

Interior Youth Basketball  
Policy Manual

Revised January 30, 2020

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1.10 Mission

The purpose of IYB is to provide youth with social contact, to implant firmly in the youth the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger, and will grow to be decent, healthy and trustworthy adults. IYB will accomplish this by providing opportunities for Fairbanks youth to enjoy the game of basketball at all levels of skill and commitment.

1.20 Policy

A. Development

1. It is the responsibility of the IYB board to develop and approve all policy additions and deletions.

B. Approval

1. All policies modified by the Board shall immediately be included in this document and be publicly available for review.

C. Adoption and Revision

1. All policy adopted by the Board shall bear on the first page the date of the Board meeting at which the policy was approved.

2.10 Responsibilities

Board members are expected to support IYB policies, decisions, personnel and programs and conduct themselves in a professional manner both internally and externally in the interest of the IYB organization.

2.20 Board Meetings

- A. Monthly meeting agendas created by the President will be provided at least 72 hours prior to the meeting.
- B. Meeting agendas will be comprised as follows:
  - 1. Meeting Call to Order – Quorum Present
  - 2. Public Testimony for Items on the Agenda
  - 3. President's Report
  - 4. Treasurer's Report
  - 5. Program Director's Report
  - 6. Recreational Program Report
  - 7. Competitive Program Report
  - 8. New Business
  - 9. Old Business
  - 10. Public Testimony for items not on the Agenda
  - 11. Adjourn
- C. Meetings shall not last longer than 2 hours without a unanimous vote of board members present to extend the meeting.
- D. Members of the public shall have the opportunity to participate in the meeting at the discretion of the President.
- E. Board members shall speak only when given the floor by the President. This rule may be suspended at the discretion of the President.

2.30 Committees

Committees will be formed at the discretion of the Board to accomplish specific tasks. Committees shall disband upon completion of the assigned task or by Board vote.

2.40 Program Coordinator

The Board shall approve the hire, evaluation and dismissal of a Program Coordinator to administer IYB programs and manage the financial affairs of the Corporation. The President will supervise the Program Coordinator as described below or as assigned by the board.

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2.40.010 Responsibilities

- A. Program Offerings & Promotion
- B. Financial Management
- C. Recreational Program
- D. Competitive Program

2.50 Recreational Coordinator

- A. Schedule program practices and games
- B. Obtain sponsorships
- C. Purchases and distributes uniforms
- D. Facilitates coaches meetings
- E. Publicizes program
- F. Collects fees
- G. Produces reports for the Board of directors
- H. Drafts budget for the following season

2.60 Competitive Coordinator

- A. Schedule program practices and games
- B. Obtain sponsorships
- C. Purchases and distributes uniforms
- D. Facilitates coaches meetings
- E. Publicizes program
- F. Collects fees
- G. Produces reports for the Board of directors
- H. Drafts budget for the following season

3.10 Program

- A. Divisions
  - 1. K-2<sup>nd</sup> grade co-ed (Little Dribblers)
  - 2. 3-4<sup>th</sup> grade boys and girls (Minor)
  - 3. 5-6<sup>th</sup> grade boys and girls (Major)
  - 4. 7-8<sup>th</sup> grade boys and girls (Junior)
  - 5. 9-12<sup>th</sup> grade boys and girls (Senior)
- B. It is the intent of Interior Youth Basketball to divide the players into teams of equal strength.
- C. Interior Youth Basketball may allow out-of-town teams to play during the appropriate season, but the out of town team must make every attempt to make all the games and they must field a complete team of seven to eight out of town players. If an out-of-town team has most of a team, but would like one or two extra players, they can call the program director/coordinator for assistance and if available receive players from in town. This may not always work, as out-of-town teams tend to not have practice within the Fairbanks North Star Borough. The out-of-town team may not need to attend tryouts, but the registration forms and payments need to be received by the tryout date.
- D. Interior Youth Basketball calendar year, for the purpose of playing seasons, runs the same as the school year. A player may only play in one division per calendar year. Regardless if this player has moved up in a grade in the middle of the year, he/she can only play in one division/league per calendar year. This refers to the different divisions/leagues of the recreational program. A player can play in one division of the recreational program and also participate in the competitive program.
- E. Practices and Games
  - 1. IYB does not cancel games or practices due to weather. If the FNSB has assigned the gym space, then IYB assigns the games and practices and IYB does not cancel. Because of limited gym space, if a coach decides to cancel a practice or a game, they will take a forfeit or miss their practice for that week.
- F. Fees
  - 1. Fees will be discussed at the annual meeting in May. Fees can be lowered or raised each year according to the need of the budget.

3.20 Fall, Winter and Spring Program

Fall, Winter and Spring programs will be assessed at the Annual Meeting. The fall season has tryouts the first Saturday after school starts. The Senior Division may require more than one tryouts in order to accommodate as many high school students as possible. The first one may be held in conjunction with the other fall divisions; a second one, if necessary, may be held on a weeknight or when the Program Coordinator is able to schedule. The winter season has tryouts the first or second Saturday in December. The Spring Program will have tryouts the third weekend in February, or four weeks before the season starts (which is the first Monday after Spring Break.) The team count and number of games played are determined based upon tryouts and gym space availability for each season. IYB makes all attempts to schedule the fall and winter programs for minimal conflict with school programs of basketball.

3.30 Player Selection & Team Formation

- A. Player Selection
  - 1. All players who register on time are put on teams.
  - 2. Any child who registers after the “official” registration date is considered a “space available” and is not guaranteed a position. Therefore, for the sake of fair play, if a player has signed up to play after the try-outs, the program director/coordinator can place that player on a team when the spot becomes available for the player of his/her playing ability. The order does not necessarily have to go in order of first call, but of ability and availability.
  - 3. Players must be grade appropriate for the league they are registering.
- B. Team Formation
  - 1. League representatives will be selected from the board members to represent each league.
  - 2. League representatives will attempt to divide the teams in a fair manner taking into consideration:
    - a. Skill
    - b. Height
    - c. Grade
    - d. Gender balance if co-ed teams.
  - 3. League representatives will not put more than 8 players per team, except for the Little Dribblers, which will have no more than 12 players per team.
  - 4. League representatives will determine if there are enough players to implement an advanced league. The representatives will work with the coaches of the division.

3.40 Head Coaches, Assistant Coaches, and Team Volunteers

- A. All Head Coaches, Assistant Coaches, and Team Volunteers must register with IYB via the online registration process.
- B. All Head Coaches, and anyone having privileged access to player and parent information via the online registration platform, must submit to a background check. All background checks will be reviewed by the Program Coordinator. The Program Coordinator will bring any questionable results to a committee appointed by the Board of Directors. The Committee’s decision is final as to whether the individual will be allowed to coach or not.
- C. Anyone filling in for a Head or Assistant Coach’s absence, whether a practice or game, must be approved by the Program Coordinator.
- D. A coaching clinic will be offered and required for all coaches to attend prior to each session.
- E. All coaches and team volunteers will adhere to a “Three Person Rule.” This “rule” is defined as follows: All coaches and team volunteers should never be alone with a single youth player that is not a relation or family member. For example, there must always be two (2) youth players present with one (1) adult or two (2) adults present with an unrelated youth. This will always apply when unrelated youth players are present with an adult making a minimum total of three (3) individuals in situations such as 1) before and after games and practices; 2) transportation and travel to and/or from games and practices.

4.10 Program

- A. Divisions
  - 1. 4<sup>th</sup> – 8<sup>th</sup> grade boys – Wolves
  - 2. 4<sup>th</sup> – 8<sup>th</sup> grade girls – Grizzlies
- B. All Competitive players will compete in the recreational division at their respective grade levels with the exception of 7<sup>th</sup> & 8<sup>th</sup> grade boys & girls. 7<sup>th</sup> & 8<sup>th</sup> grade players may opt out of playing in their recreational division, but must pay a \$50 opt out fee.
- C. Games
  - 1. IYB competitive teams will participate in various competitive tournaments.
- D. Fees
  - 1. Fees will be discussed at the annual meeting in May. Fees can be lowered or raised each year according to the need of the budget.
  - 2. A portion of competitive registration fees received will be used to establish a scholarship fund for competitive players only. No scholarship funds will be awarded to competitive players out of the recreational budget.
  - 3. All fees collected from tryouts will be dedicated for scholarships. Any funds unexpended will roll over to the next season's scholarship fund.

4.20 Competitive Advisory Board

- A. The IYB Board of Directors will appoint the Competitive Program Coordinator.
- B. The IYB competitive advisory board (CAB) members serve a one year term. Each team will have two CAB representatives – one coach and one parent, but only one voting representative.
- C. During the off-season, the returning coaches will make up the acting CAB.
- D. The CAB will be responsible for creating policy and procedures for competitive teams and bringing those recommendations to the IYB board for inclusion in the IYB policy manual. Any recommendation brought to the IYB board must have first been approved by a majority vote of members present at a CAB meeting.
- E. The CAB may meet at any time and may have processes and procedures as determined by members.

4.30 Player Selection & Team Formation

- A. Primary try-outs will typically be held in the fall for each grade level.
- B. Players must be grade appropriate for their division and/or appropriate gender except for situations in which the CAB approves such a selection based on individual circumstances. Players must play with their grade. If a team does not exist within a player's grade, or there are extenuating circumstances, then that player may play up or down with CAB and IYB Board approval.
- C. A maximum of 12 players will be selected for each team. At the coach's discretion, more players may be added to the team but additional coaching staff must be added. At no time shall the Player/Coach ratio fall below 12/1.
- D. There are no guaranteed slots for returning players. Players must participate in try-outs each year to be considered for placement on an IYB Wolves or Grizzlies team.
- E. Coaches will turn in their roster to the IYB Program Coordinator within 10 days after the tryout date. Players trying out for a team and/or their families will be notified of their status on the team within 10 days of the try out date.

4.40 Player Expectations

- A. Players will sign a contract regarding the Code of Conduct and Player Expectations.
- B. Positions and playing time are not guaranteed and subject to the discretion of the coach.
- C. Players are required to accept their positions on their respective teams and be sure they are registered online prior to the first practice.

4.50 Parent Expectations

- A. Parents will sign the player contract, in addition to a “Parent Code of Conduct” agreement.
- B. Attend parent meetings.
- C. Dedicate time, effort and finances to play competitive basketball.
- D. Coaches of each team will fill the positions of Team Treasurer, Team Manager and Team CAB Representative. The Competitive Program Coordinator will fill roles as needed.
- E. Other team parent positions may be added as desired.

4.60 Uniforms

- A. Uniforms will be of the same design for all Wolves and Grizzlies teams.
- B. Primary colors must be Silver & Black with a yellow accent if needed.
- C. Uniforms are only to be worn during games. They are not to be worn during practices or at any other time. The intent is to make the uniforms last and minimize wear and tear.
- D. Uniforms must consist of a top and shorts and be reversible.
- E. Jerseys are the responsibility of the individual coach. Jerseys will be checked out at the beginning of the season. Any missing jerseys will be replaced, and the cost to replace will be the respective team and player’s responsibility to reimburse IYB for that cost.
- F. Replacement uniforms shall be ordered by the IYB Program Coordinator.
- G. Player must purchase his or her own shorts and IYB will provide order form.
- H. No sponsor logos may be printed on game uniforms.
- I. Sponsor logos may be added to a team’s individual spirit wear in exchange for fees as outlined on the fundraising form.

4.70 Travel

- A. Teams are responsible for arranging travel and accommodations for out of town tournaments.
- B. Each team will set tentative travel plans in the fall for the season. Proposed budgets will be prepared and given to prospective parents/players prior to players trying out. (See Section 4.91 (i).)
- C. Each team will provide at least two adult chaperones per trip who will agree to certain responsibilities as outlined by the CAB. Adult chaperones can include coaching staff. At minimum one adult chaperone must be of the same gender as the team. All chaperones are subject to background checks.
- D. If a player has experienced an injury from an IYB covered event prior to a tournament, said player must submit a medical release form to the Competitive Coordinator prior to travel.
- E. Coaches must turn in their travel roster to the IYB Program Coordinator seven days prior to traveling to any tournament. Any player not listed on the roster may not participate.

4.71 Transportation

- A. It is the parent’s responsibility to transport their player to and from all games and practices. If a parent elects to have someone else transport their child to games or practices, that parent is obligated to insure the driver is duly licensed and insured.
- B. When team transportation is desired, it is the team’s responsibility to determine who will be driving, and to insure the driver is duly licensed and insured. The driver’s personal automobile insurance policy will be in effect for the duration. Players will travel with the team solely at the parent’s discretion. If the parent is not comfortable with the team driver selection, the parent is obligated to provide their player with his or her own transportation.
- C. The number of passengers cannot exceed the number of seatbelts in a vehicle. State Law applies regarding seatbelt use. It is the driver’s responsibility to assure that all passengers are properly restrained during travel.

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- D. IYB is not responsible for any transportation related accidents, or injuries as a result of any accidents, to or from games or practices.

### 4.80 Finances

- A. The IYB Program Coordinator will keep accurate financial records for the Competitive program.
- B. At the beginning of the season, the Competitive Program Coordinator shall submit to each team the expected due dates and amounts for the season.
- C. Competitive Program Coordinator will submit monthly reports to the IYB program director.

### 4.81 Competitive General Account

- A. The purpose of this account is to receive all registration fees for competitive players.
- B. This account will be used for all expenditures relating to the competitive division with the exception of expenses for teams who have their own accounts.
- C. Any funds received for a competitive team that does not have their own bank account will be deposited into the Competitive General Account, and designated for use by that team. If said team needs funds from this account, two weeks' notice must be given to the IYB Program Coordinator for processing of funds for distribution to the team.
- D. Only the Coach or designated Team Manager may request to receive their team's funds from the Competitive General Account.
- E. Checks will be issued only when accompanied by proper documentation of the expense.

### 4.82 Team Accounts

Team accounts are intended to provide teams with the opportunity to raise and set aside funds that will support their efforts as members of the IYB Competitive Program. Contributions to team accounts may be made directly by a player or family member or come in the form of corporate sponsorship. This tax deductible or fundraised money and the program's nonprofit status are regulated and monitored by the Internal Revenue Service (IRS). These guidelines follow regulations set by the IRS concerning the use of fundraised money.

It is the intent of IYB for teams to expend their money in the year the funding was raised. Funds not expended by fiscal year end June 30 will revert to the IYB Competitive bank account, unless the team has approval by the CAB to extend their season beyond the fiscal year.

- A. The Team Manager and/or Coach are responsible for opening, maintaining, and closing a checking account for their team.
- B. All accounts are to be opened at Mt. McKinley Bank.
- C. Prior to opening or closing any account, a letter of authorization must be obtained from the IYB President, and IYB Treasurer, and presented to the bank.
- D. All checks for authorized team expenses require a dual signature. These signatures can be any two persons with signatory authority on the account.
- E. Checking account signatories must include the IYB Board of Directors President, and IYB Treasurer, and two or more team representatives.
- F. Team managers may obtain online access to their team account, or request copies of bank statements from the IYB Program Coordinator.
- G. The bank account name must include the title – either "Wolves" or "Grizzlies" followed by the high school graduation year of the players. For example "Grizzlies 2020" shall be the name of the account for players who will graduate in the year 2020. Monthly paper bank statements must be mailed directly from the bank to the IYB address.
- H. All checks ordered must be the type that will include a carbon copy.
- I. Should a team disband mid-season, or if a team ages out any remaining funds in a team's account will revert to the IYB Competitive Bank Account.

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### 4.83 Team Accounting Responsibilities

- A. The IYB Program Coordinator will oversee accounts for each individual team. This will include collecting statements and expense reports on a monthly basis. This does not include making deposits, writing checks, etc.
- B. Team managers are required to obtain original receipts for all expenditures. The original receipts must be retained along with a copy of each check written and turned in to the IYB Program Coordinator quarterly or within 30 days of season completion. An excel spreadsheet, or check ledger detailing expenses and revenues must be turned in to the IYB Program Coordinator on a monthly basis. The IYB Program Coordinator will provide a pre-formatted Excel spreadsheet upon request.
- C. No cash withdrawals are permitted.
- D. All reimbursements to an individual will be made upon presentation of original receipt for said expense. If no receipt is available, that person receiving the funds will be issued an IRS Form 1099-MISC at the end of the calendar year.
- E. No reimbursement to any individual will take place without that person filling out completely a "Reimbursement Request Form." The "Reimbursement Request Form" must be approved by the Coach and two parents from the team who are not designated assistant coaches, team managers, or team administrators. All authorized signers on any IYB bank account are required to fill out and turn in to the IYB Program Coordinator, IRS Form W9.
- F. If a team has their own bank account, it is expected that all team expenses will be paid for with a check drawn off the team account, with two signatures as required per Section 4.82 (D). Acceptable reimbursements could include purchases that have been made online.
- G. Reimbursements to individuals who have paid for a team expense with their personal credit card are required to provide a copy of their credit card statement showing said charge.
- H. No reimbursements will be made to parents for fees collected or monies fundraised.
- I. Purchase of personal gear, i.e. warm ups, sweats, hats, shoes etc. cannot be purchased with IYB processed funds.
- J. IYB is required to file an annual tax return with the IRS. Each team account is included in the return, along with the club accounts. Team Managers must have all information (See 4.83 above) for the fiscal year (July 1 – June 30) turned in to the IYB Program Coordinator by July 31<sup>st</sup> of each year.
- K. Upon request by any one parent of a player on the team, and/or the IYB Program Coordinator, the Team Manager must provide a full and complete accounting of all team income and expenses within 48-72 hours. Failure to do so will result in either the Team Manager having his or her banking privileges suspended, and/or all team funds immediately frozen by the IYB Board of Directors.

### 4.84 Fundraising

- A. All fundraising plans by any team must be approved by the CAB, and submitted for review to the IYB Program Coordinator, and then approved by IYB Board of Directors.
- B. All fundraising letters must be approved by the IYB Board of Directors.
- C. IYB reserves the right to restrict the use of the IYB logos (to include the Wolves & Grizzlies logos) to approved letters and forms only.
- D. All raffles must be approved by the IYB Board of Directors, the IYB Gaming Member in Charge and the Alternate Gaming Member in Charge.

### 4.90 Coaches

- A. Coaches must have one season of head coaching experience at any level, or one season as an assistant coach at the competitive level.
- B. Must be a minimum of 18 years old.
- C. Possess a strong grasp of the fundamentals of the game.
- D. All coaches, assistant coaches, and team volunteers must register in IYB's online registration program.

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- E. Head coaches must submit to an annual background check prior to fall tryouts for that season. Background checks will be performed through IYB by registering in the IYB online registration program. Assistant coaches and team volunteers must register and submit to background checks.
- F. Coaches are expected to commit two or more years for continuity purposes.
- G. A coach performance review will be sent to all parents of all teams before the end of every season.
- H. Prior to try-outs for an upcoming season, the Competitive Program Coordinator will review the list of interested coaches. Upon review, the Competitive Program Coordinator will present the IYB Board of Directors with recommendations for coaches for the IYB Board of Directors to approve.
- I. A coach who elects not to return for the following season must notify the Competitive Program Coordinator and/or the IYB Board President as soon as possible so that a qualified and suitable replacement may be found.

### 4.91 Responsibilities

- A. Work with tryout panel to form teams.
- B. Attend all practice sessions or arrange for a qualified replacement.
- C. Be present for tournament games or arrange for a qualified replacement.
- D. Maintain open lines of communication with the competitive program.
- E. Attend coaches meetings.
- F. Be familiar with and follow IYB policy document.
- G. Display and promote positive behavior and good sportsmanship.
- H. Work directly with team representatives.
- I. Coaches must prepare an outline of their plans for the upcoming season and provide it to the IYB Program Coordinator and the Competitive Program Coordinator for preparation of team documents prior to tryouts.
- J. Plans must include a written budget of anticipated expenses, team guidelines, and parent/player expectations for the season.
- K. Coaches are required to have a parent meeting during the first 10 – 15 minutes of the scheduled team tryout, at which written plans for the upcoming season will be distributed.
- L. Once team players are selected, all expenses must be approved by a documented 2/3 majority of parents on the team. Each player represents one parental vote. It will be up to the coach or team manager to document this vote and retain it for future reference.

### 4.92 Coach Dismissal

- A. If a Coach is found to have egregiously violated IYB policy, and/or placed the organization at risk, and/or placed individual board members at risk of personal liability by his or her actions, a coach may be released from their position immediately at the recommendation of the Competitive Program Coordinator, the IYB Board President, and/or IYB Board of Directors.
- B. A coach may be dismissed from coaching after an initial probationary period (if one has been given) and/or after receiving poor parental reviews.