

Zimmerman Youth Basketball Association



Policies and Procedures

July 21, 2024

**Zimmerman Youth Basketball Association
ZYBA
Policies and Procedures**

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Zimmerman Youth Basketball Association (ZYBA) Policies and Procedures

Board of Director Policies and Procedures (Section 1)

1A. Mission Statement

Zimmerman Youth Basketball Association (ZYBA) Board of Directors will lead and facilitate a basketball program which serves the youth of the community by:

1. Coaching the fundamentals of basketball at each child's playing ability.
2. Encouraging competitive fun.
3. Teaching the value of good sportsmanship.
4. Emphasizing high character.
5. Developing and preparing our athletes to be Zimmerman's future high school players.
6. Encourage, aid and support the acquisition of facilities and equipment for playing the game of basketball.

1B. Organization

The Officers of the Corporation shall consist of a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by the Board of Directors, and such other officers as may be established and elected or appointed from time to time by the Board of Directors. Any number of offices or functions of those offices may be held or exercised by the same person, except the offices of (a) President and Vice President and (b) President and Secretary. All Officers shall be Directors. Each Officer shall hold office for a term as defined in Section 1F below, and until his or her successor is elected and qualified, provided that each Officer shall serve at the pleasure of the Board of Directors and may be removed with or without cause at any time by the Board of Directors.

1C. Board of Director Expectations

The ZYBA Board of Directors is made up of dedicated volunteers who desire to promote, develop, and manage basketball programs for the youth of the community. Any individual who wishes to join the Board of Directors shall submit an application (see Exhibit A) to the President, who shall then bring the application to the Board. Applicants shall be invited to attend a regular meeting of the Board of Directors and should be prepared to speak briefly regarding their qualifications, background, and motivation to become a Director of the Board. Applicants may be asked to attend a small interview with select officers of the Board. New Directors shall be selected by a majority affirmation of the Board of Directors in attendance at the meeting following the submission of the application. The President shall be authorized to postpone a vote

for a specific applicant by one additional regularly scheduled meeting of the Board of Directors, if he/she determines additional time is required to fully assess an applicant.

All Board Directors are expected to attend regularly scheduled Board of Directors meetings. Each Board Director is expected to carry out the responsibilities of the position they have agreed to fill. Each Board Director is expected to sign-up to assist in official Board sponsored activities such as Registration, Try-outs, Evaluations, 3-on-3, Hosted Tournaments, etc. These events require a significant amount of time and effort and Board participation is required.

All ZYBA communication, whether at Board meetings, via e-mail or on the phone should be treated as corporation business. Blunt and passionate debate is healthy and will lead to sound decisions. Directors need to know that their feedback, opinions and ideas will not be used against them and that they can feel at liberty to speak their mind without repercussions. The means, method and tone of official communication to the public will be determined by the Board and should not be assumed by any single Board Director.

1D. Board Meeting Attendance

Regular Board Meetings will be held monthly. The meetings will typically be held the third Sunday of each month.

Special Board Meetings may be called as needed. The time and date of these meetings, if they occur, will be communicated as far in advance as possible. As required in the Bylaws of the corporation, a minimum notice of ten (10) days will be provided.

In the event in-person attendance is not possible for some or all Board Members, the Board may authorize participation in a meeting by any telephonic or electronic means which allows all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

If a Director misses three (3) meetings in a row, or a total of four (4) in the year, the member may be terminated from office.

A Board Member who knows in advance that they will not meet the attendance requirement may seek approval from the Board for an exception to this rule. The exception will be granted by a majority vote.

In order for a terminated Director to be reinstated, the individual will need to re-apply to the Board and be voted back on the Board in the same manner as any new candidate for the Board of Directors.

1E. Executive Committee

The Executive Committee of the Board of Directors shall consist of the President, Vice President, Treasurer and Secretary.

The Executive Committee shall have the authority of the Board of Directors in the management of the business of this corporation in the interval between meetings of the Board of Directors, and the Executive Committee shall at all times be subject to the control and direction of the Board of Directors.

1F. Officer Terms

Officers shall be elected by the Board of Directors by a Majority Vote of the Current Board at its Annual April Meeting to serve for the following terms and until their respective successors are chosen and have qualified.

Officer Terms

Office	Term (Years)
President	2
Vice President	2
Treasurer	2
Secretary	2
1st - 4th Grade Director	2
5th-8th Grade Director	2
Tournament Director	2
Registration Coordinator	2
Apparel Coordinator	2
Equipment Manager	2
Website/Communications Director	2
Fundraising/Sponsorship	2
Concession/Volunteer Director	2
Coaching Director	2
Board Member(s)	2

1G. Officer Responsibilities

President

- Serves as overseer of all ZYBA activities and responsible for overall operation of the program.
- Oversees finances of the association.
- Sets up and conducts monthly board meetings.
- Committee assignments, as necessary, shall be made by this position.
- The President shall approve the basketball calendar as developed by the Secretary with the advice of the Board.
- Monitor insurance needs and maintain a relationship with the insurance broker. Shop for the best pricing annually.
- The President, in conjunction with the 1st-4th Grade and 5th-8th Grade Directors, shall investigate complaints and discipline concerns. This committee of three will form a

panel to hear the issues and report to the Board with any disciplinary recommendation. The Board as a whole will make all disciplinary decisions.

- Accepts and presents applications for all prospective Board of Directors.

Vice President

- The Vice President will assist the President with any duties.
- The Vice President will lead the Monthly Board Meeting if the President is absent.
- The Vice President will assist the Treasurer with Scholarship requests.
- The Vice President will take the lead in developing volunteers and recruiting new Board Directors.
- The Vice President will coordinate camps and clinics.

Treasurer

- Shall be responsible for funds coming in and going out of the association.
- All deposits, including tournament, registration, fundraising, and miscellaneous monies and keeping accurate records in Quickbooks and in hard copy.
- Track online NGIN deposits in Quickbooks and in hard copy.
- Paying all bills in a timely manner after the appropriate Board Director has approved the invoice and recording the payments in Quickbooks.
- Assists outside auditor/accountant of ZYBA in tax preparation every May.
- Retrieves the mail from the P.O. Box and sorts accordingly.
- File for 990 annually.
- File form 1099 if there are any coaches or other parties that are paid more than \$600 per calendar year.
- Keeps all past financial records and maintains current financial records. Financial records will be shredded after seven years.
- Maintain monthly bank statements and reconcile all accounts with copies going to the president. Complete general bank account maintenance.
- Produce financial reports upon request and have a current income statement or balance statement along with the current bank statement available for each meeting.
- Keep board regularly informed of key financial events and concerns.
- Develop an annual budget and compare the actual revenue and expenses incurred against the budget.
- Shall be custodian of the organization records.
- Overall financial responsibility for the organization.
- Will assist the Vice President with Scholarship requests.

Secretary

- Shall record the official minutes of all Board Meetings. If the Secretary is absent, the President shall appoint a suitable substitute.
- Responsible for getting meeting minutes approved by the board to post and then getting them to the webmaster within 2 weeks of board meeting.
- In Consultation with the President, the Secretary shall provide advance notice of all regular and special meeting of the Board.
- Keeps track of Director start dates and terms.
- Keeps the Board of Directors contact list up to date

- The Secretary shall develop and maintain the basketball calendar on behalf of ZYBA.
- Shall be responsible to run and communicate the results of Background Checks.

1st - 4th Grade and 5th - 8th Grade Directors:

- Shall be responsible for the organization and team selections required of the respective programs.
- These positions will recruit and present to the Board the coaches they have selected for teams.
- These positions shall promote coaching clinics with the High School Staff and work with the Coaching Director on other activities deemed necessary by the Board for their respective program.
- These positions will organize tryouts, as required, including a selection of independent evaluators to act as judges for the tryouts.
- These positions shall select an appropriate schedule of tournaments for each team, as applicable.
- These positions shall, if required, work with individual coaches to select appropriate tournaments for all grade levels.
- These positions, in conjunction with the President, shall investigate complaints and disciplinary concerns. If any disciplinary action is to be considered, this committee will form a panel to hear the issues and report back to the Board for further action if necessary.

Tournament Director

- Will organize the youth tournament.
- Recruit teams, set schedules.
- Confirm referees & permits.
- A committee as recruited and assigned by the Board of Directors in coordination of the Tournament Director shall be formed to aid the Concession/Volunteer Coordinator with concessions and multiple building site supervisors. The committee does not have to be a Director of the Board and shall not have voting rights.

Registration Coordinator

- Manages the program's online registration process.
- Ensures that rosters are maintained on the NGIN site
- Assigns administrative rights to the program volunteers (coaches) and teams.
- Ensures that try-out and evaluation dates are communicated to the community.
- Monitors each player's NGIN account and ensures fees are paid.
- Serves as primary contact person for registration issues.

Apparel Coordinator

- Shall be responsible for the process of fitting players and ordering uniforms.
- The apparel coordinator will order and distribute coaches shirts to directors.
- The apparel coordinator will organize apparel to sell i.e. Nike Lids.

Equipment Manager

- Shall be in charge of keeping an inventory of all the basketball equipment i.e. basketballs, bags, cones, clipboards, first aid kits, air pumps and pinnies.
- The equipment manager will order new equipment within the allocated budget set aside to replace used or missing equipment.
- The equipment manager will prepare all basketball bags for coaches before the start of the basketball season and collect all equipment at the end of the season.

Website/Communications Director

- Responsible for primary communications between coaches, parents and the ZYBA Board of Directors.
- Responsible for the maintenance of the ZYBA website.
- Communicate all Board information to parents and coaches.
- Maintain ZYBA's Facebook, Instagram and Twitter accounts. Complete website updates.

Fundraising/Sponsorship

- Develop sponsorship and fundraising plans.
- Write grant applications and sponsorship proposals.
- Make banners, get logos on the website for the sponsors, keep sponsors updated if needed and mail tax deductions.
- Submit regular updates to ZYBA.

Concession/Volunteer Director

Volunteer:

- Attend tryouts to collect volunteer checks.
- Record volunteer checks provided by parents.
- Setup and manage volunteer sign up system.
- Create attendance sheets and track each parent's volunteer hours for the season.
- Reconcile the end of season volunteer hours, cashing checks of those families who do not serve the required hours.

Concession:

- Estimate concession needs based upon history. Bring recommendation to the Board.
- Order all food, snacks, drinks and water for tournaments or other events requiring concessions.
- Pick up and transport concessions to the tournament location(s).
- Pick-up all supplies and equipment from ZYBA storage unit and set up for the event.
- Develop selling prices.
- Create price sheets and signs.
- Maintain stock of items during the tournament.
- Coordinate the clean-up and tear-down and return supplies and equipment to the storage unit.
- Recap the results of each concession event.

Coaching Director:

- Liaison between youth and High School Coaches. Regularly communicate with the High School Coaches and set expectations of player development.

- Provides detailed practice and coaching guidelines. Will include drills, offensive and defensive theories. Breakdown grade by grade progression.
- Will hold regular Coaching clinics. Get access to Coaching clinics and instructional tools. Set cadence to meet with Youth Coaches and the High School Coaching staff.
- Will check in on Coaches, practices and games.

Board Member

- The Board of Directors may permit “Board Members” without a Director position to attend regular meetings and participate in discussions concerning the business of the Board of Directors. The role and purpose of a “Board Member” without a Director position shall be to offer expertise and experience to the Board of Directors. Additionally they are expected to provide assistance at select Board sponsored activities. “Board Members” without a Director position are subject to the selection, term, removal and resignation policies of the Board of Directors. “Board Members” without a Director position shall be voted into their position, have voting rights, and shall be considered when determining a quorum. Said “Board Members” without a Director position shall be held to the attendance and expectation policies of the organization and shall be bound by all other Board governing principles and policies.

1H. At Large Directors

The Board of Directors may permit “At Large” Directors to attend regular meetings and participate in discussions concerning the business of the Board of Directors. The role and purpose of an “At Large” Director shall be to offer expertise and experience to the Board of Directors. Additionally they are expected to provide assistance at select Board sponsored activities. “At Large” Directors are subject to the selection, term, removal and resignation policies of the Board of Directors. “At Large” Directors shall have no voting rights, and shall not be considered when determining a quorum. Said “At Large” Directors shall NOT be held to the attendance and expectation policies of the organization, but shall be bound by all other Board governing principles and policies.

1I. Budget

A budget will be created and approved by the officers of the Board no later than the regular June Board Meeting. At this meeting the budget will be presented to the entire Board for comments and approval.

Final approval will be sought at the July meeting.

Reporting which compares actual spending to budget spending will be presented to the Board at the regularly scheduled Board of Directors Meeting.

1J. Expenditures

No single Board Director can authorize a purchase, or pledge the credit of the corporation, without proper Board approval. If a Board Director makes such a purchase or commits to such expenditure, this purchase will be that individual’s responsibility unless the Board votes to

approve the expenditure. If the board approves an expenditure with a dollar limit, no single Board Director can authorize a purchase over the approved limit without proper Board approval. Additionally, no item can be considered approved for purchase as a result of being in the approved budget. The budget is for planning purposes only and is not considered approval for purchases.

The Treasurer shall be authorized to approve all expenditures on behalf of ZYBA for amounts less than \$100.00. With authorization of a minimum of two Directors of the Executive Committee, single expenditures of up to \$500 can be made without formal Board approval. Additionally, with the authorization of a minimum of two Directors of the Executive Committee, a Board-approved expenditure can be increased by \$500 without formal Board approval. Such expenditures will be reported to the Board at the next regularly scheduled Board meeting.

The President and the Treasurer shall be established as authorized signors on the corporation bank accounts. Additionally, these two officers will be provided with a corporation debit card. The role of authorized signor, and holder of a corporation debit card, does not create an implicit right to make a purchase. Only purchases which fall within the criteria established in the first and second paragraphs of this policy shall be considered approved purchases. An authorized signor is only approved to sign checks and initiate debit card purchases for Board approved expenditures.

The Treasurer shall present a copy of the bank statement detailing all checks and debit card expenditures from the prior month, to the Board of Directors at the regularly scheduled Board of Directors Meeting.

1K. Board of Director Registration Fees

As recognition of the dedication and large number of hours each Director of the Board donates to ZYBA, the registration fee for one player of each Board of Director shall be reduced by the amount up-to a registration fee at the age level of their child. If a single Board of Director holds more than one office, that individual shall only be eligible for one Director's benefit. In order to qualify for a reduced registration fee, the Board of Director must have served on the Board for twelve (12) consecutive months. "At Large" Directors are not eligible to receive the discount unless they are an "active mentor," as defined by the current President. Such mentor is only eligible to receive said discount for one season.

Player Policies and Procedures **(Section 2)**

2A. Geographic Eligibility

Participants in the ZYBA basketball programs must be residents of the district within the Zimmerman Area Schools, or attend a Zimmerman Area School attendance area. Exceptions can be made if the youth basketball association in which the participant lives or attends school signs a “player waiver” as required by MYAS, and is approved by the ZYBA Board of Directors. ZYBA shall comply with the MYAS player waiver policy.

2B. Registration

Registration for all participants shall be completed and paid at www.ZYBA.us. No participant shall be permitted to practice or play on a ZYBA team until the appropriate fees have been paid. All registrants must be in good standing in order to participate in any ZYBA affiliated event. Good standing is defined as their family accounts being current on their dues owed to ZYBA past or present and that they are in compliance with all ZYBA rules and policies.

Any player fee or volunteer check returned to ZYBA as NSF will be required to pay promptly before practice or play on a ZYBA team will be permitted. All fees charged to ZYBA must also be paid in addition to the original fee. If checks are returned by a family as NSF on a recurring basis, an additional fee of up to \$25 per occurrence may be charged on top of the fee and NSF charge.

- Scholarships: If a family is experiencing a financial hardship, ZYBA will make efforts to provide a scholarship for any player(s) impacted. A request for a scholarship must be made in writing (see Exhibit F) and mailed to ZYBA, Attn: Vice President, PO Box 111, Zimmerman, MN 55398, or completed on-line at www.zyba.us. Scholarship requests must be made prior to close of registration each year. Scholarship requests will be prioritized and allocated based upon circumstances, need and scholarship availability. No player is guaranteed or owed a scholarship, but the Board of Directors will attempt to make the resources available to ensure that any child who desires to play basketball is granted that opportunity. No scholarships will be given for families that are not in good standing from prior years.

In return for a scholarship, the family of the player will be asked to donate additional (beyond the volunteer shift required by all participating families) volunteer time to partially offset the cost of the scholarship. The volunteer hours required for a scholarship are as follows:

Scholarship	\$ Amount	Volunteer Time Required
Full Scholarship	75% discount	8 hours of volunteer time (per scholarship).
Half Scholarship	50% discount	6 hours of volunteer time (per scholarship).

- Registration Refunds: All refund requests must be made in writing and mailed to ZYBA, PO Box 111, Zimmerman, MN 55398, or e-mailed to zybatreasurer@gmail.com. Refunds will be made as follows:

Refund Policy:

- A refund of 100% shall be returned if the request is made prior to the close of registration.
- Registrants NOT attending tryouts or Registrants attending tryouts but withdrawing before rosters are posted will receive a full refund of fees paid minus the administrative fees.
- NO refund of Fees for any Registrant leaving a team once Team Rosters are posted.
- Injury related refunds will be made on a case-by-case basis.
- There are NO exceptions to the Refund Policy.

2C. Player Standard of Behavior

During the ZYBA season, a player shall not use, possess, or consume a beverage regardless of quantity, containing alcohol, use or possess tobacco or vaping products; or use, consume, or have in possession, buy, sell, or give away, or be in the presence of others who are using or possessing any substance defined by law as an illegal drug. If a player is found to be in violation of said mandate, the player shall be suspended for the remainder of the current ZYBA season.

2D. Player Code of Conduct

ZYBA adopts the MYAS Player Code of Conduct. All players will be required to sign and abide by the code of conduct (see Exhibit B). It is as follows:

- 1) I will treat my parents, coaches, teammates, opponents, game officials and property of others with the same respect that I would like to be treated.
- 2) I will practice and play to the best of my ability.
- 3) I will be on time (as assigned by my coach) to team events.
- 4) I will recognize basketball as a team sport and will put the interest of the team over my own individual interest.
- 5) I will not criticize another teammate's play.
- 6) I will not criticize officials, coaches or opposing players.
- 7) I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, before, during or after a game or practice will not be tolerated.)
- 8) I will not attempt to deliberately injure another player(s).

- 9) I will wear my team uniform with pride and treat it with respect.
- 10) I will not berate the officials or "trash talk" to my opponent.
- 11) I will not use profanity.
- 12) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 13) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 14) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 15) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYBA events.
- 16) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 17) I will express my concerns through the proper channels in a dignified manner.
- 18) I will respect the volunteers that are assisting with the conduct of these events.
- 19) I will respect and adhere to the rules governing eligibility and competition.
- 20) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.

If a player does not abide by the Player Code of Conduct, the ZYBA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including expulsion from the program.

2E. MYAS/MSHL Sanctioned Games/Events

MYAS/MSHL rules, policies and guidelines will take precedent over ZYBA guidelines when teams are participating in MYAS or MSHL sanctioned games or events.

2F. Social Media

No player shall post or share statements or photos on Social Media regarding the ZYBA Board of Directors, coaches, referees, parents or other players that is, or could be perceived, as negative or derogatory. Should any such post be brought to the attention of the ZYBA Board of Directors, the offending player will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the ZYBA program and ban them from any ZYBA activity or event. If an offending player has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated player from the ZYBA program, and ban them from any ZYBA activity or event.

Coach Policies and Procedures **(Section 3)**

3A. Team Coach Selection

The appropriate Program Director shall be responsible to recruit and select qualified individuals for each head coaching position and present them to the Board. Candidates should be at least 21 years of age, although exceptions can be made for candidates who conduct themselves in a mature manner, exhibit strong leadership skills, and possess a solid understanding of the fundamentals of the game of basketball. All candidates must complete an on-line application on the ZYBA website. Coaches when selected are selected only for the current season and must reapply for the position each year.

Head coaches are responsible to select their assistant coach(es). One assistant coach shall be exempt from parent volunteer requirements. Assistant Coach selections must be given to the Director and then presented to the Board. ZYBA will provide the head coach and one assistant coach with a coaching shirt. If the head coach selects more than one assistant coach, the 2nd assistant shall be named as such, and will be required to meet the coach requirements below, but will be required to purchase a coach shirt if desired, as well as meet the parent volunteer requirements. A second Assistant OR a Team Manager (regular bookkeeper, communications person, team organizer, etc.) will be allowed to meet the family's volunteer requirement. The second Assistant OR Team Manager credit must be approved by the age group Director.

The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board. The coach has the right to appeal any decisions at a regularly scheduled Board Meeting.

3B. Coach Requirements

Prior to conducting the first ZYBA sponsored practice, each head coach and assistant coach must:

- Complete and pass the Trusted Coaches online training, education and screening program, which includes a nationwide criminal background check, first-aid training, concussion instruction and Positive Coaching Alliance Double-Goal Coach® character education course.
- Agree to abide by and sign the ZYBA Coaches Code of Conduct.

3C. Coaches' Responsibilities

A coach is responsible for the development and conduct of all players on his/her team. A coach's primary function is to teach skills and develop the players both socially and physically. Coaches are accountable to the ZYBA Board of Directors and will follow the guidelines listed below:

- Hold a parent/coach meeting prior to the first season game to explain the rules, goals, and objectives to the team.
- Clearly state the expectations of the players and parents for the season.

- Communicate regularly with individual players and parents.
- Be positive and use constructive criticism.
- Be enthusiastic and make basketball fun.
- Encourage team play and values over individual accomplishments.
- Expect team members to show up on time and ready to learn.
- Develop players to play a variety of positions within the player's physical and mental abilities.
- Use proper control at all times. This includes proper conduct with all referees and officials.
- Teach proper sportsmanship by requiring all players line up and shake hands after every game.
- Enforce all rules without prejudice toward any one player.
- Coaches will refrain from the use of alcoholic beverages, tobacco and vaping products prior to and during games and practice situations.
- Maintain team discipline. Matters of discipline should be discussed privately between the player and the coach (and parent if appropriate).
- Support ZYBA and the Board of Directors.
- Conduct yourself as a role model for the players and the parents.

3D. Filing Complaint Against a Coach

It is the desire of ZYBA to have conflicts and complaints regarding a coach handled and resolved directly between the parents (or legal guardian), player and the coach involved. Our volunteer coaches have a difficult responsibility and often his/her decisions, actions, coaching style, coaching methods, etc. will not make everyone happy. Parents should consider this fact before making a complaint against a coach. Unless the complaint is of a serious nature (see note below), the first step in resolving a complaint should be to have a direct discussion with the coach.

If the direct discussion with the coach regarding his/her behavior and/or coaching philosophy does not yield satisfactory results, and the parent or legal guardian wishes to elevate the complaint, they should then contact the appropriate Program Director. A 24-hour waiting period after an incident occurs is required before issuing a complaint to the Program Director. This 24-hour waiting period is a cooling down period so one does not act out in anger. The complaint against the coach will be reviewed by the Program Director. The Program Director will determine what action, if any, is to be taken. If the League Commissioner desires advice from other Board of Directors, such advice can be sought either formally or informally. The Program Director will communicate back to the parent what actions, if any, will be taken.

Should a parent or legal guardian be unsatisfied with the results or actions of the complaint issued to the Program Director, a "Formal Coach Complaint" form (see Exhibit E) can be submitted to the ZYBA President. A 24-hour waiting period after an incident occurs is required before filing a "Formal Coach Complaint". This 24-hour waiting period is a cooling down period so one does not act out in anger. The Board of Directors will take up the issue at its next regularly scheduled meeting. The coach will be immediately notified of the complaint filed. The Board of Directors will conduct an investigation into the complaint. Upon investigation, the

Board will make a final ruling. The actions, if any, to be taken will be communicated to both the coach and to the parent or legal guardian who filed the complaint. A parent will have no further recourse once the decision of the Board has been made.

A coach's recourse to any disciplinary action will be to notify the appropriate Program Director or the ZYBA President and request to appear before the Board at the next regularly scheduled meeting. Once the appeal is heard, a vote of the Board of Directors will be taken and the decision will be final. If the coach is suspended he/she will not be allowed to coach at games or practices until the appeal is heard. If the suspended coach is present at a game, practice or team activity he/she is not permitted to make contact with players or assistant coaches during the activity. He/she shall at no time provide direction or guidance regarding the team at any time during the suspension. Any attempt while on suspension to coach or direct team play or activities will result in permanent suspension and the individual will be banned from attending any official activity of ZYBA.

Please note: Complaints regarding a coach's behavior that are of a serious nature such as substance use, weapons, physical abuse, physical assault, sexual harassment or other grievous conduct should immediately be reported to the President of Zimmerman Youth Basketball Association or other Board of Director. The 24-hour wait period does not apply to such issues. An immediate investigation will be ordered. If upon investigation the incident warrants, the appropriate law enforcement agencies will be notified. Grievous issues will be treated seriously and will be handled in an expedient manner.

3E Non-Disparagement

Coaches are expected to refrain from action which is intended, or would reasonably be expected, to harm ZYBA or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the association. This includes disparagement through verbal, written and/or digital communication. The Board of Directors reserve the right to suspend or ban the offender from ZYBA sponsored activities. Such a decision shall be made by a majority vote of the Board of Directors.

3F. Coach Code of Conduct

ZYBA adopts the MYAS Coaches' Code of Conduct with slight modifications. All coaches will be required to sign and abide by the code of conduct (see Exhibit C). It is as follows:

- 1) I will treat my parents, coaches, teammates, opponents, game officials and property of others with the same respect that I would like to be treated.
- 2) I will practice and play to the best of my ability.
- 3) I will be on time (as assigned by my coach) to team events.
- 4) I will recognize basketball as a team sport and will put the interest of the team over my own individual interest.
- 5) I will not criticize another teammate's play.
- 6) I will not criticize officials, coaches or opposing players.

- 7) I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, before, during or after a game or practice will not be tolerated.)
- 8) I will not attempt to deliberately injure another player(s).
- 9) I will wear my team uniform with pride and treat it with respect.
- 10) I will not berate the officials or "trash talk" to my opponent.
- 11) I will not use profanity.
- 12) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 13) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 14) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 15) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYBA events.
- 16) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 17) I will express my concerns through the proper channels in a dignified manner.
- 18) I will respect the volunteers that are assisting with the conduct of these events.
- 19) I will respect and adhere to the rules governing eligibility and competition.
- 20) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.
- 21) I will assist the officials, tournament administrators and/or host representatives in keeping players, coaches, parents and fans under control, and in removing "out-of-control" individuals from the facility.

If a coach does not abide by the Coaches Code of Conduct, the ZYBA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including expulsion from the program.

3G. Coach Standard of Behavior

During the ZYBA season, a Coach shall not use, possess, or consume a beverage regardless of quantity, containing alcohol, use or possess tobacco or vaping products; or use, consume, or have in possession any substance defined by law as an illegal drug while at a ZYBA practice, game or event. If a Coach is found to be in violation of said mandate, the Coach shall be suspended for the remainder of the current ZYBA season.

Coaches are deemed to be representatives of ZYBA while on the property for practices, tournaments, games, ZYBA sponsored events, team dinners or outings, overnight stays for a ZYBA event and team gatherings.

- No person while acting as a representative of ZYBA will abuse alcohol to the point of intoxication.
- No person shall consume alcohol eight hours prior to coaching youth players.
- No person while acting as a representative of ZYBA will be in possession of, consume or use any controlled substance that is illegal for that person to be in possession of, consume or use.

3H. MYAS/MSHL Sanctioned Games/Events

MYAS/MSHL rules, policies and guidelines will take precedent over ZYBA guidelines when teams are participating in MYAS or MSHL sanctioned games or events.

Parent Policies and Procedures **(Section 4)**

4A. Parent Expectations

Being involved in Zimmerman Youth Basketball demands time and effort on the part of the parent. Parents, in no small measure, contribute to the success of the basketball program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

- Put the welfare of the team ahead of personal interest.
- Make sure your player knows that win or lose, you appreciate the effort made. Praise, don't criticize.
- Accept disappointment gracefully; don't pass it along to the player or team members.
- Learn to know the coach. Discuss your problems or the progress of your player with him/her at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
- Appreciate the fact that the coach has the responsibility of an entire team.
- Don't be a chronic complainer.
- Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
- Parents are responsible for providing or arranging transportation for their players.
- Parents are to support the ZYBA philosophy of encouraging players to enjoy basketball as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of basketball.
- Parents are expected to assist the team where needed.
- The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or is a witness to poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
- Parents whose conduct reflects negatively on Zimmerman Youth Basketball should be referred to the Program Director for discussion and appropriate consequences.

4B. Non-Disparagement

Parents are expected to refrain from action which is intended, or would reasonably be expected, to harm ZYBA or its reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the association. This includes disparagement through verbal, written and/or digital communication. The Board of Directors reserves the right to suspend or ban the offender from ZYBA sponsored activities. Furthermore, the Board of Directors reserves the right to remove the parent's child from a ZYBA team if deemed appropriate by ZYBA Board of Directors. Such a decision shall be made by a majority vote of the Board of Directors.

4C. Social Media

Parents, guardians or associated individual(s) shall not post or share statements or photos on Social Media regarding the ZYBA Board of Directors, coaches, referees, parents or players that

is, or could be perceived, as negative or derogatory. Should any such post be brought to the attention of the ZYBA Board of Directors, the offending party will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the ZYBA program, and ban the offending individual(s) from any ZYBA activity or event. If an offending individual has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated player from the ZYBA program, and ban the offending individual(s) from any ZYBA activity or event.

4D. Parents' Code of Conduct

ZYBA has adopted the MYAS Parent's Code of Conduct. Each parent will be expected to sign and abide by the code of conduct (see Exhibit D). The code of conduct is as follows:

- 1) I will enforce and support the Code of Conduct for players.
- 2) I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
- 3) I will refrain from publicly ridiculing or verbally abusing any coach or official.
- 4) I will set a positive example and encourage good sportsmanship at all games.
- 5) I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
- 6) I will insist that my child play in a safe and healthy environment.
- 7) I will help her/him be on time for team events.
- 8) I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
- 9) I will do my very best to make youth sports fun for my child.
- 10) I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.
- 11) I will read the ZYBA Policies and do everything in my power to assist the ZYBA organization to implement and enforce them.
- 12) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 13) I will place the emotional and physical well-being of the athletes ahead of my personal desire to win.
- 14) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYBA events.
- 15) I will remember that the game is for the kids - not the adults.
- 16) I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
- 17) I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
- 18) I will not berate the officials.
- 19) I will not undermine the coaches' instructions or directions.
- 20) I will not use profanity.
- 21) I will communicate my concerns through the proper channels in a dignified manner.
- 22) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.

If a parent/guardian does not abide by the Parents' Code of Conduct, the ZYBA Board of Directors reserves the right and shall determine the appropriate course of action based upon the nature and severity of the offense. Failure to abide by the Code of Conduct may result in disciplinary action up to and including a player's expulsion from the program.

4E. Inappropriate Conduct

Anyone who feels that a parent is acting in a manner contrary to the Parent's Code of Conduct should report such conduct to the Team Coach or the Program Director. The Coach and/or Director will determine if action needs to be taken.

The Team Coach or Program Director may require a parent who fails to abide by the code of conduct to leave the game or practice. The parent will not be permitted to attend the next game or practice. If a second infraction occurs, the parent will be banned from all ZYBA sponsored events for the remainder of the season.

If the parent wishes to contest the decision of the Team Coach or Program Director, the parent must meet with the ZYBA Board of Directors. The Board will consider the circumstances and make a final determination if the parent's suspension stands for the remainder of the season. The parent may not be present at any practices or games until the Board of Directors has made a final decision on the suspension.

No form of violence, abusive language or intimidation will be tolerated. Any physical violence will result in immediate suspension. Reinstatement can only be made by the Board of Directors.

4F. MYAS/MSHL Sanctioned Games/Events

MYAS/MSHL rules, policies and guidelines will take precedent over ZYBA guidelines when teams are participating in MYAS or MSHL sanctioned games or events.

4G. Volunteer Time

The success of ZYBA is the volunteer efforts of parents, coaches, players and Board of Directors. Each family with a child participating on a ZYBA 3rd-8th Grade team shall be required to volunteer a minimum of four hours (8 hours per family) during the season. A separate volunteer check in the amount determined by the Board of Directors must be submitted prior to try-outs and/or evaluations. This check will not be cashed if the minimum volunteer requirements are met. The primary volunteer needs will be working concessions at Zimmerman High School Basketball Games and the Zimmerman Tournament(s). Any alternative volunteer fulfillment opportunities must be cleared and approved by the Volunteer Coordinator. The volunteer check will be shredded at the end of the season if the minimum volunteer requirements are met. If the minimum volunteer hours are not met, the check will be cashed and charged as a volunteer fee. Note: The Head Coach and one team Assistant Coach of each team will automatically meet the family's volunteer requirement. A second Assistant OR a Team Manager (regular bookkeeper, communications person, team organizer, etc.) will be allowed to meet the family's volunteer requirement. The second Assistant OR Team Manager credit must be approved by the age group Director.

4H. Non-Parent Attendee Expectations

The ZYBA Board reserves the right to censure any attendee of a ZYBA sponsored event, and as determined solely by the Board of Directors, may demand that any attendee who is exhibiting inappropriate behavior, immediately leave said event. The Board of Directors may temporarily, or permanently, suspend the attendee from future events, depending upon the severity of the inappropriate behavior. The attendee has the right to appeal any decisions at a regularly scheduled Board Meeting. The decision of the Board is deemed final.

1st-2nd Grade Program **(Section 5)**

5A. Summary

The 1st-2nd Grade programs strive to create a positive, fun environment for players to develop basketball skills, promote teamwork and instill in them the principles of sportsmanship, honesty, loyalty, courage and respect.

Girls 1st-2nd Grade (September - October); Boys 1st-2nd Grade (January - February)

5B. Evaluations/Team Selection

The number of teams is dictated by the numbers of players who register for each grade level. Team selections for 1st and 2nd grades will be made by the age group Director or after an evaluation day in order to split teams as equally as possible.

5C. Uniform

- All teams must wear ZYBA chosen uniforms.
- The cost of uniforms is included in the registration fee.
- No alterations will be allowed to the standard ZYBA Uniform.
- Teams playing with a non-standard ZYBA uniform will forfeit ZYBA sponsorship, and will not be permitted to play games as a sanctioned ZYBA team.
- Teams are permitted to select their own warm-ups, but require approval by the Program Director prior to purchasing and wearing the warm-ups in a ZYBA sponsored event.

5D. Practice

The quantity of practice times is controlled and mandated by Area 728 Community Education. Grades 1 and 2 are allotted 1 hour of practice each week during the season. **2024-2025 Season update: ISD 728 has decided to implement a new permitting system. They indicate the practice allotments will be similar to previous years. ZYBA will work to keep within the allotments listed above, however, depending how the new system works, deviations could occur.*

The Area 728 district schedule will conflict with practice times on occasion. Limited make-up practice time is available and requires the head coach to work with the ZYBA gym coordinator to attempt to select an alternative practice date. ZYBA cannot guarantee that all practice conflicts will be replaced with a make-up date.

No practices on school premises are permitted during the Winter Break, or other dates in which the schools are closed due to holidays, inclement weather, school conferences, etc.

Practices are typically held on weeknights, with times and locations subject to gym space availability. Parents shall be responsible for transporting their child to/from all practices and for dropping off and picking up on time.

5E. Games

This is an introductory program. At this level coaches work with the players on fundamental skills, playing 3v3 and up to fun 5v5 game play. Play is at 8 foot baskets. If registrations allow a minimum of three teams, games will take place in Zimmerman on Friday nights. Participation in skills day at the end of the season.

3rd-4th Grade Program **(Section 6)**

6A. Summary

The 3rd-4th Grade program strives to create a positive, fun environment for players to develop basketball skills, promote teamwork and instill in them the principles of sportsmanship, honesty, loyalty, courage and respect.

3rd-4th Grade (Late October - February)

6B. Partnerships

3rd and 4th grade levels will be playing with Becker and other surrounding communities in the Becker Fieldhouse. Becker will make the game schedules and games are primarily on Saturdays. 3rd and 4th grade levels will be participating in the Zimmerman Youth Basketball Association Tournament as well as the Zimmerman Boys High School Tournament. 4th grade levels will participate in the Grade State Tournament.

6C. Evaluations/Team Selection

The number of teams is dictated by the numbers of players who register for each grade level. The 3rd and 4th grade level teams are formed by conducting a tryout. The tryout is a short session with players at similar grade levels participating in a series of practice drills and scrimmages. Once evaluations are completed the coaches will gather and draft their teams based on the evaluations.

6D. Uniform

- All teams must wear ZYBA chosen uniforms.
- No alterations will be allowed to the standard ZYBA Uniform.
- The cost of uniforms is an additional fee and is not included in the registration fee. Uniforms will not be distributed until payment has been received and cleared. Participation in games will not be allowed until the uniform payment has been received and cleared.
- Each player must furnish their own shoes, socks, and other equipment.
- Teams playing with a non-standard ZYBA uniform will forfeit ZYBA sponsorship, and will not be permitted to play games as a sanctioned ZYBA team.
- Teams are permitted to select their own warm-ups, but require approval by the Director prior to purchasing and wearing the warm-ups in a ZYBA sponsored event.

6E. Practice

The quantity of practice times is controlled and mandated by Area 728 Community Education. Grade 3 is allotted 1 hour of practice each week during the season, grade 4 is allotted 2 hours of practice each week during the season. **2024-2025 Season update: ISD 728 has decided to*

implement a new permitting system. They indicate the practice allotments will be similar to previous years. ZYBA will work to keep within the allotments listed above, however, depending how the new system works, deviations could occur.

The Area 728 district schedule will conflict with practice times on occasion. Limited make-up practice time is available and requires the head coach to work with the ZYBA gym coordinator to attempt to select an alternative practice date. ZYBA cannot guarantee that all practice conflicts will be replaced with a make-up date.

No practices on school premises are permitted during the Winter Break, or other dates in which the schools are closed due to holidays, inclement weather, school conferences, etc.

Practices are typically held on weeknights, with times and locations subject to gym space availability. Parents shall be responsible for transporting their child to/from all practices and for dropping off and picking up on time.

6F. Games

This is a transition year as coaches begin teaching the players the rules of the games. At this level coaches not only continue to help develop skills, but game play training is involved as well. Games are structured to allow equal playing time and provide structured breaks for coaches to move players in and out of the game. Play is at 10 foot baskets. 27.5” balls will be used. Games will take place on scheduled Saturdays, playing with Becker and other surrounding communities in the Becker Fieldhouse.

Although every player is guaranteed playing time, this does not mean equal playing time in every game. Issues such as missed practices, bad attitude, not following the coaches’ instructions, etc. affect this coaching decision. Playing time is the decision of the coach, but the only acceptable reason for a player not playing in a game is injury or disciplinary action. The intent is for every 3rd-4th Grade player to play an average of ten (10) minutes per game over the course of the season. At this level it is imperative that playing time is given for growth and player development.

5th-6th-7th-8th Grade Program **(Section 8)**

8A. Summary

The 5th-6th-7th-8th Grade Basketball program strives to create a positive, fun environment for players to develop basketball skills, promote teamwork and instill in them the principles of sportsmanship, honesty, loyalty, courage and respect.

5th-6th-7th-8th Grade (Late October - Mid March)

8B. Partnerships

5th grade tournament teams will be playing in:

- Zimmerman Youth Basketball Association Tournament
- Grade State Tournament
- Five Additional Tournaments

6th, 7th and 8th grade tournament teams will be playing in:

- Zimmerman Youth Basketball Association Tournament
- Grade State Tournament
- Six Additional Tournaments

8C. Evaluations/Team Selection

The number of teams is dictated by the numbers of players who register for each grade level. The 5th, 6th, 7th and 8th grade levels teams are formed by conducting a Tryout. When a sufficient number of interested and talented players try-out, teams will be tiered to form a “Team-1” and “Team-2”. The number of teams formed at each grade-level shall be determined at the discretion of the 5th-8th Grade Director and Coaching Director in conjunction with the evaluators.

- The team skill and competition level in tournaments will be decided by the 5th-8th Grade Director, Coaching Director and Coaches involved at each grade level.
- Even though there may be multiple teams at a grade level, it does not mean the teams will be formed by tier. Teams could be made into equal-based teams based upon the discretion of the 5th-8th Grade Director and Coaching Director in conjunction with the evaluators.
- Participants cannot play on more than one ZYBA team simultaneously.

8D. Uniform

- All teams must wear ZYBA chosen uniforms.
- No alterations will be allowed to the standard ZYBA Uniform.
- The cost of uniforms is an additional fee and is not included in the registration fee. Uniforms will not be distributed until payment has been received and cleared. Participation in games will not be allowed until the uniform payment has been received and cleared.
- Each player must furnish their own shoes, socks, and other equipment.
- Teams playing with a non-standard ZYBA uniform will forfeit ZYBA sponsorship, and will not be permitted to play games as a sanctioned ZYBA team.
- Teams are permitted to select their own warm-ups, but require approval by the Director prior to purchasing and wearing the warm-ups in a ZYBA sponsored event.

8E. Practice

The quantity of practice times is controlled and mandated by Area 728 Community Education. Grades 5, 6, 7 and 8 are allotted 3 hours of practice each week during the season. **2024-2025 Season update: ISD 728 has decided to implement a new permitting system. They indicate the practice allotments will be similar to previous years. ZYBA will work to keep within the allotments listed above, however, depending how the new system works, deviations could occur.*

The Area 728 district schedule will conflict with practice times on occasion. Limited make-up practice time is available and requires the head coach to work with the ZYBA gym coordinator to attempt to select an alternative practice date. ZYBA cannot guarantee that all practice conflicts will be replaced with a make-up date.

No practices on school premises are permitted during the Winter Break, or other dates in which the schools are closed due to holidays, inclement weather, school conferences, etc.

Practices are typically held on weeknights, with times and locations subject to gym space availability. Parents shall be responsible for transporting their child to/from all practices and for dropping off and picking up on time.

Note: the 7th and 8th grade teams should conduct their ZYBA practices regardless of “School-Ball” games and practices. ZYBA-teams and School-Ball teams are not affiliated, and even if the teams have the same coaches, not all ZYBA players will, or are permitted, to play School-Ball. In order to fulfill the obligation of those registered on a ZYBA-Team, the Coach should attempt to conduct all ZYBA practices.

8F. Games

5th, 6th, 7th and 8th grade basketball becomes less on teaching of the rules and more on further development of fundamental skills. Games are structured to allow equal playing time and provide structured breaks for coaches to move players in and out of the game. Play is at 10 foot baskets. Game locations will be determined by the Director.

Although every player is guaranteed playing time, this does not mean equal playing time in every game. Issues such as missed practices, bad attitude, not following the coaches’ instructions, etc. affect this coaching decision. Playing time is the decision of the coach, but the only acceptable reason for a player not playing in a game is injury or disciplinary action. The intent is for every 5th-6th Grade player to play an average of ten (10) minutes per game over the course of the season. The intent is for every 7th-8th Grade player to play an average of seven (7) minutes per game over the course of the season.

Tryouts **(Section 9)**

9A. Try-Outs

- Try-outs will be conducted the second weekend of school each year according to the approved Policies and Procedures of ZYBA.
- Qualified judges shall be engaged to serve as Try-Out Judges.
- Try-outs are closed to all people other than those conducting the try-outs, the Head Coach of the team(s) being evaluated for grades 3-4, 5th, 6th, 7th and 8th grade Head Coach Team-1 (or his/her designee) during their age group's evaluation timeslot, the Try-Out Evaluators, and the players being evaluated. (Note: Head Coaches for 5th-8th Grade will be asked to be present if deemed necessary and by invite only by the 5th-8th Grade Director.)
- As the results from the evaluation forms containing the judge rankings are entered into the "Try-Out Input" spreadsheet by the Director, one pre-selected Board Director shall witness the input of each team, acting as a witness to the accuracy of the data entered into the final ranking document.
- Parents, visitors, or ZYBA Board of Directors not assisting in the try-outs are not permitted to attend or view try-outs.

9B. Playing Up

At the Director's discretion, players may be moved up a grade level in order to facilitate the formation of teams.

9C. Missing Try-Outs

- If a player is ill or injured or cannot try-out, but has a history of playing on Team-1, the Director and the Team-1 Head Coach shall determine if that player should be placed on Team-1. The Director must be contacted by the player's parent/legal guardian prior to try-outs and informed of the situation. Injured players are encouraged to be present at the try-outs. The best judgment shall be applied to each circumstance.
- In any circumstance where a player is unable to attend try-outs for any reason, the Director must be contacted in advance.
- In order that all players are evaluated by the same evaluators, an alternative try-out date will not be permitted unless extreme extenuating circumstances exist. Such an arrangement must be made prior to the try-outs.
- Attempts will be made to make accommodations for an alternative time (on the same day of try-outs) for players who are unable to attend their assigned time slot. Arrangements must be made in advance with the Director. This will be discouraged, as it is difficult to evaluate players when they are not playing with players of the same skill and grade level.

9D. Size and Number of Teams:

The size and number of teams at each age-level shall be determined by the number and skill level of the players who try-out. The maximum roster for any single team shall be 15. Based upon the input from the head coaches attending try-outs, and the feedback from the try-out judges, the Director(s) shall determine the size and number of teams. For example, if 20 players try-out for a certain grade-level, it should not be assumed that two teams of 10 players will be formed. It

may be determined that only eight of the players can compete at the Team-1 level, and twelve can compete at the Team-2 level. Therefore a team of eight and a team of twelve will be formed. Factors that will be considered:

- Skill level and attitude of a player.
- A player's ability to compete with the other players on the team.
- The fact that a player may benefit from being a top-player on Team-2, rather than the bottom player on Team-1.

9E. Coach Picks

- If Team-1 is made up of 8 players or less, the coach, at his/her option, may make one (1) "coach-pick". The coach can opt to replace a player that is ranked in the bottom 3 of the players making the team, for a player ranked in the next 3 by the Try-Out Evaluators.
- If Team-1 is made up of 9 or 10 players, the coach, at his/her option, may make two (2) "coach-picks". The coach can opt to replace one or two players that are ranked in the bottom 4 of the players making the team, for a player ranked in the next 5 by the Try-Out Evaluators.
- All Coach-Picks must be approved by the Director.

9F. Unusual or Unforeseen Try-Out Circumstances

- The Director shall have the authority to rule in circumstances that do not fall within the guidelines and policies above.
- Should the Director feel that the impact of such a decision could be controversial or far-reaching, he shall seek the recommendation and/or approval of the Executive Committee of the ZYBA Board of Directors.
- Once the Try-Out results are formally posted, decisions are final, and no protests will be allowed.

9G. Coach Selection

Prospective coaches are required to complete an online coach's application, which must be submitted two weeks prior to the start of tryouts. Candidates are not required to have an affiliation with Zimmerman youth sports, or a specific child in the program. There is a modest stipend available for non-parent coaches. Any stipends will be discussed and approved by the Board as a whole.

The Director shall submit the selection of the Head Coach and Assistant Coach for each team to the Board of Directors. In circumstances where multiple qualified candidates have applied for a coaching position, the Director (at his/her discretion) may enlist the assistance of other qualified, non-interested individuals to assist in an interview and selection process.

If a 5th, 6th, 7th or 8th Grade Coach is selected prior to tryouts, that coach's child must tryout and make the team at the level in which the Coach has been selected. If the child fails to make the team, the selected Coach has the option to step down, and another Coach shall be selected.

The selection of coaches for each team shall be made based upon the following criteria:

- Coaching philosophies similar to the mission of ZYBA.
- Knowledge of basketball.
- Previous coaching experience.
- Parent survey evaluations from previous years (if applicable).

9H. Player Commitment

Basketball requires a time-commitment of both parents and players. It involves weekly practices and weekend tournaments, which often involve games that are played on Sunday. ZYBA values family, and understands that occasionally events, priorities, or circumstances might cause a player to miss a practice or a game. That is understandable and acceptable. But when your child registers to play basketball, both you and the player should be making a commitment to your team and your coach. A player's absence from practices and/or games harms the entire team.

Background Check Policies and Procedures **(Section 10)**

10A. Introduction

Background checks are conducted to ensure the continuing safety of our children, constituencies and community members, and security of our resources. Although this is no guarantee against criminal acts, it does reduce the likelihood.

A check of a final candidate's background is intended to serve as an important part of the selection process when selecting volunteers into critical positions. A background check is the last act in the selection process for "critical" positions.

The background check is also an important part of the classification process when assigning new duties to an individual that would designate their new assignment as a critical position. A background check must be completed prior to the assignment of duties. Exceptions must be approved by the Board of Directors.

The background check policy covers volunteers where the nature of the work meets critical factors.

"Critical positions" are defined as:

- Head and Assistant Coaches of all ZYBA teams. (Annually)
- ZYBA Board of Directors. (Every two years)
- Other volunteers as determined by the Board of Directors who might have unsupervised contact with children participating in the program. (Annually)
- Other volunteers as determined by the Board of Directors who has responsibility for approving purchases, committing financial resources, or has direct access to or responsibility for cash and/or checks. (Annually)

10B. Responsibilities

Background Check responsibilities are as follows:

- Program Directors and ZYBA President properly identify persons subject to a background check.
- Program Directors and ZYBA President provide the Secretary with the names and e-mails of said individuals.
- Secretary shall provide these individual with the Trusted Coaches® internet link in which they shall be directed to provide personal information and grant permission to conduct the background check.

10C. Scope of Background Check

ZYBA retains the services of Trusted Coaches® and requires its coaches and other in "critical positions" to become a member of Trusted Coaches®. Persons who apply to become a member of Trusted Coaches may not have engaged in any action which, within the discretion of the

Trusted Coaches Review Board or their representative or member association, gives rise to a concern over the safety of minors or others involved in Trusted Coaches sponsored programs. If a national background screen indicates that the applicant cannot satisfactorily qualify as a youth coach or otherwise is inconsistent with the Trusted Coaches' responsibilities, policies and procedures to its member associations, the participants, or the parents of participants, the candidate will not be allowed to become a member of Trusted Coaches.

All coaches who apply to become a member of Trusted Coaches are required to submit a criminal background check. Nationwide criminal background checks will be conducted on all applicants prior to completing their registration. This background check will verify the applicant's social security number and address history, and check their criminal conviction history.

Trusted Coaches has the sole discretion to deny membership to potential coaches that may pose a threat to vulnerable subjects, such as children, game officials, administrators, opposing players/coaches and spectators regardless of whether or not the results of the Background Check directly violate any of the listed criteria in this Policy and Disclaimer.

Screening content:

- A minor - screening includes but is not limited to crimes such as:
 - Indecent solicitation of a child.
 - Abandon/Endanger of a child.
 - Sexual abuse of a child.
 - Child molestation.
 - Child abuse.
 - Furnishing alcohol to a minor.
 - Sexual conduct with a minor.
 - Aggravated sexual abuse/assault of a child.
 - Indecency with a child.
 - Kidnapping.

- The use, possession, or sale of a controlled substance - screening includes but is not limited to crimes such as:
 - Possession.
 - Possession with intent to distribute.
 - Trafficking.
 - Possession of drug paraphernalia.
 - Drug Manufacturing and Cultivation.

- The use or threatened use of violence against a person or property - screening includes but is not limited to crimes such as:
 - Murder.
 - Theft/Burglary/Armed Robbery/Larceny.
 - Breaking & Entering.
 - Assault (Simple and Aggravated).
 - Disorderly conduct.
 - False Imprisonment.
 - Escape from penitentiary.
 - Domestic violence/abuse.

- Manslaughter.
- Harassment.
- A sexual offense - screening includes but is not limited to crimes such as:
 - Prostitution.
 - Rape.
 - Sexual Assault.
 - Solicitation.
 - Indecent Exposure.
 - Statutory Rape.
 - Child Pornography.
 - Pimping and Pandering.
- Illegal gambling and financial crimes - screening includes but is not limited to crimes such as:
 - Embezzlement.
 - Identity Theft.
 - Fraud.

Trusted Coaches[®] Definition of a Felony:

- Any crime that results in the eventual conviction of what was originally a Felony level charge.
 - Includes:
 - Felony level crimes that were “plead down” or conviction of lesser level crime due to acceptance of a plea bargain.
 - Lowering of crime level due to successful completion of terms of probation.

10D. Background Results Process

- Upon obtaining the results of the background check from Trusted Coaches[®], the Secretary will review the background check results and notify the Program Director and/or President that the individual has “cleared” or “not cleared” the check.
- If the individual does “CLEAR” the background check, the Program Director and/or President will notify the applicant and the process may proceed. Note: an individual must clear a background check before the individual is allowed to have contact with children.
- If the individual does “NOT CLEAR” the background check, the President and Program Director will be notified by the Secretary that the individual did not clear the check and that the final appointment shall not be made. No specific information or the detail result of the background check will be shared. An alternative candidate shall be sought and the same process of obtaining a background check for their second candidate shall be followed.

10E. Under Review / “Pre-Adverse Action”

Applicants are placed “Under Review” and into a “Pre-Adverse Action” period when the results of the background screen return any violation to the listed criteria below. The preliminary results of the background check will be shared with both the applicant and ZYBA. The applicant will be allowed 15 calendar days to dispute the findings.

Crimes that violate the Trusted Coaches[®] criteria for acceptance include but are not limited to:

- ANY Felony level conviction in last ten (10) years.
- More than one (1) Felony on Lifetime Criminal Record.
- ANY crime of a sexual nature.
- ANY crime resulting in loss of life.
- Multiple violent offenses (minimum of 3) on Lifetime Criminal Record.
- ANY Felony level Domestic Abuse convictions on Lifetime Criminal Record.
 - More than one (1) lesser level domestic abuse convictions in last ten (10) years.
- Three or more DWI/OWI/DUI (alcohol related offenses) in last 10 years.

10F. Denial: Appeal Process and Procedure

Coaches or other Critical Position applicants that have been put into a pre-adverse action period will be required to supply additional LEGAL DOCUMENTATION to Trusted Coaches[®] in order to dispute the background screen results.

- Letters of Reference are NOT accepted.
- Letters of Appeal are NOT accepted.

Crimes of all levels (reckless misconduct, misdemeanor, gross misdemeanor and felonies) will be considered when screening a coach applicant. Upon receipt of information that indicates that an applicant will NOT CLEAR the background check, a pre-adverse action letter will be sent to the applicant. A copy of the screening report will be sent to both the applicant and ZYBA. The applicant will have 15 calendar days in which to dispute any information that is inaccurate or incomplete. If the applicant does not provide adequate LEGAL DOCUMENTATION to dispute the findings in the background screen:

- The information will be deemed true and accurate.
- The applicant will be sent an Adverse Action letter notifying the applicant that their application has been denied.
- ZYBA will be sent notification that the applicant has not met the eligibility standards for the coaching position or the critical position for which the applicant applied.

10G. Additional Reporting

Trusted Coaches[®] will make ZYBA aware of any crimes resulting in conviction that may cause alarm or jeopardize the applicant’s ability to execute the critical role within ZYBA. These convictions do not always result in the applicant being placed into the “Pre-Adverse Action”

period by Trusted Coaches®. Trusted Coaches® will report the following crimes to both the applicant and ZYBA. They include but are not limited to:

- ANY Felony conviction on Lifetime Criminal Record.
- Crimes resulting in the conviction of a lesser level offense that may cause harm to minors.

If ZYBA deems any of these convictions to place the youth of our program at any level of risk, the applicant will be sent notification that they have not met the eligibility standards for the critical position for which they applied.

10H. Restrictions on Disclosure and Confidentiality of Information

Within ZYBA, criminal record background checks will be shared ONLY with authorized individuals. Authorized individuals include ZYBA Executive Committee only.

The Secretary shall retain the background check results for thirty days, except where the background check results are relied upon to deny appointment to the position. The results relied upon to deny appointment shall be kept for two years, or until the conclusion of any related grievances/litigation. The Secretary will secure both paper and electronic files from unauthorized access.

10I. Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). For more information, including information about additional rights, go to <http://www.consumerfinance.gov/learnmore/> or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006. Furthermore, Trusted Coaches® publishes additional detail regarding the rights under the Fair Reporting Act at <http://www.trustedcoaches.org/about/policies/>.

Miscellaneous Policies and Procedures
(Section 11)

11A. ZYBA Sponsored Activity or Event

For the purposes of this document, a ZYBA sponsored Activity or Event shall be considered any activity or event in which a ZYBA team is participating, regardless of the event host or event location.

11B. Conflict

In the event of any conflict or inconsistency between the provisions in these Policies and Procedures and the Corporation Bylaws, the provisions of the Bylaws control and govern.

11C. Amendments

These Policies and Procedures may be amended from time to time by the affirmative vote of the majority of the Board of Directors.

These Policies and Procedures were duly adopted by resolution of the Board of Directors of the Corporation effective as of July 21, 2024.

Kristi Johnson, President

John Kukowski, Vice President

Megan Reppen, Secretary

Amber Scales, Treasurer

Appendix
(Section 12)

		<u>Exhibit</u>
Board of Director Application	-----	A
Players Code of Conduct Form	-----	B
Coaches Code of Conduct Form	-----	C
Parents Code of Conduct Form	-----	D
Formal Coach Complaint Form	-----	E
Scholarship Application	-----	F

Exhibit A

**Zimmerman Youth Basketball Association
(ZYBA)**

PO Box 111, Zimmerman MN 55398
www.ZYBA.us

Board of Director Application

Personal Information:

Name: _____ Date: _____
Address: _____
Home Phone: _____ Work Phone: _____
E-Mail: _____ Cell Phone: _____
Years in Zimmerman Area: _____

Occupation:

Occupation: _____
Employer: _____ Years Employed: _____
Employer's Address: _____
If less than 2 years:
Previous Occupation: _____
Employer: _____ Years Employed: _____
Employer's Address: _____

Questionnaire:

Do you have children that participate in Zimmerman Youth Basketball? Yes _____ No _____
If yes, what age(s) and level (s): _____
Previous/Current youth involvement (coaching, teaching, scouting organizations): _____

Community affiliations (Clubs, Church, Service Organizations, Etc.): _____

Other volunteer experience: _____

Skills:

Please check the skills, education and/or experience that you could contribute to the ZYBA Board (check all that apply):

Accounting/Bookkeeping	Management	Public Relations
Investments	Marketing	Training
Web Development	Database Development	Other Computer Skills
Fundraising	Purchasing/Buying	Planning
Community Relations	Scheduling Work	Knowledge of Basketball
Other (please specify)		

Involvement:

Are you willing to commit to attending at least 9 of the 12 Board Meetings which will be held the second Sunday of each month (subject to change): Yes _____ No _____

Are you willing to commit to attending and participating at ZYBA sponsored events throughout the year? This includes tournaments, 3-on-3, registration, try-outs, evaluations, etc? (Please note that you will not be expected to attend all activities, as personal schedules and basketball activities will interfere.) Yes _____ No _____

Comments: _____

In which of the following would you like to participate (check all that apply)?

Program Management	Tournament Organization	Public Relations
--------------------	-------------------------	------------------

Equipment Management	Community Relations	Concessions
Fundraising	Sponsorships	Scheduling
Player Clinics	Coach Clinics	Website
Other (please specify)		

Other:

Please describe the reasons you wish to be involved in ZYBA and why you desire to join the Board of Directors. Additionally explain the contributions you will be able to make to ZYBA (use the back of this form if more space is needed).

What do you think are the most important factors in making a positive basketball experience for our youth?

References:

Please list three (3) references and their daytime phone number. All references must have knowledge of your participation in a youth program or your involvement in other organizations. No family members or relatives can be listed as a reference.

	<u>Name</u>	<u>Relationship</u>	<u>Daytime Phone #</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Privacy Policy:

Please be advised that the information you provide on this application will be distributed to current and active Zimmerman Youth Basketball Association Board of Directors only.

Signature:

I hereby swear and attest that all information provided on this application is full and accurate to the fullest extent of my knowledge

Signature

Date

Background Check:

Note: In the event this Zimmerman Youth Basketball Association (ZYBA) Board of Director Application is accepted and approved, you will be required to provide ZYBA with permission to conduct a background check, which may include a review of database records including but not limited to sex offender registries, as well as child abuse and criminal history records. Your status is conditional until ZYBA receives a “CLEAR” result upon conducting the background check.

For ZYBA Use Only:

References Checked: 1 _____ 2 _____ 3 _____ *Date:* _____ *Initials* _____

Background Check Complete: _____ *Date:* _____ *Initials:* _____

Exhibit B

Zimmerman Youth Basketball Association (ZYBA)

CODE OF CONDUCT

For Players

- 1) I will treat my parents, coaches, teammates, opponents, game officials and property of others with the same respect that I would like to be treated.
- 2) I will practice and play to the best of my ability.
- 3) I will be on time (as assigned by my coach) to team events.
- 4) I will recognize basketball as a team sport and will put the interest of the team over my own individual interest.
- 5) I will not criticize another teammate's play.
- 6) I will not criticize officials, coaches or opposing players.
- 7) I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, before, during or after a game or practice will not be tolerated.)
- 8) I will not attempt to deliberately injure another player(s).
- 9) I will wear my team uniform with pride and treat it with respect.
- 10) I will not berate the officials or "trash talk" to my opponent.
- 11) I will not use profanity.
- 12) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 13) I will place the emotional and physical well-being of my teammates and opponents ahead of my personal desire to win.
- 14) I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 15) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYBA events.
- 16) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 17) I will express my concerns through the proper channels in a dignified manner.
- 18) I will respect the volunteers that are assisting with the conduct of these events.
- 19) I will respect and adhere to the rules governing eligibility and competition.
- 20) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.

Signed: _____

Dated: _____

Exhibit C

Zimmerman Youth Basketball Association (ZYBA) CODE OF CONDUCT

For Coaches

- 1) I will treat my players, coaches, opponents, game officials and property of others with the same respect that I would like to be treated.
- 2) I will be on time to team events.
- 3) I will clearly state the expectations of the players and parents for the season.
- 4) I will communicate regularly with individual players and parents.
- 5) I will be positive and use constructive criticism.
- 6) I will be enthusiastic and make basketball fun.
- 7) I will encourage team play and values over individual accomplishments.
- 8) I will expect team members to show up on time and ready to learn.
- 9) I will develop players to play a variety of positions within the player's physical and mental abilities.
- 10) I will use proper control at all times. This includes proper conduct with all referees and officials.
- 11) I will teach proper sportsmanship by requiring all players line up and shake hands after every game.
- 12) I will enforce all rules without prejudice toward any one player.
- 13) Coaches will refrain from the use of alcoholic beverages, tobacco and vaping products prior to and during games and practice situations.
- 14) I will maintain team discipline. Matters of discipline should be discussed privately between the player and the coach (and parent if appropriate).
- 15) I will support ZYBA and the Board of Directors.
- 16) I will conduct myself as a role model for the players and the parents.
- 17) I will treat players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
- 18) I will demand a sports environment that is free from drugs, tobacco, vaping and alcohol and will refrain from their use at all ZYBA events.
- 19) I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
- 20) I will express my concerns through the proper channels in a dignified manner.
- 21) I will respect the volunteers that are assisting with the conduct of these events.
- 22) I will respect and adhere to the rules governing eligibility and competition.
- 23) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.
- 24) I will assist the officials, tournament administrators and/or host representatives in keeping players, coaches, parents and fans under control, and in removing "out-of-control" individuals from the facility.

Signed: _____ Dated: _____

Exhibit D

Zimmerman Youth Basketball Association (ZYBA)

CODE OF CONDUCT

For Parents

- 1) I will enforce and support the Code of Conduct for players.
- 2) I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
- 3) I will refrain from publicly ridiculing or verbally abusing any coach or official.
- 4) I will set a positive example and encourage good sportsmanship at all games.
- 5) I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
- 6) I will insist that my child play in a safe and healthy environment.
- 7) I will help her/him be on time for team events.
- 8) I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
- 9) I will do my very best to make youth sports fun for my child.
- 10) I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.
- 11) I will read the ZYBA Policies and do everything in my power to assist the ZYBA organization to implement and enforce them.
- 12) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- 13) I will place the emotional and physical well-being of the athletes ahead of my personal desire to win.
- 14) I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all ZYBA events.
- 15) I will remember that the game is for the kids - not the adults.
- 16) I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
- 17) I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
- 18) I will not berate the officials.
- 19) I will not undermine the coaches' instructions or directions.
- 20) I will not use profanity.
- 21) I will communicate my concerns through the proper channels in a dignified manner.
- 22) I will refrain from making any negative or disparaging comments regarding Players, Coaches, Referees, ZYBA or its Board Members on any social media platform.

Signed: _____

Dated: _____

Exhibit F

Zimmerman Youth Basketball Association

PO Box 111, Zimmerman MN 55398

www.ZYBA.us

Scholarship Application

An Application must be submitted for each child for whom you are seeking assistance.

Player Information:

Player Name: _____ School: _____

Address: _____

Playing Grade: 1 2 3 4 5 6 7 8

Program: Girls Boys

Circle one

Check one

Parent Information:

Parent/Guardian #1 Name: _____ Phone # _____

Address: _____

E-mail Address: _____ Relationship to Player: _____

Parent/Guardian #2 Name: _____ Phone # _____

Address: _____

E-mail Address: _____ Relationship to Player: _____

Questionnaire:

In return for a scholarship, the family of the player will be asked to donate additional (beyond the volunteer shift required by all participating families) volunteer time to partially offset the cost of the scholarship. The volunteer hours required for a scholarship are as follows:

Scholarship	\$ Amount	Volunteer Time Required
Full Scholarship	75% Discount	8 hours of volunteer time (per scholarship).
Half Scholarship	50 % Discount	6 hours of volunteer time (per scholarship).

If approved for a Scholarship, do you understand that additional volunteer hours will be required? *Yes* or *No*
(Circle One)

Privacy Policy:

Zimmerman Youth Basketball Association (ZYBA) is a non-profit organization with a very limited amount of funding available for scholarship athletes. No guarantee of assistance is implied in this application. If the number of applications submitted and approved exceeds the amount available; the scholarships shall be prioritized and allocated based upon circumstances, need and scholarship availability.

Consideration will be given to eligible families meeting one or more of the following criteria: 1) receiving assistance from programs such as: Food Stamps, Medicaid, SSI, Foster Care, WIC 2) receiving assistance for the Free and Reduced-price meals program through the school district 3) extenuating circumstances causing an immediate financial hardship. ZYBA may require documentation which provides evidence that the applicant meets the criteria above. The more information you can provide us the better able we will be to determine hardship. ZYBA does not discriminate based on gender, race, class, economic status, ethnic background, physical ability, or cultural and religious backgrounds.

Consent to Release Information:

I understand that my signature authorizes ZYBA to obtain verification of all the information on this application and that additional information may be necessary for approval of this application. I certify that all of the information on this form is true and correct. I agree to notify ZYBA of any change in my income or ability to pay. I am aware that assistance funds are awarded for a maximum of one year, after which time it is my responsibility to reapply.

Signature

Date

For ZYBA Use Only:

Approved: Yes or No Assistance Amount \$ _____ Date: _____ Initials _____