

PONY BOYS BASKETBALL (PBB)

Administrative Procedures

3rd to 8th grade traveling basketball

1. MISSION

We seek to develop basketball players that play with joy and a positive, team-first attitude and to help them develop the skills, knowledge and confidence that can serve as a foundation for future success on and off the court.

2. VISION

To become one of the premier boys youth basketball associations that will serve as the foundation for one of the top boys high school basketball programs in the State of Minnesota.

3. REGISTRATION

All registration will be conducted online with key deadlines posted via the PBB website (www.stillwaterbasketball.com), where a current version of the PBB Administrative Procedures will also be posted for any parent questions. In addition, the board will conduct informational meetings on an as-needed basis to facilitate coach preparation and parent education. Any late registrations should go directly to the Tryout Coordinator for consideration, approval and assessment of late fees.

4. ELIGIBILITY

Traveling basketball tryouts are open to all 3rd through 8th grade boys that meet Minnesota Youth Athletic Services (MYAS) Travel Team Eligibility Guidelines, where athletes must try out and compete with the travel association within the community where they **attend school** (this is considered to be the athlete's home association). Players are eligible for PBB if they attend any Stillwater Area schools (ISD 834) with the below exceptions (per the MYAS):

- Residency Exception: An athlete who lives within the boundaries of an association that does not border the association where they attend school may request a Residency Exception to allow them to participate with the association where they reside (ex. attend Mounds View schools but live in ISD 834).
- Private/Charter/Magnet School Exception:
 - Athletes attending a private/charter/magnet school may choose one of the options listed below.
 1. Participate with the private/charter/magnet school that they attend.
 2. Participate with the traveling basketball association where the school is located.
 - Example: If the private/charter/magnet school is located within the Roseville HS attendance area, the athlete could choose to play with Roseville Basketball Association.
 3. Participate with the traveling basketball association where the athlete resides.
 - Example: If the athlete resides within the Stillwater Area High School attendance area but attends St. Croix Prep or Hill-Murray, the athlete could choose to play with PBB
- Home School and Online School Policy
 - The athlete may participate with the traveling basketball association where they reside.
 - Example: If the athlete resides within the Stillwater Area High School attendance area, the athlete is eligible to play with PBB
- Player Transfer (often referred to as a player waiver)
 - A player may request to play with a bordering association.
 - Both the player's home association and the accepting association must approve the transfer.
 - Neither the home association nor the accepting association is required to approve a transfer request. They both have the right to either approve or deny the request.
 - Must be completed annually.

- See separate Player Transfer form on the MYAS website (www.myas.org)

5. TRYOUTS AND TEAM FORMATION

Tryouts

Tryouts will be conducted for each team that has more than 10 players registering for that grade level. Teams that have less than 8 players registered will not have that team formed unless all of the parents involved agree to the formation of that team. In this case, parents must be aware of the time commitment and physical stress that their players will need to endure. Parents or any persons who are not tryout evaluators are not allowed to attend or watch any part of the tryout process. Any parent that is asked and refuses to leave or “not watch” the tryout process will have his/her child disqualified from the tryout process.

Tryout Evaluators

Tryouts will be conducted by the Stillwater Area High School boys basketball coaching staff and/or other independent third party evaluators (“Tryout Evaluators”). PBB Board Members may be invited to assist in tryouts as observers and facilitators but not as evaluators and cannot be present in the gym during his/her child’s tryouts.

Tryout Criteria

Tryout Evaluators will conduct a series of drills and scrimmages to assess players across a variety of skills, including but not limited to ball handling, passing, shooting, rebounding, basketball IQ, defense, attitude and commitment. Players will be ranked and placed on a team at a suggested playing level (A, B or C). Tryout Evaluators may also deem a participant not ready for the rigors of traveling basketball and recommend an alternative basketball option. Team formations will then be reviewed by the President and Vice President for appropriateness and, only in rare circumstances, will changes be discussed and made.

Tryout Attendance

Tryouts will be held during the month of August with specific dates posted on the PBB website. Tryouts will consist of two days and players are required to attend both days. It is highly encouraged that participants attend the entire tryout; however, if a player misses part of a tryout, they do so knowing that it could impact the participant’s team placement. Candidates unable to participate in one or more of the tryouts must notify the Tryout Coordinator prior to tryouts. Those players missing tryouts completely, for reasons other than medical, may still have the ability to make a team if they played in the program the previous season (if there was a team in the program the prior season). Players that were not in the program the previous season may be a last priority in team selection. If there are late registrants and positions are still available, there will be a board vote on whether that player will be placed on a team, depending on the circumstances.

“Playing Up” Policy

All players must try out for their grade level. Players can choose to also tryout at a higher grade level as long as:

- 1) they played in the program in the prior year; and
- 2) the parents/guardians of the player provide to the Tryout Coordinator in advance of tryouts:
 - (a) a written request to the Tryout Coordinator: and
 - (b) written support from a prior year coach (who must not be a parent/guardian of the specific player).

Players will be considered for a higher grade level, if and only if they finish tryouts ranked in the top 3 at the respective higher grade level. If a player finishes ranked in the top 3 of a higher grade level, it does not guarantee placement on a team at the higher grade level. In those cases, the President, Vice President and Tryout Coordinator will discuss and may also consult with the player’s grade level coach, the higher grade level coach, the Tryout Evaluators, and the Board if placement on a higher grade level is in the best interest of the player, the player’s grade level team and the higher grade level team and will then determine a team placement that is most consistent with the Mission and Vision of PBB. The Board, by majority vote, may also place a player on a higher grade level team if the Board believes that such placement is consistent with the Mission and Vision of the PBB and in the best interest of the program, the teams, and the player.

Tryout Injury Policy

Candidates who are injured or ill prior to the tryouts and are unable to participate must contact the Tryout Coordinator prior to tryouts. Candidates that are injured during the tryout must contact the Tryout Coordinator and inform him/her of the situation. These candidates may be given consideration for inclusion on a team or simply evaluated on the portion of the tryout completed. A player that misses any part of the tryout for illness/injury will not benefit from their absence.

In these situations, the Tryout Coordinator will make every effort to contact the prior year coaches of these players to gather information on past/current basketball skills, attitude and fit within a team. All information will be given to the evaluators, who will consider this information and make the final decision as to whether or not to place the injured player(s) on a traveling team, and which team is the most appropriate.

6. PLAYERS

All players and their parent(s)/guardian(s) in the PBB program will read, review, and sign the Code of Conduct as part of the registration process. This Code of Conduct strongly aligns to the following key principles:

1) I will **respect**...

- ...myself by showing appreciation for my health.
- ...the uniform by representing my community and taking proper care of it.
- ...the game by learning and knowing the rules while developing strong fundamentals.
- ...the referees through positive body language and will always thank them when the game is over.
- ...my parents/guardians by thanking them for their support and maintaining the academic standards they have set for me.
- ...my teammates by encouraging and challenging them in a positive way.
- ...my opponents by helping them up, shaking hands after the game and not talking to opposing parents.
- ...my coaches by listening when they are talking and always maintaining a positive attitude.

2) I will show **teamwork**...

- ...on the court by attending all practices and games unless excused by the coach, pass to open teammates, talk on defense and play a role to help my team have a successful season.
- ...off the court by participating in social gatherings when possible, including all members of the team and developing new friendships.

3) I will **compete**...

- ...by outworking opponents, playing tenacious defense and always hustling for loose balls.
- ...by performing my best under pressure and never giving up.

Time Commitment

The mission of PBB is to develop basketball players that play with joy and a positive, team-first attitude and to help them develop the skills, knowledge and confidence that can serve as a foundation for future success on and off the court. This includes making it an enjoyable experience for all players, parents and coaches. To accomplish this, players need to be available for practices and tournament play starting with tryouts in August and concluding with the State Tournament in March. Teams usually practice ~2 times per week during the season. Practice sessions will be scheduled on any weekday between 6:00 pm and 9:00 pm and potentially on non-tournament weekends.

Absences

Players are expected to attend all team activities unless their head coach has excused them. Excused absences are allowed for Family, Faith, School and/or Health reasons if the parent/player notifies the coach in advance of the missed practice, meeting or game. Except in extreme cases, a missed practice/game cannot be excused after the fact ("I missed last week's practice because I was sick"). For players with unexcused absences, actions

may be taken which may include reduced playing time and in extreme cases, removal from the team.

Tournament/Game Play

Each Traveling Basketball team in grades 3 through 8 will participate in tournament play during the traveling season.

Each team in grades 4 through 8 will be signed up for ~9 tournaments including, in most years, the State Tournament held at the end of the season. Tournaments will take place on Saturdays and/or Sundays on weekends ranging from late-November through early-March.

Each team in grade 3 will be signed up for ~3 tournaments which will take place from January through early-March and additionally will play in the 3rd Grade MYAS League which will consist of ~12 games played on weekends from November through February. Tournaments will take place on Saturdays and/or Sundays and League play will take place on Saturdays.

Playing Time Policy

PBB will seek to provide a minimum 45% playing time for all players at the 3rd grade level for all competition play; and a minimum of 40% of tournament playing time throughout the course of the entire season to each player in grades 4, 5, and 6; and a minimum of 30% of tournament playing time throughout the course of the entire season to each player in grades 7 and 8. A coach shall have discretion regarding starting and finishing lineups. Although this allows for coach's discretion, coaches are reminded that traveling basketball's purpose is to provide skill development, game experience, and a positive experience to each member of a team during each game. However, if a player misses a significant amount of practice time (excused or unexcused) or if a player's behavior is detrimental to the team, a coach may use his/her discretion on limiting playing time below these levels to avoid further detrimental impact to the team. In such cases, the coach needs to communicate with the player's parents/guardians the reason/s why playing time is being impacted and give the player an opportunity to rectify the issue/s.

Player Dismissal

Players who do not adhere to the **Code of Conduct** stated above can be removed from a team. Only a head coach has the authority to recommend the removal of a player from a team. The head coach must submit written communication to the Coaching Coordinator stating the name of the player recommended to be removed and the reasons for the recommended removal. The Coaching Coordinator in conjunction with the President and Vice President, may override, deny, approve, or postpone the recommended removal. Prior to a decision on the recommended removal, the President will give the player and the players' parent(s)/guardian(s) a chance to respond to the removal request.

7. FEES

There will be a **\$50 non-refundable** tryout fee for the 2024-2025 season. Separately, the **additional playing fee** for participating in traveling basketball during the 2024-2025 season is **\$575** for grades 4 through 8 and **\$325** for grade 3. Additionally, **all families will be responsible for purchasing their own game uniform** (more details will be provided after tryouts). Game uniforms will be used in 2-year cycles (the 2024-2025 season will be Year 1 of the 2-year cycle). Payment options will be detailed online when registration goes live. There is a \$25 late fee that is applied if registration occurs after the stated deadline. Additional information about the players participation fees are as follows:

- Covers gym time, practice jersey and outside training sessions
- Includes 9 tournaments throughout the season for grades 4 through 8
- Includes 3 tournaments throughout the season plus the MYAS League (~12 games) for grade 3

The refund policy is as follows:

- If the season ends prematurely due to factors outside the control of PBB (i.e., pandemic, etc.), a prorated refund will be given based on the number of tournaments remaining and practice time that is unused and unpaid or refundable
- Any player who is placed on a team and is removed from that team due to Code of Conduct violations

will not be eligible for any refund

- All other situations involving refunds will be handled by the PBB Board

**Need-based scholarships are available via PBB in partnership with Youth Advantage. Please contact the President for more information.*

8. COACHES

Any individual who wishes to coach for an upcoming season must get Trusted Coaches certification (details to be shared with coaching applicants), which includes a background check and submit a coaching application (to be found on the PBB website) to the Coaching Coordinator. Individuals who haven't gotten Trusted Coaches certification will NOT be allowed to help coach at practice or games.

The Coaching Coordinator will work to select coaches that best fit the mission and vision of PBB. Typically, all coaches are volunteer parents of players on the team. In cases where there is only one parent/guardian willing to volunteer as head coach, a formal process is not required.

In the event that more than one parent/guardian decides that they would like to be head coach of a team, an interview process may take place and the candidate considered most qualified, by the Coach Review Committee, will be selected. Before entering into that process, the Coaching Coordinator will conduct an initial discussion with each candidate and will also suggest the candidates' meet each other to discuss their coaching philosophies. If more than one candidate still remains, the PBB Board will appoint a Coach Review Committee consisting of three current or former Board members and/or coaches to limit conflicts with coaching candidates. The Committee will review applications, interview applicants and rank candidates from highest to lowest. After teams are selected, coaches will be selected based on the interview rankings. The Coaching Coordinator will review Committee recommendations and notify an applicant after the selection of teams, whether or not they were selected as head coach.

In the event there are no interested coaches for a given team, the PBB Board is not required to find that team a volunteer coach, and it is the responsibility of the parents to find a coach. Any coach must still pass the background check, get Trusted Coaches certification and be approved by the Coaching Coordinator in conjunction with the Coach Review Committee. In the extreme case that no coaches are found, the team will not be allowed to be formed.

Coaches will be expected to adhere to the PBB Administrative Procedures and sign the Coaches Code of Conduct. While it is important that a traveling team coach have some expertise in the sport, it is more important for the coach to align to PBB's mission and vision.

Each appointed coach will be provided opportunities to attend coaching meetings and/or clinics throughout the year. Each coach will be required to conduct a pre-season meeting with his/her team's respective parents and be available for further communication during the year. Parents are expected to respect the coach's basketball game management decisions and follow PBB Player and Parent Code of Conduct and Association Rules (e.g., no discussions until 24 hours after the issue in question) for any conflicts that arise during the year.

Sportsmanship

It is the responsibility of the coach and assistant coaches to act as a representative of PBB, the community and their team. For this reason, sportsmanship is of the utmost importance. The Board realizes that situations occur during a game, where a referee may reprimand a coach via technical foul. If this occurs, it is the responsibility of the coach and or assistant to act responsibly during these situations. If a coach or assistant is removed from a game for two technical fouls, the coach or assistant will not be allowed to coach the rest of the tournament, or if it is the last game of the tournament, will not be allowed to coach the next scheduled game in the following tournament. In addition, the Coaching Coordinator should be notified and will review with possible actions being taken. If a second game removal occurs, the PBB Board will review the situation for appropriate action, up to and including removal of the coach or assistant.

9. PARENTS/GUARDIANS

A key component of our association is the time, effort and energy provided by our volunteer coaches. We expect the parent(s)/guardian(s) of all players to respect this commitment and recognize that none of our coaches are (likely) professional, collegiate nor high school coaches.

Parent(s)/Guardian(s) are expected to act in a manner that represents the PBB and community in a positive manner and one which is consistent with the Mission and Vision of the association. Parent(s)/Guardian(s) will be asked to read, review, and sign the Code of Conduct as part of the registration process.

Parent(s)/Guardian(s) should not contact a coach until 24 hours after the conclusion of a practice or tournament weekend to make negative remarks, complaints, suggestions, or negative observations about any aspect of the team ("24-Hour Rule"). Coaches will be strongly encouraged to ignore and not respond to any outreach from a parent or guardian that comes within the 24-hour period. If the initial parent/guardian contact to the coach comes after the 24-hour period, coaches are encouraged to also observe a 24-hour period before engaging in any responsive communication with the respective parent/guardian.

If a Parent/Guardian is reprimanded during a game by a referee via a technical foul or otherwise kicked out of a game, that individual will remove himself or herself from the gym and will not be allowed to attend the next scheduled game. If a Parent/Guardian is continually disruptive at tournament games, a head coach should submit written communication to the President and Vice President informing them of such behavior. The President and Vice President will discuss the behavior with the Parent/Guardian, and if the poor behavior continues at subsequent tournament games, the head coach will be allowed to partially or fully reduce the playing time of the respective player until the behavior of the Parent/Guardian improves. In extreme cases, the respective player will be removed from the program without a refund of fees.

10. TRAVELING TEAM MANAGER

Each Traveling Basketball team is encouraged to have one parent act as the Team Manager. That parent will be a communication link between the coaches, parents and players and is responsible for informing all of upcoming events and will utilize team management applications (e.g., SportsEngine) to assist. In addition, this critical role ensures that all non-basketball instruction related activities run smoothly. Some of the events that the Team Manager will communicate to the team would be practice/game locations, picture day, tournament information, participation at Stillwater Area High School varsity basketball games, tournament sign-up assignments and distribution, or other special events. Other responsibilities include (as/if appropriate) administrative work for the coach, uniform collection at the end of the year (if/as needed), organizing out of town arrangements, and organizing social events for team and/or parents.

11. TRAVELING TOURNAMENT VOLUNTEER HOURS

PBB hosts 1 traveling tournament during the season, which serves as an important fundraiser that benefits the entire program. Each family of a traveling player is required to volunteer 4 to 6 hours at this tournament as part of the basketball fee. Based on the number of volunteer opportunities available, the board may modify the hours required to fulfill a credit to ensure the tournament runs smoothly.

12. PROGRAM EVALUATIONS

Each family will be provided the opportunity to complete a postseason program survey. Each family is strongly encouraged to complete the evaluation form and provide his or her honest and constructive input. This feedback will then be reviewed by the Board and is critical for making improvements to the program.

13. BOARD GOVERNANCE

In order to be successful, PBB requires positive and engaged parents to serve as Board members over the entire year. Ideally, all positions are three-year terms and expire on a staggered basis. The Board shall seek to meet no less than 7 times per year on Sunday evenings to direct PBB with at least 5 voting members present should there be any topics on which to vote in order to constitute a quorum. Additional meetings will be scheduled as appropriate. Given the importance of engagement and attendance by Board members, 3 consecutive unexcused or 4 out of 8 absences may result in a request for resignation of a Board Member. The

Board will seek to have the following positions (some of which may be combined):

- President*
- Vice President*
- Treasurer*
- Tournament Director*
- Scheduling Coordinator*
- Coaching Coordinator*
- Tryout Coordinator*
- Website/SportsEngine Coordinator*
- Social Media/Communications Director*

The Board may also have the following positions (which may be or become voting positions):

- Assistant Tournament Director
- Concessions Coordinator
- Fundraising Director
- Player Development Coordinator
- Apparel/Equipment Coordinator
- Stillwater Area Basketball Liaison

**Positions noted above with an asterisk are voting positions. If a voting position is shared between two individuals, they will share one vote.*

All Board positions are volunteer and non-paid. If you are interested in participating on the PBB Board, please reach out to the presiding President to explain which roles may be of interest. Position descriptions are provided in the next section.

Budgeting

The Treasurer will work with the Board members to create a PBB budget. All expenses must be submitted to the Treasurer for review.

Dismissals

Any Board member, coach or PBB representative may be removed from the PBB Program for failing to carry out expected duties or conduct detrimental to PBB. In order for the removal process to commence, a written complaint against such person (the "Defendant") must be presented to the PBB Board. The complaint will be reviewed and investigated by the President, Vice President and Treasurer. If sufficient justification exists, a hearing before the full Board will be held with a majority vote among voting members required for the dismissal to occur. Notice of such meeting shall be provided to the Defendant and Board at least two (2) weeks prior to the hearing.

14. BOARD JOB DESCRIPTIONS

The position descriptions below provide current responsibilities for each Board position. However, all incumbent Board members are required to maintain detailed position descriptions/duties, written information and materials essential for use in transition of their position to the succeeding Board member. Additional Board members will be added in order to shadow current Board members to ensure smooth transition of responsibilities, if filling a Board position upon completion of his/her term.

President

- Supervises, manages and sets direction for the association
- Maintains Board governance and ensures PBB Administrative Procedures are being followed
- Recruits new Board Members
- Works with the Treasurer and Directors to discuss/approve a yearly budget
- Assists Directors with parent information meetings, as needed
- Serves as the liaison (or delegates) between PBB, the High School Coaches, Athletic Director,

Community Education, City, MYAS and other travel basketball associations

- *Time commitment: Monthly Board meetings in addition to any assistance to the Board members as needed*

Vice President

- Assists President in duties as needed
- Assists and participates in the interview process for the coaches applying for their respective program
- Responsible for acquiring background checks for Board members
- Compiles and distributes survey result themes to the Board
- Responsible for facilitating the scholarship process with an outside partner (eg. Youth Advantage)
- *Time commitment: Monthly Board meetings in addition to any assistance to the Board members as needed*

Treasurer

- Works to maintain accurate financial statements
- Processes and ensures payment of all basketball related bills
- Obtains and counts petty cash for tournament concessions and admissions
- Ensures collection of all fees
- Collects money for unfulfilled volunteer hours and uniform deposits (if applicable)
- Sets the budget for PBB
- Ensures payments for tournament fees
- *Time commitment: TBD*

Tournament Director

- Will oversee the Stillwater Boys Basketball Tournament
- Develops relationships with area Tournament Directors to create reciprocity for tournament schedule, if desired
- Markets tournament to other basketball associations to fill tournament with remainder of teams
- Coordinates with Board members to update tournament information on PBB website
- Coordinates all aspects of the tournament, including but not limited to concessions, parent volunteer scheduling, trophies, bracket creation, tournament program creation, team entries, officials, sponsorships and administration
- Communicates, coordinates with and secures training/medical staff, referee staff, gymnasium facilities, Tournery Machine (or comparable), MYAS, City of Stillwater, trophies/awards, food and city/gym licenses for tournament
- Communicates tournament details and logistics to parents, coaches, managers and visiting teams
- Provides overall leadership and issue management throughout the tournament weekend
- Coordinates tournament details with other board positions
- *Time commitment: TBD*

Scheduling Coordinator

- Manages the scheduling of facilities for all events, such as practice-times and Traveling Tournament/s
- Distributes allocated gym time evenly among teams, and coordinates with a representative with the girls traveling basketball program
- Prepares and distributes a schedule of assigned practice times for each grade level
- Manages and communicates the cancellation of facility use to avoid unnecessary charges
- Ensures facility use is managed within the budget
- *Time commitment: 4-5 hours per week during the season*

Coaching Coordinator

- Coordinates coach development opportunities
- Coordinates coaches meeting and all materials presented to assist head and assistant coaches
- Participates in the coach interview process
- Provides coaching tools for all coaches by grade level with extra emphasis on training new coaches
- Responsible for collecting coaches bags at the end of the season and stocking the bags for the following season with scorebooks, white boards, markers, pencils, first aid kits, etc.
- Coordinates coaches clinics
- *Time commitment: TBD*

Tryout Coordinator

- At the end of the traveling basketball season, work to secure a date/gym time for tryouts for the following season
- Coordinates with the Stillwater Area high school basketball coaching staff on all aspects of tryouts, including ensuring availability of third party evaluators for tryouts
- Coordinates all aspects of the 2-day tryouts and is present both days – check in players, distribute tryout jerseys, provide evaluators a list of tryout participants with respective tryout jersey numbers
- Facilitates parent questions regarding tryouts, takes note of players that will miss tryouts due to injury and other obligations
- *Time commitment: TBD, with a requirement to be present for the 2 full days of tryouts*

Website/SportsEngine Coordinator

- Works with Directors to maintain website to keep information current
- Blasts PBB-wide communications via email and coordinates with the Social Media Coordinator to ensure appropriate communication gets distributed via all forms of social media
- Creates and sends updates via email to team managers and coaches on pertinent information (e.g., hotels, parent meetings, player registration and state tournament registration)
- Oversees distribution of an 'End of Season' survey, subject to approval by the Board
- Creates and monitors registrations for tournaments and players
- Oversees and manages content added to website, including updating program news, calendar, events, tournament and team info as well as sponsor information
- Helps maintain PBB's Administrative Procedures
- Maintains current Board member contact information and keeps PBB website current
- Facilitates parent questions regarding SportsEngine (or comparable) use
 - *Time commitment: 2-3 hours a week for the whole year, occasionally more time especially during registration and tournaments*

Social Media Coordinator

- Works with Directors to create and facilitate an appropriate Social Media program that is consistent with the Mission and Vision of the association
- Coordinates with parents to promote the program via appropriate Social Media platforms in a manner consistent with the Mission and Vision of the association
- Maintains Facebook and Instagram pages for the association (and other Social Media platforms if/as appropriate)
- *Time commitment: 2-3 hours a week for the whole year, occasionally more time especially during registration and tournaments*

Assistant Tournament Director

- Assists Tournament Director in all duties as needed

- Coordinates volunteer positions for the tournament
- Creates all volunteer position descriptions
- Puts together bins for all tournament locations, which includes, money bins, sign-in sheets, position responsibilities, score sheets, etc.
- Reconciles all volunteer hours after tournament is complete
- *Time commitment: ~10 hours a week leading up to the tournament (February). Plus, an additional 2-3 hours after the tournament reconciling volunteer hours.*

Concessions Coordinator

- Work with the Tournament Director on specifics
- Orders food for all locations, including reordering throughout the weekend
- Contacts all volunteers to let them know their duties
- Collects and reorganizes everything at the end of the weekend
- *Time commitment: ~3 hours per week for three weeks prior to tournament; required to be available for both days on the tournament weekend*

Fundraising Director

- Leads all PBB's various fundraising efforts (securing venue, date, logistics, etc.)
- Conducts fundraising and sponsorship activities to support tournament and efforts
- Serves as primary liaison with local businesses and the Stillwater community to promote program and collect donations
- Creates and distributes all print materials needed for fundraising events
- Communicates at the parent meetings and set expectations for assistance needed
- *Time commitment: TBD*

Player Development Coordinator

- Coordinates player development opportunities
- Runs summer shot club program
- Sets up September player development sessions including booking gym time, finding instructors and communicating to parents through the Website Coordinator
- Seeks input from a variety of sources on skills development strategies
- Coordinates player clinics
- *Time commitment: TBD*

Apparel/Equipment Coordinator

- Contributes to the design and selection of logos, selection of apparel, layout of online web store and open/close dates for ordering
- Purchases, issues, and collects equipment, miscellaneous supplies, uniforms and tryout jerseys, as applicable
- Facilitates the distribution of uniforms and other gear
- Receives, sorts and distributes all logo wear
- Replaces, maintains, stores and inventories all relevant program equipment and uniforms (offsite storage)
- Ensures everyone understands how to properly use, care and return equipment and uniforms, if any are reusable
- Orders samples of any gear for the upcoming season that are received in time for tryouts
- Brings any appropriate apparel samples to tryouts
- Clears out unused/retired apparel by sale or giveaway at parent meetings or tryouts
- Works with the Board to stay within annual budget guidelines.
- Identifies an apparel supplier each year
- *Time commitment: TBD*

Stillwater Area Boys Basketball Liaison

- Maintains connection between high school teams and youth programs
- Works in conjunction with the Stillwater Area High School varsity boys basketball coach to conduct/coordinate youth camps/clinics/development opportunities, if/as appropriate
- *Time commitment: Minimal outside monthly Board meetings*

15. MISCELLANEOUS

- A. Blood Policy: A player or coach who is bleeding or who has an open wound shall be prohibited from participating in the game until appropriate treatment has been administered. If medical care or treatment cannot be administered in a reasonable amount of time, the individual will have to leave the game. (The length of time considered reasonable shall be in the referee's judgment.) Once the bleeding has been stopped, the player or coach may reenter the game. If there is a substantial amount of blood on the uniform, it must be changed before that individual may participate.
- B. Drug and Alcohol Policy: No alcohol or drugs are allowed on school property or city parks. PBB believes that all players/coaches participating in youth activities should refrain from the use of alcohol or any controlled substance.
- a. It shall be a violation of this policy for a player/coach while participating in an PBB youth activity to use or consume a beverage containing alcohol or, have in possession, buy, sell, or give away any controlled substance.
- b. Once a violation has been brought to the President's attention and a decision has been made, the player/coach will be informed of his/her ineligibility by a written letter from the President.
- i. First Violation: Upon notification by the Directors, the player/coach shall lose eligibility for the next two consecutive games or two weeks of a sport season in which the player/coach is participating, whichever is greater. No exception is permitted.
- ii. Second Violation: The player/coach shall lose eligibility for that season. No exception is permitted.
- iii. Accumulative Penalties: Penalties shall be accumulative beginning with and continuing throughout the player's/coach's participation in the organization.
- C. Tobacco Policy
- a. No tobacco is allowed on school property.
- b. PBB does not condone the use of tobacco by players under the legal tobacco age.
- c. It shall be a violation of this policy for a player participating in PBB to use tobacco.
- d. Once a violation has been brought to the President's attention, the player will be informed of his/her ineligibility.
- e. Ineligibilities will be the same as for the Drug and Alcohol Policy.
- D. Equipment Abuse
- a. Under no circumstances will the abuse of equipment and/or uniforms be tolerated. Referees and coaches are instructed that each instance of equipment and/or uniform abuse will result in that player sitting on the bench for the remainder of the game. At the referee or coach's discretion, one warning may be given.
- b. If the abuse of the equipment and/or uniforms results in any damage to the equipment and/or uniform, that player and his/her parents will be held responsible for reimbursing the current cost of replacement, if applicable. Players may be suspended from participation until reimbursement is made.