveling teams are encouraged to stay intact for the spring season. Additional tournaments shall not be added to any team's schedule during the regular traveling season without approval of the BGGB executive board. The goal is to develop all players,' however, playing time is not completely equal. Playing time is also determined by attitude, coachability, sportsmanship, team play, attendance, and effort at practice. No playing time is guaranteed.

Please see individual grade philosophy.

Tryout Evaluations and Team Selection

- The traveling team selection committee may be comprised of past/present BGGB Board members, members of the high school coaching staff, and/or outside evaluators.
- Participation in evaluations is mandatory for a position on a traveling team, however, special circumstances may apply. In this case, decisions may be based on the previous year's evaluation and input from prior coaches.
- No player may be added to any team's roster without the approval of the BGGB Board of Directors. Circumstances must be presented to the BGGB Executive Board for review and consideration.

A selection committee chooses players based on a combination of the following:

1. Overall basketball skills/ physical ability
2. Attitude/Coachability
3. Sportsmanship
4. Competitive nature
5. Team Play
6. Team balance (perimeter and post players)

Practices

- Traveling teams practice up to three times per week during the regular season. Practice schedules will be posted on the BGBB website.
- All 7th through 8th grade traveling players are encouraged to participate in the school basketball program. Once interscholastic ball begins for 7th and 8th graders, traveling practices will be adjusted accordingly based on schedule.
- Allocation of gym times and days are determined by Buffalo Community Education in an effort to minimize potential conflicts with other sports and school activities. The BGBB allocates the times/days to each team with approval by Community Education. Practice times and days of the week may not necessarily be optimum, but Community Education and the BGBB will do the best it can with limited gym/court space available.
- In order to have a successful team, practice is essential, therefore, it is important that players attend all practices. Remember part of the traveling philosophy means a greater dedication and commitment to the team.
- We expect that all players and coaches respect all gyms and equipment. Do not use any equipment that has not been authorized by Community Education. If it is not for basketball, leave it alone.
- If there is a school closing due to inclement weather or for any other reason it also means any practices or games scheduled in that building are cancelled as well. You may call the Buffalo high school closing Information Line at 763-682- 8100 for information on emergency school closings. School closing information is also broadcast on WCCO-AM (830) radio.
- You may arrive at your designated practice facility no more than 15 minutes early and must be picked up afterward at the designated finish time. It is the parent's responsibility to make sure a coach is present when the player is dropped off at the gyms.

Bison Buckets

To encourage our players to practice in the off-season, the BGBB sponsors the “Bison Buckets” during the summer months. Our goal is continuing to encourage players to play throughout the summer.

Summer Challenge: MAKE 500 shots per month = 1,500 shots this summer

Challenge Timeframe: Begins June 1 and concludes on August 31

Award: (Awards are subject to change each

- A Dairy Queen gift card will be awarded each month to anyone who has 500 MAKES.
- A Bison sweatshirt will be awarded to anyone that MAKES 500 shots all three months: June, July, and August.

Players must track their baskets and submit them at the end of each month.

Check the website in May for more information.

Bison Buddies Camp

The girl's varsity staff conducts a summer Bison basketball camp, usually scheduled in June and July. The BGGB highly recommends attendance at Bison Camps. Registration will take place in the spring. Watch for information on the BGGB website and in the summer community education bulletin.

Coach Selection

Head coaches and assistant coaches must fill out a coach's application and complete a background check and be approved by the BGGB Board of Directors before they are permitted to coach. Each coach is required to complete the concussion training every 3 years found at www.cdc.gov/concussion/HeadsUp/online_training_fitmi and provide the completion certificate to the BGGB.

A "Coaches Selection Committee" will interview coaching candidates when necessary (e.g., multiple applications for the same position). This committee will be headed by the board president will include the traveling director, and other board members. Assistant coaches will be appointed or determined by the president and traveling director.

All coaches are approved by the Board of Directors.

Coaches will be selected based upon the following:

1. Ability to teach, encourage, and motivate youth in a positive manner consistent with the philosophy of the BGGB and the high school varsity program.
2. Coaching experience and history
3. Knowledge of the game
4. Coach evaluations
5. Ability to provide the time commitment

Eligibility, Discipline, and Suspension

- Only registered players are eligible to practice or compete with a traveling BGBB team.
- Both the parent/legal guardian and player must understand the philosophy of the BGBB. Besides teaching and learning, there is emphasis placed on skill development, commitment, and dedication.

A coach may discipline any player who:

1. Violates the player code of conduct.
2. Any personal technical foul is an immediate benching of the player for a time to be determined by the coach. **The coach must complete an incident report form found on the BGBB website and turn it into the BGBB President. This must be done with every technical foul. If a second technical foul is received, player will sit for the rest of the tournament (regardless if the 1st technical was in the same tournament) and a meeting with the BGBB Executive board will occur. If a third or more technical is received, it may result in termination from the BGBB program with no fees refunded.**

Suspension Process:

- After a second violation of the code of conduct or a second technical foul a meeting will be held with the player, parent, coach, board president, and a BGBB Executive Board member.
- Disciplinary action will be determined by the Executive Board and will be presented in writing to the parent and player. This will include a plan to determine a course of action should a future violation occur. This will be signed by the parent and player.
- Any subsequent violation or technical may result in termination from participation in the BGBB program for the rest of the season, with no fees refunded.

School Suspension Policy

- The BGBB policy for students subject to school suspension is for the parents and the BGBB participant to be responsible for following the exact terms of the school suspension with regards to all BGBB activities.
- Current school policy states that once a suspension occurs, the child is not allowed on any school district property until the suspension is complete. This includes all games and practices. In addition to the school district policy, the player will not be allowed to participate in any BGBB practices or games during their suspension.

Injury Prevention

- Be conscious of injury prevention. Try to create a safe environment for practices and games.
- Report all injuries to the coach when they occur. Coaches are to fill out an injury incident report if medical attention is required and medical staff advises the player to see a doctor. The form is located on the BGBB website.
- Warm up before every practice and game.
- Players should inform coaches when they are tired. That is the time when injuries are most likely to occur.
- Never indulge in horse play. You expose both your teammates and you to injury.

Uniforms

- All traveling teams' uniforms should use the color scheme of the Buffalo School District.
- Each player is responsible for maintaining her own uniform through the BGBB.
- The BGBB Equipment Director in charge of uniforms issues player jersey numbers.
- Players will keep that same jersey number for that calendar year.
- All uniforms should be kept clean and in good condition. If a uniform gets damaged during the season the player is responsible for its replacement.

Fundraising

- Fundraising is necessary to achieve the primary objective of equalization of registration fees to encourage maximum participation.
- Individual teams and players may not engage in fundraising without the approval of the BGBB Board of Directors.
- The BGBB hosts basketball tournaments for boys and girls. The funds that are raised hosting the tournaments go directly to the BGBB program to pay for such items as: equipment, gym time, trophies, shooters club prizes, etc. These fundraising efforts also allow us to keep registration fees as low as possible.
- All BGBB traveling team parents are expected to work a minimum of eight dibs hours.
- The BGBB may approve additional fundraising activities or events during the season where players/parents will be invited to attend or asked to support (i.e., pancake breakfast, varsity game halftime raffles, etc.)

Special Funding Requests

- The scholarship request process will require proof of "reduced school lunch" to receive any financial aid from the BGBB.
- The Treasurer determines the amount to be granted and any payment plans to be implemented.
- Varsity Accounts: Yearly deposit amounts to varsity accounts are approved by the Board of Directors. Any additional funds requested during the year are also board approved.
- Expenditures from the varsity accounts are at the varsity coaches' discretion.

Photography

Pictures are taken at various practices and tournaments. The BGBB may use these pictures on their website, social media accounts, or in news articles. If you would like to NOT have your children's picture posted in any way through the official BGBB accounts, please complete the Opt Out Form available at the Parents meeting in September or on the BGBB. The BGBB Board of Directors cannot control or be responsible for the posting of these pictures by parents, players, or family members on their individual social media accounts, blogs, or websites.