

YOUTH BASKETBALL POLICIES HANDBOOK

MISSION

Providing youth with a safe, fun, forgiving, and positive atmosphere where they can learn the basic structure and skills of basketball since 1985.

Wrangell Parks and Recreation Adopted 2016

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Welcome

Welcome to the Youth Basketball Policies Handbook. We encourage parents, guardians, coaches and players to review the handbook in detail and ask clarifying questions as necessary. We hope to enhance our relationship with families by working together and communicating challenges on a regular basis. These policies are meant to clearly outline processes and procedures, leagues rules and player expectations, which will promote the mission and goals of the program and the players overall experience this season. This is NOT an all-inclusive policy and procedure manual and items are subject to change. If you have questions regarding any aspect of our program, we encourage you to call our administrative staff for clarity. Family involvement and clear and consistent communication is the key to success in all of our Youth Programs.

Participation in youth sports is invaluable to the development of children in Wrangell. Aspects of teamwork, motivation, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and social development of our youth. Wrangell Parks and Recreation (WPR) department takes this responsibility seriously and strives to offer quality programming. We are looking forward to another excellent season and we thank you for your participation.

Department Mission Statement

Wrangell Parks and Recreation's Mission is to support active lifestyles through a variety of health, wellness and wilderness opportunities.

Program Mission Statement

Wrangell Parks and Recreation Youth Basketball mission statement is to provide youth with a safe, fun, forgiving, and positive atmosphere where they can learn the basic structure and skills of basketball.

Program Goals

- > To create a safe and fun environment that promotes learning and participation first, and competition second.
- > To treat all participants as unique individuals, with something special to offer.
- > To foster an environment of learning, through positive communication and teamwork.
- > To encourage kindness and respect for oneself, peers, adults and community members.
- To contribute to the physical health of the participants through physical activity.
- > To teach basic fundamentals, skills, and rules of basketball.
- > To develop strong partnerships with all parents and guardians.
- > To support social and emotional development through positive guidance, and role modeling.
- > To give the players the opportunity to grow in understanding positive and negative consequences of actions.
- > To provide consistent, reasonable feedback to our players by encouraging and recognizing positive behavior.
- > To value and show gratitude for the efforts of coaches, parents and players throughout the season.
- To ensure a positive and worthwhile experience for our child participants.

Program Administration and Communication

Director

The Department Director plans, organizes, manages, coordinates, and participates in providing programs of recreation, sports, and leisure activities for the community. The director manages and evaluates programs, facilities, and staff who provide a wide variety of services and classes.

Recreation Coordinator

Recreation Coordinator develops, organizes and manages staff and volunteers in providing recreation and leisure programming for the community.

Volunteer Coach and Assistant Coach

The Wrangell Parks and Recreation Volunteer coaches are responsible for supervising and instructing players in a group setting. They are responsible for the general safety and well-being of the players in the program.

Player

A youth whose Parent(s) or Guardian(s) have completed all required registration forms and has been accepted to participate in a Wrangell Parks and Recreation Youth Program.

Chain of communication

Parents and players are encouraged to have regular communication with their Head Coach and Assistant Coach throughout the season. If parents/guardians have concerns or questions regarding their player's participation in the program they are directed to communicate with their Team Coach or Assistant Coach. If you unable to reach your designated coach or have an issue regarding your team's leadership you are encouraged to speak with the Recreation Coordinator. If there are ongoing issues or concerns regarding program leadership the Director of Parks and Recreation may get involved to evaluate the situation and offer support and guidance where necessary.

Code of Conduct for Parents

Wrangell Parks and Recreation's goal is to establish youth sports programs as character building for those who participate. We will strive to make honesty, service, respect, responsibility, and forgiveness part of that character building process. Therefore, by participating as a Wrangell youth sports parent, I will adhere to the following Codes.

Values

Honesty

Truthfulness and genuineness with yourself and others.

Forgiveness

The granting of a pardon without resentment. If the referee makes a bad call, let it go. Remember, no one is perfect and we all make mistakes. Do not be so quick to judge until you are willing to do it yourself.

Service

Assistance in meeting the need of others. Correct in a constructive way. Support your child in whatever they do.

Respect

Honor toward others: humility, treat players, opponents, officials and coaches as you would wish to be treated (the golden rule).

Care

A choice to care without conditions or limitations. Listen and treat all players equally.

Responsibility

Trustworthiness is the ability to be depended upon. Know the important principles of the sport, strive to improve, your own performance as a coach, official or spectator.

Fun

Take the pressure off. The point is to improve skills and character. WINNING IS SECONDARY!! Try to "accentuate the positive" and celebrate the game, not the outcome.

As a Parent I will

- 1. Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials, at every game, practice or another youth sports event.
- 2. Place the emotional and physical well-being of my child ahead of my own personal desire to win.
- 3. Demand a drug, alcohol and tobacco free sports event for my child and agree to assist by refraining from their use at all youth sports events.
- 4. Ask my child to treat other players, coaches, fans and officials with respect.
- 5. Promise to help my child enjoy the youth sports experience within my personal constraints by assisting in coaching and being a respectful fan.

Code of Conduct for Coaches

- I understand that my responsibilities as a Wrangell youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach.
- I understand that many children participate in sports for numerous reasons, and that the number one reason is to have fun!
- I understand that as a youth coach I am obligated to honor the rules of the games, opponents, officials, teammates, staff, and self, and to teach players to do the same.

Therefore, by participating as a Wrangell volunteer coach, I will adhere to the following Codes:

Code A - I will create an environment for our children that:

- 1. Focuses on safety, fun, skill development, and education.
- 2. Has a positive, lasting impact on the children of our community.
- 3. Promotes building character and learning life skills.
- 4. De-emphasizes a win-at-all-costs attitude.
- 5. Is fair, consistent, and meets the emotional and physical needs of each child.
- 6. Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.

Code B - I will act responsibly and do my best to assure that:

- 1. I provide equal playing time for every child, and assure fair and consistent rotation.
- 2. I properly educate players on the importance of teamwork, effort, having fun, and sportsmanship while properly instructing age-appropriate fundamentals and skills.
- 3. I provide players with the best education, instruction, and organization possible by attending required meetings, and clinics.
- 4. I am familiar with the objectives of Wrangell's youth sports programs. I will strive to achieve these objectives and communicate them to my players and their parents.
- 5. I cooperate with Wrangell's youth sports programs in the enforcement of rules and regulations, and I will report irregularities that violate sound recreational practices.
- 6. I provide a healthy and safe environment for my players, which are in accordance with Wrangell's youth sports program's safety procedures. I will provide safe instruction and use of playing equipment.

Code C - I will display appropriate behavior. I understand that violations of the following codes will jeopardize my privilege to coach in Wrangell:

- 1. I will treat each player, opposing coach, official, parent, or administrator with respect and dignity, and refrain from using profanity, intimidation tactics, and inappropriate language.
- 2. I will uphold the authority of officials who are assigned to the contests in which I coach, and agree to never openly dispute or argue an official's decision during a recreational contest.
- 3. I will display appropriate behavior towards children, as well as in the presence of children.

Code D - I understand that violation of the following codes may result in immediate termination of my privilege to coach within Wrangell's youth sports programs:

- 1. I will never coach under the influence of drugs or alcohol.
- 2. I will never initiate or participate in any form of verbal or physical assault on any staff, volunteer, official, parent or child.

Wrangell Parks & Recreation reserves the right to take appropriate disciplinary action (up to removal) involving any coach in violation of this code of conduct.

Violations of the Coaches Code of Conduct will result in written documentation, advisory consultation and possible disciplinary action, up to removal from coaching privileges. The following data outlines the disciplinary procedures of the Wrangell youth recreation program:

Conduct Codes A, B

- Any violation under either Code A or Code B will result in a documented meeting between a Wrangell Parks & Recreation administrative staff and the coach and will result in a one-time documented warning.
- A second violation under either Codes A or Code B will result in an automatic removal of the coach's privilege to coach for the remainder of the season as deemed necessary by Wrangell Parks & Recreation.

Conduct Code C

- Any violation under Code C will result in a documented meeting between a Wrangell Parks & Recreation administrative staff and the coach and will result in a one-time documented warning.
- A second violation under Code C may result in an automatic removal of the coach's privilege to coach for the remainder of the season as deemed necessary by Wrangell Parks & Recreation.

Conduct Code D

• Any violation under Code D shall result in removal of that coach's privilege to coach a Wrangell youth sports team indefinitely.

I understand that many children participate in sports for numerous reasons, and that the number one reason is to have fun! This said, Wrangell Parks and Recreation's philosophy is to provide youth an opportunity to participate in a recreational sport while educating and displaying character-building traits as a coach of Wrangell Parks and Recreation youth sports. Sportsmanship is a key to the programs' success, and we look for our Coaches to reflect the vision as spelled out above.

Given the "recreational" mission of Wrangell Parks and Recreation's youth sports, the player-coach relationship outlined in Sections C.1, C.3 and D.2 are a priority. In that regard, Wrangell Parks and Recreation will have no tolerance for coaches who express negative, berating, or humiliating comments toward players, whether it is the coach's team or the opposing team. This behavior applies to both head coaches and assistant coaches.

NOTE: Extreme misconduct may require exclusion from participation indefinitely. Each case will be handled on a case by-case basis.

Program Overview Volunteers

Volunteer coaches and parent involvement are key to the program. Coaches and/or volunteers must have good morals and community involvement. All coaches may be asked complete a Volunteer Application and an Authorization Form. No one is guaranteed the privilege or right to coach/volunteer. Returning Head Coaches will be given the opportunity to coach a team in the same age group

A person will be disqualified and prohibited from serving as a volunteer with Wrangell Parks and Recreation Department if the person has been convicted (including "no contest" plea) or subjected to any court order involving a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, or any offense against a minor, kidnapping, or felony violations of the Controlled Substance Act.

Participant Surveillance

The program staff and volunteers are responsible for the health, safety and welfare of all players. It is vital to know where the players are, and what they are doing at all times. Staff and volunteers will be attentive and considerate of the player's safety during practices, games or during any travel provided by the Youth Program. During tournament travel, program staff and volunteers will have authorization for emergency medical care and emergency contact information for each Participant.

Mandatory Reporting

The Wrangell Parks and Recreation department is required by Alaska State Law to report suspects of child abuse. A report must be made when the reporter, in his or her official capacity, suspects or has reason to believe that a child has been abused or neglected.

Child Abuse and Neglect

Child Abuse: Child Abuse is defined by the U.S. Department of Health and Human Services as any recent act or failure to act on that results in a child's serious physical or emotional harm, sexual abuse, and exploitation or death. An act or failure to act that presents a risk to serious harm to a child is also considered to be child abuse.

Child Neglect

A neglected child is any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care, or otherwise is not receiving the necessary support or medical or other remedial care or other care necessary for his or her well-being, including adequate food, clothing or shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. Neglect may also include failure to provide adequate supervision to a child, such as when a child is left unsupervised or left in the care of someone incapable.

Our top priority is the safety of our players. If signs of abuse are present, staff must report this to Parks and Recreation Management immediately and without delay. All players have a right to be safe and secure inside and outside of the Youth Basketball Program.

Zero Tolerance Policy

Wrangell Parks and Recreation Department has a strict no-tolerance policy for drugs, alcohol, tobacco, or any other mind-altering substances on or within a 25 ft. radius of any WPR premises. The use or possession of any of the above substances on WPR property will result in involvement of Wrangell Police Department.

In order to provide an atmosphere conducive to developing the skills and knowledge of basketball, all of the players of Wrangell Youth Basketball Program shall conduct themselves in a sportsmanlike manner. Coaches, players and spectators are not permitted to harass the referee, negatively address coaches of any team or players of any team. Such conduct undermines the referee's and coach's authority and can create a hostile environment for everyone attending the game. No one other than a coach is to address the referee during the game (program staff and volunteers are also responsible for the conduct of their co-coaches, players and spectators).

Coaches are not allowed to:

- 1. Use profanity when talking to their players or parents.
- 2. Harass the referee. (They should wait until half time or the end of the game or use a timeout to respectfully discuss the situation with the referee).
- 3. Utilize public social media to disparage opposing players, coaches or the referees.
- 4. Directly engage the players of another team in a negative or disparaging manner.

Players are not allowed to:

- 1. Use profanity during games or practice.
- 2. Negatively address the referee. (On questionable calls the head coach decides whether to discuss with the referee following the suggested guidelines set above). Players should show respect to officials.

Spectators are not allowed to:

- 1. Use profanity when talking to the players or coaches
- 2. Negatively address the coach during the game.
- 3. Negatively address a player during the game.
- 4. Negatively address the referee during or after the game.
- 5. Coach from the sidelines.
- 6. Make derogatory comments about the coaching staff or players on the team or opposing team during or after the game.

General Program Guidelines

Registration Policies

Each participant must be registered in the Youth Basketball Program prior to Team Selection at the beginning of the season. All forms and payments must be received before your child may participate in any practices or games. Program staff and volunteers do not take sign-ups or registration forms during practices or games. All registration forms must be submitted during designated registration times or at the Pool Office.

Process

Registration forms must be filled out completely, with all necessary information including: parent and emergency contact information, allergies, liability waiver, DOB, parent and participant codes of conduct, photo lease form and volunteer information.

Payment

Payments for all programs are due at time of registration.

Late Registration

Registration deadlines are set. However, if registration numbers are low the deadline may be extended past the program start date. No late registrations will be permitted after the final deadline has passed, due to the necessity of team formation and selection.

Team Requests

Specific team requests will not be honored with the exception of a son or daughter of a volunteer coach.

Game and Practice Cancellation

Games requiring postponement or cancellation due to: lack of players, scheduling conflicts, inclement weather, or other unforeseeable circumstances, efforts will be made to reschedule that game. However due to time restraints and/or gym usage conflicts, some games may not be made up.

Pick up policy or later policy

Participants must be picked up after practice or games by a designated parent or guardian. In order for program staff and volunteers to send a participant home by themselves, with another participant, or an adult other than the designated guardian, staff must receive written or verbal consent from the designated parent or guardian.

Any pick up 15 minutes past the end of practice or game is a 'late' pick up. Program staff and volunteers are to remind parents and guardians of this policy so they are able to meet this expectation. If a parent or guardian has been informed of the late policy, and a late pick up routine continues, program staff are expected to elevate this information to the Recreation Coordinator, who will work with families to establish a reasonable solution.

Injuries

In the event a player becomes ill or is injured during the program, the parent/guardian will be contacted, if possible, to determine appropriate action to be taken. If parents cannot be reached and immediate action is necessary, the emergency contact listed on the participant's registration form will be called. Accident reports of a serious nature will be kept on file in the pool office. It is very important that families provide accurate information and emergency contacts and phone numbers are up-to-date and available to staff and volunteers.

Emergency Transportation

In the event of a medical emergency requiring transportation to the hospital the program staff or volunteers will call 911 and emergency medical services (EMS) will transport the participant. A staff or volunteer will remain with the injured player and the staff will make every effort to reach parents. If the parents cannot be reached, the staff will proceed to immediately call the emergency contact listed for the participant.

Photo Release

Photos may be taken of players occasionally, which may be used to promote Wrangell Parks and Recreation programs on Social Media, on the web, or for a variety of other Wrangell Parks and Recreation publications. If you prefer that you or your child not be photographed, please notify us.

Team Selection

Team selection marks the beginning of the season. On the night of team selection all grade levels will be separated into groups and asked to perform a variety of skills while coaches observe and evaluate the competency and comfort of each player. The purpose of this exercise is to create proportionate teams built on both talent and boy-girl ratio.

Balanced Teams

After the players have presented their skill, a meeting will be held with the program staff, volunteers and recreation coordination to discuss team rosters. Each year, the selection of teams will be formed as balanced as possible to ensure fairness and more fun when teams of equal ability play.

Gym Rules and Equipment Care

Jerseys

There will be one jersey signed out to each participant for the season. All players must wear their assigned jersey during all games. At the end of the season, jerseys are to be turned in at the last regular season game (if the player is not playing with the All-Star Team).

Basketballs

Balls are to be stored and locked away in ball racks in the Community Center Gym while not in use. Access to ball rack keys will be given to coaches, recreation assistants, and the Recreation Coordinator. They may be used only for program practices and events. During games, all balls must be stowed away with exception of the game ball.

Game balls will be labeled and given to referees at the beginning of any regular season or tournament game. The use of game balls is not permitted during practices.

Gym Usage/Rules

- > Absolutely NO Food or drink allowed in the Gymnasium, with the exception of water in a Spill-proof container
- Spectators will be asked to leave the game for continued or excessive arguing/criticizing of the officials, coaches, or players.
- ➤ All players must practice good sportsmanship
- Foul language, alcohol, drug, or tobacco use will not be tolerated from participants, coaches, volunteers, or spectators on Community Center premises
- Abuse of facilities (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities.

League Rules

Player Expectations

- 1. All players shall practice good sportsmanship.
- 2. Foul language, alcohol, drugs or tobacco will not be tolerated from the children and if encountered will result in the child being removed from the youth basketball program.
- 3. Each player must wear their issued red/white reversible jersey on game days.
- 4. Players who do not attend practice during the week may not be eligible to play during the subsequent game. Exceptions may be made for athletes with excused absences. Excused absences include; absence due to illness or injury or family emergency with a note from Parents. 6TH grade YBB participants who are also involved with the Stikine Middle School Basketball program will be excused from the YBB program if they are participating in a Middle School game with confirmation from Coaches. Players that are participating in both programs are encouraged to have ongoing communication with their YBB coach so that they are clear of the expectations.

Basic Game Rules and Interpretations

Quarters shall be

- > 2-3rd grade: 6 minute quarters, one-minute break between quarters, and 5 minute half-time, stop clock
- 4-6th grade: 8 minute quarters, one-minute break between quarters, and 5 minute half-time, stop clock
- > All grades: All games will start on time. Each player must play at least one time during each quarter.

Timeouts

Three full (1 minute) and two 30-second timeouts each game

Overtime

3 minutes with one full timeout.

Jump Ball

At the start of the game and each overtime. Alternating possession will be used during the remainder of play.

Half-Court Defense

Defense shall not pick up their person until they have crossed the half court line.

- > 2-3rd grade: All 4 quarters using half-court defense
- ➤ 4-6th grade: First 3 quarters using half-court defense

Full-Court defense

- > 2-3rd grade: No full court defense at any time during the game (stick to half-court)
- ➤ 4-6th grade: may use full court defense at any time during the 4th quarter

Defense

- Man-to-Man: allowed 4 guarters of man to man defense
- > Zone: Allowed no more than 2 quarters of zone defense per game

Substitutions

Team coaches may substitute players only after a whistle-stop play. Substitutes must go to the score table before entering play and let the timer know they are ready for substitution.

Game Scorebook

Official record of scorekeeping.

Technical Foul Description

- ➤ Behavior unbecoming of a player, including swearing on the court or bench. A player on the court, who is charged with this foul, will be asked to leave the court for a two-minute period.
- Continued arguing/criticizing of the officials by players, coaches or spectators. Spectators will be removed from the gym if they cause problems.
- > Flagrant Fouls

Technical Foul

Player committing 2 technical fouls shall be removed from the current game and suspended from the next game.

Flagrant Foul

Player shall be removed from the game and could face suspension from the program.

5 Personal Fouls

Player will be removed from the remainder of the game.

Personal fouls will be called for

- Tripping
- Pushing
- ➤ Holding
- Charging
- > Reaching over the shoulder
- Excessive use of the elbows and hands, etc.

Free Throws

- > Fouled in the act of shooting:
 - o Shot not made: 2 free throws
 - Shot is made: 1 additional free throw
- > Flagrant Personal Foul: two free throws and possession
- On the 7th team personal foul per half: 1 and 1 bonus
- > Technical fouls: two free throws

Lane Violations

A five-second lane violation shall be in effect for all offensive players. A foot on the lane line is considered to be in the lane.

No Dunking or grabbing at the rim.

Violations for which the ball is awarded out-of-bounds in an area closest to the foul

- Traveling
- ➤ Walking with the ball
- > Taking longer than five seconds to inbound the ball
- Kicking the ball, accidentally
- > Five-second key violation

Managing Negative Behavior Overview

The Parks and Recreation Administrative staff have a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow participants. Administrative Staff reserve the right to suspend or terminate a player participation at any time for failure to adhere to the policies and expectations of the Youth Basketball Program. Please understand that there will be no refunds given to players who are suspended or terminated for behavior issues.

Bullying

When one or more participants (the bully/ies) target a player (the victim), whereas a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damages their property or insulting/demeaning the victim.

Program staff and volunteers encourage players to learn and understand social and personal boundaries. Conflict resolution is a required skill to resolve issues that come up in program. Program Staff work with players to role model positive behavior and understanding the different between appropriate and inappropriate behavior. Addressing behavior takes fair consequences, planning and flexibility to ensure the success of players experiencing challenges and those that are not.

If there are concerns, encourage your player to ask a program staff or volunteer for help and empower them to peaceably agree or disagree. If the problem persists, please communicate with program staff and management.

Disciplinary Statement

Program staff and volunteers hold the responsibility of promoting each player's self-esteem in a safe and healthy environment. They therefore must encourage each player to take responsibility for their own actions and follow the expectations set for them. In accordance with the Rules and Regulations of the Wrangell Parks and Recreation Department, staff and volunteer coaches have the discretionary power to remove violators from the facility for their own safety as well as the safety and enjoyment of all participants. They may remove a player or spectator for violating rules, including, but not limited to: unsafe behavior (pushing, shoving, running, etc.), obscene or disrespectful language, disrespecting recreation personnel.

Consequences

The program staff and volunteers are encouraged and supported in dealing with players in a positive manner that build's self-esteem. At times it is necessary for staff to redirect a player's behavior when that behavior is inappropriate. Staff and volunteers will try to support the player and positively redirect their behavior and, if necessary, will seek the assistance of the Recreation Coordinator. If concerns regarding behavior continue or if behavior negatively impacts the experience of other participants, the parents will be notified and the further disciplinary action will be taken.

Course of Action

Verbal Warning

The coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated and inform the player of further consequences if behavior continues.

Period Suspension

The coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach must inform the Recreation Coordinator of the issue and why the player is sitting out.

Game Suspension

Coach may suspend player for one game when he/she should be playing for continued misconduct. Coach must inform Recreation Coordinator of the offense, for which the player and the parent(s) must attend a meeting with the Coach and the Recreation Coordinator before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion form the league for the season.

League Expulsion

If a player displays persistent and consistent negative behavior they may be expelled from the league. The parent will have to make a formal request to be reinstated into the league for the following season. The child and parent will then have to meet with the Recreation Coordinator prior to the start of next season to determine if the child is capable of playing within the guidelines of this program.

All Star Team Selection

One week prior to the season tournament games, all coaches will meet to discuss each player in their teamwork, effort, attitude, attendance, grade and ability. After the meeting, each Head Coach of Grades 4-6 will be given a ballot to select approximately 8 players and 2 alternates. All Star Players and Coaches will be announced after the last game of the season.

Tournament Travel Policy

Youth Basketball selected players and coaches travel to Petersburg each year for an end of season tournament. Player who are chosen for travel must be in good standing. Players will be chosen for All Stars based on positive attitude, teamwork, participation and attendance. Players are required to travel with a designated chaperone during the tournament weekend. There will be additional costs at the end of the season for those participants that are selected for All Stars and choose to travel for tournament. Costs vary depending on the type of transit available. Groups may travel via Breakaway and Shuttle or the Alaska Marine Highway Ferry.