

Hayward Girl's Basketball Association Policies and By-Laws

Business Form and Purpose – The HGBA organizes and maintains itself as a nonprofit, tax exempt corporation authorized to collect fees, donations, operate Meets and arrange for other forms of income to maintain funds to be expended for the purposes of promoting competitive traveling basketball opportunities for the girls in the Hayward Community School District. Expenses may include Meet registration fees, coaching expenses, referee expenses, insurance, equipment, facilities use, supplies and any other business reasonable to the needs of the program.

Board – Board Members are nominated by the Board President and/or the Hayward Head Girl's Basketball Coach and appointed by the current HGBA Board and appointed by the current HGBA Board. The Board members are not paid.

Board Membership – The Board will be comprised of HGBA Head Coaches (5-8), HGBA President, Head Girl's Varsity Coach, 1 parent of the 8th grade, 1 parent of the 7th grade, 1 parent of the 6th grade and 1 parent of the 5th grade.

Term of Office – Board Members will serve until: 1. he/she resigns 2. he/she is removed by the board 3. their child no longer participates. The Board membership is flexible and duties may be allocated as appropriate to suit talents, interests, and needs for coordination of the program.

Removal from Office – A Board member may be removed by a 2/3 vote of the entire Board.

Coaching Selection:

1. The HGBA has the authority to hire non-parent coaches or to engage parent coaches. The HGBA will attempt to secure the services of individuals qualified by aptitude, temperament, experience, availability and enthusiasm to provide an effective coaching experience for the girls in the program.
2. The HGBA will request background checks on each of the coaches, including parent coaches. The HGBA will request these checks on the Coaching Application Form. Results will be conveyed to the President and/or Vice President.

3. The HGBA may arrange for a coaches clinic conducted by the Varsity Head Coach. In addition, the HGBA will encourage coaches to obtain skills in basic first aid, and will familiarize the coaches with the philosophy and policies of the HGBA.
4. Coaches will be hired through an application and interview process arranged by the HGBA President. Coaches will remain in their positions until they either resign or removed by the HGBA Board.
5. Coaches may be removed by a 2/3 vote of the Board.
6. The Association does not encourage coaches to coach the same group of girls for more than 2 years in a row. But, the best coach available will be chosen.

Player Discipline:

1. HGBA expects its athletes to follow the Athletic Code of the Hayward Community Schools.
2. Suspension from school or from athletic competitions can result in suspension from HGBA. The length of the suspension will depend on the severity of the violation.
3. Coaches have independent authority to address discipline issues, but the HGBA encourages positive instruction and encouragement for its players to the extent reasonably possible.

Playing Time:

1. It is not HGBA policy to guarantee equal playing time nor playing time in every game.
2. Coaches may exercise their discretion to manage playing time but will be encouraged to provide opportunities for every player on their team to develop skills and to enjoy the team. Attitude, attendance at practice, sportsmanship, cooperation of the player, and game situations may be considered by the coaches in determining playing time.

General Policies:

1. Practices are a critical part of the learning process and can often be more important than games for skill development. Practices are usually 1½ - 2 hours in length on two to three evenings per week, starting in October and going through March or early April.
2. A players or parent must notify the coach prior to practice or a tournament if they will not be able to participate. A phone call is preferred but email is acceptable. Please try to give the coaches notice well ahead time if possible.
3. Players who are unable to attend practices or games due to valid conflicts, and who give prior notice of these conflicts, shall not be penalized in playing time. Valid conflicts include injuries, required school events, religious

commitments and important family commitments.

4. The HGBA expects parents of players to determine if injuries prevent participation in a practice or game before arrival. If any girl is injured during a Meet, trainers may be present to provide first aid. The HGBA encourages its coaches to make reasonable efforts to recognize injuries and to avoid playing injured girls where there appears to be any chance of aggravating the injury.

5. The HGBA will endeavor to schedule each team to participate in approximately 5 to 8 Meets or tournaments per season. Meets are held on weekends at various locations throughout Northwestern Wisconsin. We do enter Meets (League and State Championships) that include an overnight stay in a location.

Parents:

1. Parents are welcome at, and encouraged to attend Board meetings.
2. Parents are welcome at, and encouraged to attend all games as spectators.
3. The HGBA encourages all parents to set good examples of sportsmanship for our athletes and all others.
4. Coaches are in charge of practices. We encourage all parents to respect the authority of the coaches. The coaches will do their best if given the chance to do so without interference.
5. Parents who are concerned about playing time or other coaching issues may raise their questions in an appropriate manner and place with the coaches, but they should never interfere with the coach during a practice or game. If issues are unresolved, any parent may raise their concerns with the President or other Board member.
6. Parents are required to work at least two shifts of about 4 hours per player during the Hayward Meet. This Meet is a major fund raiser for our program. Proceeds from this Meet enable us to cover the difference between our registration fees and our actual costs for each athlete, including scholarships.
7. Parents are encouraged to attend the year-end banquet to celebrate the team successes during the season.

Team Participation:

1. Players must attend a Hayward school.
2. The HGBA encourages its players to participate in extracurricular activities at school. Participation in the school basketball program is highly recommended. By not playing on the school team a players role on the HGBA team may be influenced negatively.
3. There may be 2 teams for the 5th and/or 6th grades (black and gold) if the interest, skills, and coaches are available. The team separation for the 5th

and/or 6th grade will be based on position strength, with the black team filled first with the top players by position. After the top players have been selected, efforts will be made to assure position strength coverage on the gold team.

4. The 7th and 8th grades will each have only have 1 team ideally composed of no more than 10 to 12 players for games or tournaments.

5. All players that come out for a team and follow the team rules can participate in practices to improve their skill level and understanding of the game. Only 10 to 12 players will participate in a tournament. If there are more than 10 to 12 on a team then a rotation of some players may take place for games or tournaments attempting to give every player an opportunity to participate in at least 1 tournament but there is no guarantee that every player will participate in a tournament. The coaches or selection committee will evaluate the players and determine who will go to the tournaments.

6. If needed, the Board may arrange for neutral evaluators consisting of individuals with experience and skills in recognizing basketball talent but without relationships with the players at the grade level being evaluated. The selection process may be adapted as appropriate each year.

Other Policies:

1. Players may be asked to provide report cards, birth certificates or any other evidence of eligibility as may be required by the HGBA.

2. Parents are required to provide information and authorizations regarding medicines, emergencies, injuries and medical conditions that would affect their participation and safety.

3. The HGBA has a goal of equal opportunity for all players, without inappropriate discrimination.

4. The HGBA has a policy of providing scholarships for the fees on a discretionary basis for those who have the need. These scholarships can cover up to one-half of the registration fees. The HGBA does not want the expenses of the organization to prevent players from participating, but every parent should understand that this is a non-profit organization run by volunteers and that the actual expenses in the form of Meet fees, uniforms, coaches and other necessary matters exceed the registration fees for the players.

5. The HGBA encourages parents, coaches and players to exercise good sportsmanship at all times and to remember that basketball is a game. Our goal is for the girls to have fun while they are learning to play at a competitive level.

6. Our intention is to promote enjoyable, fair and safe participation for girls who enjoy playing basketball.

7. The Board and parents are encouraged to provide comments and input on any goals, policies, procedures, expenditures and outcomes on an annual basis.

Duties and Responsibilities of Board Members:

President: The president will have the following responsibilities:

1. Provide leadership to guide the board actions using the HGBA Policies and By-Laws.
2. Plan 3-4 Board meetings per year.
3. Lead responsibility for retaining coaches.
4. Work with the Head Varsity Basketball Coach to achieve goals such as skill level work and offensive/defensive strategies and concepts.
5. Communicate with coaches and provide necessary information such as league, tournament and practice schedules.

Hayward Girl's Varsity Coach:

1. Provide instruction and philosophy of goals for grade levels.
2. Attend and Participate at Board meetings.
3. Work with the HGBA coaches to achieve goals such as skill level work and offensive/defensive strategies and concepts.
4. Organize scorers and timers for Host Tournaments.
5. Fill out Gym use forms and turn in to Athletic Director for practices and Host tournaments.

Other Board Member Responsibilities:

Fundraiser Organizer:

1. Organize the Shoot-a-thon or any other fundraising opportunity.
2. Recruit Shoot-a-thon grade level organizers.
3. Collect Fundraising monies and deposit monies to the bank.

Uniform Coordinator:

1. Assign and distribute uniforms to each player at the beginning of the season.
2. Collect all uniforms at the last tournament for each grade level. Wash the uniforms and inventory uniforms.
3. Order and replace uniforms as needed.

Supplies Manager:

1. Order equipment such as basketballs, athletic tape, pre-wrap, first aid items, etc...
2. Organize and supply ball bags and first aid kits.
3. Collect and store supplies at the end of the season.

Treasurer responsibilities:

1. Maintain checkbook
2. Prepare annual budget
3. Manage cash activities during HGBA Meet.

Concession Organizer:

1. Organize concessions for Home Meets.
2. Organize workers, food and drinks.
3. Organize set up and clean up for concessions.
4. Organize money and give to treasurer after Meet.