

MYAS GOPHER STATE SPRING BASKETBALL

2017 HANDBOOK

The Quest for the Rings



Coming to a Gym Near You!

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INTRODUCTION

This handbook was produced for the purpose of providing guidance to teams, coaches, tournament officials, athletes, parents and volunteer participants in the MYAS Gopher State spring basketball program.

ORGANIZATION

The **Minnesota Youth Athletic Services, Inc. (MYAS)** was created in 1991 as a 501(c)(3) nonprofit organization dedicated to the promotion, development and conduct of youth sport programs and services for the residents of Minnesota. The MYAS specializes in the coordination of youth sport leagues, camps, clinics, tournaments, special events and educational services. In addition to statewide programming, the MYAS also serves as the national affiliate for the United States Specialty Sports Association (USSSA) for girls' basketball, boys' basketball and baseball. Our focus is to provide the residents of Minnesota with the most comprehensive programs and services possible at an affordable price. Our staff of 18 full-time professionals makes our mission and your satisfaction a reality on a daily basis.

MYAS ADVISORY/REVIEW COMMITTEE

The MYAS has its own Advisory/Review Committee for the purpose of assisting in the administration, promotion and welfare of each of the sports we administer. The full basketball committee membership (if ever needed) consists of an appointed representative from each team that is active in MYAS boys' and girls' basketball programs. Each member team is entitled to one vote. From this pool of participating associations, clubs and teams, we created smaller "Advisory Committees" that assist with the design and implementation of each of our programs. We are constantly upgrading our programs and services based on the feedback and advice that we receive from these committees. The Review Committee handles any disciplinary and/or eligibility issues that arise over the course of the year. When you speak, we listen. If you would like to serve on any of our MYAS Basketball Committees, please contact our offices at 763-781-2220.

MYAS BASKETBALL STAFF DIRECTORY

Rich Penick (Senior Program Director) 763-746-1724 or rich@myas.org

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WHERE TO FIND NEWS AND DOCUMENTS ON THE MYAS WEBSITE

The MYAS staff posts information and documents regarding Gopher State spring basketball tournaments on our website, www.myas.org. You will find this information by viewing the **Gopher State Spring Basketball** page of the MYAS website. Information and announcements will be posted under the "News" heading on this page. All documents (i.e. this handbook) will be posted under the "Documents" heading.

FINDING A SPRING BASKETBALL TEAM

- ⇒ Contact your local basketball association or community education department to see if they are putting teams together for the spring. Links to local associations can be found under “Products and Services” at the bottom of the basketball page on www.myas.org.
- ⇒ Tryouts for various spring clubs/organizations are posted in the same place at www.myas.org. This information changes frequently in March, when most teams/clubs provide their tryout information.

FORMING A SPRING BASKETBALL TEAM

The MYAS is a democratic institution and anyone may form a team as long as they follow MYAS guidelines. Listed below are the necessary steps for successful team formation.

1. **PLANNING – Start by thoroughly reading this handbook.** Write down questions as you read. Many of them will answer themselves as you work your way through the information.
2. **PHILOSOPHY –** What are you doing this for and what are your goals? Are you an equal playing time team (participation), or a team where players must earn their playing time (performance), or a blend? If you don’t know what your goals are, you’re off to the wrong start. Experience tells us that this is a critically important beginning step. Many of the problems that arise between parents, coaches and players can be eliminated by spending time discussing your philosophy before the team is formed.
3. **GET STARTED – Start now!** Here are the things you need to do:
 - a. Get a commitment from your players or schedule tryouts.
 - b. Find a coach; initiate a background check.
 - c. Determine the number of tournaments you want to enter.
 - d. Calculate your budget and determine your per player cost (see sample budget on the next page).
 - e. Collect fees from parents.
 - f. Send in your MYAS tournament entries and fees or register online.
 - g. Find a practice site.
 - h. Get equipment.
 - i. Get uniforms.
 - j. Secure insurance (USAB is available if needed). Links can be found at www.myas.org.
4. **GET ORGANIZED –** The way to endear yourself and your team to the MYAS and our hosts is to be organized! We registered over 1,000 boys and girls teams in 2015-16. Historical data tells us to expect 5-10% growth this year. Running a program of this size requires you and all of our participants to know, understand and obey our rules in order to make the program fair and equitable for all participants. Lack of knowledge of the rules is **not** an excuse. Please be organized and educated.

USAB TEAM MEMBERSHIP

Every team participating in MYAS Gopher State spring basketball tournaments will receive their **2017 USAB team membership included with your paid tournament entry fees**. The MYAS staff will process your membership once we have received your team's entry fee for a spring tournament. Your USAB membership will allow you to also purchase team/player liability and sport accident insurance if it is needed. Teams are **NOT** required to purchase liability and sport accident insurance in order to participate, although some sort of insurance is highly recommended. The MYAS does not provide any sport accident insurance for players, coaches or officials. Go to www.usamateurbasketball.com to purchase insurance. See page 16 for more detailed information on USAB liability and sport accident coverages.

SAMPLE BUDGET CALCULATION (actual budgets will vary)*

Invitational tournament entry fees (5 invitationals); see Volume Discount on pg. 8	\$1,100.00
Super Saver Tournament entry fees (2 Super Savers); see Volume Discount on pg. 8	410.00
MYAS Gopher State Spring Championships	300.00
10 reversible numbered jerseys	250.00
First aid kit (including blood kit, tape & pre-wrap)	60.00
Four basketballs, ball bag, two whistles, score book	<u>180.00</u>
Total	\$2,300.00
<i>Total per player (with 10 players on the roster)</i>	<i>\$ 230.00</i>

***Liability and sport accident insurance and background checks for coaches will add another \$100 to your budget.**

This sample budget assumes that the team's coaches will not be offered any compensation for their time, effort or expenses and that the practice facility will be available free of charge. It also assumes that someone will do all of the administrative work and will invest the time to understand and adhere to the MYAS process without compensation.

PARTICIPATION POLICY

It is the policy of the MYAS Basketball Committee that whenever an athlete is actively playing on their Sophomore, Junior Varsity or Varsity school team, they may **NOT** participate in MYAS sanctioned games or practices. This is an MSHSL policy as well. This policy does not prohibit a player from:

- A. concurrently participating in MYAS sponsored basketball and a high school sport other than basketball (such as volleyball, soccer, baseball, lacrosse, field hockey, softball, etc.).
- B. concurrently participating in MYAS sponsored basketball and on a school basketball team through the ninth grade.

Nothing contained in this policy of the MYAS Gopher State basketball program shall operate to violate the legal rights of any amateur athlete.

TEAM COMPOSITION/ATHLETES FROM BORDERING STATES

Teams may be comprised of any players who meet the **grade eligibility requirements** for the division in which they are playing. Teams originating from outside the state of Minnesota are eligible to participate in MYAS spring basketball. Teams **do not** have to hold "open" tryouts in order to field a team and may have players from a bordering state(s) on their roster. There is no roster maximum of athletes from different state(s). This rule applies to all grade divisions.

PLAYER PARTICIPATION

No more than **12** players are allowed on a team's roster.

Only boys may participate on boys' teams. Only girls may participate on girls' teams.

For Gopher State Spring Invitational Tournaments, the following guidelines will be used:

Athletes may participate on two teams on the same weekend as long as the teams are not in the same bracket/pool. Those teams must be comprised as follows:

- A. One team must be school/community based and the other must be an open team. An "open team" is defined as being comprised of players from multiple communities.
- B. Players may play on two different teams within the same club or school/community based program.

The MYAS believes that every player should have the chance to play with their classmates. By following USAB's grade based program, if all of your players are in 8th grade and they meet the age determining date, they may stay together and play in MYAS Gopher State spring basketball.

**For the Gopher State *Spring Championships*,
players may play on one team and one team only.**

DIVISIONS OF COMPETITION

Division I - Elite: This is the highest level of play, consisting of the top teams from across the state and beyond. The teams competing in this division are generally referred to as "all-star" teams, although many of the top community-based "A" teams will also compete in this division. Teams registering for tournaments in this division of play should be looking for the best possible competition for their team.

Division II – A Teams: This is the next highest level of competition, which includes the majority of community-based "A" teams and those "all-star" teams that are unable to compete with Division I teams. We will attempt to match Division II teams of equal ability with each other as much as possible, as Division II has historically had the largest number of teams.

Division III – B Teams: This division is for the majority of community-based "B" teams from the winter season. We are attempting to help level the playing field from years past and have added a fourth division of play (Division IV – below) to accomplish this.

Division IV – C/Rec Teams: This division is for teams that are simply looking for more tournament experience. Teams in this division may include in-house teams, recreational teams, school traveling "C" teams and newly formed teams looking to "get their feet wet."

Note: *The MYAS reserves the right to move teams up or down to provide the best level of competition for all teams. A minimum of four teams, in a specific division, are required in order to offer a tournament in that division of play. If any division has fewer than four teams entered, those teams will be moved up or down to the next appropriate division of competition.*

2017 GOPHER STATE GRADE DIVISIONS – BOYS AND GIRLS

The 2017 MYAS Gopher State spring basketball program will follow USAB's grade-based guidelines. USAB's program is grade-based with age parameters and limitations determined by birth dates that allow players in each division to compete against other players currently at the same grade/age level.

A player may qualify under the **age exception** rule if they have been advanced in grade due to academic excellence or parental preference. Example: A current 4th grader who was born September 17, 2007, may play in the 3rd grade because he/she does not turn 10 before September 1, 2017.

3rd Grade – An athlete must be in the 3rd grade or below for the 2016-2017 school year and cannot turn 11 prior to September 1, 2017. **Age Exception:** Athlete does not turn 10 prior to September 1, 2017.

4th Grade – An athlete must be in the 4th grade or below for the 2016-2017 school year and cannot turn 12 prior to September 1, 2017. **Age Exception:** Athlete does not turn 11 prior to September 1, 2017.

5th Grade – An athlete must be in the 5th grade or below for the 2016-2017 school year and cannot turn 13 prior to September 1, 2017. **Age Exception:** Athlete does not turn 12 prior to September 1, 2017.

6th Grade – An athlete must be in the 6th grade or below for the 2016-2017 school year and cannot turn 14 prior to September 1, 2017. **Age Exception:** Athlete does not turn 13 prior to September 1, 2017.

7th Grade – An athlete must be in the 7th grade or below for the 2016-2017 school year and cannot turn 15 prior to September 1, 2017. **Age Exception:** Athlete does not turn 14 prior to September 1, 2017.

8th Grade – An athlete must be in the 8th grade or below for the 2016-2017 school year and cannot turn 16 prior to September 1, 2017. **Age Exception:** Athlete does not turn 15 prior to September 1, 2017.

9th Grade - An athlete must be in the 9th grade or below for the 2016-2017 school year and cannot turn 17 prior to September 1, 2017. **Age Exception:** Athlete does not turn 16 prior to September 1, 2017.

10th Grade – An athlete must be in the 10th grade or below for the 2016-2017 school year and cannot turn 18 prior to September 1, 2017. **Age Exception:** Athlete does not turn 17 prior to September 1, 2017.

11th/12th Grade – An athlete must be in the 12th grade or below for the 2016-2017 school year and cannot turn 20 prior to September 1, 2017. **Age Exception:** None

MYAS GOPHER STATE SPRING BASKETBALL ENTRY FEES

Volume Discount Program: Any combination of Invitational and Super Saver tournament registrations are eligible to qualify for the volume discount. Tournaments need to be registered and paid for all at one time to receive the volume discount. The discount **does not** include the Spring Championships or National Tournaments. Entry fees are the same price for physical entries and online registrations.

	<u>Regular Tournaments</u>	<u>Super Savers</u>	<u>4 Game Guaranteed</u>
1-3 Tournaments	\$240.00 per tournament	\$225.00 per tournament	\$280.00
4-6 Tournaments	\$230.00 per tournament	\$215.00 per tournament	\$270.00
7+ Tournaments	\$220.00 per tournament	\$205.00 per tournament	\$260.00

Gopher State Spring Championships - \$300 for 3rd-12th grade

HOW TO REGISTER FOR TOURNAMENTS

There are two ways to register for MYAS Gopher State spring basketball tournaments.

1. **Online Registration:** Teams may register for events online on the MYAS website. Go to www.myas.org and click on the Login button located at the top of the page. Coaches can create a secure online account and pay with a credit card. They will receive an e-mail confirmation once the process is complete.
2. **Hard Copy Registration:** Teams may register for events by printing a copy of the tournament registration form that is posted on the MYAS website, www.myas.org. Send the completed form with payment to the MYAS office. Checks should be made payable to "MYAS."

Volume Discount: The volume discount is applied **per team, per entry form** for invitational and Super Saver tournaments only. The more you play, the less you pay. (Gopher State Spring Championship entry fees are **not** eligible for a Volume Discount, although that event counts toward your total number of events played.)

MYAS REFUND POLICY

1. If a team drops out of a tournament **prior to the entry deadline**, a full refund will be issued.
2. If a team drops out of a tournament **after the entry deadline**, they will **NOT** receive a refund.
3. If a tournament has begun and must be cancelled due to unforeseen circumstances (i.e. weather), a prorated portion of your entry fee will be returned based on the number of games played.
4. If a tournament is cancelled prior to any games being played due to reasons stated in #3 above, teams may elect to receive a 75% refund of their entry fee or have 100% of their entry fee applied to a future MYAS event.

FORFEIT POLICY

Any team forfeiting a game(s) on a given weekend will incur a \$100.00 fine for each forfeited game. Forfeiting a game will also place the team on probation for the remainder of the season. Forfeiting a game on any subsequent weekends will result in immediate suspension from further MYAS participation for all coaches and players associated with that team.

GOPHER STATE TEAM ROSTER

Login- Go to myas.org and click on the login button. Click on the team name and then click on Manage Roster.

Add Players- Please be sure to click Save after you submit the information for each player. Please be aware that name, address, email, phone and date of birth are all required fields.

Print it- Once your roster is complete, you will need to print it.

Signatures- On the printed copy, you will notice signature bars next to each player and coach. That is where the coaches and player's parents can sign agreeing to the MYAS Code of Conduct policy and the MYAS Waiver statement.

Submit it- Bring the roster to your first MYAS Spring Tournament and give it to the tournament director during team check-in. Once you have submitted the roster at your first tournament, you do not need to submit it at your following tournaments unless you have changes to your roster. If you have changes to your roster, it is your responsibility to provide the tournament director with an updated copy at the beginning of the tournament.

TOURNAMENT CHECK-IN PROCEDURE

We ask that teams report to Tournament Headquarters 30 minutes prior to your first game of **every** tournament. **You only need to turn in your official MYAS Online Roster with signatures** at your **first** tournament. The Tournament Director will keep those copies and they will be on file at all of your upcoming MYAS spring tournaments. As a courtesy, please send a representative to Tournament Headquarters at **every** tournament to inform us that your team has arrived.

⇒ **Turn in the completed official MYAS Online Roster**

- We will not be asking to see any age and/or grade documentation. Teams will be on the “honor” system that their players are eligible to participate in the division they are participating in.
- The waiver statement for participation is located on the bottom of the official MYAS online roster. The head coach and a parent or guardian of each player **must** sign the official MYAS roster.

ADMISSION FOR PLAYERS AND COACHES

⇒ Teams are allowed free tournament admission for up to three coaches per team. Coaches will be asked to sign in each day at or near the admission table at each playing location. Once three coaches have signed in, any subsequent coaches must pay admission to that facility. Daily admission is \$7 for Adults and \$5 for Seniors. We are no longer utilizing coach passes at our events.

ELIGIBILITY PROTESTS

- **Coaches:** Be advised that any player whose eligibility to participate is in question, may **NOT** participate until the proper documentation has been provided.
- If a player’s eligibility is being questioned, the protesting team must give our tournament director a \$100 cash deposit (to be returned if protest is upheld):
- If a player’s eligibility is being protested, the following will occur:
 - ♦ First: The team protesting must prove the eligibility of their entire team.
 - ♦ The team being protested must provide proof of eligibility for their team. Proper documentation will include any of the following:
 - ♦ Current school year (2016-17) report card
 - ♦ School ID or other official document that lists the athlete’s name and current grade
 - ♦ School letterhead showing player’s name and grade, signed by school official
 - ♦ Parents/coaches can utilize the website “School View” to prove player’s grade.

2017 GOPHER STATE INVITATIONAL TOURNAMENTS

The MYAS offers **TWO-DAY** invitational tournaments throughout the spring and early summer. These tournaments have a three-game guarantee. All 9th-12th grade games will utilize 16-minute stop-time halves; 5th-8th grade games have 14-minute stop-time halves; and 3rd-4th grade games will be played using 20-minute running time halves.

2017 GOPHER STATE SUPER SAVER TOURNAMENTS

The term “Super Saver” is just MYAS’s terminology to refer to a **ONE-DAY** tournament. The MYAS offers these **ONE-DAY** Super Saver tournaments throughout the spring and early summer. These tournaments differ from our regular invitational tournaments as all games are run on the hour using 20-minute running time halves with the last two minutes of each half played under stop time. Your games are typically scheduled at 8:00am/10:00am/12:00pm or 9:00am/11:00am/1:00pm, etc. (You will typically have a one-hour break between games.)

2017 GOPHER STATE SPRING CHAMPIONSHIPS

The 2017 MYAS Gopher State Spring Championships will be conducted for all boys’ and girls’ divisions. Both programs will use a Division I, Division II, Division III and Division IV format provided there are a minimum of 8 teams entered in a given grade and division. The Spring Championship entry fee is \$300.00 per team for all grade divisions. Seeding will be done by participating coaches via online surveys.

Boys’ and Girls’ 3rd-5th Grade Spring Championships will be held on May 6-7, 2017.

Girls’ 6th-12th Grade Spring Championships will be held on June 3-4, 2017.

Boys’ 6th-12th Grade Spring Championships will be held on June 10-11, 2017.

2017 GOPHER STATE “RONALD MCDONALD HOUSE” FUNDRAISER

We encourage all teams to come join us on the April 8-9 weekend as we hold the 3rd Annual Gopher State “Ronald McDonald House” basketball tournament. This event is a partnership between the MYAS, our tournament hosts on that weekend, and the Ronald McDonald House charity. All proceeds will go to support the Ronald McDonald House charity for families of children with cancer.

2017 GOPHER STATE “BOX OUT BREAST CANCER” WEEKEND

We encourage all teams to come join us on Mother’s Day weekend (May 13-14) as we hold the 5th Annual Gopher State “Box Out Breast Cancer” basketball tournament. This event is a partnership between the MYAS, our tournament hosts that weekend and the MN Breast Cancer Coalition. A portion of all entry fees will be donated by the MYAS and we will provide drop boxes (or similar means) to raise funds that will go directly to benefitting cancer research here in the state of Minnesota.

Watch www.myas.org for further information.

GOPHER STATE 3 v 3 BASKETBALL LEAGUES

We held our inaugural 3 v 3 Summer League in August of 2012. For 2017, we will again be offering 3 on 3 leagues in August. We are hoping to expand our Sunday League to give you more playing locations to play 3 on 3 ball. Many use the August league as a chance for their team to further work on offensive and defensive concepts or to begin preparing for the Fall and Winter seasons. Pick your playing location for all four weeks. Games will be played on Sunday afternoon/evenings.

HOW TO RECEIVE YOUR TOURNAMENT SCHEDULE

We do not mail tournament schedules. Please refer to the MYAS website (www.myas.org) for that information.

- ⇒ Registered teams are posted on the MYAS website as entries are received or completed online.
- ⇒ The tournament schedules will be posted on the MYAS website approximately 10 days prior to each tournament. ***Please check your schedule right up to the day of the tournament as there could be changes. It is the responsibility of each coach to make sure you have the most current schedule.***

CONDUCT – MYAS WAIVER STATEMENT

Good behavior at MYAS events is expected, not requested. The MYAS has developed a Code of Conduct for players, coaches, parents and officials. Please do your best to ensure a positive experience for everyone. Any violation of the MYAS Code of Conduct may result in temporary or permanent banishment from any MYAS sponsored event. Printed on the Online Roster is the **MYAS Waiver Statement**, which reads as follows:

“In signing, I verify that the players on the above listed team are eligible to compete in 2017 MYAS Gopher State Basketball Tournaments. Upon your acceptance of this signed form, I, my heirs, executors and administrators, intending to be legally bound hereby, waive and release any and all rights I may have against the Minnesota Youth Athletic Services, tournament officials or the Host Organization and their representatives from any and all injuries suffered by rostered coaches and/or players at the specified event.”

TOURNAMENT PLAYING RULES

All MYAS Gopher State spring basketball tournaments will utilize National Federation of State High School Associations rules for the current year, except where modifications have been made. Complete rules for MYAS Gopher State spring basketball can be found on the MYAS website, www.myas.org.

TOURNAMENT AWARDS

For invitational tournaments coordinated by the MYAS, a variety of trophies, medals, plaques and t-shirts will be awarded. Awards will be prorated based upon the number of participating teams in each particular age/grade division. ***“The Quest for the Rings”*** – the MYAS Gopher State Spring Championships – will award players on the winning teams a Championship Ring which includes lifetime resizing.

GENERAL TOURNAMENT GUIDELINES

Teams will receive a 10-minute grace period for their first game of the tournament. After their first game, game time will be the scheduled start time and any team not present will forfeit that game and will be subject to fines and possible suspension. Games will start at either (A) the scheduled starting time or (B) 10 minutes following the completion of the previous game on that court, whichever is later. The Tournament Director has the right to modify this rule if deemed necessary.

No games will be scheduled to begin later than 9:00pm. However, start times delayed past 9:00pm due to the slow progress of earlier play or other events beyond the Tournament Director's control will begin as soon as possible after 9:00pm. **It is recommended that teams and their coaches report to the gym at least one hour before the scheduled start time of each of their games.**

No team will be scheduled to play more than three games per calendar day unless the team is playing in the losers' bracket, in which case the limit is four games per calendar day. In addition, each team will have a minimum rest period between games equal to a one-game period, which will be scheduled for no less than one hour.

EQUIPMENT/UNIFORM POLICY

The MYAS has adopted the rules and regulations of the NFHS that pertain to legal and illegal equipment. Please refer to the National Federation of High Schools basketball rule book for clarification. If you have any specific equipment issues, please contact our office **prior to** participating. Some common questions relate to earrings, casts, headbands, wristbands and various medical devices.

All jewelry must be removed **prior to** stepping on to the court. Players are **NOT** allowed to tape over any kind of jewelry (earrings, bracelets, necklaces, etc.).

It is **recommended** that players' jerseys have numbers on both the front and back. It is also recommended that teams have both a white and a colored uniform. Minimum size of numbers should be 4" on the front and 8" on the back. Legal numbers are 00-99.

BENCH PERSONNEL

A team may have on its bench only the eligible players as listed on their official roster and up to three non-players such as coaches, ball boy or girl, scorekeeper, etc. Only eligible players may wear uniforms on the bench. **A maximum of three non-players are allowed to be sitting on the bench.**

Each team must supply a scorekeeper who will sit at the official scorer's table. One of the team's free tournament admissions can be used by their scorekeeper for admittance to all MYAS tournaments. The home team, as determined by a coin flip, will be responsible for filling out the official score sheet.

TRUSTED COACHES EDUCATION PROGRAM

The Minnesota Youth Athletic Services has created a new online service called **Trusted Coaches**. This program gives youth sports organizations the power to protect children against dangerous, ineffective, or overly negative coaches while maximizing coach effectiveness with players and parents. This is **not required** to coach a spring team. It is only an option, although it is recommended that you know who is coaching your child.

The program features an identification card with the coach's photo. This card will verify that a coach has:

- 1) passed an approved **National Background Check**.
- 2) completed the online **Concussion Training Course** following the CDC guidelines.
- 3) completed an online **"Double-Goal Coaching" Workshop** administered by the Positive Coaching Alliance (PCA). PCA's online course is filled with powerful coaching tools that are based on the latest research in sports psychology and reflect the "best practices" of elite coaches and athletes.
- 4) completed an online **"Youth Sports First Aid" Seminar** which will address injury prevention, emergency treatment, hydration and nutrition.

Each coach will be able to complete these online courses at their own home and at their own pace. Coaches will be placed in a Coaches' Registry on the **Trusted Coaches** website that will indicate renewal dates for background checks and concussion training.

The benefits of this program include:

- helping coaches minimize the risk of harm or injury to young athletes;
- information about fundamental coaching concepts which enhance a coach's effectiveness;
- a "one-stop shop" for youth associations to deliver best practices training to their coaches;
- an online repository capable of keeping track of coaches' certifications and renewal dates.

The total cost per coach is \$35.00 and once the course has been completed, we issue each coach a Trusted Coach Verification Card (wallet size), complete with their picture.

Trusted Coaches is a turnkey system that accomplishes four basic needs of every youth sport program. All that an administrator needs to do is sign on to the TC website, buy as many "coach seats" as they want and then send an e-mail to all their coaches.

Coaches then go to the Trusted Coaches website, sign in with the code they have been assigned, and complete the course. The entire course can be completed in less than two hours, and each coach is given 30 days to complete the four components of this service.

The Trusted Coaches website will also feature a Resource Center with a sports blog and some sport-specific information and links. We intend to make the Trusted Coaches website the "go to" place for coaching tips, admin tips, parent concerns, fundraising assistance and all the myriad youth sports topics.

MISCELLANEOUS GUIDELINES

The Tournament Director will have custody of and authority over the official tournament game schedules and brackets. Coaches may not interfere with or attempt to change the official tournament brackets or schedules. No person except the Tournament Director or their designated assistant(s) may enter official game scores or post advancements on the official tournament brackets or schedules.

A **no-show**, even if notice is given in advance, will be considered a forfeited game (scored 0–15) and the tournament will progress in the normal manner. Likewise, if a team uses an ineligible player(s), the game will be forfeited. There will **never** be any reason to replay any game, change the official brackets, move teams to any bracket position based upon any factor other than an actual game result (including forfeits which are scored 0–15) or change the format of the tournament once play has begun.

A **medical/liability release form is suggested for all teams**. It is suggested that coaches always have in their possession a medical/liability release form and medical insurance information for each player on their team. If a player is injured during the course of a game, it is the responsibility of the coach, **NOT** the Tournament Director, host, trainer or other tournament personnel, to see that the player's medical needs are met.

PROTESTS

All protests must be in writing, and protests may only be petitioned regarding the eligibility of a player or team. Protests must be presented to the Tournament Director within 30 minutes following completion of the applicable game. Protests are valid only if accompanied by a \$100.00 cash protest fee, which will be returned if the protest is upheld. The Protest Committee will consist of the Tournament Director, a representative of the host organization and the on-site supervisor of officials. All decisions of the Protest Committee will be final. **The protest fee is \$100.00 cash only. Personal checks or credit cards will not be accepted for a protest.**

MYAS COMMUNICATION POLICY

While we value everyone's opinion, it has become necessary for the MYAS to develop the policy whereby our staff will communicate with team directors, coaches and association representatives **ONLY**. There is not adequate time in the day to discuss rulings, controversial situations, etc. with individual athletes or parents. As an alternative, we encourage constructive criticisms and suggestions be directed to a designated team representative, who is welcome to contact our office for a response or necessary action.

MYAS NON-DISCRIMINATORY POLICY

The MYAS does not discriminate on the basis of age, gender, race, color, ethnicity, national origin, religion, sexual orientation or handicapped status for employment or provision of services.

MYAS DISCIPLINARY POLICY

Unsportsmanlike conduct by players, coaches, officials, spectators and/or host organizations will not be tolerated at events conducted by the Minnesota Youth Athletic Services. The MYAS definition of unsportsmanlike conduct includes, but is not limited to:

1. Verbal or physical abuse of **ANYONE** connected with the event
2. Any form of cheating, such as age or grade falsification, use of a declared ineligible player or coach, misinformation circulated about another player, coach or official, etc.
3. Any action that unnecessarily delays or prohibits the beginning, continuance or conclusion of an event
4. Intentional use of illegal equipment
5. Any type of theft or destruction of property
6. Any type of behavior that is deemed to be inappropriate at a youth sporting event, such as harassing or threatening the opposing players, coaches or fans; consuming alcohol or tobacco products on school grounds; use of profanity; providing illegal performance enhancing drugs to athletes or coaches; etc.

MYAS DISCIPLINARY PROCEDURE

The severity of the unsportsmanlike act will determine the severity of the resulting disciplinary action. Any MYAS representative has the authority to use their best judgment to administer appropriate disciplinary action to any player, coach, official, host or spectator at a specific event.

On-Site Disciplinary Actions:

Any disciplinary action administered on-site will be subject to immediate review by the MYAS Event Protest Committee (EPC). The EPC is composed of one representative from the host organization, one representative of the officials' organization assigned to the event and one representative from the MYAS. This committee will conduct an on-site hearing to determine if the disciplinary action is appropriate. All decisions of the EPC are in effect for the remainder of that specific event. The committee does not have the authority to issue any disciplinary action that exceeds the length of that specific event. (**Exception:** If the disciplinary action occurred during the offending party's last game of the event, it will carry over to the next MYAS event.) Any decision by the EPC may be appealed to the MYAS Review Committee at the earliest possible date.

Off-Site Disciplinary Actions:

The MYAS reserves the right to issue additional disciplinary action depending upon the frequency and/or severity of an offense. Additional disciplinary action may be taken after the completion of a formal hearing by the MYAS Review Committee. Possible disciplinary actions may include but are not limited to censure, disqualification, suspension for a definite or indefinite period of time, or expulsion from any or all MYAS sponsored programs. All actions of the MYAS Review Committee are final.

PROCEDURE FOR FILING COMPLAINTS

Phone calls to the MYAS are not acceptable – complaints **must** be in writing. Telephone complainants will be informed that action will be taken only on **written** complaints.

PROCEDURE FOR FILING COMPLAINTS (*continued*)

1. Calls that are merely “gripes” (regarding officiating, scheduling, etc.) that **do not** rise to the level of an MYAS Policy or Handbook violation will not be considered as a complaint or acted upon.
2. Callers who allege actions that **are or could be** Policy or Handbook violations will be advised to make the complaint in writing to the attention of the MYAS Basketball Committee at the MYAS office.
3. If a caller makes serious allegations that **are clearly** Policy or Handbook violations or which, if true, could endanger an athlete or harm the MYAS, the person receiving the call will be put in contact with the Basketball Review Committee so they can determine whether to pursue the matter on its own initiative (example: criminal activity, sexual misconduct, etc.).
4. Incident reports are printed on the back of each score sheet and should be used immediately to report any complaints.

A letter or email may be deemed a complaint by the MYAS basketball staff even if it is not designated as such.

1. Letters or emails which allege Policy or Handbook violations will be referred to the Review Committee.
2. Letters or emails which merely make complaints of a general nature are not allegations of Policy or Handbook violations and will be referred to the appropriate entity.
3. Anonymous complaints/allegations will not warrant action.

USAB TEAM REGISTRATION & INSURANCE

Registering and paying the entry fee for your team to play in any Gopher State Spring Basketball Tournament includes a 2017 **USAB team membership with your payment**. Your USAB team registration is applicable to any Gopher State spring tournament and to any USAB event around the country.

If your team is considering participation in any national USAB events, go to www.usamateurbasketball.com to get set up in their system. (**Teams participating in only Gopher State events DO NOT need to enter their rosters on the USAB website.**) On the USAB site, you can manage your roster online, include your players in national player rankings, allow each member of your team to have a personal web page and much more.

Once your team is USAB registered, you may purchase USAB team insurance (**this is an option and is not required for participation**). The team insurance provides valuable protection for players, managers, coaches, team sponsors and other auxiliaries of the team. Coverage is provided during play, practice, fund raising activities and award banquets in which your team participates. Coverage is in effect for any organized/scheduled amateur basketball activity. Coverage is secondary to any other collectible insurance; primary if no other insurance is in force.

- \$89 cost for team insurance (covers your entire team)
- \$2,000,000 liability per occurrence
- \$100,000 medical (secondary)
- \$100 deductible youth/\$250 deductible adult

Facility Owner Coverage: If requested, your facility owner will be named as an additional insured at no additional charge. Liability coverage for the facility owner will be in effect during the play and practice of the insured team. The limit of liability is \$2,000,000 per occurrence. Just complete the Facility Owner Section of the application (www.usamateurbasketball.com) and a certificate of insurance will be sent to verify coverage.