



HLWW YOUTH BASKETBALL, INC.  
HANDBOOK

## Mission Statement

The Howard Lake-Waverly-Winsted (HLWW) Youth Basketball program is a non-profit organization with the primary purpose of promoting Laker boy and girl basketball programs for grades 4-12. The HLWW Youth Basketball Program is dedicated to promoting youth basketball within Independent School District #2687 boundaries. The primary goal is to provide fair competition and a learning environment that enhances individual player development and team experience.

## Player Eligibility

Our youth basketball program is open to all students in grades 4-8 who live within geographical boundaries and/or attend school within the Howard Lake-Waverly-Winsted #2687 School District. A student that is home schooled or attends a private school is eligible to play for our program as long as they live within the HLWW School District #2687 boundaries.

## Registration & Fees

The registration process will close near the end of October. Registration information is located online at [www.hlwwlakerhoops.com](http://www.hlwwlakerhoops.com).

Fees for the season are as follows:

- All Grades - \$130; \$180 after registration deadline (midnight on October 22, 2018).

*Once a player begins practicing with a team, there will be no refund of the registration fee.*

## Youth Basketball Season Overview

Each team will practice 1-2 times per week through the season, beginning in late October or early November. In the event that the HLWW #2687 schools are closed due to a holiday, or inclement weather, all practices for that day will not take place.

Each team will have the responsibility to create a practice schedule. The goal is to practice on weeknights, with times and locations subject to gym space availability.

*\*\*A full commitment to practices is required. Parents must notify the coach, as soon as possible, if a player will miss practice.*

Teams will participate in tournaments throughout the season. Tournament schedules begin in November and end in March. Teams, in grades 4-6, will participate in the Waconia Youth League.

Teams will be entered into tournaments on the following schedule:

- 4<sup>th</sup> & 5<sup>th</sup> grades - up to 2 tournaments outside of the Waconia Youth League, in addition to the HLWW tournament.
- 6<sup>th</sup> grade - up to 2 tournaments outside of the Waconia Youth League and the HLWW tournament or funds allotted to play in 4-6 tournaments, in addition to the HLWW tournament.
- 7<sup>th</sup> and 8<sup>th</sup> grades - allotted funds to play in 6-8 tournaments.

Tournaments are usually held on weekends; most often on Saturday or Sunday. Some tournaments will be completed in one day, while there may be an occasional tournament with games scheduled on Friday evenings as well; it varies with each tournament. Some tournaments may require teams to play on Sunday mornings.

Most of the tournaments have guarantees that each team plays a specified number of games. It is common that spectators are charged admission fees at tournaments.

*\*\*A full commitment to the team tournament schedule is expected; parents must notify the coach as soon as possible if a player will absent from a scheduled game/ tournament.*

### Team Formation

All teams will have at least 8 players to start the season; ideally, each team will have 8-10 players. A team may have higher roster numbers based on participation which will be determined by the board.

In the event that there are enough players for two teams in a grade level, the board will determine teams using the following protocol:

- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades are considered “developmental.” The result of this designation is that equal teams will be created based on decisions made by coaches and the board.
- 7<sup>th</sup> and 8<sup>th</sup> grade teams will be formed based on decisions made by coaches and the board.

Information about team selection process will be given to potential players and parents after the registration process is completed.

### Code of Conduct

All players, parents, and coaches must sign a Code of Conduct before the season begins. All players, parents and coaches are expected to abide by this Code of Conduct throughout the season. All parties are reminded that they represent themselves, the HLWW school district, their community, and this organization.

The HLWW Youth Basketball Program reserves the right to take disciplinary action against an individual (player, parent, or coach) who is in violation of the Code of Conduct. The HLWW Youth Basketball board will review each situation and reserves the right to apply appropriate discipline as it sees fit.

### Conflict Resolution

Use the following process when filing a complaint:

1. Discuss the issue with the team coach first; in order to allow for a reasonable conversation, it is expected that parents approach a coach 24 hours after a situation has occurred.
2. If you are still not satisfied, then discuss the issue with your Player Representative; player representative contact information can be found on our home web page at [www.hlwwlakerhoops.com](http://www.hlwwlakerhoops.com).

3. If you are still not satisfied and wish to have the matter investigated and for action to be taken by the board, please complete a Feedback Form (found on our home web page) and send it to the Board.

### Team Liaison

A member of the HLWW Youth Basketball board is assigned to each team serving as a team liaison to the full board. Parents can seek out their Team Liaison to discuss issues related to their child's team if the problem cannot be resolved by talking to their coach. In the event that a resolution cannot otherwise be determined, the Team Liaison can take their concerns to the rest of the HLWW Youth Basketball board.

Team Liaisons are listed on our web page: [www.hlwwlakerhoops.com](http://www.hlwwlakerhoops.com).

### Parent Meeting

After teams have been formed, each Head Coach is responsible to host a mandatory Parent & Player Meeting. This meeting will provide an overview of our program as well as expectations for the coming season.

### Volunteer - Head Coach & Assistant Coach Selections

All prospective coaches must complete an online "Coaches Application." The application can be submitted anytime during "Open Player Registration."

All community members with basketball experience are encouraged to apply; this includes HLWW Youth Basketball Board Members. Upon receipt of an application, the Board will make selections based on criteria such as:

1. Timely application,
2. Coaching philosophies similar to our mission,
3. Knowledge of basketball,
4. Previous coaching experience,
5. Previous experience coaching for HLWW Youth Basketball,

Background checks will be processed on all coaches before the seasons kick off event. Background checks will look for felony convictions in the past 7 years and sexual predator information. These results will be confidential to the board and used to determine eligibility to coach.

Coaches will be required to attend an annual Coaching Clinic led by the HLWW Varsity Coaching Staff and complete necessary training.

### Coaching Philosophy

The primary goals of coaching are to teach and improve fundamental skills of basketball, while encouraging and facilitating team play. Coaching to win-at-all-costs is not the mission of the HLWW Youth Basketball Program.

## Playing Time

The HLWW Youth Basketball program has a general philosophy of “fair, but not equal” playing time. Playing time will be determined by player effort, attitude, and attendance at practice, flow of the game, injuries and foul trouble.

HLWW Youth Basketball players will receive a minimum of 25% playing time per player.

- For 4<sup>th</sup>-6<sup>th</sup> grade, this means that each player will be required to average at least 25% playing time over the course of each “game.” For example, in a 40 minute game (Two 20 minute halves) each player would play a minimum of 10 minutes.
- In 7<sup>th</sup> and 8<sup>th</sup> grade, each player will average at least 25% playing time over the course of the “tournament.”

## HLWW Hosted Tournaments

The HLWW Youth Basketball program hosts 2 tournaments a year. This is an important source of revenue for our program, allowing us to keep player fees low and also minimize our requirement of other fundraising efforts.

We could not host these tournaments without the help of volunteers. Therefore, we have a tournament volunteer requirement of 7 hours to be completed by each family of youth basketball participants.

## Substitute Players

In the event that a situation arises and a team will be left with a shortage of players, it is permissible to contact another team within the HLWW Youth Basketball program in hopes of having other players fill in. Any player that is to be considered to “play up” for a tournament must not have a scheduling conflict with his/her regular team.

## Extra Tournaments

There are occasions where a team may have the opportunity to play in extra tournaments, which are in addition to those scheduled by the HLWW Youth Basketball program.

The HLWW Youth Basketball program will limit each team to being able to participate in no more than 2 additional tournaments throughout the course of the year. Any fees associated with the extra tournaments will be the responsibility of the parents of the teams.

## Spring and Fall Teams

The HLWW Youth Basketball program supports spring and fall basketball. The youth program will help to support providing coaches, equipment, and facilities. The teams will follow the policies and procedures of regular season youth teams. Team formation and coaches will be determined by the HLWW Youth Basketball board. Grades may be combined to form teams. Tournaments will be selected by the coaches and fees will vary based on number of players.