

# WACONIA BASKETBALL ASSOCIATION



## HANDBOOK

Updated: July 2025

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### ● 1. About WBA

0 **1.1. Culture:** WBA has partnered with Positive Coaching Alliance, a non-profit organization with the mission of creating a positive, character-building youth sports environment that results in BETTER ATHLETES, BETTER PEOPLE. Browse their website to see more about PCA - <https://positivecoach.org/>.

○ **1.2. Focus:** Our focus is to create competitive teams while teaching basketball fundamentals, promoting team play, improving individual skills and having fun in order to promote a life-long enjoyment of the game of basketball. By doing this, we will build players to compete at the next level.

○ **1.3. Goal:** Our goal is to create a positive environment through positive reinforcement of fundamental skills and a competitive team atmosphere.

○ **1.4. Expectations:** Our expectations are to demand a high degree of ethical conduct by all coaches, players, volunteers and parents to provide a good example for the community, the opponents and its participants.

### ● 2. Contact Information for WBA

0 **2.1. Email:** Contact the Association Board of Directors by emailing: [board@waconiabasketball.com](mailto:board@waconiabasketball.com).

○ **2.2. Website:** [www.waconiabasketball.com](http://www.waconiabasketball.com)

○ **2.3. Mailing Address:** WBA, PO Box 458, Waconia, MN 55387

● **3. Board of Directors:** The Board of Directors consists of the following roles: President, Director of Culture, Director of Operations, Director(s) of Program Development, Director of Communications, Girls Tournament Director, Boys Tournament Director, Director of Volunteering, Director of Equipment and Apparel, Director of Tournament Operations, Director of Marketing and Community Relations, Director of Events/Fundraising, Director of Finance, and General Board Members.

0 **3.1. See Exhibit A.1** for the Board of Director Code of Conduct.

○ **3.2. See Exhibit A.2** for the Board of Director Role Descriptions.

○ **3.3. See Exhibit A.3** for Current Board of Directors and Terms.

### ● 4. Committees:

0 **4.1. See Exhibit B.1** for the Committee Role Descriptions.

○ **4.2. See Exhibit B.2** for the Current Committee Members.

### ● 5. Player Eligibility

0 **5.1. Register/Pay:** A player must pay and register for tryouts and season registration for WBA.

○ **5.2. MYBA Eligibility:**

■ **5.2.1. Eligibility guidelines:** As a member of the MN YOUTH BASKETBALL ALLIANCE we follow the following Eligibility Guidelines:

● Athletes are allowed to participate with only one MYBA member association or school for the winter community-based youth basketball season.

● Athletes must try out and compete with the travel basketball association where they attend school (some exceptions may apply, see full document for details). (public or private school or proof that will be enrolled prior to tryouts)

● If a travel basketball opportunity through an association, school, community education, or similar does not exist in the area representing the youth

athlete's school attendance area, or if the athlete has been cut or restricted from their home association, they may participate with a bordering association. In this situation, the athlete does not need to complete the Player Transfer process. Please see full guidelines [here](#).

■ **5.2.2. Mid-season change:** If a player who makes a WBA team moves out of the WBA eligibility area during mid-season, he/she may finish out the season with his/her team.

■ **5.2.3. WBA/MYBA priority:** If an athlete is playing in a non-WBA/MYBA association during the Travel basketball season, WBA will be the priority program. If an athlete or family is not able to honor this prioritization, they should contact the WBA Board prior to tryouts or as soon as possible.

○ **5.3. Transfer/Player from Another Community:** If an athlete from another community is requesting to participate in the WBA program, he/she must obtain a player release form from their "home" association as well as any and all bordering associations that are located geographically between their "home" association and WBA, prior to registering for tryouts. These releases should be emailed to the Board at [board@wacniabasketball.com](mailto:board@wacniabasketball.com). See Section 7.9 for roster additions.

## ● 6. Try-outs

○ **6.1. Grades eligible:** Try-outs are open to all players in grades 4 through 8.

○ **6.2. 3rd Grade exception:** 3rd graders can try-out for a 4th-grade team, but will only be added if needed to complete a 4th grade team and will only be eligible for the lowest 4th grade team.

○ **6.3. Timing:** Try-outs are held in summer and are open to any eligible player.

○ **6.4. Tryout time:** Each grade level will have their own try-out time.

○ **6.5. Tryout attendance:** All potential players must attend try-outs, regardless if there are 10 or less participating. Players are expected to attend both days of tryouts. If a player is unable to attend both, the family must e-mail the WBA President at least a week in advance of the tryouts. Although rare, attendance exceptions and accommodations will only be considered when arranged with the WBA President in advance of the tryouts. Exceptions (e.g. including injury) and accommodations will be considered on a case-by-case basis only for unexpected and unusual circumstances. This will provide an evaluation for those potential players on the borderline for sufficient skills to compete.

○ **6.6. Playing up:** A potential player (i.e. grades 4-8) may request to play up to a higher grade level as long as he/she does the following: 1) notifies the Board at least 3 days prior to tryouts, 2) participates in all 4 try-out sessions (2 for each grade per day) and 3) played in the WBA the prior year. NOTE: It is possible that a 4th grader that played in the WBA as a 3rd grader could be eligible for this rule, but a 3rd grade would not be eligible. The Board has the final decision as to whether or not allow a potential player to play up a grade level.

○ **6.7. Same grade siblings:** If a family has twins or siblings in the same grade and both are trying out for a team, the parent/player will need to decide how they want to handle their players with one of the following options. This decision needs to be made during the try-out registration process and needs to be communicated prior to the first day or try-outs.

- **6.7.1.** Allow each player to make the team that is appropriate based on their individual evaluations/rankings (potential to be on separate teams).

- **6.7.2.** Place both players on the same team. If this is the choice, the players will be placed on the lower of the two teams based on their evaluations/rankings. A player will not be allowed to be moved up to a team to allow the siblings to be on the same team.

- **6.8. Missing tryouts:** All potential players who miss try-outs due to injury or illness (need to provide a doctor's note) or due to family circumstances (vacations, other sports, etc)

will be ranked based on the following criteria: previous coaches ranking and team recommendations for the following year and/or reaching out to summer AAU coaches or trainers. Players will not be allowed to move up a team (from Gold to Purple or White to Gold) but they may move down due to not attending try-outs. Parents need to notify the Board of Directors via email [board@waconiabasketball.com](mailto:board@waconiabasketball.com) prior to the first day of try-outs if their player will not be able to attend for any reason. If a player does not attend tryouts and has not participated in the WBA before, if there are cuts in that grade, is subject to being cut.

- **6.9. Tryout assessment:** The try-out process shall be fair and understandable to each potential player, with the chosen evaluators, (minimum of three) assessing the skill level and abilities of each potential player, to determine which team would be best suitable for each potential player.

- **6.10. Cuts:** Depending on try-out numbers, available coaching, and individual player ability, not every potential player may be placed on a team.

- **6.11. Tryout attendance:** The try-out process is not open to anyone - including parents. Only the potential players and evaluators are allowed in the gyms. Board members (members that do not have a potential player trying out) may need to assist if evaluators request them to.

- **6.12. Tryout areas of focus:** The try-out itself will be comprehensive and organized in a safe environment and the evaluators will assess individual player skills including, but not limited to: shooting; ball handling; passing; and quickness. "Team" concepts are also evaluated and include, but not limited to: defense (and defensive "help"); rebounding; running the floor; and offensive screens.

- **6.13. Team formation:** Immediately following the try-out session, three Board members (members that do not have a potential player trying out in that grade) will meet with evaluators to review rankings. This review is based solely off of players' numbers and no names. The rankings are compared to prior year coach evaluations, which include ranking and team recommendations for the following year.

- **7. Rosters/Team Organization**

- **7.1. No contact timing:** After teams are posted, there is a 48 hour No Contact policy. As a parent/player, you cannot reach out to any Board of Director during this time. Team formations can be emotional. Often when acting on emotions, our actions are regretted down the road. The 48 hour No Contact policy allows for parents/players time to evaluate and think through how the team placement can best benefit the player.

- **7.2. Roster changes:** Rosters are non-negotiable after posting. No player will be moved to a different team. The only change that can be made to a roster is a removal if a player determines he/she does not want to play.

- **7.3. Roster formation guidance:** For each grade level, teams will be formed based on; 1) players' try-out performance, including all categories listed in Section 5.2, and 2) total number of grade-level players that tryout.
- **7.4. Size of team:** Team sizes will range from 8-10 players depending on overall composition and competitive level of the total number of grade-level participants. The A (Purple) team will be formed followed by B (Gold) team next, and C (White) team, respectively.
- **7.5. Post tryout attendance:** Upon conclusion of the try-outs, the following may be included in the final decision-making process of forming teams:
  - **7.5.1. WBA Board Members**
  - **7.5.2. Evaluators**
  - **7.5.3. Coaches feedback forms from prior year**
- **7.6. The following conditions apply to the general team composition:** ■
  - 7.6.1. Purple/A:** For all A teams we will strive for 8-10 players per team;
  - **7.6.2. Gold/B - White/C:** If enough players remain after the A (Purple) team is chosen, the remaining players enter the B (Gold) and C (White) team selection process. This will be based on player rankings and the Evaluators input.
  - **7.6.3. Ideal roster number not achieved:** If an adequate number of players is NOT obtained to form a team based on the preferred team sizes, then WBA and the Evaluators will determine an optimal team composition, such as combining players with the next higher grade-level. When forming teams at any level (A, B, or C) with 7 players on a roster, WBA would work with parents to recruit additional players before not forming a team. If no additional players are officially added to the team it would be put to a board discussion and vote on whether to form the team or not.
  - **7.6.4. Team changes:** Only Board approved, special extenuating circumstances may alter any part of this selection process for Purple, Gold and White teams (including, but not limited to: a legitimate medical excuse documented by a health care provider; an immediate family crisis; or an unavoidable circumstance).
  - **7.7. Number of teams:** WBA will attempt to field at least two teams at each grade level, team size of 8-10 players.
- **7.8. Roster additions:** Roster additions will not be allowed after teams have been selected without approval of the Board. A potential player who requests to join a team after try-outs can join as long as the following is true: 1) no cuts in that specific grade and will be placed on the lowest level team, 2) if there are 10 players already on the lowest team, there will not be room to add more, 3) accepted by the coach and 4) approved by the Board after evaluation. If accepted, the player will need to pay all fees, including try-out and season registration fees, along with the Volunteer Deposit check.
- **7.9. Transfers:** If a Transfer/Player from another Community ("outside" player) requests to try-out and be considered for a team:
  - **7.9.1. Player release form:** They will first need to provide the Board of Directors with a player release form from their "home" association as well as any and all bordering associations that are located geographically between their "home" association and WBA, prior to registering for tryouts. These releases should

be emailed to the Board at board@waconiabasketball.com prior to registering for try-outs. If there is no association where the player resides and WBA is the nearest geographically located association, then email the Board at board@waconiabasketball.com to see if there is room on any teams (prior to registering for try-outs).

■ **7.9.2. Adding transfers:** Board will then determine if there are enough potential players that reside in or go to school in the ISD #110 who registered to try out (based on registration numbers one week prior to try-outs). If there are enough potential players already registered in tryouts, WBA will not allow any “outside” players to try-out. If the WBA Board determines that more potential players are needed to fill teams, it will determine how many “outside” players will be allowed to try-out, based on the number already registered. The “outside” player will be placed on a team where he/she is ranked.

Registration Numbers One Week Prior to Try-Outs	Number of outside players allowed to try out	Total number of tryout participants
9	1	10
10-11	0	10-11
12-18	1-7	19
19-21	0	19-21
22+	TBD	TBD based on number of teams WBA can support

● **8. Player Fees**

○ **8.1. Player fees:** Each year the Board will be responsible for determining the player’s fee for participants in the program.

■ **8.1.1. Try-out fees**

■ **8.1.2. Season registration fees.** (Uniform fees are included in the registration fee.) **8.1.3. Volunteer deposit per player per calendar year.**

■ **8.1.3.1. Coaches, committee members and Board of Directors will have the volunteer deposit fee waived.**

○ **8.2. Fee payment:** All fees must be paid before a player is allowed to participate (for practice or tryouts).

○ **8.3. Board fee payment:** The acting Board of Directors will have try-out registration fees waived for all potential players and season registration fee waived for one player in the program. The Board of Director must serve for one year prior to receiving this waiver.

○ **8.4. Loss/damaged uniforms:** Players are responsible for the cost of replacing a lost or damaged uniform.

- **8.5. Refund:** Registration, tryout, and uniform fees are non-refundable as long as the player is selected for a team. If the player does not make a WBA roster, all payments EXCEPT the tryout fee will be promptly refunded via check.

- **8.6. Financial assistance:** If a family has difficulty in meeting the financial commitment, they will need to speak to the President or Director of Operations to set up a fee schedule (periodic payments) or to discuss alternative fundraising options available through WBA. WBA will follow the ISD 110 School Lunch protocol for needing assistance. See attached Exhibit C for Financial Aid Request Form.

- 8.6.1. No player shall be unable to participate due to financial circumstances.

- 8.6.2. Financial arrangements will be kept in the strictest of confidence. ■ 8.6.3.

- Players (families) granted an alternative financial arrangement may be required to participate in additional fundraising activities in lieu of the monetary fee. ■ 8.6.4.

- The President or Director of Operations will coordinate this effort along with the family and develop an individual “plan” that appears to be fair to both parties (WBA and family).

- 8.6.5. Final approval by the President and Director of Operations is required for all alternative financial arrangements.

- **9. Uniforms**

- **9.1. Wearing uniform:** The WBA takes pride in our organization and hopes that players, coaches and parents alike share that same pride. One of the ways players show pride in our organization is by wearing the WBA uniform. Parents and coaches can show support by wearing team apparel.

- 9.1.1. All coaches are provided with a voucher to purchase WBA apparel at the start of the season. As a representative of the WBA, coaches are expected to wear WBA apparel to each tournament.

- **9.2. WBA authorized uniform:** When playing as a WBA team, players may only wear uniforms authorized by WBA. Uniforms may only be worn at games authorized by WBA. In the event a team wants to wear a uniform at any other event, Board of Director approval will be needed. The reason for this is when you wear the WBA uniform, you are representing the WBA. The Board of Directors needs to know when players are wearing these uniforms outside of WBA authorized events.

- **9.3. Uniform care instructions:** Uniforms are distributed with use and care instructions. Please read and follow these instructions. Uniforms last for multiple seasons and it is expected that you keep your uniform in perfect condition.

- **10. Other Costs**

- **10.1. Tournament fees:** Admission to tournaments. Most traveling basketball associations charge an admission fee for spectators. Families should anticipate a per day entry fee for all traveling tournaments.

- **10.2. Travel costs:** Travel to and from tournament sites.

- **10.3. Team apparel:** WBA offers Spirit Wear for sale periodically throughout the season for purchase online, with a small portion of the proceeds going back to the WBA.

- **11. Practices**

- **11.1. Timing communication:** Practices are posted on SportsEngine as soon as they are released. The expectation is that the player will be able to eliminate most scheduling conflicts.



- **11.2. Practice attendance:** Players are expected to arrive on time for practice. If a player is going to be late or miss a practice the coach or assistant coach must be notified before practice begins
- **11.3. Playing time and practice time:** Players with unexcused misses or late practices can expect to lose playing time.
- **11.4. Continued absences:** Continued absences may be presented to the Board for review.
- **11.5. Practice changes:** Coaches and/or parent representatives will notify players of changes or cancellations in practice times.
- **11.6. Practice frequency & days:** Practices are generally scheduled twice per week for an hour and a half. Practice may be any day of the week.
- **11.7. Additional Practices:** If you need to schedule practices outside of the WBA scheduled practices, please follow the below steps. 1 - Please confirm the situation and approval with the WBA board of your request. 2 - If approved, in your request, include date, time and location of the practice. 3 - Add the practice to Sports Engine and denote the practices as "Optional". NOTE: Additional practices are at the expense of the team not WBA. Teams must keep original WBA scheduled practices. Additional practices are not a replacement.

- **12. Games/Playing Time**

○ **12.1. Playing time overview:** Every player is a contributing member of the team. Players are challenged in practice sessions and are given the opportunities in game situations to display his/her basketball skills. All players get playing time but some players may get more playing time than others.

- 12.1.1. 4th grade teams will focus on the development of all players. Coaches will schedule a minimum of 30% playing time each game.
- 12.1.2. 5th and 6th grade teams will focus on the development of all players. Coaches will schedule a minimum of 30% playing time each game.
- 12.1.3. 7th and 8th grade coaches will continue to focus on development, but greater emphasis will be placed on how a player is performing to earn playing time.
- 12.1.3.1. 7th and 8th grade A (purple) teams will have no minimum playing time requirement, this will be at the discretion of the coach. However, the expectation at this level is that all players get playing time in each half of every game.
- 12.1.3.2. 7th and 8th grade B (gold) and C (white) team coaches will schedule a minimum of 30% playing time each game.

- **12.2. Triple Impact Competitor:** Players that demonstrate the following conditions, including, but not limited to: missed practices; a “bad attitude”, disruptive behavior, or not following coach’s instructions will affect the coaches decision with respect to playing time.

- **12.3. Player, Parent, Coach discussions:** The Board encourages each coach to discuss playing time and other issues at player/parent meetings prior to the first practice. This will explain the coach’s philosophy and provide time to ask questions and receive parent feedback.

- **13. Coach Responsibilities**

- **13.1. Double Goal Coach:** See attached Exhibit D.

- **13.2. Qualifications:** The candidates should have a basic knowledge of basketball and possess good administration and management skills.
- **13.3. Season expectations:** Coaching Expectations by the end of the season:
  - **13.3.1.** Did the players have fun?
  - **13.3.2.** Did all players learn and progress?
  - **13.3.3.** Do all players want to come back and play again next season?
- **13.4. Selection Process:** Members of the Board will interview each applicant and will provide a recommendation to the Board for all head and assistant coaches. The Board will vote on all positions. If there are not enough applicants to fill all the open positions, the Board will be required to recruit qualified individuals for those open positions.
- **13.5. Background checks:** Background checks will be performed on head and assistant coaches.
  - **13.5.1.** The WBA requires all coaches to pass the background screening without any flags as identified by Trusted Coaches. For information on the background screening process and what constitutes a flag, please reference the Trusted Coaches Background Check Policy and Disclaimer ([www.trustedcoaches.org](http://www.trustedcoaches.org)).
  - **13.5.2.** Coaches identified with a flag will be asked to step down from their role with the program.
- **13.6. Application Process**
  - **13.6.1. Applying to coach:** The Board of Directors encourages all qualified/interested applicants to submit an application to coach.
  - **13.6.2. Interviews:** Potential coaches will complete an application form and submit to the Board for review and will be subject to an interview process.
  - **13.6.3. Application deadline:** All applications must be submitted to the Board by the application deadline date.
  - **13.6.4. New process each year:** Coaches are approved for the current season only and must be approved each year to continue in the traveling program.
- **13.7. Paid Coaches:** WBA will fully fund paid coaches on the 7th and 8th grade boys and girls A (Purple) teams, for a total of four paid coaches. Coaches will be paid on the following schedule - 20% of the season total on the 15th of each month from November of the season to March of the same season.
- **13.8. No Coaching Applicants:** If no applications are received for the said team, the Board of Directors will communicate with the players/parents, seeking applicants. If no applicants come forward to coach the team:
  - **13.8.1.** The Board of Directors will seek out a Paid Coach and the expense will be covered by the team. This cost is in addition to the regular season fees.
  - **13.8.2.** If no Paid Coach can be found, the team will not be able to participate in the current season.
- **13.9. Coach's Responsibility:** Coaches are role models for their team. They must treat all team players with respect. Coaches will be held accountable to the Board for their actions and for their assistant coach's actions on and off the court. Coaches and assistant coaches shall follow WBA policies and directives. Non-compliance by a coach or assistant coach will be grounds for disciplinary action by the Board. All coaches will be required to attend all meetings and training as deemed necessary by the Board.

- **13.10. Beginning of the Season Kickoff Meeting:** Coaches are expected to have a player and parent meeting prior to the first tournament. Discussion points will be provided to coaches during the pre-season coaching meeting.
- **13.11. Player Evaluations**
  - **13.11.1.** Throughout the season, coaches should be providing all players with constructive feedback and positive training.
  - **13.11.2.** At the conclusion of the season, head coaches need to complete an end of the season player evaluation. These evaluations are important and used to help with team formations in the following year.
- **13.12. Termination:** The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board at any time. The coach has the right to appeal the decision at a regular Board meeting.
- **13.13. Discipline:**
  - **13.13.1.** WBA coaches will have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and player and explain the cause of the discipline as soon as possible.
  - **13.13.2.** If the coach needs to take additional action, the coach should review their recommendation with the Board. Examples of incidents which could result in disciplinary action, include, but are not limited to:
    - 13.13.2.1. Disrespect shown for coaches, teammates, opponents, or referees;
    - 13.13.2.2. Failure to notify coach of a missed practice or arriving late for practice where the coach feels the player is unable to execute due to missed practice; or ejection from a game.
- **14. Player Responsibilities**
- **14.1. Triple Impact Competitor:** See attached Exhibit E.
- **14.2. Season:** The practice season begins in October and potentially goes through March.
- **14.3. Tournament timing:** Tournaments are generally held two to three weekends per month. These may be one or two day tournaments and may include Friday, Saturday or Sunday games.
- **14.4. Attendance Policy:** If a player misses practices or games, the consequences are laid out below and these will be at the coach's and Board of Director's discretion, based on the situation.
  - **14.4.1.** Players will attend practices if at all possible.
    - **14.4.1.1.** If a player misses two practices within a 2 week period, regardless of cause, he/she cannot play during the first half of the next game.
    - **14.4.1.2.** If a player misses three practices (or games) in a 3 week period, he/she will miss the entire next game.
  - **14.4.2.** Basketball is expected to be the primary sport during the WBA season. Work with your coach up front if you are a multi-sport athlete (communication is the key).
  - **14.4.3.** When a player cannot attend a practice, the player/parent will notify the coach as soon as possible with the coach's preferred method of contact (text, email, phone call). You must state the reason for missing a practice session. NOTE - We encourage players in grades 6-8 to start taking responsibility for notifying the coach themselves.

- **14.4.4.** Attendance during the season will be part of the end of the season coach's evaluation for each individual player.
- **14.5. Player behavior:** Players are responsible for their behavior on and off the court. Infractions will be referred to the Board for appropriate action.
- **14.6. Sportsmanship:** Players are encouraged to set a good example by displaying good sportsmanship, since they represent the team, WBA, and the Waconia community.
- **14.7. Team player:** Players should be supportive of their teammates and coaches.
- **15. Parent Responsibilities**
  - **15.1. Second Goal Parent:** See attached Exhibit F.
  - **15.2. Parent behavior:** Parents are responsible for their behavior at practices and games.
    - **15.3. Sportsmanship:** Parents are also encouraged to set a good example by displaying good sportsmanship, since they represent the team, WBA, and the Waconia community.
  - **15.4. Parent support:** Parents should be supportive of their players and coaches.
  - **15.5. Parent WBA participation:** Parents are responsible for assisting WBA as required, e.g. tournaments, fundraisers, transportation to and from practices and games, etc.
- **15.6. Fees:** Parents should promptly pay all fees assessed by WBA.
  - **15.7. Conflict resolution:** Parents may contact the Director of Culture to help resolve conflict if unable to resolve with the coach.
- **16. Communication/Conflict Resolution.** In addition to the PCA guidance which applies to all players, coaches and parents/guardians, the following guidelines will be used during ANY communication and conflict resolution to include, but not limited to playing time:
  - **16.1. Inappropriate or disrespectful behavior:** No parent shall confront any player in a disrespectful or intimidating manner at any time.
  - **16.2. Culture keeping/ conflict resolution process:** Please review Exhibit G for the WBA Culture Keeping Process.
  - **16.3. Escalation:** If a need/concern is not resolved via step 16.2, the concern will be raised to the Board for final resolution.
  - **16.4. Volunteers:** Remember - most of these coaches are volunteers. Please respect his/her decisions.
- **17. Positive Coaching Alliance:** WBA partnered with PCA, a national non-profit organization with the mission of creating a positive, character-building youth sports environment that results in BETTER ATHLETES, BETTER PEOPLE. PCA helps WBA to create and enforce a positive culture among all participants in our association - players, coaches, parents and board of directors.
- **18. Behavior Policy**
  - **18.1. PCA defined:** With our PCA Culture, we strive and will hold all accountable for the following:
    - **18.1.1. Triple-Impact Competitor,** you will be working on improving these three things:
      - 18.1.1.1. Self
      - 18.1.1.2. Teammates
      - 18.1.1.3. The Game
    - **18.1.2. Second-Goal Parent,** you will be working on one important item:

- 18.1.2.1. Ensure your player takes away from sports lessons that will help them to be successful in life - the Big Picture.

■ **18.1.3. Double-Goal Coach**, you will be working on two levels:

- 18.1.3.1. Striving to win
- 18.1.3.2. Teaching life lessons through sports

○ **18.2. PCA violations:** If an individual (player/coach/parent) does not align with the association's culture or policies (e.g. practice policies) this is to be brought to the Board of Directors attention immediately by going to the WBA website, click on Contact Us and complete the form. The Board of Directors will review the complaints with the involved parties and / or conduct an investigation in order to determine the appropriate next steps.

Typical interventions include:

■ **18.2.1. First Offense:** Verbal warning. Review what is appropriate behavior and what is inappropriate. Ensure that said person has attended and/or viewed the PCA's

- messaging about "How We Do Things Here".

■ **18.2.2. Second Offense:** Suspension from the next game or tournament (depending on the severity of the incident).

■ **18.2.3. Third Offense:** Individuals will be removed from participating in the program. IE - coach will no longer be able to coach, if parent/player - both will be removed from the program based on either's actions.

■ **18.3 Extreme or Repeated violations (3 or more):** The Board reserves the right to remove any player, coach, or Board member found to be in violation of

PCA culture, WBA policies, player/parent/Board code of conduct either repeatedly or in extreme situations (e.g. clearly established physical or mental harm such as bullying or derogatory, non-inclusive comments). Typically a removal would occur after an investigation but is not required in all situations depending on severity. The impacted party would no longer be able to participate in WBA events (e.g. practices, games, Board meetings). Impact to the teams or

Board will be assessed and discussed by the WBA Board and every effort to minimize disruption will be made, though cannot be guaranteed depending on at which point in the season the violation(s) occurs. A partial refund to the impacted party may be considered though is not guaranteed.

- **18.4 Appeal Process:** The impacted party can appeal the decision and present the rationale at the next WBA Board meeting by submitting a written **Request to Appeal** to the WBA Board ([board@waconiabasketball.com](mailto:board@waconiabasketball.com)). In the event the next WBA Board meeting is more than 2 weeks away, an emergency Board meeting could be called to address the situation. In the meantime, the impacted party will be unable to attend WBA activities. If the decision is upheld after the Appeals process, the removal will be confirmed. However, if the Appeal is successful, the impacted party will be reinstated and able to participate in all WBA activities.

- **19. Volunteer Opportunities:** There are opportunities throughout the WBA season to volunteer your time. For each player a family has in the association, eight hours of volunteer time is required up to a maximum of sixteen hours total. If the total time is not satisfied, your entire volunteer deposit check/s will be cashed at the end of the season. No exceptions and no prorated refunds will be given. Sample volunteer opportunities include: boys and girls home tournaments concessions (court monitors, entrance gate, clocks, scorekeepers), picture night, youth nights, pop shots during halftime at high school games, join a committee, coaching a team, or joining the Board of Directors.
- **20. Fundraising:** Each season, the Board of Directors, along with the Committees will determine what fundraiser will be held for the season. Expectations are that you satisfy your fundraising requirements set at that time.
- **21. Team Events:** Throughout the season, there will be opportunities for team bonding, including but not limited to: team picture night, high school basketball outings, University of Minnesota basketball outings, season kickoff, etc.
- **22. Zero Tolerance Policy:** See attached Exhibit H.
- **23. Social Media Policy:** See attached Exhibit I.