



NORTHFIELD GIRLS BASKETBALL ASSOCIATION

HANDBOOK 2025 - 2026

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1. Organization/Program Overview

The Northfield Girls Basketball Association (NGBA) has a goal to provide an opportunity for all girls in Northfield grades K-8 to learn and play basketball. We work to provide a fun, safe, positive and purposeful environment which focuses on sportsmanship and teamwork. We will work to provide more skilled players an opportunity to play against a higher level of competition.

The NGBA is governed by a volunteer Board of Directors. We are committed to growing each player and developing the future of the Girls Basketball program in Northfield.

We are committed to develop each and every player to the best of her ability and to prepare them to compete at the next level, if they choose. Most importantly, we want girls to enjoy basketball and have fun while advancing their skills and teamwork.

2. Board of Directors & Committees/Coordinators

2.1. Board of Directors: Roles & Responsibilities

2.1.1. President

The President is responsible for the overall function of the association.

2.1.2. Vice President

The Vice President helps support the overall welfare of the association and President.

2.1.3. Secretary

The secretary is responsible for documenting and reporting the information for the association such as agenda, meeting minutes, coordinate and maintain non-financial records of the board.

2.1.4. Treasurer

The treasurer is responsible for managing the finances and financial obligations of the association. Duties include things such as keeping accurate financial records, providing an account of all transactions and deposit/disburse funds as required.

2.1.5. In-House Director

The In-House Director is responsible for all In-House basketball teams. This includes organizing the structure of the program, assisting in recruiting volunteer coaches and communicating with In-House families.

2.1.6. Tournament Director

The tournament director is responsible for serving as site coordinator for the Annual Girls Northfield Shootout Tournament which includes the set-up and execution of the tournament managing communications with tournament contacts, MYAS, etc.

2.1.7. At Large Member/s:

The board may vote to add at large members who would have voting capability with the approval of a majority for a 2-year term.

2.2. Committees and Coordinators

2.2.1. Tournament Scheduling Coordinator

The Tournament Scheduling Coordinator is responsible for working with the board and coaches to schedule, register and communicate information for travel team tournaments.

2.2.2. Technology Coordinator

The Technology Coordinator is responsible for updating our website (sports engine) and coordinating player registration for travel & In-House programs.

2.2.3. Equipment Coordinator

The equipment coordinator is responsible for all uniform and apparel ordering, distribution, and organization as well as supply ordering, distribution, and organization.

2.2.4. Facilities Coordinator

The Facilities Coordinator is responsible for scheduling all practices for travel and in-house teams, open gyms, etc in coordination with the boys basketball association and communicating this schedule to coaches.

2.2.5. Concessions/Volunteer Coordinator

The Concession/Volunteer Coordinator will work alongside the Tournament Director and Treasurer and will be responsible for coordinating/communicating/managing volunteers for the annual tournament and ordering/purchasing/overseeing the concession stand at the tournament.

2.2.6. Fundraising Coordinator

The Fundraising Coordinator will work to solicit sponsorship donations and set up fundraising events. Duties will also include setting-up registration and coordination of all details of fundraising event/s.

2.3. Volunteering: **There are many volunteer opportunities, and we need volunteers to keep our program going.** Other than joining the board, a committee/coordinator role, or coaching, the primary way to fulfill the annual commitment of family volunteer hours is to work designated shifts at the Northfield Shootout Girls Basketball tournament which takes place each year in December. Families are required to volunteer a specific number of hours per player. Failure to complete the necessary volunteer work hours will result in loss of deposit check.

Anyone interested in becoming a member of the NGBA Board or committee/coordinator is encouraged to share their interest with a current board member.

3. Coaching

3.1. Selection of Coaches

NGBA board of directors will be responsible for the selection of coaches. Coaching candidates should express interest to the NGBA Board before tryouts or in the early fall prior to the season. This interest can also be included in player registration. All candidates must complete a yearly background check, agree to the Coaches Code of Conduct, and complete required safety courses (concussion, first aid training, and other required training). If there are more than two-three coaches who express interest, the NGBA Board will vote on coaching positions. The board has the right to vote for all

coaches who express interest. If the NGBA believes there are special circumstances that would make designating a non-parent coach a more positive experience, the board may look into and proceed with this option.

Each team will have one head coach. In addition, each team will have one or two assistant coaches. Coaches are expected to attend all games and practices. At the discretion of the head coach and NGBA Board, other adults, who have a current background check on file with the NGBA, may also assist from time to time when needed.

3.2. Coach roles & responsibilities

3.2.1. Travel Coaches

- Coaches must submit to a yearly background check and agree to the Coaches Code of Conduct.
- Coaches must undergo concussion and first aid training/certification and other required training every 2 years
- Coaches (or team manager) shall communicate practice times/location and tournament schedules.
- Coaches shall maintain contact information for player's guardians and information regarding uniforms and equipment
- Coaches shall act in accordance with the code of conduct in interactions with participants, officials, other coaches and players
- Coaches shall adhere to the guideline in each tournament's rules
- Coaches shall properly maintain all program provided equipment and return all equipment at the end of the season.

3.2.2. In-House Coaches

- Attend coaches meeting
- Coaches must submit to a yearly background check
- Coaches must undergo concussion and first aid training/certification and other required training every 2 years
- Coaches shall communicate practice times/location

3.3. Coach Training

Coaches are required to complete a yearly background check and safety training every two-three years (concussion, first aid, and other required training). Coaches are also required to participate in an informational meeting and coach's clinic with the respective varsity head coach. Other preseason and midseason coaching clinics may be offered, and attendance is required. In addition, coach resources can be made available to coaches.

3.4. Coaching Code of Conduct

see section 4.3

4. Code of Conduct: Parents, Players and Coaches

4.1. Players Code of Conduct

Each player will ensure that her playing conduct is respectful of the rules of the game, officials, coaches and fellow players. They will work to foster an inclusive team environment where all players are welcomed and valued. To satisfactorily meet these responsibilities, the player is expected to:

- a. Know the rules of the game and associated tournaments and abide by them.
- b. Respect the game officials and refrain from addressing them or commenting on their decisions during the play of the game with words or actions.
- c. Maintain control of his/her emotions, avoiding the use of abusive language or profanity, humiliating remarks, gestures of ill temper, and physical assault upon another player at any time.
- d. Respect the coaches and players of the opposing team and demonstrate appropriate gestures of sportsmanship at the end of game. Be humble and generous in victory and proud and courteous in defeat.
- e. Follow all building rules and regulations, respecting always the property of others.
- f. Promote team building, work to be inclusive of others and foster relationships as a team.
- g. Avoid derogatory comments made toward teammates, coaches or officials, in person or via social media. Lead by example through positive interactions with teammates both during basketball events, and, through all interactions off the court.
- h. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability but also on the sportsmanship, courtesy and manners of each individual player.
- i. Attend every practice and game that is reasonably possible and notify the coach in advance if the player is unable to attend.

4.2. Parent/Guardian Code of Conduct

Each parent/guardian and spectator will ensure that his/her conduct is that of a responsible adult who is positively encouraging all participants to the limit of her ability. To satisfactorily meet these responsibilities, each parent/guardian is expected to:

- a. Respect the rules of the game.
- b. Respect the game officials and refrain from questioning their decisions or from addressing them in a loud, disrespectful, or abusive manner.
- c. Cheer for their team in a positive, supportive manner.
- d. Place the emotional and physical wellbeing of the players ahead of any personal desire to win.

e. Maintain control of his/her emotions, avoid the use of abusive language, profanity, and gestures of ill temper, and refrain at all times from making hostile or negative remarks about the opposing team.

f. Follow all building rules and regulations, respecting always the property of others.

g. Leave school grounds in a timely fashion after the conclusion of a game, practice or event.

h. Demonstrate appropriate gestures of sportsmanship at the end of a game, win or lose. Do not interact in a negative fashion with fans, players or coaches of the opposing team or game officials.

i. Understand and respect coaches decision-making as related to practice and games. Avoid disparaging comments made toward coaches. At no time shall requests for favor or preference regarding particular players be made. Refrain from sideline coaching of your child and other players.

j. Responsible to support and promote the Code of Conduct with the children under your guardianship. Reinforce the principles and ensure that your children adhere to this code. It is expected that guardians will model strong, principled, leadership and take action to develop children and teams that display respectful sportsmanship and inclusive team environments.

k. Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on the sportsmanship, courtesy, and citizenship of its fans.

i. Respectfully engage to agree or disagree, as appropriate with the decisions made by the girls NBA Board, however, ultimately supporting the final decision.

4.3. Coaches Code of Conduct

The Head Coach will be provided with copies of the Code of Conduct prior to the start of the season. Each Head Coach is responsible to see that their assistant coaches, players, and spectators abide by the respective Code of Conduct. It is also the coach's responsibility to review the Codes of Conduct with their assistant coaches and players. Each coach will ensure that his/her conduct is that of a responsible adult fairly competing to the limit of his/her ability. To satisfactorily meet these responsibilities, the coach is expected to:

a. Know the rules and abide by them.

b. Instruct players in the rules and coach his/her team in such a way as to motivate each player to compete according to the rules at all times.

c. Place the emotional and physical well being of the players ahead of any personal desire to win.

d. Respect the game officials and refrain from questioning their decisions in a disrespectful or abusive manner.

- e. Foster a team environment and actively address player behaviors contrary to this goal.
- f. Ensure that all building rules and regulations are followed by the players and spectators.
- g. Ensure that players and fans of his/her team conduct themselves with sportsmanship and maturity at all times while in attendance at game sites and assist the game officials in maintaining control of spectators during the games.
- h. Respect the coaches and players of the opposing team both during the play of the game and at its conclusion, win or lose.
- i. Teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
- j. Maintain control of his/her emotions and avoid actions, language, and/or gestures that may be interpreted as hostile and humiliating.
- k. Instruct team support personnel in their responsibilities in accordance with established rules and procedures.
- i . Realize, accept, and practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manners. Seek to build the NBA Girls Basketball brand by modeling and promoting competitive sportsmanship.
- m. Respectfully engage to agree or disagree, as appropriate with the decisions made by the girls NBA Board, however, ultimately supporting the final decision.

5. Travel Teams

5.1. Commitment

- NGBA encourages multi-sport athletes. Basketball is a winter sport. The winter season is basketball season; therefore, if your child chooses to register and participate in the travel basketball program, the individual is committed to the team. The number of players on each team ideally is 8-9. This requires a commitment from players and parents as we need to have enough players and substitute players to compete in each of our tournaments.
- The travel basketball season typically starts in the middle of October and ends with the state tournament in the end of February/early March.
- Each team will typically practice two evenings per week. Practice times are based on gym availability and earlier times are given to younger teams.
- Attendance at practice and games/tournaments is important and EXPECTED. Excused absences will be granted; however it is expected that the coach is notified in advance. Unexcused absences and tardiness may result in a reduction of playing time.
- Players/ parents are expected to notify the coach directly (with as much advance notice as possible) if they are unable to attend a practice or a game/tournament. ● Most travel teams will participate in 8-10 tournaments during the season. This may be less for 3rd and 4th grade travel teams. Sometimes a coach may be able to secure a spot in an additional tournament. This may incur an additional cost to the players.
- The Player & Parent Code of conduct, volunteer/uniform check, and all necessary paperwork must be completed prior to participating in the first practice or following

practices/tournaments.

5.2. Tryouts

- The Board is responsible for preseason tryouts. Tryouts will be held when there are enough players to form two teams (generally at least 16) and/or if there are too many players for one team. In these cases, tryouts will determine the team rosters.
- The tryouts and formation of the teams are meant to place each player at a level where they can be most successful in building their skills and competing in games. ● When creating two teams for a particular grade level, this may result in two teams that compete at different levels of play (e.g. A and B or B and C, etc.)
- Player evaluations and team placement will be made with a combination of the Northfield High School Varsity Coaching Staff's assessment during active tryouts before the season begins, along with any assessments of a player's ability to compete and develop at their own level from the previous year (if applicable)
- Evaluators will base teams on a combination of the following (in no particular order): attitude, coachability, overall basketball skills, individual scoring, understanding of the game, competitive nature, sportsmanship, and team play.
- Parents are not allowed to watch the tryouts.
- It is strongly encouraged the players attend all sessions of tryouts. We realize there may be unavoidable conflicts; however, the player's assessment may be affected if they are not present for all tryout sessions.
- Once posted, all teams are final
- Board Member parents of players are excluded from discussions/decisions related to their own child

5.3. Team Selection

- Generally, NGBA will have at least one girl's team at each grade level for grades 4-7 (grades 3 & 8 depend each year on the number of interested participants as well as the need for players to move into the high school program)
- There are generally 8-10 players on a team.
- If there are enough players for more than one team, another team may be added and tryouts will be held to determine team placement.

5.4. Special Situations

5.4.1. Team selection - siblings

- If you have siblings of the same grade trying out, please note players will be placed on the team that best matches their individual skill level. This means they may be placed on two different teams.
- If a parent requests to have siblings of the same grade play on the same team, it will be on the player's team at the lower level (if applicable)

5.4.2. Playing above grade level

- Players may be considered to play at a higher grade level if they demonstrate skill, experience and capabilities which put them at the top of the grade level/s ahead ● Players may also be considered to play at a higher grade level if that grade is in need of additional players to complete a team. If this happens, the player will be placed on the team which best aligns with their skill level

5.4.3. Grade levels with (almost) enough for two teams

- In the case where there are slightly less players than would be comfortable for two teams, it may be looked at to see if the grade below has players to potentially move up to meet the numbers requirement.
- Having just one team with say 12 players makes it extremely difficult to properly coach and adds levels of complexity for playing time, practice, etc.
- The Board will consider with assistance of varsity coaching staff how to best structure teams for players to develop.

5.5. Playing time:

- At younger ages (grades 3-5), NGBA believes in an equal playing time philosophy. We recognize teams have a desire to win. Equal should be interpreted that all players will play roughly the same time, with an understanding that sometimes this is difficult for the coaches to execute.
- With increasing grade level (grades 6-8), all players will continue to receive equal and consistent opportunities to develop in practice. However, during games these teams will compete to win. Playing opportunities may not be equal as playing time will be determined on each player's ability to contribute during each game.
- At these older grade levels, tryouts will allow the evaluation of each player to establish initial roles within the team. Roles are not fixed. A player has the opportunity to expand their role through effort, improvement, and performance throughout the season.
- Playing time can be impacted by missing practices, as well as players' attitude, effort, and sportsmanship at all grade levels.
- At any grade level, in the final minutes of a close game, coaches may prioritize playing the players who provide the best chance at winning the game.
- No matter the placement, every player is an important part of our program, and we value the effort, attitude, and teamwork that each player brings. Together, we will build a strong season of learning, competing, and improving as a group.

5.6. Tournaments

- Travel teams in grades 4-8 will typically participate in 8-10 tournaments in the season and the state tournament.
- Tournaments will be posted on the NGBA website. However, most tournament schedules are not available until the Tuesday prior to the event. Coaches and/or team managers will assist in communication of specific tournament game days/times.

5.7. Uniforms:

- uniforms, a shooting shirt, and a practice jersey will be provided for each player at the beginning of the season (once teams have been formed). In order to keep costs down, it is important these be taken care of and returned in good condition at the end of the season.
- A volunteer/uniform check will be collected at the beginning of the season.
- These checks will be shredded at the end of the season, upon return of uniform in good condition (per Board discretion), practice jersey and completed volunteer hours. If

uniform & practice jerseys are not returned or are in bad condition, deposit check may be cashed.

6. In-House Program

We offer an in-house program for players from K-3+. This program will consist of a shorter season and typically two practices a week (one weeknight and Saturday morning). This program consists of practice and scrimmages for players. In the event there is enough interest for a 3rd grade travel team, the board will work together to schedule additional practices and tournaments. The Board/Coaching staff may encourage 4th grade players to another year of In-House based on player numbers and skill level.

7. Fees

7.1. Registration fees

- Registration fees will be collected upon registration
- Scholarships are available in coordination with the Community Action Center. Confidentiality is upheld. If funds are limited, they will be on a first register basis
- Registration will typically run from August 1st to September 1st
- Early registration is encouraged to assist the board in determining where tryouts may be necessary, uniform ordering, etc.
- Registration fees assist in covering the cost of the tournaments, gym fees, equipment, uniforms, memberships, program insurance, and other miscellaneous items. Proceeds from the Northfield Shootout Tournament and potentially other fundraisers help in keeping these costs down.

7.2. Other potential costs (added tournaments, potential entrance fee at some tournaments)

7.3. Refund policy - refunds will not be allowed after the first practice. If a refund is requested prior to the first practice, there may be a processing fee deducted.

8. Fundraisers/Volunteer Commitment

8.1. Northfield Shootout Girls Basketball Tournament

- NGBA hosts a tournament each year. Without this tournament, the cost of the program would be significantly higher. Each year, the number of volunteer hours per family will be determined
- The Northfield Shootout Girls Basketball Tournament typically takes place the second weekend in December at Carleton College

8.2. Sponsorships/Fundraising – Sponsorships and Fundraising will be assessed each year. In addition to sponsorships and fundraising for the NGBA, we may work in conjunction with the Northfield Girls High School Basketball program for a fundraiser to support the all Northfield Girls Basketball programs.

8.3. Volunteer Commitment:

- Each year we require a check as a “volunteer deposit” at the beginning of the season. This must be obtained prior to first practice. If the check is not received, your child will not be able to participate in practice or tournaments until received.

- Once volunteer hours are completed and uniforms/practice jerseys are returned in good condition and volunteer hours are completed, at the end of the season, this check will be shredded.
- If the uniform is damaged, you will be charged the cost of a replacement or check cashed.
- If volunteer hours are not completed, the check will be cashed.

9. Grievance Policy

If a player or parent has a major complaint or concern about the handling of a team or an individual player, they should:

- Adhere to the 24-48 hour rule, which recommends a player/parent wait at least 24-48 hours to allow for a “cooling off” period before approaching a coach or board member on the concern
- Choose a time and place convenient for all parties involved (not during a game, between games, at a tournament, or during practice). Approach the situation in an appropriate manner, with emotions under control, and keep the discussion polite and to the point. The discussion should take place away from other parents/players.
- If the problem between the player/parent and coach cannot be resolved, it should be brought to a board member. At this time, the board member approached will bring to the board to discuss how to proceed.

10. Privacy Policy

The NGBA is committed to maintaining your right to privacy for all of your personal and financial information. We understand the importance of keeping your information completely confidential and take it very seriously.

DISCLAIMER:

This handbook is intended to serve as an informational guideline. Any and all policies may be subject to change without notices and all final decisions regarding such changes will be at the prerogative of the Northfield Girls Basketball Association Board of Directors.

The NGBA reserves the right to dismiss a player, coach or parent who violates the above code of ethics, by their conduct, creates significant problems for the team or disrupts practices or games or creates a negative impression on the program. All violations will be determined by the board of directors