

# ***Sultan Youth Basketball (SYB) “Local” Policies and Procedures***

***Written July 29<sup>th</sup>, 2013***

## **SYB MISSION STATEMENT**

**It is the mission of SYB:**

- **To work together with the communities of Sultan and Gold Bar, and the Sultan School District, to provide a nurturing environment for our youth to learn the fundamentals of basketball and life skills.**
- **To teach and learn new basketball skills, to improve previously learned basketball skills, and to have fun while doing this.**
- **To teach and learn the qualities of good sportsmanship, positive attitude, teamwork and good citizenship.**
- **To elevate the confidence of each player respective to their own abilities.**

**SYB is a non-profit community based basketball club staffed by volunteer community members. We are dedicated to providing an environment for children to develop as well-rounded citizens and athletes.**

## **1. ARTICLE 1: REGISTRATION/Camp**

- 1.1. Camp will happen during 4 consecutive Saturday Nights in September/October.
- 1.2. Player registration deadlines will be established annually by the board, prior to opening of basketball registration. If possible, we would like to offer an early bird discount for those who pre-register before the 1<sup>st</sup> night of camp.
- 1.3. Players can register via paper registration form or online at [www.sultansports.com](http://www.sultansports.com)
- 1.4. Registration includes participation in the fall camp and the winter league.
- 1.5. Boys and Girls from Pre-K through 6<sup>th</sup> grade are eligible to play at the local level.
- 1.6. Players will be evaluated during the course of camp and by the end of camp players will be placed at the appropriate tier.
- 1.7. Players are placed at a tier level based on skill level and not age.
- 1.8. Final Placement of players at the local level will be at the discretion of the Local Director. This includes Tier level placement as well as team placement.

## **2. Article 2: FINANCES**

- 2.1. All players shall pay a registration fee for Local Season participation. Registration fees shall include, but is not limited to:
  - 2.1.1. Reversible Jersey
  - 2.1.2. Insurance
  - 2.1.3. Administrative Costs
- 2.2. All requests for a reduction in the registration fee will be considered as a scholarship request.
  - 2.2.1. We will offer a 50% scholarship for those who are willing to participate in some way (Coaching, set-up, scorebook etc.)
- 2.3. Refunds will be given on a per case basis at the discretion of the Local Director.
- 2.4. The Club will provide basketballs for practice and games.
- 2.5. Other club accounts are allowable, such as for Club tournaments. Formation of these accounts requires approval by the Board. The Club's Treasurer must provide monthly accounting of all expenditures. Receipts for each expenditure must be submitted. The Treasurer will transfer funds into these accounts according to their budgeted requirements, and so long as the funds are properly accounted for. These accounts, when allowed, exist for the convenience of the Board. The Treasurer retains ultimate authority and responsibility to monitor the accounts.

- 2.6. Reimbursement for out-of-pocket expenses will require submittal of an expense voucher listing the item(s) and dollar amount(s). Receipt(s) must be attached to the voucher. Without a receipt, reimbursement may be delayed.
- 2.7. All expenses outside the approved annual budget that exceed \$50 must be approved by the Board.
- 2.8. All expenses that are below \$50 must have president approval and a minimum of 2 board members approval.
- 2.9. Expenses approved in the annual budget may be disallowed or curtailed due to cash flow restrictions or loss of income. The Board shall keep the Treasurer informed of planned purchases and expenditures.
- 2.10. The Treasurer will not disburse blank checks. Checks will be written based on quotation, vendor, or voucher amounts.
- 2.11. To comply with Internal Revenue Service rules (IRS), filing of Form 1099-MISC for individuals earning more than \$600 per year is required. If the Club pays any non-exempt individual more than \$600 in a calendar year, this income will be reported to the IRS. The payee will be required to provide a social security number and mailing address.

### **3. Article 3: COACHES AND TEAMS**

- 3.1. The Club will make available coaches manuals.
- 3.2. The Club will hold a yearly coaches clinic where coaches can get half of the registration fees waived if they attend. This is in addition to the other half being waived for coaching.
- 3.3. Players will be placed at a tier level following the conclusion of the fall camp. Placement will be based on evaluations by the coaching staff at camp.
- 3.4. 1 week following camp, we will hold the coaches clinic and have our draft night.
- 3.5. The draft will start with T3 and work its way down to Mini-Turks.
- 3.6. The amount of teams at each tier will be determined by the local director.
- 3.7. T2 & T3 teams will have a minimum of 6 players and a maximum of 10 players.
- 3.8. Mini-Turks & T2 will have a minimum of 4 players and a maximum of 6 players.
- 3.9. Each Team will have a head coach and may have 1 assistant coach. Those coaches' kids will be considered "protected" players for the purposes of drafting.
- 3.10. A Head coaches kid will be considered a 3<sup>rd</sup> round pick. An Assistant Coaches kid will be a 2<sup>nd</sup> round pick. A sibling would be considered a 4<sup>th</sup> round pick.
- 3.11. Tier 2 & Tier 3 teams will have 2 practices per week.

- 3.12. Tier 1 will have 1 practice per week.
- 3.13. Mini-Turks will only play on Saturdays. They will have a 30 minute practice followed by a 30-minute game.
- 3.14. Mini-Turks and T1 will share the SES gym with another team for practices.
- 3.15. T2 teams using SES will have the gym to themselves but will share when using SMS.
- 3.16. T3 teams using SMS will share the gym with another team for practices.
- 3.17. No team may practice outside of scheduled practice time unless okay has been given by the local director.
- 3.18. Coaches (or players under supervision of the coaches) may be responsible for sweeping the gym floor, putting up or taking down hoops, or setting up a scoreboard. Teams that have the first practice of the day are responsible to make sure that the gym is ready for practice time. The teams with the last practice of the day need to put away equipment and clean up the gym.
- 3.19. The Club will provide uniforms as part of registration. Players will keep their uniforms.
- 3.20. Coaches shall be responsible for all equipment provided to the teams by the Club. All equipment must be returned to the appropriate director within 30 days of the last game played. Any coach not turning in equipment in a timeline manner will be charged the cost of replacing the equipment.
- 3.21. Players are required to wear appropriate basketball shoes, as well as clothing appropriate for basketball games (t-shirts, shorts, socks). Street shoes are not to be worn on the gym floor. Shoes worn to the gym are considered street shoes.
- 3.22. All coaches are required to obtain Washington State Patrol background clearance through The Club.
- 3.23. **Coach Selection**
  - 3.23.1. **Personal Criteria**
    - 3.23.1.1. Must have an understanding of the specific age characteristics of the players being coached.
    - 3.23.1.2. Must have an ability to develop individual and team confidence.
    - 3.23.1.3. Must have an ability to maintain the confidence and trust of parents.
    - 3.23.1.4. Must have a cooperative attitude towards colleagues.
    - 3.23.1.5. Must have a willingness to commit the necessary time.
    - 3.23.1.6. Must be willing to abide by the policies and decisions of the Club.
    - 3.23.1.7. Inappropriate behavior of the coach, on or off the basketball court, at league activities or outside activities, will not be tolerated due to the fact that the coach is a role model position

for their players and parents and should set an example for everyone concerned that is above reproach.

### **3.23.2. Skill Criteria**

**3.23.2.1.** It is understood that at the local level coaches are often just beginning as youth basketball coaches and will have varying levels of experience either playing and/or coaching. A great attitude and a willingness to work with kids are the only required pre-requisite.

### **3.23.3. Application Procedure**

**3.23.3.1.** Coaches interested in coaching at the local level must let the local director know that they are interested.

## **3.24. Coaches Expectation and Evaluation**

**3.24.1.** All coaches are encouraged to develop leadership and playing skills through participation in workshops and seminars.

**3.24.2. Coaches will be expected to follow the guidelines for Practice Organization, Skills Progressions and Team Strategies (Motion Offense, etc) set forth in the SYB Coaches Binder.**

**3.24.3.** Assistant Coaches will be picked by the head coach, but all assistant coaches must be approved by the Traveling Director.

**3.24.4.** Local Coaches will be evaluated by the Local Director. There won't be a formal evaluation at this level but the Director will take informal observation and player/parent input into account when considering coaches for the following season.

**3.24.5.** Final Selection of coaches will be decided by the local director.

**3.24.6.** Coaching the previous year is not a guarantee that one will coach again the following year. The amount of players, coaches and teams have to be considered when deciding on coaches.

**3.24.7.** In the event that adverse information comes to the Board concerning a coach, the coach shall be advised of the kinds of complains and placed on probation. At the end of the season, the probation shall be removed or the coaching relationship discontinued. In extreme cases, the coaching relationship may be discontinued immediately if an investigation by the Board deems it necessary.

## **3.25. Player Selection**

### **3.25.1. Requirements**

**3.25.1.1.** Application to participate in Local Level basketball is open to all students in the appropriate grades living within the Sultan School District and surrounding communities.

### **3.25.2. Selection Process**

**3.25.2.1.** See Article #3: Coaches & Teams for selection process.

**3.26. Team**

**3.26.1.** Teams will have 4-10 players based on the Tier level one plays at.

**3.26.2.** There is a minimum playing time requirement for all payers. Mini-Turks, T1 & T2 must have a minimum of 2 quarters playing time. Tier 3 has a 1 quarter minimum playing time limit. These playing time limits can be waived at the discretion of the head coaches for kids who miss practice during the week w/o communication from players/parents.

**3.26.3.** Teams must consist of Club members in good standing.

**3.26.4.** All teams shall go by the name of Sultan Youth Basketball, using the Turk mascot.

**3.27. Organization (Club) Responsibilities**

**3.27.1.** The Club shall have the right to dissolve a team for any reason whatsoever.

**3.27.2.** The Club shall have full responsibility for the administration of Club policies established by the Club.

**3.27.3.** The Club shall oversee the organization, advertisement, and administration of skill demonstrations (tryouts).

**3.27.4.** The Club shall coordinate practice times.

**3.27.4.1.** Registration of teams and players.

**3.27.4.2.** Playing schedules including times and locations.