



Mill Creek Athletic Association
Travel Basketball Operating Guidelines



MILL CREEK ATHLETIC ASSOCIATION

MILL CREEK TRAVEL BASKETBALL

OPERATIONAL GUIDELINE



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1. ORGANIZATION

- 1.1 Mission:** Mill Creek Basketball will provide and support opportunity for our youth to play at a higher level of basketball through participation in Gwinnett Basketball League (GBL) as well as Amateur Athletic Union (AAU) / Youth Basketball of America (YBOA).
- 1.2 Organization:** Mill Creek Travel Basketball is Basketball entity of Mill Creek Athletic Association (MCAA) and will be governed by the MCAA By-laws. These operational guidelines are intended to provide direction for the basketball organization. Should there be any discrepancy between the by-laws of MCAA and the operational guidelines of Mill Creek Travel Basketball, the laws of MCAA shall prevail.
- Mill Creek Travel Basketball is a division of MCAA Basketball. Mill Creek Athletic Association is primarily a recreational league, and recreational basketball takes precedent if any conflict arises. All decisions must come from the Mill Creek Basketball elected board.
- 1.3 Communication:** Information regarding MCAA Travel Basketball will primarily come from three sources; website, email and your coach/league director. MC Travel Basketball information will be posted in the basketball section of the MCAA website at www.millcreekaa.net. Mass emails may also be sent to parents to inform them of important events and activities such as evaluations, clinics & pictures. Email addresses provided through the registration process will be used to communicate. If your email address should change, please contact the MC Travel Basketball league director. Additional information is also available at <http://millcreekaa.wix.com/basketball> where you will find practice schedules and additional documents related to MC Travel Basketball.
- 1.4 Non-Profit Organization:** MC Travel Basketball is a not-for-profit organization. All monies received from registration fees, fundraisers, sponsorships, etc shall be placed into MC Travel Basketball account. Any expenses required to run the day to day operations will be funded through this account. At the end of the season, any remaining funds shall remain in the account to be used for ongoing basketball related expenses and improvements.



2. MC Travel Basketball Board of Directors

2.1 MC Travel Basketball Board Members

- 2.1.1 Director
- 2.1.2 Secretary
- 2.1.3 Boys League Director / Girls League Director
- 2.1.4 Other Positions such as but not limited to, Fundraising Coordinator, Sponsorship Coordinator, Scheduling Coordinator, Uniform Coordinator, All-Star Coordinator, Tournament Director, Project Volunteers, can be filled with volunteers as deemed necessary by the Basketball Director

2.2 Roles & Responsibilities

- 2.2.1 **All Members:** Each member of the board shall be responsible for ensure that MC Travel Basketball is run as safely, smoothly and effectively as possible. Specific roles and responsibilities are determined by the MC Travel Basketball Director at the start of the season, and can be changed at anytime. There will be times where a board member will be asked to manage events, such as, but not limited to, Uniform Distribution, Evaluations, Drafts, Jamboree, Picture Day, End of Season Tournament. League director is required to monitor games and practices occasionally to ensure that coaches are fulfilling responsibilities, and promote safe and fun environment for our players. Board members are required to maintain 80% or above participation per season.
- 2.2.2 **Director:** This position shall govern all activities related to MC Travel Basketball. This includes fund raising events, uniform purchase and tournaments, unless delegated to another Basketball Board Member.
- 2.2.3 **Secretary:** This position shall assist and facilitate to all events for MC Travel Basketballs and working with Director.
- 2.2.4 **League Directors:** League Director will manage the execution for each season for their respective leagues. Their responsibilities includes, running evaluations, drafts, communications with league's coaches, periodic presence at games and practices, posting scores, and being first point of contact for all questions related to their league.



3. Sponsorship & Fundraiser

3.1 Sponsorship

3.1.1 General Sponsorship

Any sponsorship funds solicited and received by MC Travel Basketball will be considered a park sponsorship and may be used for Basketball related expenses and improvements at the discretion of the MCAA Basketball Board. All sponsorships addressed to Mill Creek Athletic Association is tax deductible.

3.1.2 Team Sponsorship

Any sponsorship funds solicited and received by individual teams will be considered a team sponsorship and may be used for team related expenses at the discretion of the Head Coach

3.2 Fundraiser

Each season, a profit generating fundraiser may be held to benefit MC Travel Basketball. All funds will be used for Basketball related expenses at the discretion of the Basketball Board.



4. Code of Conduct

It is the policy of Mill Creek Athletic Association Basketball to promote the development of strong character, a right attitude and sense of responsibility and citizenship in our youth. It is the purpose of Mill Creek Athletic Association Basketball to achieve this goal through fair play and good sportsmanship with adult leaders providing example. It is strictly against the policy of Mill Creek Athletic Association Basketball for any person, either as a participant, coach or a spectator to engage in arguments, to use abusive language, to harass or make any threatening gestures towards umpires, coaches, players or league officials or to exhibit any behavior not in concert with the general intention of this policy statement. Failure to abide by this policy will result in removal from the park. Any further incidents may result in permanent suspension from MCAA Basketball. Any players caught fighting or found consuming any controlled substance will be suspended from league play for an amount of time to be determined by the Basketball Board.

It is our intent to create safe and fun playing environment, and solicitation of any kind directly to parents, players, or coaches are strictly prohibited.

4.1 Coaches Code of Conduct

- 4.1.1 I will uphold the policy statement of MCAA and will not engage in arguments, use of abusive language, harass officials / referees, or exhibit any behavior not in concert with the general intention of the MCAA policy statement.
- 4.1.2 I will do my very best to provide a safe play situation for my players
- 4.1.3 I will organize the practices to provide skill development and team development to compete at higher level.
- 4.1.4 I will remember I am a youth coach, and the game is for children, not adults.
- 4.1.5 I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sporting event.
- 4.1.6 I will demand a drug-free, alcohol-free and tobacco-free sports environment for all players and agree to assist by refraining from their use at all youth sports events.
- 4.1.8 I will do my best to make youth sports fun for all players



4.1.9 I will ask all players treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.

4.2 Additional Coaches Responsibilities

4.2.1 Attend coaches meetings

4.2.2 Participate in coach's clinics

4.2.3 Participate in fundraisers

4.2.4 Submit your game results to the league director

4.3 Player Dismissal

4.3.1 If and when a head coach comes to an ongoing issue with players or parents, such as excessive absences, un-sportsmanship like conduct, violation of code of conduct, etc, the head coach must request a formal meeting with the subject player and parents. The discussion must be documented in writing (email).

4.3.2 If the same issues continue after the 1st meeting, the coach must request second meeting with the player and parents. The discussion must be documented in writing (email) and must submit to League Director of MCAA Travel Basketball.

4.3.3 If the same problem continues despite the effort from coaches to players and parents to resolve the issues, the head coach has right to dismiss player from the team and take him/her off from roster permanently. However, the head coach can exercise this option only with consent from the league. The head coach must notify and consult with league director.

4.3.4 Any serious nature of misconduct or un-sportsmanship like conduct may be subject to immediate dismissal from the team, with consent from league and league director.

4.4.4 If player is dismissed from the team, it is MCAA's policy that there will not be any refund under any circumstances.



5. Division & Age Group

5.1 Division

Winter

League classifications and age group may change based on registered players.

5th Grade Girls

5th Grade Boys

6th Grade Girls

6th Grade Boys

7th Grade Girls

7th Grade Boys

Spring

Teams for Spring Season (AAU and YBOA) will be determined prior to each season, and it may vary.

5.2 Determination of Division and Age Group

The division in which a child participates will be determined by the child's current school year grade. The rule is enforced by GBL, AAU or YBOA, and birth certificate and a grade sheet from school may be required for verification purpose.

5.4 “Play Up” and “Play Down”

A child is allowed to play up one age division with prior approval by the MCAA Basketball Board and/or League Directors. A child is not allowed to play down on any other circumstances.

5.5 Eligibility

Please consult the GBL, AAU, YBOA Rules and Regulations for other information regarding player eligibility - such as determining which GBL, AAU, YBOA affiliate/cluster would a player be eligible to participate.



6. Registration

6.1 Registration Fees

Registration fee shall be set in accordance with MCAA guidelines as a non-profit organization and established fees set forth by the GBL, AAU and YBOA. Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used on going basketball related expenses or to support Park Partnership projects.

6.2 Registration Dates

Registration dates will be determined by MCAA Basketball Board in concert with dates established by the GBL, AAU or YBOA. Registration date for Winter shall be consistent with the need to start practices around the beginning of September, and the games around the middle of November. Registration date for Spring shall be consistent with the need to start practices around the beginning of February, and the games around the middle of March.

6.3 Registration Process

Announcement of Registration dates shall occur at least 14 days prior to registration. Announcement methods may include school mailings, school electronic posting, newspaper announcements, web page messages, and/or email blasts. Registration is for participation to tryout only and does not guarantee that child(ren) will be placed on the team.

A nominal late fee will be charged for anyone registering after the cutoff date due to late ordering of a uniform and manual processing of the registration. In all cases, acceptance of children registering after the cutoff date is at the sole discretion of MCAA Basketball Board.

6.4 Payment Method

All players selected to respective age league, must pay the dues before deadline specified by MCAA Travel Basketball Director. Payment not received by the deadline will result in disqualification from the team.



6.5 Refunds

Refunds shall only be allowed for players experiencing an injury that prohibits he/she to play for the entire season will be permitted a refund. In case of injury or medical reasons, a letter from a registered physician shall be required for verification purposes. Refund is made back to credit card or check less \$5.00 administrative fee.

In normal circumstances besides noted above, it is MCAA Basketball policy that a refund will not be made.

7. Coach Selection & Responsibilities

7.1 Application Process

Prospective Head Coaches, Assistant Coaches, and Team Moms when utilized must register online using volunteer registration form. Online application will open on the final day of MCAA Spring Recreational Basketball League, and will be opened for 30 days.

7.2 Selection Process

Selection of head coach position consists of; coaching experience, playing experiences, feedback from references and others with knowledge of candidate, technical fouls, demonstration of commitment to the players and parks / community, previous coaching experiences in MCAA Basketball and prospective age league at the other parks, progressive coaching experience beyond the recreation level is preferred. MC Hawks Hoops will host physical interview with each volunteer coach. Failure to complete all sections of registration (as indicated online), failure to show up at physical interview process will result in disqualification of application. The selection of head coach, assistant coach and team mom is sole discretion of the MCAA Basketball Board and reserves the right to reject any application / selection.

7.3 Background Checks

All head coaches, assistant coaches, and team moms are subject to a background check. Should background checks reveal any information that may be considered an issue, the MCAA Basketball Board reserves the right to reject coaching applications.



7.4 Responsibilities

All head coach volunteers are responsible for attending league meeting (if league director sets coaches meeting), player evaluation, MC Travel Basketball Coaches Meeting, draft, practices & games, picture day and any other requirement set forth by MC Travel Basketball. All head coaches are also responsible for assigning assistant coaches and team mom for the team, organize practices, communicate with team player & parents, reporting scores, and any other activities that require team to effectively and efficiently go through the seasons.

MC Travel Basketball Head Coach, Assistant Coach and Team Mom or any other volunteer position shall comply with rules and regulations set forth by Gwinnett Basketball League, Amateur Athletic Union, Youth Basketball of America or respective league at all time.

8. Player Evaluation and Selection Process

8.1 Parent Consent & Intent

All parents whose child(ren) participate in tryout must complete consent and intent form. The form will provide you important information about commitment to practices and games and financial information. Without the consent and intent form, the player will be ineligible to participate in tryouts.

8.2 Evaluation

Players will demonstrate their basketball ability based on pre-defined categories defined by league director. Coaches will rate each player from 1 to 10 in each category. The rating scale is as following;

1. No Skill
5. Average Skills
10. Excellent Skills



8.3 Player Selection

Each player's scores will be ranked and discussed during the Player Selection Process with Head Coach and MC Travel Basketball Board. Each team's head coach and MC Travel Basketball Board will select players to best represent Mill Creek Athletic Association and to adequately accommodate a roster of Guards, Forwards and Centers.

8.6 Player Notification

All coaches shall notify their players within 3 days of being selected. Should they be unable to reach those players within 1 week, they may be awarded a replacement player. Replacement players will be selected from the list of players who participated at tryout.

9. Player Participation

9.1 Player Participation

MC Travel Basketball supports highly competitive basketball games. Participation of player to each game is not guaranteed and warranted. It is sole discretion of head coach how they will play players based on opponent, game time situation, participation rate to practices, etc. Though we strongly encourage that each player receives play time in each game, there is no minimum playing time for each player in this league



10. General Rules

The Gwinnett Basketball League, Amateur Athletic Union, Youth Basketball of America Rules will be the guideline for Mill Creek Travel Basketball, unless otherwise specified herewithin this document. If there are specific rules that Mill Creek Travel Basketball enforces (such as code of conduct), those rule will supersede GHSA, GBL, AAU, or YBOA rules.

There are age specific playing rules in play for the Gwinnett Basketball League, Amateur Athletic Union, Youth Basketball of America and these playing rules can be changed or updated at any time by the GBL, AAU and YBOA. Gwinnett Basketball League, Amateur Athletic Union, or Youth Basketball of America playing rule exceptions take precedence over GHSA. When a playing rule is not specifically stated within the Gwinnett Basketball League, Amateur Athletic Union, Youth Basketball of America, GHSA Rules will apply.

10.1 Attire

MC Travel Basketball will provide Reversible Game Jersey (with matching shorts). All players are required to wear provided jersey at each game unless notified otherwise by MC Travel Basketball. MC Travel basketball also provides coach's shirt to head coach, and this shirt must be worn at every game.

No jewelry of any kind will be allowed during practices and games. Bracelets that are worn for medical reasons must be covered by protective material such as sweatband to ensure the safety of other players, and excluded from this rule.

No metal, plastic or wood hair adornments will be allowed. Only soft elastic bands should be worn in a players' hair.

All shirttails must be tucked inside the shorts while playing in a game.

Basketball shoes are required.



10.2 Technical Fouls

The following guidelines may be applicable to determine disciplinary action toward coaches and/or players that receive technical fouls during the season.

Any coach or player that receives 2 or more conduct (sportsmanship) technical fouls in a game is suspended for the rest of the game and the next full game to follow. The coach or player is subject to the MCAA Code of Conduct penalties as published and agreed to at the time of your registration.

Violations of an extremely serious nature can, at any time, result in suspension for the remainder of the season.

10.11 Concussion Observation Rules

Any player, during the games or practices, who hits their head on hard surface, such as floor, or collides between player involving head, knee or elbow, the player must be substituted and sit down on bench for minimum of 2 minutes observation. During the time, player needs to be evaluated for any sign of concussion. Furthermore, head coach needs to keep close eye on the player for the rest of the game, after his/her return.

If any sign of concussion is observed, player must not return back to the practice or game. The player needs to be taken to hospital by parents, for professional / medial evaluation of concussion.

11. Age Specific / League Rules

Refer to Gwinnett Basketball League (www.gwinnettbasketball.org)

Refer to Amateur Athletic Union (<https://www.aasports.org>)

Refer to Youth Basketball of America (<http://yboa.org>)



12. Facility Use Requirements

MC Travel Basketball rents the participating gyms from Gwinnett County. Gwinnett County and each individual school reserves the right to revoke our rental contract at any time if certain rules are not followed.

It is important all parents, players, spectators, and team officials to observe and adhere to the specific rules set forth by each gymnasium.

Following rules are applicable to all gymnasium when MC Travel Basketball conducts practices and / or games, and mandatory all time.

- No smoking in or around the gym area, which includes parking lot.
- No chewing gums inside the gym
- No food or drink except water in the gyms.
- No foul language
- No climbing on or destruction of gym property. School property is off limit.
- Team snacks can be only distributed outside of gym.
- All trash must be picked up and disposed properly.
- No street shoes allowed on gym floors.
- No Roller Shoes are permitted in the gyms

All MCAA Board Member, MC Travel Basketball Board Member and Coaches have the authority to enforce these gym rules. MCAA Board Member, MC Travel Basketball Board Member and Coaches are required to escort out whomever not adhere to this policy.

13. Insurance

MCAA provides additional athletic insurance for every registered player. The registration fee covers these costs. If there is a possible claim, please contact your league director or any of our Board Members.