



**TEAM PROGRAM
Policies/Procedures**

HLB® TEAM PROGRAM MISSION/GOALS

Team Program Mission:

HLB's® Team Program mission is to fill the need for competition in a team environment with the express purpose of providing an opportunity in which players can test individual skill development AND progress under game conditions: versus competitive pressure and at game speed. HLB wants to provide players a competition outlet which helps provide feedback to the parent, player & HLB coaches on where the player stands in skill set development/progression, as well as game performance skills (including ability to transfer skills/performance from practice to game floor.)

TEAM FORMATS

Levels of Play: Senior Class: 11th, 10th, 9th Grades
Transition Class: 7th – 8th Grades
Junior Class: 5th – 6th Grades
Academy Program: 3rd – 4th Grades

Eligibility Ages 8 and 18 are eligible to play.

NOTE: Home – schooled players will be placed based on their academic grade equivalency.

Qualifications

- (1) Skill level is important for everyone, but character, along with desire & commitment to improve individual skills are VERY important considerations to HLB.
- (2) **Commitment to regular, consistent attendance** at practices, instruction and games is a key factor.
- (3) HLB actively seeks out players with a passion to get better – this is particularly significant in their willingness to work on their skills outside of regular HLB practices.
- (4) Supportive parents who understand and are willing to follow our policies, most notably in getting players to practices and in communicating promptly & accurately on availability of their player.

TEAM FORMATION/ORGANIZATION

NOTE on “Numbers”

- We do NOT guarantee having teams at each grade level for both boys and girls. And there is no limit to the number of teams at any given grade level.
- In the event, there are not enough to fill a complete team at a level for middle school teams, it is possible to combine 2 grades to play at the higher grade's level if desired.
- In the event there are too many players for a given age level to fill out a team's roster, tryouts will be conducted and cuts made. (Example – 13 players available for 10 spots)

Selection Criteria in case of Tryout

1) Selection Personnel

In the event of the need for a tryout at any grade level, the Head Coach for each team provides the primary feedback for team selection with input from his/her assistant coach(es). The secondary feedback comes from any HLB instructor(s) who were “hands on” with players in instruction (if applicable.) HLB's other coaching staff provide minor feedback in the selection process.

2) Selection Criteria

Selection is based on the following factors:

- (A) First and foremost: Commitment to regular and consistent attendance at instruction and practice.
- (B) Player ability level plays an important role as well as the position(s) of the player.
- (C) Number of spots available on that team roster are a factor when any tryouts are held

Team Rosters: SIZE: 9 – 10 players is the goal for each team's roster. Never more than 11 slots nor fewer than 8 slots per team roster. Team rosters may not have all slots filled at the end of tryouts if they deem other players or positions are needed to fit roster spots.

Awarding spots: Spots for teams are filled by coaches first from returning & newly recruited players, then if spots remain, a formal tryout is held.

NOTE: For team budgets, amounts due per player are still divided by number of player slots for that team.

PRACTICES

Practice Attendance is HUGELY important and is expected at a good level in our spring seasons. That attendance is crucial – not only to the team’s ability to grow, create good chemistry and improve their performance – but also in the development of each player. We can’t make players better if they’re not here.

Other notes on practice attendance:

- Please have players at practice **ON TIME**. We do understand that extenuating circumstances can occur, so please make sure you communicate/notify as much in advance if you can
- Players need to be **PREPARED** to practice – not only properly attired, but also mentally & physically ready to go. Practice is a privilege, not a right, and coaches will not tolerate 1 or 2 players disrupting practice by going half speed, not focusing, using outwardly negative body language, etc. Players who disregard the value of practice, disrupting not only their own ability to improve, but that of the team’s, may be removed by the coach/sent home (parents called) in severe cases.

Playing Time

THERE IS NO SPECIFIC GUARANTEED PLAYING TIME ON ANY HLB TEAM

** HLB has adopted this policy so as not to allow players to take advantage of guaranteed minutes and skip practices, “act-out”, etc. We have found playing time is the best tool for dealing with these issues.

However, we do have an expectations **Guideline for our Coaches** on playing time:

- We expect each player at grades 5-8 to play on average *over the course of the season*, at least 1/3 of the team’s total playing time.
- For grades 9-11, we expect each player to play on average over the course of the season, at least ¼ of the team’s total game minutes.

This may be over half one game and then just ¼ the next, but we strive to see they are playing at least 1/3 of the team’s minutes over course of a season. This can also be impacted by excessive absences or behavioral issues.

Participant/Parent Commitment to teams

ALL parents and players who are placed, or selected, to a position on a team agree to complete the current season barring any unforeseen emergency circumstances – such as a necessary family move from the area for employment or a season ending injury. In **any event** of an emergency need to discontinue participation, parents acknowledge to abide by Team Exit procedures and agree to fulfill financial responsibilities, as per those procedures.

Early Exit Procedures – Team Program

Following are steps necessary to exit the Higher Level Basketball Team Program prior to the end of the agreed upon season for emergency reasons:

1. Pay up to date for any unpaid team fees

NOTE: Coaches and gyms are contracted for a certain period at a certain rate. Upon any early exit by players, HLB is still contractually bound to complete the agreed upon stipend payments to coaches and gym rental fees to facilities.

2. Return any uniforms, shooting shirts, or other equipment IF they were loaned out. Those purchased by parents/players are property of that player/parent/family and are not returned.

3. Provide any needed documentation for the emergency need to exit the program.

****Any parent/player who breaks their commitment to their team prior to the end of the season is not entitled to any refund of fees paid per the Teams refund policy. This policy is posted below and on higherlevelbb.com. For those who can provide advance notice to us prior to the desire to leave the current season, we can attempt to secure a replacement player as quickly as possible. IF that can be achieved, it may be possible to grant a partial refund for the balance of the season. All fees incurred to that point would be the responsibility of the parent/player and they are NOT discharged from those financial responsibilities until the new player is officially added. These are decided on a case by case basis and must involve advance notice of a wish to exit a team early.***

HLB Refund Policy - Teams

TEAMS: For ALL team play, as is covered in each Parent Information Session prior to the start of tryouts/practices, once rosters are formed and communicated to team participants, any player/parent may withdraw from any team with full refund of all fees paid within 24 hours of that team's roster posting. At the time rosters are formed, HLB has already signed contracts/agreements and paid, at the very least a deposit, if not in full, for its facility rentals for practices, group sessions staff and its league entry fees. In addition, by the time the roster is set and communicated, HLB will have contracted to hire and pay the head coaches for each grade/season. Thus, as stated at the Parent Sessions, there are no refunds for withdrawal once the 24 hour window has passed. This is not only for the protection of HLB and its commitments based on those teams & their rosters, but also the other parents/players that are on that roster, to ensure they are not left with additional expense from others leaving the roster after that 24 hr window. In extreme cases of hardship - for example, a major injury keeping the player out an entire season, moving from the general geographical area, or other permanent/long term physical condition that prohibits player participation - HLB will consider on a case by case basis, a possible refund (full or partial) and/or credit for fees paid in less any applicable tryout fees, and team expenses incurred at the time of withdrawal.

For all HLB programs, in the event of natural disasters, pestilence, disease or any other act of God, HLB is not responsible for such events and will not be held liable for lost service time. In such cases, HLB WILL work to find ways to either credit customers for future services and/or offer some form of refund less any expenses incurred to the organization for that program.

GENERAL CODE of CONDUCT

- 1) Players are expected to behave in a responsible manner and carry themselves as positive representatives of their team, parents and the HLB community.
- 2) Practices/Games: Players are expected to show up to all practices & competitions prepared both physically and mentally, including remembering to bring all needed gear & equipment (such as shoes.) Players are expected to support their teammates during games, refrain from any negative comments towards opponents, officials, teammates or coaches. Players are not excused from practice or competitive sites until the head coach releases them.
- 3) Parents/Relatives/Friends/Teammates may provide transportation to/from activities. HLB coaches are NOT allowed to do so on a routine basis. Please make any transportation/ride arrangements needed at least 2-3 days prior to the event.
- 4) **SUBSTANCE POLICY:** The use of alcohol, drugs or tobacco products is prohibited at any HLB practice, hosted league or tournament site. Alcohol consumption is obviously illegal for any of our players, and illegal drug possession or use is for all. The use of such *may* cause the expulsion of an HLB team from an event. Therefore, any use of illegal drugs or alcohol by athletes will result in an immediate suspension from HLB play. Each case will be reviewed by the program coordinator, sr staff and director and a decision rendered as to whether that player may stay in the program or be expelled.

NEGATIVE COMMENTS by players/parents: If you have any grievance, we have a procedure for such issues, so it is expected you will follow that. Making negative comments to other players or parents does not help resolve issues and further, given how impressionable young athletes are, it can hurt the attitude of players and the chemistry of the team as a whole. This also applies to refraining from making out loud, public negative comments about other teams, their coaches and officials. We realize that those outside parties can cause frustration, but as an organization we do not subscribe to handling issues in a way that creates further conflict.

COACHING FROM THE STANDS: Please refrain from coaching your player – whether on individual points or more broad team points, during practices or games. With all that players have to deal with in the dynamic environment of games and practices, it's a difficult enough task for the coaches on the sidelines, so please do not add an additional voice to that situation. HLB's coaches are glad to talk to parents about concerns, thoughts on player's skill sets, team particulars in controlled, non-competitive times and hear thoughts, etc. Just please follow the normal procedure in how to set up time to talk with your coach.

GRIEVANCE PROCEDURES

Competitive sports by its nature does not allow ALL participants & parents involved to be equally satisfied/happy at all times. Seasons all have ebb & flow in this regard – sometimes things seem better than others. That is the nature of athletics, particularly competitive athletics. In ANY case there is a grievance or issue, PLEASE KNOW OUR PROCEDURES FOR RESOLVING THAT DISCREPANCY.

In most cases, grievances involve issue regarding playing time. Our procedures for dealing with that are:

- 1) First, **do NOT approach a coach at/after a game.** We require that the parties wait 24 hours to let any emotions cool before setting up a time to discuss the issue. IF it is a tournament event that involves multiple games on a day, you may text or call the coach after 2 hours to request a chance to talk before the next tourney game (if applicable) or the next day's games
- 2) The preferred method for dealing with ANY grievances, including playing time issues is for the **player** to approach the coach before or after a practice and ask to talk about the issue. If that does not resolve the problem, then a parent should get involved. Because we are preparing players for advancement, we want our players to learn how to handle/conduct themselves with a coach – as there will surely be issues as they progress as players – and it is not common practice for parents to be involved with high school & beyond issues regarding playing time.
- 3) If a coach and player cannot resolve the problem, the parent is encouraged to contact the coach and request a time to meet and talk at the next available practice or day that can be agreed upon. We expect that discussion to be respectful on both ends. If that still does not solve the issue, then parents should contact HLB's program coordinator or coach Raque and a meeting will be set up to arbitrate the situation.

For all other issues of concern, we would request the same process as above with the exception that in any case where you suspect illegal or unethical behavior by the coach, or another player or parent, then you contact the program coordinator or coach Raque immediately.

COACHES RESPONSIVENESS: In any event that a coach is non-responsive to your concerns or refuses to meet and/or listen, please contact coach Raque and he will make sure the communication lines are opened as required. ALL HLB coaches are taught/trained to be an open book on communication