



POLICIES AND PROCEDURES

Purpose:

The Tigard Basketball Association is a non-profit youth basketball association. In order for the recreational division to function properly, there must be policies and procedures that govern the structure of the organization and the way it relates to its members, players, coaches and referees. This document is designed to outline those policies and procedures. It may be updated and/or changed at any time by the TBA Board of Directors.

Registration:

Each season, the Board will set the membership fee. This fee is to be charged to the members for each player they wish to register in the program. It is the intent of the purpose of the fee to be all-inclusive as to participation. That means there will be no other mandatory fees. Optional fees such as for pictures will be determined by the Board. Those fees for such items as team parties and coach's gifts, etc., will be determined by each team's parent pool. There is no cap on the number of fees charged per family, regardless of the number of players from a family. A financial assistance program is available for families, but a financial aid form must be filled out with the player registration.

All eligible students who register and pay the fee on time will be placed on a team, as long as there are enough coaches and is enough gym space available. Player registration can be completed on the online registration system or on a paper registration form. A walk-up registration date prior to tryouts, if needed, will be announced by the Board.

There will be a registration deadline each season as set by the Board. Paper registrations must be postmarked or received by the registrar on or before the registration deadline or they will be considered late. Online registrations must be entered into the online registration system on or before the registration deadline or they will be considered late. A late fee of \$20 will apply, or any other amount determined by a vote of the Board. TBA is under no obligation to allow players who registered late to play in the program.

Any player who withdraws from the program must submit a request for a refund in writing (which may include an e-mail request); however, any player who withdraws following the first week of practice will receive only a \$15 refund, since jersey and insurance fees will have already been contracted and paid for. Any player who withdraws after the first of their team's games have been played will not receive a refund. All players who register late will be placed on a waiting list, and will only be allowed to participate if space allows.

Unless the Board shall determine otherwise, walk-up registrants at tryouts will not be added to the tryout roster and will not be allowed to participate in tryouts. Prior to the draft, players on the waiting list will be added to the pool of available players until the maximum number of players is reached for their respective grade. Following the draft, players on the waiting list will only be added if there is a team(s) in their respective grade that has at least one less than the standard number of players. Players will be added in the order they signed up, except that if more than one team in a grade needs a player(s), the players shall be assigned to those teams at random in draft order. **Unless the Board shall determine otherwise, in no case may players be added to any team following the team's first game.** The Board may vote to make an exception to any of these registration policies.

Scholarships:

The purpose of the scholarship program is to offer financial assistance to low income families who otherwise could not afford to have their child(ren) participate without a waiver of all or part of the player(s) registration fee. Prior to the registration period, the Board shall determine by vote the amount of scholarship funds to be made available for the coming season and will appoint a Scholarship Coordinator. Criteria to be used in determining member eligibility for financial assistance should include the information on the financial assistance form (attached as Exhibit A) and availability of financial assistance funds. Financial assistance shall be granted on a first come, first served basis.

Any member who wishes to be considered for financial assistance must direct a written request (which may be sent by e-mail) to the Scholarship Coordinator indicating that they wish to be contacted regarding financial assistance. The Scholarship Coordinator will contact each member who has indicated in a written request to TBA that they wish to be contacted regarding financial assistance to explain the scholarship process and will provide a financial assistance form to be completed by the member. The member is required to make full payment of the player(s) registration fee, either via the online registration system or with a paper registration form, BEFORE they can be considered for financial assistance. If registration payment is made by check, cash or money order, the payment will be held and not deposited by TBA until a determination is made as to their assistance request.

After TBA has received the full player(s) registration payment and the Scholarship Coordinator has received a completed financial assistance form from the member, the Scholarship Coordinator shall make a determination, based on need and availability of financial assistance funds, of the amount of financial assistance that can be granted. The Scholarship Coordinator shall notify the member of the amount of financial assistance that can be granted.

When contacted, the member will have the option to either accept or not accept the scholarship. If the member accepts the scholarship, the Scholarship Coordinator will refund the appropriate amount of the player(s) registration fee already paid by the member and will deposit the appropriate amount, if any, of a payment being held. If the member does not accept the scholarship, the player(s) will be withdrawn from the program without penalty and the Scholarship Coordinator will, in the case of a paper registration form, return the paper registration form and the check, cash or money order payment to the member or, in the case of an online player registration, will refund and cancel the online player registration. The Board may vote to make an exception to any of these scholarship policies.

Affordability of Team Activities:

Recognizing the desire to personalize the team and participation experience of players and coaches, TBA intends to be as affordable an opportunity for students to play basketball as possible. It should be remembered that TBA grants numerous scholarships each year to students who could otherwise not afford to play at all. Therefore, all gifts for coaches, enhancements to jerseys (e.g., names printed on jerseys), and participation in tournaments should be viewed with their impact on cost to each player on the team. Nothing shall be added to the jerseys issued by TBA.

Grade level:

Each player will be placed in the grade level that the public school district considers that player to be in. This policy applies to public and private school students, home schooled students and students in mixed-grade classes.

Coach selection:

Coaches apply to coach for each season by filling out the coaching application on the registration form. The VP's for each division (boys and girls) reviews the applications and determines if there is an adequate number of coaches to fill the program. If not, it is the responsibility of the VP to recommend a plan of action to the Board. This plan may include reducing the number of teams by increasing the number of players per team, or a plan for recruiting more coaches. If there are more coaches than are needed, the VP shall determine

which coaches will not participate. The VP may also recommend to the Executive Committee of the Board not to approve any coach for that season due to behavior reasons regardless of the number of coaches available. Coaches must give permission to TBA to conduct a background check.

Tryouts:

Each season, all players who are registered by tryout night, except those designated as Parent Options, shall participate in tryouts. Parent Options are the children of a parent coach and will automatically be placed on their parent's team. There is a maximum of two Parent Options per team. Each grade level will have its own tryouts. Players will participate in a series of basic drills such as dribbling, shooting, passing and simulated play. The tryouts will be conducted by Board members or any other persons the Board so designates. Players will be assigned numbers to wear so they can be easily identified by coaches. Each coach shall receive a list of players with their designated numbers. If an eligible player does not show up for the tryout for any reason, that player may not be in the draft order on draft night. There are absolutely no exceptions to this policy.

Draft:

Each grade level will hold a draft to determine each team's roster. The "Coaches Mission Statement" shall be passed out and signed copies received back from every coach and assistant coach prior to the actual draft beginning for each grade and gender group. No special placement requests from parents will be allowed. Exception - if there are two players in the same TBA grade level residing in the same household, they may be picked as a tandem (unless otherwise requested by their parents), with the two players filling up the next two draft positions for that team. At the draft, the facilitator and coaches will first agree on the eligibility of the players on the draft list. Parent Options will be identified as well as players who were not at tryouts. When agreement is reached, the draft begins. The picking order is chosen at random, and team numbers are assigned in order. As soon as the order is chosen, the Parent Options are inserted into the draft grid in the second and third rounds. If a team has less than two Parent Options, those positions are left blank and are filled with draft choices. The coaches draft in order for the first round from top to bottom. At the end of the first round, any unfilled positions in the second round are filled from bottom to top. From that point on, the odd numbered rounds are filled from top to bottom, with even numbered rounds filled from bottom to top. This method continues until all eligible players are slotted. If there are positions left to be filled, the remaining players (those who were not at tryouts) are selected at random in the normal draft order until all slots are filled. Any remaining players who were not drafted go on the waiting list. Once a player is drafted, that player cannot be moved to another team. The Executive Committee of the Board shall resolve all disputes.

As each player is selected, that coach will receive that player's registration form from the facilitator. At the conclusion of the draft, each coach will then submit their completed roster forms to the facilitator after filling in the player information. The facilitator will also prepare a master grid of the draft. This grid will be the official record of those teams. Coaches should make every effort to contact their team members as soon as possible.

Playing time: Each player that participates in their team practices during a given week must play at least half the time of any games held that week. It is the responsibility of a player's parents to notify TBA if this policy is not being met.

Complaints about coaches/members/players or guests:

If TBA receives a complaint regarding the behavior of a coach, member, player or guest, including complaints about playing time, that complaint shall be routed to the VP for that division or other designated Board member. The VP or other designated Board member shall notify the

accused person that a complaint has been received and that an investigation will be conducted. The VP or other designated Board member shall conduct an investigation. This investigation may include any or all of the following:

- 1) assigning a Board member to observe that person at practice(s) and/or game(s),
- 2) interviewing the involved parties and/or witnesses,
- 3) interviewing the accused person,
- 4) contacting any Board member for assistance with the investigation, or
- 5) taking any other action that the investigating Board member feels is appropriate to complete the investigation.

The VP or other designated Board member will then provide an investigation report, which may include a recommended course of action, to the Executive Committee of the TBA Board for review.

The Executive Committee of the TBA Board will review the complaint as well as the investigation report and then decide what action, if any, to take. Such further action may include any number of the following:

- 1) a written warning,
- 2) requiring of a formal apology,
- 3) suspension of the person's eligibility to participate as a coach, spectator, player or otherwise for all TBA events,
- 4) removal of the person's eligibility to participate as a TBA coach or player, forever,
- 5) removal of the person's eligibility participation as a coach, spectator, player or otherwise from all TBA events, forever,
- 6) any other action agreed upon by the Executive Committee

The person shall be notified of what action has been taken and has the right to request a hearing. **There is no appeal process.** At the next TBA Board Meeting, the TBA Executive Committee shall report to the TBA Board what action, if any, was taken.

Ejections:

Any Board member or referee has the authority to eject any person (player, coach, spectator, or otherwise) from any practice or game at any time within the guidelines outlined in the TBA rules. Any person ejected from a game for unsportsmanlike conduct will be automatically suspended from the following scheduled game of that person's team.

Immediately following the ejection, the VP for that division or other designated Board member will contact the ejected person to notify them that their participation in the next scheduled game of that person's team has been automatically suspended. During the suspension, the suspended person may not participate in any capacity (coach, player, spectator, or otherwise) in any TBA game.

The VP or other designated Board member will conduct an investigation of the incident leading to the ejection which may include any or all of the following:

- 1) interviewing the ejected person,
- 2) interviewing available witnesses,
- 3) interviewing the referees of the game,
- 4) contacting any Board member for assistance with the investigation, or
- 5) taking any other action that the investigating Board member feels is appropriate to complete the investigation.

The VP or designated Board member will provide an investigation report, which may include a recommended course of action, to the Executive Committee of the TBA Board for review.

The Executive Committee of the TBA Board will review the investigation report and then decide what action, if any, to take. Such further action may include, but is not limited to, any number of the following:

- 1) suspension of the ejected person for additional games,
- 2) a written warning to the ejected person,
- 3) requiring of a formal apology by the ejected person,

- 4) suspension of the ejected person's participation as a coach, spectator, player or otherwise for all TBA events,
- 5) removal of the ejected person's eligibility to participate as a TBA coach or player, forever,
- 6) removal of the ejected person's eligibility participation as a coach, spectator, player or otherwise from all TBA events, forever,
- 7) any other action agreed upon by the Executive Committee

The Executive Committee will decide on a case-by-case basis whether any portion of a player registration fee will be refunded as a result of any player's suspension or removal. The ejected person shall be notified of what action has been taken and has the right to request a hearing. There is no appeal process. At the next TBA Board Meeting, the TBA Executive Committee shall report to the TBA Board what action, if any, was taken.

Complaints about referees:

The Referee Coordinator, with the knowledge of the Board, shall determine behavior and performance expectations for referees each season. If there is a complaint that any referee violated the expectations, the complaint shall be directed to the Referee Coordinator, who shall be authorized to take appropriate action. The referee may appeal any decision to the Executive Committee of the Board.

Game Cancellations Beyond TBA's Control:

While understanding the dislocation created for players, parents, coaches and officials when a game is cancelled, TBA will not reimburse anyone for expenses incurred or pay officials for games cancelled due to day-of-game weather, power failures, gym or school closures by school personnel, or acts of God.

Concussion Management: Each season, prior to commencement of team practices, the Board is responsible for (a) ensuring that coaches and referees receive annual training on concussion management; (b) updating, as necessary and appropriate, relevant guidelines and materials to inform and educate coaches, referees, parents, guardians and players about concussion management; and (c) ensuring that every player 12 years of age or older and at least one parent or legal guardian of every player acknowledge receipt of the concussion management guidelines and materials. Reports of compliance shall be referenced in the Board Minutes of the meeting at which these measures were reported. The applicable forms and consents for all coaches, referees, parents and players shall contain acknowledgements (similar to those noted below) that the respective parties have been informed of the symptoms and warning signs of concussions and the requisite procedures for handling players suspected of having sustained a concussion. It is acknowledged that no Board member, coach, referee, parent or player is required to diagnose that a concussion has/has not occurred.

A. On an annual basis, the Board shall identify appropriate concussion management training materials and make those materials available to coaches referees, parents and players. The training for coaches may be provided electronically, posted on TBA's website, and/or presented at the Coaches' Meeting. All coaches shall provide satisfactory evidence that they have viewed the materials, understand the symptoms and procedures and agree to comply with this policy.

The coach's acknowledgement shall include the following language:

(1) A coach may not allow a member of his/her team to participate in any athletic event or training on the same day that the member:

(a) Exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body; or

(b) Has been diagnosed with a concussion.

(2) A coach may allow a member of his/her team who is prohibited from participating in an athletic event or training, as described in paragraph (a) of this subsection, to participate in an athletic event or training no sooner than the day

after the member experienced a blow to the head or body and only after the member:

(a) No longer exhibits signs, symptoms or behaviors consistent with a concussion; and

(b) Receives a medical release form from a health care professional.

If a player exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, the coach shall forward a copy of the player's medical release form to that coach's VP. The form shall be kept in the coach's possession at the next game. The form forwarded to the VP shall be sent to the Secretary at the end of the season for keeping in TBA's official records. Medical release forms shall be retained by the Secretary in a secure location and kept confidential.

B. The Board shall direct the Referee Coordinator to ensure that referees receive training in recognizing the potential signs and symptoms of a concussion. The training may include those resources available to coaches on the TBA website and other resources available through the NFHS. The Referee's Consent shall include the following:

I (the referee) have reviewed the materials on concussion management and will not allow a member of a team to participate in any game during which the member exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body.

3. On an annual basis, the Board shall make concussion management training materials available to parents, guardians and players. Training materials may be provided electronically, posted on TBA's website, and/or distributed at tryouts. Parent and player consent forms shall include an acknowledgement that they have received and reviewed the guidelines and materials referenced in this policy. This (these) acknowledgment(s) shall include:

I, the parent or legal guardian of (name of player), acknowledge the receipt of the guidelines and materials about the symptoms and warning signs of a concussion and have reviewed those guidelines and materials.

Signed: _____

[The parent or legal guardian of the player]

and: _____

[Player, if the player is 12 years of age or older]