

2011/2012 TUMWATER BASKETBALL Recreational League

COACH'S PACKET

Parks and
Recreation



IMPORTANT: Mandatory Coach's Meeting

Date:	Wednesday, October 12
Time:	6:00pm - "C" Division coaches 7:15pm - "B" Division coaches
Divisions:	"C" Division - 3rd & 4th grades "B" Division - 5th & 6th grades
Where:	Tumwater City Hall - Training Room downstairs
Purpose:	To formulate teams

Practices begin the week of October 17.

Games begin in November and run thru January.

**Tumwater Parks & Recreation
555 Israel Road SW
Tumwater, WA 98501
(360) 754-4160
Fax: (360) 754-4166**

Dear Coaches:

Thank you for your interest in volunteering for the 2011/2012 Tumwater Basketball program. Please review this packet carefully as there are several items of importance.

REQUIRED FORMS: Please complete the following required coach's forms that are included in this packet (light orange pages). The forms must be returned to Tumwater Parks & Recreation, 555 Israel Road SW, Tumwater, WA 98501, *prior to the first practice*. Office hours are Monday through Friday from 8:00am to 5:00pm. Fax number: (360) 754-4166.

- **Volunteer Application**
- **Volunteer Release of Liability**
- **Criminal Background Check**
- **Coach's Code of Ethics**
- **Coach's Concussion Compliance**

COACH'S MEETING: Mandatory meeting for all coaches to formulate teams. If you can't attend this meeting, please send a representative. If no representative is available to attend, please contact Tumwater Parks & Recreation **prior to the meeting date**.

Date: Wednesday, October 12

Time: "C" Division coaches, 6:00pm

"B" Division coaches, 7:15pm

Place: Tumwater City Hall, downstairs Training Room

CLINIC:

Date: Saturday, October 15

Time & Location: To Be Determined

COACHES PLEASE NOTE: *Your attendance at this clinic is very important, as practice schedules, team rosters, & gear will be distributed. Your players' parents will need to be called over the weekend with your team's practice information.*

I appreciate your support and involvement in this program and look forward to working with you in the upcoming season! If you have any questions regarding this information, please don't hesitate to contact me at 754-4160.

Thank you! ~ Dave Nickerson, Recreation Supervisor

COACH/PARENT MEETING GUIDELINES

Coaches are strongly encouraged to conduct a pre-season meeting with the parents. The following information will assist coaches to communicate the league's philosophy, goals, conduct, and general information.

- CONTACT PARENTS:** Call all parents and ask them to attend a brief meeting at the beginning of the first practice.
- INTRODUCTIONS:** Introduce yourself and your assistants. This is also a time to recruit assistants if needed.
- PHILOSOPHY & GOALS:** Explain how you will run practices, what your expectations will be, and what you hope to accomplish. Our intention is to provide a recreational opportunity for children that is both safe and educational.
- CODE OF CONDUCT:** Focus on positive encouragement from your coaching staff and the team parents as well. Encourage parents to set a good example by not responding negatively to officials, players, or other parents. This can "make or break" the experience of this program for a child.
- FACILITIES:** Educate parents on the policies of the league and the Tumwater School District. Respect user groups in the gym before our allotted practice time by not entering the gym until they are done. No smoking or alcohol is allowed on school grounds, indoor or outdoor. No food or drink is allowed in the gyms (water is OK). Children should wear non-marking, rubber-soled shoes.
- SCHEDULES:** Explain to parents when and where they can pick up schedules for practices/games. Highlight important dates throughout the season, such as picture day, tournaments, post-season party, etc.
- EMERGENCY:** Discuss any health-related issues children have that could require first aid or medical attention.
- COMMUNICATION:** Encourage parents to communicate with you and your assistants. Involve parents by asking them to volunteer for various duties such as scorekeeping, making calls when changes occur, arranging for team party and post-game snacks if you desire, coordinating equipment, etc.

COACH'S RESPONSIBILITIES

COACHING STAFF: Official coaching staff will consist of one head coach and one assistant coach. Once teams have been formed, coaches may recruit parents as additional assistants with the understanding that Tumwater Parks & Recreation can only provide a total of two coach's shirts per team.

SAFETY: Coaches are responsible for supervising their players during practices and games. Please do not allow players to wander off, play on school equipment, or involve themselves in other mischievous or dangerous situations. Should a player be involved in an accident or injury, please notify the gym supervisor immediately and assist in filling out the proper forms. Parents should supervise all player siblings. Please make sure parents understand that all children should remain inside the gymnasium during practices/games and be respectful of the school's property.

FACILITY: Educate players, parents, and fans as to the facility policies, such as no food or drink in the gyms. Only non-marking rubber-soled shoes are allowed on the courts. Remind parents to respect user groups in the gym before our allotted practice time by not entering the gym until they are done or your scheduled practice time has begun. Please respect the facilities and leave them in great condition.

EQUIPMENT: Coaches will be issued 4 basketballs and a scorebook at the beginning of the season. Equipment will be collected immediately following the season. First aid supplies and incident forms will be issued to Gym Supervisors and will be available at all gymnasiums on game days.

PRACTICE: Coaches need to attend all of their practices. Should a coach need to cancel a practice, it is the responsibility of the coach or his/her appointed "contact person" to notify all of the players/parents of the cancellation. Practices must be conducted in an organized manner, focusing on skill development and fundamentals.

GAMES: Allow each player an equal amount of game time. Please review and adhere to the league rules. Winning is not the major focus of this program. Positive encouragement, fun, and learning the skills of the game are a high priority for all.

REWARD: If we are successful in recruiting quality coaches that support the philosophy of our league and are able to communicate that philosophy to the parents and players, this should be a great experience for everyone involved.

THANKS: *I want to sincerely thank all of the volunteers for committing their time and efforts to this program. Without you we wouldn't be able to offer this opportunity for the kids of our community. I am grateful that we, as a community, understand the importance of involving our children in programs such as this. I hope that you will strongly consider continuing to support these activities by volunteering in the future. Thanks again! – Dave Nickerson*

Revised 7/21/11

RULES AND POLICIES – RECREATIONAL LEAGUE

FACILITIES: Without the use of the Tumwater School District (TSD) facilities, our leagues would not exist. Please help us to maintain a good working relationship with the TSD by adhering to its policy of no food or beverages in the gymnasiums. (**Water is OK** – sport drinks, coffee, sodas are not). If your team parents supply post-game snacks, make sure they are distributed outside and all garbage is removed. Respect user groups in the gym before our allotted practice time. Also, coaches and players should wear non-marking, rubber-soled shoes.

TIMERS / SCOREKEEPERS: Each team is responsible for providing a person to run the scoreboard / clock and an official scorekeeper for the book. Please encourage your parents to become involved and educate them on the rules and operations of the equipment.

THE CLOCK: Games will consist of (4) 8-minute quarters with a running clock. Each team is awarded 2 time-outs per game. Clock will stop during time-outs, injuries, mid-quarter substitutions and the final 1-minute of the 4th quarter on every dead ball.

PLAYING TIME: All players must play a minimum of 2 full quarters per game. After the 4-minute mark of each quarter, the clock will be stopped to substitute all players that didn't start the quarter. When a team has seven or more players present for a game, all players must sit out at least (2) 4-minute rotations (1 each half).

DEFENSE: All teams must play “man to man” defense. “Help defense” is encouraged; however, zone defenses are not allowed. Full court pressure is not allowed. Once the defensive team has secured the rebound, the offensive team must retreat to the half court line. ***Exception:*** The team that is trailing in score, or teams that are tied in score, may apply a “man to man” full court press during the final 1-minute of the 4th quarter only.

OFFENSE: Coaches are encouraged to involve all players in the offense and avoid the “clear out plays”. Coaches, particularly in the younger divisions, should encourage all of their players to handle the ball and rotate which children bring the ball up the court. The “over and back” rule does not exist in the “B” or “C” divisions.

FOULS: Player and team fouls will be handled the same as high school basketball. Official scorebook will track personal fouls and team fouls. Players accruing a total of 5 personal fouls in a game will foul out of that game. Teams will shoot free throws in bonus situations.

RULES AND POLICIES CONTINUED

FREE THROWS & HOOP HEIGHT: “C” 8’ hoops, “B” 10’ hoops. Each player present is eligible to shoot one free throw prior to the start of their scheduled game. The free throw line for these ages is 3 feet in front of the standard free throw line. Each free throw made will count as one point towards the game score. Players that arrive late for their game are not eligible for the pre-game free throw. ***Free throws will also be shot throughout the game on all shooting fouls and bonus situations.***

TIES: Games resulting in ties will finish as ties.

CONDUCT:

- A player or coach is ejected on the 2nd technical foul assessed during a game.
- An ejected player or coach is suspended for the remainder of that day’s games and the next scheduled game.
- A player or coach ejected a 2nd time is suspended for the remainder of the season. Future participation will be determined by the League Coordinator.
- The coach is responsible for the conduct of his/her players and spectators.

OTHER RULES: All other high school WIAA basketball rules apply.

OFFICIALS: Some of the officials used for the recreational league will be fairly inexperienced officials. This league is an excellent training program for new officials to gain experience. Please explain this scenario to your parents and be positive towards the officials.

TUMWATER BASKETBALL PLAYER ROTATION

This information is intended to create a fair and simple method for substitutions that will allow every player on your team virtually the same playing time. Players may be assigned rotation numbers, which are different from their game jersey numbers.

6 PLAYER ROTATION:

(Each player plays 26-29 min.)

1st quarter: start 1,2,3,4,5
at 3:00 min 6 in for 1

2nd quarter: start 2,3,4,5,6
at 5:00 min 1 in for 5

3rd quarter: start 1,2,3,5,6
at 3:00 min 4 in for 2

4th quarter: start 1,3,4,5,6
at 5:00 min 2 in for 3

7 PLAYER ROTATION

(Each player plays 22–24 min.)

1st quarter: start 1,2,3,4,5
at 4:00 min 6,7 in for 4,5

2nd quarter: start 1,4,5,6,7
at 4:00 min 2,3 in for 1,6

3rd quarter: start 1,2,3,6,7
at 4:00 min 4,5 in for 2,3

4th quarter: start 2,3,4,5,6
at 2:00 min 1,7 in for 5,6

8 PLAYER ROTATION

(Each player plays 20 min.)

1st quarter: start 1,2,3,4,5
at 4:00 min 6,7,8 in for 3,4,5

2nd quarter: start 3,4,5,6,7
at 4:00 min 1,2,8 in for 3,4,5

3rd quarter: start 1,3,4,5,8
at 4:00 min 2,6,7 in for 1,3,4

4th quarter: start 1,3,4,5,6
at 4:00 min 2,7,8 in for 1,5,6

9 PLAYER ROTATION

(4 players play 20 min.; 5 players play 16 min.)

1st quarter: start 1,2,3,4,5
at 4:00 min 6,7,8,9 in for 2,3,4,5

2nd quarter: start 2,3,4,5,6
at 4:00 min 1,7,8,9 in for 3,4,5,6

3rd quarter: start 1,3,4,5,6
at 4:00 min 2,7,8,9 in for 1,4,5,6

4th quarter: start 1,2,4,5,6
at 4:00 min 3,7,8,9 in for 1,2,5,6

Parks and
Recreation





TUMWATER PARKS & RECREATION BASKETBALL

Volunteer Application – Recreational League

Coach Personal Information:

Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____

***Coaches, please note: E-mail is our preferred method of communication for non-urgent matters. If you don't check your e-mail daily, please circle which phone number is the most reliable.**

Coaching Details/Preferences:

Position you are interested in: Coach Asst. Coach Either

Other coaches you'd like to work with: _____

Team grade level: _____ Gender: _____ School: _____

Your T-shirt size: Sm Med Lg XL XXL

Coaching Experience:

Have you ever played basketball before? Yes No

If yes, at what level did you compete? H.S. College Other _____

Have you ever coached in this league before? Yes No

Briefly describe your coaching experience in basketball or other sports.

Please note that if we have several individuals who are interested in coaching one team, we ask that the parents work together in coordinating who will be the head coach and who will be assisting. This is one of those good problems to have! If such a situation cannot be resolved with those involved, the League Coordinator will make a final determination.

Questions? Please feel free to contact Parks Department staff:
Stephanie or Janice at (360) 754-4160.

Parks and Recreation



VOLUNTEER RELEASE OF LIABILITY

As a volunteer for Tumwater Parks and Recreation, I will support the work of City staff and uphold all the guidelines, policies, and standards set by the City of Tumwater Parks and Recreation Department. I have been provided with a copy of these guidelines, policies and standards. As a volunteer for Tumwater Parks and Recreation, I understand that I am viewed as a representative of the city, the department, and the program with which I am involved. I will put forth every effort to exhibit a friendly, positive attitude and work to assist in the program's success.

I understand that the City of Tumwater will provide volunteer training to cover the areas for which I may be responsible, and the activities/duties in which I will take an active role. I also understand that additional training may be required to increase my knowledge and abilities to perform as a successful volunteer.

I agree to hold harmless the City of Tumwater, its officials, employees, and agents for any damage claim or lawsuit for injury, illness or damage or loss of any kind to me arising out of my connection with or from my participation as a volunteer in activities with the City of Tumwater's Parks and Recreation Department.

I consent to the City performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer.

I give permission to have my photo taken and used for publicity purposes by the Parks and Recreation Department. I authorize the City and its employees or agents to provide me with emergency medical treatment if it is deemed necessary. To the best of my knowledge, I have no physical or other condition, which would interfere with my participation as a volunteer for Tumwater Parks and Recreation.

Name (Please print): _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Signature of Parent or Guardian: _____

(required for participants under 18 years of age)

Notification and Authorization for Background Investigation Disclosure Statement

In compliance with RCW 43.43.830-838, each person who has been offered a position as a volunteer or employee, and in which position the person may have unsupervised access to children under sixteen years of age, to be developmentally disabled persons, or to vulnerable adults, are required to disclose the following information:

1.	<p>Have you ever been convicted of any crime against children or other persons*? <i>* Crimes against children or other persons means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW <u>26.44.020</u>; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Have you been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult*? <i>* Crimes relating to financial exploitation means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>Have you been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>Have you been found by a court in a domestic relations proceeding under Title 26 RCW, to have sexually abused or exploited any minor or to have physically abused any minor?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<p>Have you been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited a vulnerable adult?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<p>Have you been found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<p>Have you been convicted of crimes related to drugs as defined in RCW 43.43.830**? <i>** Crimes relating to drugs mean a conviction of or crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer is Yes to any of the previous questions, please describe the location, date and facts of the conviction and make reference to the question being answered:

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*** Please complete information on reverse side of this form**

Recreational Basketball

The City of Tumwater shall make an inquiry to the Washington State Patrol regarding an applicant's/volunteer's conviction record, disciplinary board final decision, or civil adjudication record. Applicants/volunteers will be notified of the State Patrol's response within ten working days of receipt of this information by the City of Tumwater. For up to 10 days after its completion, a copy of the response will be made available to the applicant/volunteer, upon his/her request. The results of this inquiry are valid two years from issuance.

I acknowledge that I have read the entire Notification and Authorization for Background Investigation Disclosure Statement, that I understand the requirements, and I grant permission to the City of Tumwater to make an inquiry to the Washington State Patrol under the provisions of this law. Pursuant to RCW 9A.72.085, I certify that under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

Applicant's/Volunteer's Name: _____
Last First Middle

Alias/Maiden Name: _____ Date of Birth: _____
Month/Day/Year

Sex: Male Female Driver's License Number/State _____ / _____

Race: _____ Hair Color: _____ Eye Color: _____ Height: _____

FOR CITY OF TUMWATER USE ONLY:

Parks and
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Coach's Code of Ethics

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the age group.
- I will do my best to provide a safe playing situation for my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play, sportsmanship, and will conduct myself in a professional manner consistent to the objectives of this league.
- I will provide a sports environment for my team that is free of drugs, alcohol, and tobacco, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.
- I will understand that this is a volunteer position and my involvement can be terminated due to violation of this code of conduct and/or unacceptable behavior or actions.

Coach Signature: _____ Date: _____

Printed Name: _____

Parks and Recreation



Coach's Concussion Law Compliance

House Bill 1824, passed in 2009, requires the adoption of policies for the management of concussions and head injuries in youth sports. In order for Tumwater Parks and Recreation youth sports leagues to be in compliance, all coaches are required to:

- Be educated as to the nature and risk of concussion and head injuries including continuing to play after concussion or head injury. This education shall include signs and symptoms of concussion/brain injury. This education is available at no charge to coaches via www.wiaa.com. Coaches shall educate their athletes on the signs and symptoms of a concussion and encourage athletes to notify a coach if they or a teammate exhibits those signs or symptoms.
- Immediately remove from participation/competition any athlete who is suspected of sustaining a concussion or head injury.
- Not allow an athlete who has been removed from play because of a suspected concussion/brain injury to return to play until the athlete has received written clearance from a licensed health care provider trained in the evaluation and management of brain injuries.

Coaching Requirement:

- Review the WIAA Coaches Resource Packet
- View the WIAA video on Concussion in Youth Sports.

The packet and video are available on www.wiaa.com: Publications / Concussion Management Guidelines / Coaching Resources (left-hand side of the page)

By signing below, I certify that I have viewed the Concussion video and that I have reviewed the Coaches Resource Packet on www.wiaa.com.

Coach Signature: _____ **Date:** _____

Printed Name: _____