

Coon Rapids Cardinals Basketball Club Operating Policies

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Revised: August 2013

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Any variances from these policies must be discussed and approved by the Coon Rapids Cardinal Basketball Club (further known as CRCBC) Board of Directors.

Purpose (Mission Statement): The mission of the Coon Rapids Cardinal Basketball Club is to provide an opportunity for girls and boys in the Coon Rapids High School Attendance area to enhance their basketball skills in a structured, more competitive, team environment preparing them for participation at Coon Rapids High School.

I. PLAYER ELIGIBILITY

- A.** Players must reside in Coon Rapids, go to school in Coon Rapids or live within the Coon Rapids High School boundaries in order to be an eligible member.
- B.** An exception to the residence requirement may be made if no program is available in their community, CRCBC is not full, and/or the appropriate waivers have been obtained prior to registration.
- C.** All teams are formed by grade. Eligible players are allowed to try-out for a grade level up, but not down. Players interested in trying out for a grade level above must try-out at their own grade level AND the grade level above. Eligible players may only be added to a roster up a grade if both stipulations can be met:
 - a. The player trying up finishes ranked in the top 3.
 - b. If the player trying up displaces a travel-ready player at that grade level, the club will place that player on a different team. The Executive Board would review this as a case-by-case situation. The team the player should have been on based on age cannot be left with less than 8 players in order for the player to play up.
- D.** When it is learned by the Board of Directors of the CRCBC that violation of the above exists after the player has successfully been selected for a team, it may result in the Board of Directors removing the player from the team even after the season has begun.

II. PLAYER FEES

- A.** Registration fees must be paid on time according to the payment plan chosen at registration. Payment plans may be offered.
- B.** There will be a \$50.00 reduction in registration fees for additional family members living in the same household.

- C. Players unable to participate due to financial circumstances may apply for a scholarship. The scholarship rate will be determined by the Board of Directors. Families wishing to apply for a scholarship should contact the CRCBC registrar and provide CRCBC with a copy of a current Child Nutrition Free/reduced verification letter. CRCBC will follow the same criteria used by Free/Reduced Meals Program in awarding any scholarship funds. Scholarship recipients are expected to participate in all fundraising efforts and fulfill the family commitment hours. The scholarship does not cover the family commitment hours, uniform, and gate fee. This scholarship is to be kept in the strictest of confidence. The registrar will be responsible for the awarding of scholarships. The treasurer will be notified who is receiving scholarships.
- D. Refunds of registration fees will be based on the following schedule. Refund requests prior to tryout results being posted will be granted minus an administrative fee of \$40 and uniform charges if applicable. Registration fees will not be refunded once tryout results are posted. Special requests (i.e. due to injury or moving) may be submitted to the President of CRCBC for review. Fundraiser money is non-refundable.
- E. There is a required Family Commitment deposit, separate from registration fees, in the amount as determined by the Board of Directors. All families are required to work during the club season per the Family Commitment Hours found in Section V, or may pay a Family Commitment Buy-out during registration. Families who do not participate in the Buy-out and do not fulfill the Family Commitment hours will be notified and charged the Family Commitment fee within 14 days following the final CRCBC event.
- F. Players must be in good financial standing. Players not in good financial standing will be unable to participate in practices or games until the player is in good financial standing with the club and/or proper scholarship paperwork has been submitted. This includes any outstanding payments owed to the club from prior seasons.
- G. Families will be responsible for paying all processing fees associated with the club.

III. TRYOUTS AND TEAM FORMATION

- A. Tryouts are conducted by an outside agency (i.e. Minnesota Heat). Two days of tryouts are conducted with the length of each grade's tryout lasting between one hour and one and a half hours each day.
- B. Tryouts focus on individual skills such as shooting, passing, dribbling, defending, and rebounding, team skills such as decision making, transition, setting, and defending screens, weak side help, and offensive spacing, and teamwork intangibles such as communication, hustle, behavior, and selflessness.

- C. It is expected that players attend both days of tryouts. If a player is missing both tryout days, in order to make an A team they must contact the President of CRCBC before the first day of tryouts begin.
- D. At the end of the second day of tryouts the outside agency will rank all players numerically with 1 being the top player based on the individual skills, team skills, and teamwork intangibles listed above. The evaluators can also determine if players are not travel ready.
- E. Ideally, teams will be made up of 8, 9, or 10 players. The goal is to maximize playing time and experience. Teams of 7 or 11 could be made if needed and appropriate for the individual and team.
- F. After tryouts, the President will be given all final rankings from the evaluators. The President and VPs will immediately meet to enter rankings on a spreadsheet. VPs will contact coaches to follow Operating Policies on rankings to form teams. All Coach selections will follow Operating Policies. Only the President and VPs will have access to the official scores. No player, parent, coach, or other board members aside from the President and Vice Presidents will see the official scores.
- G. When forming teams, coaches must adhere to the following parameters for player selection.
 - a. A Team: If making a team of 10, the coach must take the top five ranked players and the remaining players must be ranked in the top 15. If making a team of 8 or 9, the coach must take the top four ranked players and the remaining players must be ranked in the top 15.
 - b. B Team: If making a team of 10, the coach must take the top five ranked remaining players and the remaining players must be ranked in the top 25. If making a team of 8 or 9, the coach must take the top four remaining ranked players and the coach will fill out the roster with players ranked in the top 25. Subsequent teams will follow the same selection process with the C team final picks from the top 35, D Team from the top 45, etc.
 - c. This continues until all players who are “travel ready” have been placed on teams. If a coach cannot be found there is a risk that the team will be disbanded.
 - d. A coach can select a player out of their range with both VP and President approval. This would be reserved for a player that could not attend tryouts due to injury or illness (with prior approval). Otherwise, a player that did not tryout, will automatically be placed on the lowest level team, if there is a spot. No player who did not tryout, can take a spot on a team that was in the top 5 for that team level. Example: Player A attends tryouts and is ranked #13 overall and is not selected for the A team. Player B did not attend tryouts.
 - e. Player A must be placed on the B team since they were not selected for the A team. Player B can also be placed on the A team with VP and President approval as well
 - f. Tryout results are to be posted on the CRCBC website no later than the following Saturday morning after tryouts by 10am.

- H. All final team formations will be reviewed and finalized by the President before posting. CRCBC Board has the ability to use discretion to round out travel teams based on participation and tryout numbers and the ability to form fully rostered teams.

IV. COACH SELECTION AND RESPONSIBILITIES

- A. The CRCBC intends to make every effort to secure competent coaches at every grade level. The Board of Directors must approve all coaching selections.
- B. The Operations Committee will review all coaching applications and conduct interviews of the coaching applicants. The Operations Committee will select a head coach for each team and present their selection to the Board of Directors for final approval. These decisions will be final only upon the completion of the Trusted Coaches Program, which includes a volunteer background check provided by the Bureau of Criminal Apprehension and approval by the Executive Board.
- C. Coaches will be held accountable to the Coach Liaison and/or the Board of Directors for their actions on and off the court and for the actions of their assistant coaches, players and parents. Coaches and assistant coaches shall follow the CRCBC Board policies and directives as set forth in the Code of Conduct. Noncompliance by a coach or assistant coach will be grounds for disciplinary action by the Coach Liaison and/or Board of Directors.
- D. Coaches will make every effort to play all players in each game. Playing time recommendations are as follows:
 - 1. 3rd, 4th, and 5th grade: Our recommendation is that players at this level should have relatively equal court time. Every effort should be made to play the entire roster quality minutes in every game. Players should be given the opportunity to play different positions and experience different game situations, including but not limited to, starting and finishing games.
 - 2. 6th and 7th grade: Our recommendation is that players at this level should begin to see their court time based on their attendance, attitude, effort, and skill. That being said, every effort should still be made to have a fair and relatively balanced rotation.
 - 3. 8th grade: Our recommendation is that players at this level should understand that their court time will be based on their attendance, attitude, effort, and skill.
 - 4. The Coach Liaison and/or Board of Directors will review all participation complaints.
- E. Head Coaches shall be free to select assistant coaches of their choice after the teams have been chosen. The assistant coaches will be final only upon completion of the Trusted Coaches Program and approval by the Board of Directors. Every effort should be made to select assistant coaches before the first practice.

- F.** Distribution of individual statistics to team players is contrary to the CRCBC's stated purpose of promoting teamwork. Therefore, statistics shall not be distributed.
- G.** All coaches will be required to attend all meetings and training as deemed necessary by the Board of Directors.
- H.** Head coaches will be refunded the player registration fees (this does NOT include uniforms and gate fees) in full upon returning their equipment and fulfilling their coaching responsibilities. One Assistant Coach will be refunded half of registration fees (this does NOT include uniforms and gate fees) upon fulfilling their coaching responsibilities.

V. FAMILY COMMITMENT

- A.** Coon Rapids Cardinals Basketball Club is a volunteer-run organization. In order to run successful tournaments, all families are required to help at the home tournaments.
- B.** Prior to each tournament, a Family Commitment will be sent out to CRCBC families, asking families to sign up for their desired shifts. Shift work includes check-in/admission tables, concessions, game clocks, and more.
- C.** Each family with players in grades 5-8 must commit for two shifts (up to three hours each) per player. Families with players in grades 3-4 must commit for 1 shift (up to 3 hours). Families with 2 or more players in the program have a family maximum of 3 shifts (up to 9 hours).
- D.** To ensure completion of the commitment, families must complete all shifts. If a family does not fulfill the commitment, families will be charged \$200. It is the responsibility of the families to check-in and out at the Family Commitment registration table 15 minutes prior to the Family Commitment start time to make sure the hours are recorded.
- E.** If a family is not interested in working the tournament, a flat \$150 Family Commitment Buy-out Payment can be made to the organization during registration to cover the volunteer hours.
- F.** CRCBC prefers adult workers, but older siblings, friends, and other family members may help if needed. Workers must be 16 or older. If your shift(s) falls during your child's game(s), you must still complete and fulfill your Family Commitment requirements.
- G.** Parent Head Coaches and one Assistant Coach are not required to complete Family Commitment requirements at the tournaments as their Family Commitment requirements are met through their coaching duties.
- H.** Family Commitment opportunities are based on the needs of the CRCBC.

VI. PLAYER RESPONSIBILITIES

- A.** Players are required to attend all scheduled practices and games. Failure to do so may reduce playing time.
- B.** Players are expected to follow the Code of Conduct.
- C.** Players are responsible for their behavior on and off the court. Infractions will be referred to the Board of Directors for appropriate action.
- D.** Players are to set a good example of displaying good sportsmanship since they represent the team, the CRCBC, and the community.
- E.** Players should be supportive of their teammates and coaches.
- F.** Failure to adhere to any of the above responsibilities will result in disciplinary action by the coach and/or the Board of Directors.

VII. PARENT RESPONSIBILITIES

- A.** Parents are expected to follow the code of conduct.
- B.** Parents should be supportive of their team's players and coaches.
- C.** Parents are asked to provide assistance to the CRCBC as required, for example the Coon Rapids Tournament, fundraisers, transportation, etc.
- D.** Prompt payment of fees, deposits, etc. as assessed by the CRCBC is required.
- E.** Parents should contact the Coach Liaison to help resolve conflict if unable to resolve with their coach.
- F.** Failure to adhere to any of the above responsibilities will result in disciplinary action by the coach and/or the Board of Directors.

VIII. CODE OF CONDUCT

A. Code of Conduct - Players and Coaches

- 1. I will not berate the officials or "trash talk" to my opponent.
- 2. I will not use profanity.
- 3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
- 5. I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability. This includes through social media channels.
- 6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all MYAS sporting events.
- 7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 8. I will express my concerns through the proper channels in a dignified manner.

9. I will respect the volunteers that are assisting with the conduct of these events.
10. I will respect and adhere to the rules governing eligibility and competition.

B. Code of Conduct - Parents

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
2. I will place the emotional and physical well being of the athletes ahead of my personal desire to win.
3. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all MYAS sporting events.
4. I will remember that the game is for the kids - not the adults.
5. I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
6. I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability. This includes through social media channels.
7. I will not berate the officials!
8. I will not undermine the coaches' instructions or directions.
9. I will not use profanity!
10. I will communicate my concerns through the proper channels in a dignified manner.