

2018/2019 TUMWATER BASKETBALL Recreational League

COACH'S PACKET



IMPORTANT: Mandatory Coach's Meeting

Date: Tuesday, October 9
Time: 6:00pm
Location: Tumwater City Hall – Main Conference Room
Divisions: "C" Division – 2nd & 3rd grades
"B" Division - 4th & 5th grades
"A" Division – 6th, 7th & 8th grades

Practices begin the week of October 22.

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

tumwaterparks@ci.tumwater.wa.us



Dear Coaches:

Thank you for your interest in volunteering for the 2018/2019 Tumwater Basketball program. Please review this packet carefully as there are several items of importance.

Required Forms:

Please complete the required coach's forms that are listed below and also included in this packet. 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. You may also email the forms to tumwaterparks@ci.tumwater.wa.us or fax them to (360) 754-4166.

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

Coach's Meeting:

Attendance at this meeting is mandatory for all coaches. If you are unable to attend, please send a representative. If no representative is available to attend, please contact Tumwater Parks & Recreation **prior to the meeting date**.

Date: Tuesday, October 9
Time: 6:00pm
Location: Tumwater City Hall – Main Conference Room
Divisions: "C" Division – 2nd & 3rd grades
"B" Division – 4th & 5th grades
"A" Division – 6th, 7th & 8th grades

Pre-Season Clinic:

Date: Saturday, October 20
Times: Girls: 9:00 - 10:00am
Boys: 10:00 - 11:00am
Gym: Black Hills High School

Coaches Please Note:

Your attendance at this clinic is very important, as practice schedules, team rosters, and 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 (360) 754-4160.

Thank you!

Charlie Groth, Recreation Supervisor

Tumwater Basketball - Recreational League

Coach's Responsibilities



Coaching Staff:

Official coaching staff will consist of one head coach and one assistant. 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 become injured, 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 5 basketballs and a whistle 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 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 main focus of this program.** Positive encouragement, fun, and learning the skills of the game are a high priority for all.

Reward:

This will be a great experience for everyone involved if we are successful in recruiting quality coaches who support the philosophy of our league and are able to communicate that philosophy to the parents and players.

Thanks:

I want to sincerely thank all of the volunteers for committing their time and efforts to this program. Without you, this program would not be possible. I hope that you will strongly consider continuing to support these activities by volunteering in the future. Thanks again! -

Charlie Groth

Tumwater Basketball – Recreational League

Coach/Parent Meeting Guidelines



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

Contact Parents:

Contact your team parents and ask them to attend a brief meeting at the beginning of the first practice. Let them know how you plan to communicate throughout the season.

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 are 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. Unacceptable fan behavior during games may result in teams being issued technical fouls and or spectators being asked to leave.

Facilities:

Educate parents on the policies of the league and 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. Food and drink (besides water) is not allowed in the gyms. Children should wear non-marking, rubber-soled shoes.

Schedules:

Communicate to parents that game schedules will be available the week of November 5 and can be accessed by visiting: www.ci.tumwater.wa.us/basketball. 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.

Tumwater Basketball - Recreational League

Rules and Policies



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 their policy of no food or beverages in the gymnasiums. **Water is OK** – sport drinks, coffee and 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. Please notify the League Coordinator of any facility issues, existing or newly occurring.

Timers / Scorekeepers:

Each team is responsible for providing one volunteer to run the clock and/or keep the official scorebook for every game. Please encourage your parents to become involved and educate them on the rules and operations of the equipment. **Reminder: volunteers are an extension of the officials and are to remain neutral and not coach or discuss fouls from the scorer's table.**

Hoop Height:

C Division will play with **8' Hoops**. B and A Division will play with regulation **10' hoops**.

The Clock:

B & C Divisions: Games consist of four 8-minute quarters with a running clock. Each team is awarded 2 time-outs per game. The clock will stop during time-outs, injuries, mid-quarter substitutions and the final minute of the 4th quarter on every dead ball.

A Division: Games consist of two 20-minute halves with a running clock. Each team is awarded three time-outs per game. The clock stops during time-outs, injuries, and the final minute of the first half and final two minutes of the game on every dead ball; unless one team has a lead of 15 points or more. Half-time is five minutes in length.

Playing Time:

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

A Division: The goal is to get all players an even amount of playing time. The clock does not stop, but substitutions are encouraged throughout the game.

Defense:

B & C Divisions:

- 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.

A Division: All defenses are allowed anywhere on the court at any time. **Exception:** Full court pressure is not allowed when a team is leading by 15 points or more. **Violation:** Technical foul on the coach.

Offense:

Coaches are encouraged to involve all players in the offense and avoid 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 and 10-second-violation do not apply in B & C division games.

Fouls & Free Throws:

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 five personal fouls in a game will foul out of that game.

B & C Divisions:

- 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 three feet in front of the standard free throw line. Each free throw made will count as one point towards the game score. Players who 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.***

A Division:

- Free throws will not be shot during running clock time.
- Free throws will be shot as in regular basketball:
 - During the stopped clock point of a game unless a team is leading by 15 or more points, and in any overtime
- Shooting fouls and fouls committed after the sixth team foul for each half:
 - Fouled team is awarded one point and receives the ball out of bounds
- Fouls committed when a basket is made:
 - Fouled team is awarded the two or three points and receives the ball out of bounds
- Technical fouls and 2-shot intentional fouls:
 - Fouled team is awarded two points and receives the ball out of bounds

Ties:

B & C Divisions: Games resulting in ties will finish as ties.

A Division: Jump ball will begin all overtime periods. First overtime period will be two minutes in length with stop clock on all dead balls. Free throws will be attempted on all fouls that warrant free throws. Second overtime period will be sudden death, first team to score wins.

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.

Tumwater Basketball - Recreational League



Player Rotation

6 Player rotation: 24-28 min

	1st	2nd	3rd	4th
1				
2				
3				
4				
5				
6				

7 Player rotation: 20-24 min

	1st	2nd	3rd	4th
1				
2				
3				
4				
5				
6				
7				

8 Player rotation: 20 min

	1st	2nd	3rd	4th
1				
2				
3				
4				
5				
6				
7				
8				

9 Player rotation: 16-20 min

	1st	2nd	3rd	4th
1				
2				
3				
4				
5				
6				
7				
8				
9				

10 Player rotation: 16 min

	1st	2nd	3rd	4th
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Tumwater Basketball – Recreational League Volunteer Application



Coach's Contact Information:

Name: _____

Address: _____ City: _____ Zip: _____

Cell: _____ Home: _____ Work: _____

E-mail Address: _____

PLEASE NOTE: E-mail is our method of communication for non-urgent matters.

Coaching Details/Preferences:

Position you are interested in: Head Coach Asst. Coach Either

Other coaches you'd like to work with: _____

Team grade level: _____ Gender: _____ School: _____

Your T-shirt size: Sm Md Lg XL XXL

Coaching Experience:

Have you played basketball? Yes No

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

Have you previously coached basketball? Yes No

Briefly describe your coaching experience in basketball or other sports.

Please note: If there are several individuals interested in coaching one team, we ask those interested to work together in coordinating who will be the head coach and who will assist. If such a situation cannot be resolved with those involved, the League Coordinator will make the final determination.

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 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

<p>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:</p>

*** Please complete information on second page of this form***

Tumwater Basketball - Recreational League
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 instruction 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.

Coach's Printed Name: _____ Phone: _____

Coach's Signature: _____ Date: _____

Signature of Parent or Guardian: _____

(Required for participants under 18 years of age)

Tumwater Basketball - Recreational League

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 all of my players.
- I will do my best to organize practices that are fun and challenging for all of my players.
- I will lead by example in demonstrating fair play, sportsmanship, and 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 refrain from their use at all Tumwater Basketball events.
- I will be knowledgeable of the rules of Tumwater Basketball and 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 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's Printed Name: _____

Coach's Signature: _____ Date: _____

Tumwater Basketball - Recreational League Coach's Concussion Law Compliance



Chapter 475, Laws of 2009 (HB 1824), 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 and is available at no charge to coaches at www.wiaa.com.
- 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 at 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 in Youth Sports video and reviewed the Coaches Resource Packet at www.wiaa.com.

Coach's Printed Name: _____

Coach's Signature: _____ Date: _____