



Youth Basketball Handbook

**WE Hunt Recreation Center
(919) 557-9600
P.O. Box 8
301 Stinson Ave.
Holly Springs, NC 27540
www.hollyspringsnc.us
Weather Hotline: (919) 557-2939**

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Important Phone Numbers

Hunt Recreation Center	557-9600
Weather Hotline	557-2939
Jarrold Miron - Recreation Programs Specialist.	557-9601
Austin Ohms – Recreation Programs Specialist.....	577-3124
Chris Champion - Recreation Programs Manager.....	567-4031
Kristen Denton – Community Center Manager.....	557-6293
Adam Huffman – Asst. Parks and Recreation Director.....	557-2925
LeeAnn Plumer – Parks and Recreation Director.....	577-3127

Dear Coaches and Parents,

We would like to take this opportunity to thank all the parents and coaches involved with our youth baseball/softball program. Everyone is working hard to make this season fun and successful.

The goal of the Parks and Recreation baseball/softball program is to provide quality instruction which promotes sportsmanship, teamwork, development, participation and fun. Individually, to develop technical skills which will enhance the ability, desire and confidence of each player. It is the coach's responsibility to instill this concept into all participants and their parents.

If anyone associated with your team loses sight of these objectives, please remind them that this is about children playing a game. Our job, as parents and coaches, is to facilitate a fun learning experience, and to lead by example. Often, the way we react to things on and around the field teaches them more than the game itself.

Also, please remember to use the designated parking areas. Parking on the street, and on the track around Womble Park is prohibited. You may park in the open space near the batting cages. If you have children that are not participating in our programs, for their safety, be sure to watch them. Remember to keep our facilities clean and beautiful for everyone to enjoy.

Sincerely,
Holly Springs Parks and Recreation Department

Holly Springs Parks and Recreation Parental Code of Conduct

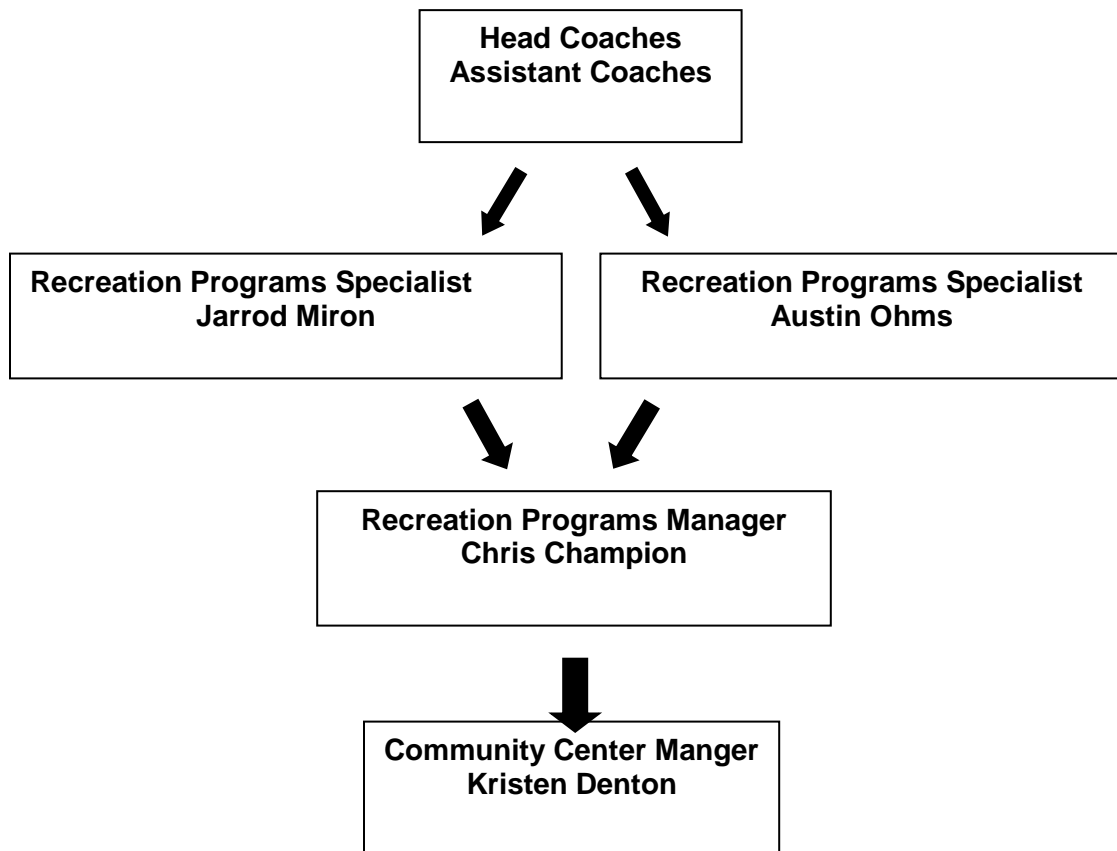
- Exhibit socially acceptable behavior at practice sessions, games, and matches or refrain from attending these events.
- Ensure that your children have the proper equipment.
- Ensure that your children arrive and are picked up at the stated time.
- Applaud all good effort and good plays or remain silent.
- Allow the coaches to instruct without outside interference or influence.
- Support the coaches in what they want the players to learn.
- Treat the coaches and league leaders with dignity and respect.
- Ensure that your children receive ample positive encouragement regardless of the outcome of their events.
- Allow your children to play without negative pressure, verbal or physical.
- Ensure that your children do not intentionally injure other players.
- Help your children adhere to the written and unwritten rules of honesty, fair play and good sportsmanship.
- Assist in helping other players, the team, or the program when asked.
- When possible, provide your children with extra instructional opportunities.
- When possible, provide your children with opportunities to learn other sports so that they have a more balanced development.

1. Purpose. The purpose of the Holly Springs Youth Baseball program is to provide the opportunity for skill development, sportsmanship, and fun in a participation based atmosphere.

2. League Management.

- a. Operation of the league shall be under the direction of the Recreation Programs Manager, or designated staff member.
- b. The governing authority shall be vested in the Town of Holly Springs Parks & Recreation Department, Athletic Division.
- c. National Federation of High Schools rules will apply except where stated in the Handbook.

3.0 Communication. Communication is an important aspect of our baseball program. To help keep communication smooth and productive, there is a certain “chain of command” that we ask everyone to use.



4. Coaches & Assistants

- a. All coaches are required to submit a volunteer application from which is available at <http://www.hollyspringsnc.us/DocumentCenter/View/1579> . Additionally, all coaches must complete an online background check which can be accessed at www.AccurateNow.com .
- b. A coaching staff not to exceed three (3) shall be appointed by the Recreation Programs Manager or designated staff. The three coaches should consist of one (1) head coach and two (2) assistant coaches.
- c. All assistant coaches may be selected by the head coach after the draft pending approval of the Recreation Programs Manager or designated staff.
- d. All coaches will be evaluated after each season.
- e. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by the Holly Springs Parks and Recreation Department.
- f. Head coaches are required to hold a preseason parents meeting to: establish an open line of communication with parents; review and affirm the Holly Springs Parks and Recreation Code of Conduct; outline expectations for coaches, parents, and players; coordinate parental assistance; and disseminate schedules and other pertinent information.
- g. Only the head coach and their assistants (3 coaches total) will be allowed to sit on the bench with the team during an official game. Upon notification by an official, or HSPR staff member, additional adults are to be removed from the dugout. Failure to adhere to this ruling will result in the ejection of the head coach.
- h. No head coach or assistant coach may leave the bench area for the purpose of discussion with an official. Only the head coach will be allowed to stand during the game. Assistant coaches must remain seated on the bench during the game.
- i. No active Holly Springs Parks and Recreation coach shall recruit players to play in or on programs and/or teams outside the Holly Springs Youth Program that directly affects current attendance to leagues and/or tournament play. Violation of this rule will result in expulsion from the program.

5. Player Eligibility

- 5.01 League Basketball age is the player's age as of January 1st of 2019.
- 5.02 Nonresidents may participate in the program, providing they pay an additional fifty (50) percent fee along with the registration fee.
- 5.03 Players ages nine (9) and above returning to a team in the same age group must still register. However, these players will be excused from skills assessments. No player shall be eligible to participate in assessments, player selection, practices, or games until they have completed the registration process. Teams will incur a penalty of forfeiture of all game in which an ineligible player participates. Coaches may face disciplinary action if they allow an ineligible player to participate.
- 5.04 Players ages nine (9) and above that are new to the age group must attend player assessments to be eligible for selection in the draft.
- 5.05 Player assessments for ages nine (9) and above will be supervised by the Recreation Programs Manager or designated Parks and Recreation staff.
- 5.06 Players ages eight (8) and under returning to the same age group must register but will be placed on the same team from the previous season. Participants entering a new age group will be placed on a new team. No Special requests will be honored.
- 5.07 Players may participate on only one (1) team in the Holly Springs Parks and Recreation Youth Basketball Program. Players found participating on two (2) teams may be removed from the games and program. Games in question may be forfeited.
- 5.08 Participants can request in writing at the time of registration to play up an age division by completing a play-up request form. Participants may only play up within one (1) year of their age appropriate division. Participants eligible for the Intro programs may not request to play up.
- 5.09 Participants wearing a hard cast may not participate in games or live scrimmages in practice. Players may participate with a soft cast.

6. Player Placement and Draft

- 6.01 Registered players ages eight (8) and under returning to the same age group will be placed on the same team from the previous season unless they choose to be randomly reassigned to another team. Participants entering a new age group will be randomly placed on a team. No special requests will be honored.
- 6.02 Registered players ages nine (9) and above who are new to the age group must attend player skills assessments to be eligible for selection in the draft. Players who are returning to an age group, but wish to be placed back into the draft, must notify the program manager prior to 8:00am the morning of said age groups assessment/draft.

- 6.03 Player assessments are intended to provide coaches the opportunity to evaluate the abilities of registered players which, in turn, should promote greater skill equity within each league. Player skills assessments for ages nine (9) and above will be supervised by the Recreation Programs Manager or designated Parks and Recreation staff.
- 6.04 The draft and player placement shall take place following the conclusion of player skills assessments and will be supervised by the Recreation Programs Manager.
- 6.05 Draft Process
- a. Draft order will initially be determined by the number of returning and assigned players. Assigned players would include the son/daughter of the Head Coach or the sibling of a returning player. The team with the fewest number of returning/assigned players will draft first during the first round while the team with the most returning/assigned players will draft last during first round. Regarding teams with the same number of returning/assigned players, draft position will then be determined by age. Teams with a larger number of younger returning/assigned players will be given an earlier first round draft position. If the number of returning/assigned players and ages of those players are the same, draft position will be determined by the previous season's final regular season standings and the team with the lower position in the standings will receive an earlier first round draft position.
 - b. The draft will employ a snake process, i.e., 1-2-3-4-5-6, 6-5-4-3-2-1, 1-2-3-4-5-6, etc. Each team will receive a first round pick and then returning/assigned players, will be slotted in rounds two and following. There will be no trading of draft picks or players.
 - c. Coaches shall not pass up a player selection choice as long as selections are available to fill vacant positions.
 - d. The son or daughter of the Head Coach will be automatically slotted in the second round. If the Head Coach has a second son or daughter participating, that child will be automatically slotted in the subsequent round.
 - e. Brothers and sisters in the same age group shall be selected as one (1) player to avoid separation. The first sibling may be selected with any choice. The remaining sibling will be selected in the subsequent round.
 - f. Candidates not attending player assessments shall be listed alphabetically by age, and will be assigned to teams sequentially after all eligible players have been drafted.

7. TEAM COMPOSITION

- 7.01 Each team shall consist of a maximum of ten (10) eligible players, depending on the number of the candidates registered.
- 7.02 The Recreation Programs Manager or designated staff will determine the number of registrants the program can accommodate and develop the player selection based on the needs of all teams, including possible modifications of draft order depending on returning players and other factors.
- 7.03 Players may be replaced in the event of sickness or injury. The Recreation Programs Manager may replace players that are withdrawn during the season with players from the waitlist.
- 7.04 Parental consent to participate may be withdrawn at any time. Requests to withdraw must be submitted to the Parks and Recreation Department in writing.

8. League Awards

- 8.01 The Parks and Recreation Department provides individual trophies for participants of teams that finish in first and second place in post season tournaments. Participation trophies will be provided for the leagues ages 8 and under.
- 8.02 All Star teams that finish first or second at the State SWAC Tournament will receive recognition by the Parks and Recreation Department during a Holly Springs Town Council Meeting.

9. UNIFORMS

- 9.01 Jerseys will be provided by the Parks and Recreation Department. Parents will be required to purchase shorts/pants and shoes. It is mandatory that the jersey provided by the Parks and Recreation Department be worn at all the games. In the event that a participant has lost their jersey, they will be required to purchase a replacement before they are allowed to participate. Teams shall not, in any manner, alter the uniforms that are distributed.
- 9.02 Jewelry is prohibited. Religious and medical-alert pieces are not considered jewelry. A religious piece must be taped and worn under the uniform. A medical-alert piece must be taped and may be visible (NFHS rule 3-5.7).

10. TEAM PRACTICE

- 10.01 The Recreation Programs Manager or designated staff will determine the number of practices based on gym availability, number of teams, and weather. The Parks and Recreation Department will try to schedule two practices a week prior to the start of scheduled games. After the start of games, each team **may** be scheduled one practice per week.

11. Tournaments and All-Stars

- 11.01 There will be no end of season tournament for the 7-8 year old league. All leagues will play a ten (10) game regular season.
- 11.02 In the leagues for ages nine (9) and above there will be a single elimination end of season tournament. Seeding for these tournaments will be determined by the regular season standings. All regular season league rules apply during local tournament play.
- 11.03 If an end of season tournament is hosted by SWAC (Statewide Athletic Commission), then our all-star teams will compete in an end of season tournament. All-Stars will only be chosen for the 10U leagues and above. League coaches will vote to determine All-Star team players and provide input on who should be appointed as the head coach. Considerations for head coaches include: team success during the season, knowledge of the game, sportsmanship, and the ability to work with both youth and adults. Any coach who has experienced disciplinary action during the course of the season will not be considered for an All-Star head coaching position. All meals, travel, and board associated with all-stars is the responsibility of the parents. All-Star team jerseys and equipment will be provided by the Parks and Recreation Department.
- 11.04 Each all-star participant will be required to pay an additional \$20 fee to cover the cost of uniforms

12. Code of Conduct and Penalties

- 12.01 The Town of Holly Springs Parks & Recreation Department has a zero tolerance for unsportsmanlike conduct or behavior by an individual (players, coaches, officials, spectators, or parents) at any town function or event and said behavior will be subject to partial or permanent suspension.
- 12.02 Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
- 12.03 The length of the suspension will be determined by the Athletic Programs Manager.
- 12.04 Any player, coach, spectator or parent that enters the field of play and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) with an official or participant is suspended from the program and any Parks and Recreation related facilities for any practice, match, or activity for one calendar year from the date of the incident.
- 12.05 No player, coach or spectator shall refuse to abide by an official's decision.
- 12.06 No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- 12.07 No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
- 12.08 No player or coach shall be guilty of using unnecessary rough tactics in the play of the match against an opposing player.
- 12.09 No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.

- 12.10 No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.
- 12.11 No alcoholic beverages are allowed on any Town of Holly Springs property. Anyone violating this rule is subject to arrest and expulsion from the League.
- 12.12 No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
- 12.13 If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the match.
- 12.14 Any player, coach or spectator ejected by an official or a supervisor will be removed from the facility and may be suspended for one (1) or more of the team's subsequent games. The duration of any suspension will be determined by Holly Springs Parks and Recreation staff. Anyone who has been ejected from a game must leave the playing site immediately. A second ejection during the same season will result in a suspension from all remaining matches for that season. Any ejection due to fighting will result in expulsion for one (1) year. If circumstances warrant, the suspension may include all competitive programs offered by the Town of Holly Springs Parks and Recreation Department. Seasonal suspensions may be appealed to the Assistant Department Director.
- 12.15 Suspensions may apply to regular season games and/or tournament play and may, at the discretion of Holly Springs Parks and Recreation, be carried over to future seasons.
- 12.16 Suspensions may be appealed to the Recreation Programs Manager

13.00 Protests

- 13.01 The only legal protests are protests involving the use of an ineligible player or violations of the mandatory play rule.
- 13.02 Protests based on a referee's judgment will not be permitted. Coaches may not attempt to get a referee to overrule another referee's call.

14.00 Department-Wide Playing Rules

All basketball games will be governed by the official rules of the National Federation of State High School Athletic Associations, with the following exceptions.

- 14.01 All game schedules are final. Coaches are not allowed to reschedule league games or schedule games/scrimmages against teams outside of our league. The Parks & Recreation department may reschedule games for reasons that affect the whole league such as weather cancelations and school make up days. Coaches are allowed to switch practice times with another coach. The Recreation Programs Manager must be notified of the switch to change the master schedule.
- 14.02 Game time will be indicated on the league schedule. There is no grace-period for any youth basketball game. Game time is forfeit time, unless the start of the game is delayed because of an umpire or scorekeeper absence.
- 14.03 A team may start, and play with four (4) players. If a team does not have four (4) players at game time, the game will be declared a forfeit.
- 14.04 In the event of a forfeit, a practice game may be played between the two

teams. The officials will work the game. All playing time rules and code of conduct violations will be enforced.

- 14.05 All age divisions will play four (4) eight (8) minute quarters.
- 14.06 The clock will run continuously until the last two (2) minutes of the game and overtime periods. During the final two (2) minutes and overtime periods, the clock will stop on all dead ball situations.
- 14.07 The clock will stop on all free throw attempts.
- 14.08 Halftime will last five (5) minutes. Overtime periods will last two (2) minutes.
- 14.09 All teams will receive four (4) time outs per game. Time outs can be used anytime during the game. Time outs will be carried over to overtime periods. Teams will receive one (1) additional time out per overtime period. Time outs will last one (1) minute.
- 14.10 If both assigned officials are absent, the game will be postponed and rescheduled at the discretion of the Recreation Programs Manager or designated staff. If only one (1) assigned official is present, they will work the game alone.
- 14.11 A jump ball will start all games. There will be alternating possessions after each held ball.

15.00 7-8 year old league-specific playing rules

- 15.01 Game scores and standings are not recorded in the 7-8 year old league. During games, the scoreboard will show the correct time, possession arrow, and fouls.
- 15.02 Every player must play two (2) entire quarters of the game. One (1) quarter in the first half and one (1) quarter in the second half. Exceptions will be made if teams have more than 10 players on their roster.
- 15.03 Back court defense is not allowed. Defense must be played inside the three (3) point arc. Players cannot step outside the arc to steal the ball. Players can reach across the arc as long as their feet remain inside the arc. Upon warning by an official, all violations of this rule will result in a one (1) shot technical.
- 15.04 The offensive team cannot hold the ball outside the arc, they must penetrate the arc. At the referee's discretion, if the offensive team is not penetrating, the official may award the ball to the defensive team.
- 15.05 Goal height will be set at 8' and the free throw line at 12'.
- 15.06 The 7-8 year old league will use a junior size basketball (27")
- 15.07 A lane violation will be called on any offensive player that remains in the lane for more than five (5) seconds.

16.00 9-10 year old league-specific playing rules

- 16.01 Every player must play one (1) entire quarter during the first half, and be substituted into the game at least once during the second half.
 - A. If there are ten (10) players present, the starting five (5) shall play the entire first quarter without substitution. The remaining five (5) player shall play the entire second quarter with no substitutions.
 - B. If there are fewer than ten (10) players present, the coach may choose which of his starting players will continue to play in the second quarter. Players who have not met their first-half playing time

requirement shall play the entire second quarter without substitution. Players who have met their playing time requirements may be substituted for at any time.

C. Exceptions will be made if teams have more than 10 players on their roster.

D. No player is allowed to sit out the entire second half, and no player should be permitted to play the entire game.

- 16.02 Back court defense is not allowed, except for the last two (2) minutes of the game and overtime periods. Upon warning by an official, all violations of this rule will result in a one (1) shot technical.
- 16.03 When a team is ahead by twenty (20) points or more they may not play full or half-court defense. The leading team must play defense inside the three point arc on their defensive end of the court.
- 16.04 Goal height will be set at 10' and the free throw line at 12'.
- 16.05 The 9-10 year old leagues will use an official youth basketball (28.5")
- 16.06 A lane violation will be called on any offensive player that remains in the lane for more than five (5) seconds.

17.00 11-17 year old league-specific playing rules

- 17.01 Every player must play one (1) entire quarter during the first half, and be substituted into the game at least once during the second half.

A. If there are ten (10) players present, the starting five (5) shall play the entire first quarter without substitution. The remaining five (5) player shall play the entire second quarter with no substitutions.

B. If there are fewer than ten (10) players present, the coach may choose which of his starting players will continue to play in the second quarter. Players who have not met their first-half playing time requirement shall play the entire second quarter without substitution. Players who have met their playing time requirements may be substituted for at any time.

C. Exceptions will be made if teams have more than 10 players on their roster.

D. No player is allowed to sit out the entire second half.

- 17.02 When a team is ahead by twenty (20) points or more they may not play full or half-court defense. The leading team must play defense inside the three point arc on their defensive end of the court.
- 17.03 Goal height will be set at 10' and the free throw line at 15'.
- 17.04 The 11-12 year old leagues will use an official youth basketball (28.5"). The 13+ boy's leagues will use an official men's basketball, and the 13+ girl's leagues will use an official ladies basketball (28.5").
- 17.05 In the 11-12 year old leagues, a lane violation will be called on any offensive player that remains in the lane for more than three (3) seconds. In the 13+ leagues, a lane violation will be called for any offensive player that remains in the lane for more than three (3) seconds.
- 17.06 Dunking will not be permitted at any time during the regular season or tournament play. Any player that dunks will incur the penalty of an individual technical foul ejection from said game.

MISCELLANEOUS RECAP

1. **TWENTY FOUR (24) HOUR RULE**

Parents sometimes disagree with a coach's decision or coaching style, especially when it involves their child. Parents have to understand that the coach does not represent a player, but the entire team and must make decisions from the team perspective first and foremost. For parents, it is important to separate their child's sports development from game emotions. For this reason, we have adopted the "24 HOUR RULE", which simply states that the coach will not discuss game situations until at least 24 hours after the game. This rule helps to move the discussion away from the presence of the players and allows all parties to have time to put things into perspective and "cool off" if necessary.

2. **COMMUNICATION**

Communication is another important aspect of our basketball program. To help keep communication smooth and productive, there is a certain "chain of command" that we ask everyone to use. Parents should first contact the coach with questions. Coaches should first contact the Recreation Programs Manager. If further assistance is needed, then contact the Community Center Manager or the Director of Parks and Recreation.

3. **REFUNDS**

All refund requests must be submitted in writing and addressed to the Recreation Programs Manager, Holly Springs Parks and Recreation Department. The request letter should state the reason for refund. Refunds requested after the official start date of the particular program in which the participant is enrolled will not be refunded. Official start date is defined as player placement on team. All refunds are assessed a \$15 service charge per participant per activity. Late fees are nonrefundable. Requests for medical related refunds will be evaluated on a case by case basis. If the Parks and Recreation Department cancels a program, the total amount will be refund

4. **WEATHER POLICY**

For practice and game days, the Parks and Recreation Department will have the final decision on field cancellations. The weather hotline can be reached at 557-2939. Decisions will be made by 4:00pm on weekdays, 8:00am on Saturdays, and 12:00pm on Sundays. The alert center on the Town website allows you to receive an email or text message when cancellations are announced. Click on the link <http://www.hollyspringsnc.us/list.aspx> and follow the steps to receive notifications. The weather cancellation page <http://www.hollyspringsnc.us/index.aspx?NID=7> on the website is also updated with cancellation information.

5. Tornado Policy

Tornado Watch (which means that conditions are favorable for tornadoes to form), all activities will continue as scheduled when the National Weather Service issues a Tornado Watch for Wake County. All participants and staff should monitor weather conditions and announcements. Please monitor local media or weather radio for weather alerts.

Tornado Warning (which means that a tornado has either been sighted or considered to be imminent in the warned area), all activities should be suspended when the National Weather Service issues a Tornado Warning for Wake County. All participants should take shelter immediately and adhere to the following procedures.

- I. Seek shelter inside the facility.
- II. Go to an interior room on the lower level (closets, interior hallways). Interior hallways on the lowest floor are usually safest. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay there until the danger has passed.
- III. Do not open windows. Use the time to seek shelter.
- IV. Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- V. Get out of vehicles, trailers and mobile units immediately and go to the lowest floor of a sturdy nearby building or a storm shelter. Mobile units, even if tied down, offer little protection from tornadoes.
- VI. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
- VII. Do not get under an overpass or bridge. You are safer in a low, flat location.
- VIII. Never try to outrun a tornado in urban or congested areas in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
- IX. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

All activities should be resumed once the Tornado Warning has cleared for the Holly Springs area and the conditions of the facility are safe. All participants and staff should continue to monitor weather conditions and announcements. Please monitor local media or weather radio for any additional weather alerts.