



Jefferson  
Girls Traveling Basketball  
Association (JGTBA)

Handbook of Policies

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

## **JGTBA Overview**

The purpose of JGTBA shall be to provide a program to improve the individual and team basketball skills of young women in grades 3 through 8 in the Bloomington Jefferson school attendance area or for those students who intend to open enroll to Bloomington Jefferson High School, to provide coaches with sound knowledge of the game of basketball and the ability to work productively with young women in teaching the game and to provide a high level of basketball competition.

### **JGTBA goals:**

- Offer competitive Traveling basketball programs.
- Host an annual Traveling basketball tournament open to community-based traveling teams.
- Work in partnership with the high school program to develop a Grade 3 through 12 program that supports Jefferson High School
- Provide off-season programs for additional player development.
- Learning basketball fundamentals
- Opportunity for supervised and organized competition
- Mentoring in good sportsmanship
- Organized use of practice & game facilities
- Community & school pride

**Note: The JGTBA executive board can make exceptions to any policy in this handbook.**

## **JGTBA Board of Directors**

The board of directors is elected during our annual meeting. Please refer to the website for a current list. Please contact the appropriate director based upon your request. Those that wish to be on the election ballot for future board positions must submit their request at least 7 days prior to the annual meeting.

## **Monthly Board Meetings**

Regular meetings of the Board are held monthly throughout the year. These meetings are typically held at the Jefferson Activity Center Team Room.

JGBTA board meetings are open to all JGTBA members. A JGTBA member is all parents/guardians of team players and head coaches.

## **Fall Registration**

The time and place of registration will be published on our website [www.jgtba.org](http://www.jgtba.org). Look for this information in mid-August. All participants must be registered on the official registration form provided by the JGTBA. These forms will be available during registration.

## **Fees**

The JGTBA is a nonprofit organization. All fees that are paid to participate in traveling basketball are used to support the program. Costs to have a traveling team include tournament registrations, gym fees for practice, equipment, insurance, and other miscellaneous expenses. These fees would be significantly more if we did not host our JGTBA Tournament and have parent coaches. It is required that each JGTBA parent volunteer at our hosted tournaments for each child they have participating in the tournament. If you choose not to work, an additional fee will be charged.

## **Player Eligibility**

- Participation in the JGTBA programs are open to all girls in grade 3 through grade 8 that are not playing on a high school (10-12 grade) basketball team.
- Girls participating in the Traveling Program must provide a copy of their birth certificate, proof of grade level and school attendance.
- Girls must reside within the currently defined enrollment area of Jefferson High School or must intend to attend Jefferson High School.
- Girls are eligible to play at their grade level in school.
- Girls may never play at a grade level lower than their grade in school.
- The JGTBA executive board can make exceptions for players to move up one grade level.
- 4<sup>th</sup> grade girls may try out and play on a 5<sup>th</sup> grade team.
- 2<sup>nd</sup> or 3<sup>rd</sup> grade girls may try out and play on the 3<sup>rd</sup> and 4<sup>th</sup> grade team.

## **Player Selection**

All girls registering to participate in the traveling program will be allowed to participate if they:

- Pay all applicable fees before the home tournament.
- Obey all rules of conduct.
- Participate in tryouts and are placed on a team.

## **Player Conduct**

- Players should conduct themselves properly at all games and practices.
- The use of profanity is prohibited. A player will receive one warning from the coach and the parents will be notified. Any additional warning whether in practice, during a pre-game, or game will result in suspension from play for the next one-half game, per warning. Additional warnings shall be reported to the parents and the JGTBA President for further action.
- The use of alcohol, tobacco or illegal drugs by any player or coach is strictly prohibited during any practice, game, or team event. If use is observed it should be reported to the Coach, parents and/or the JGTBA executive board. Based on the level of certainty, suspension may be required until the JGTBA executive board can meet for resolution.
- All coaches, parents and players must agree to and sign the JGTBA Code of Ethics.

## **Try out /Team Formation/ Playing Time**

### **Number of Teams**

There will be up to four teams per grade based on player talents, available gym space for practice and coaching resources.

### **Number of Players per Team**

The JGTBA goal is to have 8 - 10 players per team. JGTBA will limit team roster size to a maximum of 10 players and a minimum of 7 players.

### **Playing Time**

Playing time is important to all players at all levels of play. Coaches will be given latitude when determine playing time for their respective teams on a game by game basis. However, coaches are expected to manage their respective teams consistent with traveling basketball's purpose and guidelines. The guidelines are as follows:

Each player shall be played in each game (unless disciplinary reason or injuries dictate otherwise) with a minimum average playing time for each game of not less than 25%. Over a season, the JGTBA encourages a goal of nearly equal playing time for each player. Coaches may exercise their discretion to manage playing time but will be encouraged to provide opportunities for every player to develop skills and to enjoy the team. Attitude, attendance, sportsmanship, basketball skills and game situations may be considered by the coaches in determining playing time.

### **Player Evaluation**

- Tryouts will be used to measure each player's talent and skill level as well as the depth of the traveling talent pool.
- The JGTBA will hire evaluators, who are not biased to run the tryouts.
- The evaluators will look to provide some balance of post and point players on each team, which normally affects player placement on each level.
- The evaluators will rank the players. The top players by rank selected for that team A team. Coaches will allowed to pick two of the remaining players on each team. After an A team is formed the top ranked players will form the B team with the coach being allowed to pick 2 remaining players.
- If there are two teams with parent coaches at the same grade level, the player with the

highest ranking will make the highest team and their parent will coach that team. The second highest ranking players daughter is on the second team, and so on.

- Parents shall have no input to the evaluations and shall not be present during tryouts

- If part of the tryout is missed, the player will likely drop one level unless her partial attendance places her solidly near the top of that level. The JGTBA executive board can make exceptions for family emergencies, player illness or injury.

### **Short-Term Player Movement**

If a team has fewer than seven players for a tournament game, the team may add enough players to increase its roster to at least seven. Temporary players must be registered in the current year in a JGTBA program. (Refer to section 2, Eligibility)

### **Coach Selection**

The JGTBA strives to have the best qualified coaches for our teams. If competent parent coaches are available they will have priority. If no parent coaches are available the association can hire paid coaches. The cost of those coaches will be paid for by the members of that team. The coaches shall have the following characteristics:

- Good knowledge of basketball rules and fundamentals.
- Coaching experience and history
- Good communication skills.
- Have the ability to teach good basketball fundamentals and motivate players.
- Ability to provide time commitment
- Instill the spirit of teamwork and enjoyment of the game.
- The JGTBA will consider parent and non-parent applicants as coaches.
- The JGTBA will perform a background check of all coaches and assistant coaches prior to their assignment.
- Each team will have one head coach and that coach will have a portion of their player fees reduced. Assistant coaches will also be eligible for a similar reduction of fees.
- The JGTBA executive board will address inappropriate coach behavior.

## **Attendance and Suspension**

- Attendance at all practices and games is necessary for the development of the player and the success of the team.
- The head coach of each team will manage attendance and determine the appropriate consequences for poor attendance.
- The player is responsible for notifying their head coach prior to any absence.
- If a player is injured, attendance at practice is still expected. Individual circumstances can be assessed and changes made based on individual circumstances at the discretion of the head coach.

### **Unexcused absences**

- Failure, in a timely fashion, to advise the head coach of the absence.
- Failure to obtain, in advance, the approval of the head coach.

### **Suggested Consequences of Unexcused Absences**

- Missing practice - Player does not play in the next game, but must attend.
- Missing games - Player does not play in the next game but must attend.

'A coach may suspend any player who:

- Fails to attend practices or games without prior approval.
- Fails to respect the authority of the coaches, officials/referees and facility supervisors.
- Uses any form of tobacco, alcohol, or narcotics.
- Displays poor sportsmanship, either by word or deed.

All suspensions must be submitted in writing by the coach to a Board member within forty eight (48) hours and verbally inform the respective parents/legal guardians within twenty-four (24) hours of the violation.

## **School Suspension Policy**

The JGTBA policy for students subject to school suspension is for the parents and the JGTBA participant to be responsible for following the exact terms of the school suspension with regards to all JGTBA activities. Current school policy is 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 JGTBA practices or games during their suspension.



## **Restore the Roar Summer Camp**

The camp director will be Varsity Head Varsity Coach Andy Meinhardt. Jaguar Varsity players will be camp instructors. This is an opportunity to work directly with the Jaguar High School Coaching Staff and players.

Fundamental drills, skills, and X's and O's that are used at the varsity level will be introduced in the summer camp setting. There will also be a variety of skills games and contests and 3/3, 4/4 and 5/5 play. Fundamental and skill work will be taught in a large and small group settings and we will break the players up by age and skill level when we play our 3/3, 4/4, and 5/5 play.

## **Summer Camps and Training opportunities**

More information can be found on our website [www.jgtba.org](http://www.jgtba.org)

## **Drug, Alcohol & Tobacco Policy**

The JGTBA requires that all players and coaches participating in a JGTBA youth activity to refrain from the use of alcohol or any controlled substance during practices and games.

It shall be a violation of this policy for a player or coach to use, consume, have in possession, buy, sell or give away any alcoholic beverage or controlled substance.

When a violation has been reported to the JGTBA executive board and the board has made a decision, the player or coach will be informed of their ineligibility via a written letter from the JGTBA executive board.

### **First Violation**

Upon notification by the board, the player or coach shall lose eligibility for the next two consecutive games or two weeks of a sport season in which the player or coach is participating, whichever is greater. No exception is permitted.

### **Second Violation**

The player or coach shall lose eligibility in the JGTBA for that season. No exception is permitted. No refund.

### **Cumulative Penalties**

Penalties shall be accumulative beginning with and continuing throughout the players or coaches participation in the JGTBA.

## **Unsportsmanlike Conduct Policy**

The JGTBA reserves the right to dismiss at any time a player, coach or parent who by their conduct creates significant problems for the team, disrupts practices, disrupts games or creates a negative impression on the JGTBA program. This includes JGTBA board members.

### **First Violation:**

Upon notification by the JGTBA executive board, the player, coach or parent shall be suspended for one game.

### **Second Violation:**

The player or coach shall lose eligibility in the JGTBA for that sport season. No exception is permitted.

### **Cumulative Penalties:**

Penalties shall be cumulative beginning with and continuing throughout the players or coaches multiple year participation in the JGTBA.

## **Grievance Policy**

When a player, parent, or coach has a concern regarding policies, procedures, or behavior the following steps should be followed to resolve the issue:

- Address the concern directly with the individual.
- If the problem persists or is unresolved, it should be brought to the attention of the JGTBA President.
- The JGTBA President will meet with the involved parties to discuss the situation and find a solution.
- Other JGTBA board members may be involved to discuss the issue and make a decision. The decision of the JGTBA executive board will be final.

## **Uniforms**

All uniforms are owned by JGTBA and are provided to each player during the season. 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**

JGTBA hosts one basketball tournament each season. The funds that are raised go directly to the JGTBA program to pay for such items as; equipment, gym time, trophies, uniforms, etc.

All JGTBA traveling team parents are expected to help out by working a shift, for each child playing, at the tournaments hosted by the JGTBA in which your child participates.

## **Coaches Code of Ethics**

I hereby pledge to comply with the following JGTBA coaching code of ethics:

- I will place the emotional and physical well being of my players ahead of my personal desire to win.
- I will remember to treat each player as an individual.
- I will do my very best to provide a safe playing environment for my players.
- I promise to review and practice the necessary first aid principles needed to treat injuries to my players or find appropriate staff to do so.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead, by example, in demonstrating fair play and sportsmanship.
- I will ensure that I am knowledgeable in the rules of basketball, and that I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth coach, and that the game is for children and not adults.
- I will read and adhere to the Bylaws and Handbook of the JGTBA.
- I will clearly communicate the team goals and schedules to the players and parents.
- I will clearly communicate to players and parents the standards for playing time and to abide by the guidelines stated in the JGTBA Handbook.
- I will demand a drug, alcohol and tobacco-free sports environment for my team and agree to assist by refraining from their use at all games and practices.
- I will be the head coach for only one basketball team during the JGTBNMYAS winter season.
- I will refrain from the use of any drugs or alcohol during practices and games.

## **Parent's Code of Ethics**

I hereby pledge to comply with the following JGTBA Parent's Code of Ethics:

- I will conduct myself properly at all games and be responsible for my daughter's attendance at practices and games.
- If concerns arise regarding playing time or coaching style during a game, I will wait at least 24 hours after the end of the tournament before discussing it with the coach or JGTBA board member. (Refer to section 10, Grievance Policy)
- I will encourage good sportsmanship by demonstrating positive support of all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of the team ahead of any personal desire to win.

- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience by being a respectful fan and providing transportation.
- I understand that the JGTBA reserves the right to dismiss at any time a player who by the conduct of their parent significantly creates problems for the team or after verbal warning continues to disrupt practices or games.
- I will assign responsibility for my daughter to the coach if I am not present at games.

### **Player's Code of Ethics**

I hereby pledge to comply with the following JGTBA Player's Code of Ethics:

- I will make the commitment to attend all practices, games and team functions.
- I will listen to my coaches while at practices and at games.
- I will practice good sportsmanship by treating all players, coaches, parents and officials with respect.
- I will not use profanity. I understand that I will be warned for the first offense and, at the discretion of the coach, can be suspended from play for the remainder of the current practice, current game or for the following game.
- I will assist my parents in the task of arriving on time at games and practices.
- I understand that improvement requires practice and that I may practice independently in addition to scheduled practices.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I believe in myself and will play with confidence. I will not let the fear of failure hold me back or dwell on my mistakes.
- I will have fun!