



Intro to Hoops Handbook



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Important Phone Numbers

Hunt Recreation Center.....	557-9600
Weather Hotline.....	557-2939
Steve Johnson - 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

A Letter from Holly Springs Parks and Recreation Athletic Department

Dear Coaches and Parents,

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

The goal of the Parks and Recreation Intro to Hoops 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.

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 Athletic Department

1.00 Purpose

1.01 The purpose of the Holly Springs Intro to Hoops program is to provide the opportunity to inspire youth to practice ideals of fitness, citizenship, and character using the discipline of organized sport. We will strive to teach spirit, the competitive will to win, and the values of team play and sportsmanship. We will also impart to the game elements of safety and intelligent supervision, while keeping the welfare of the youth first and foremost at all times.

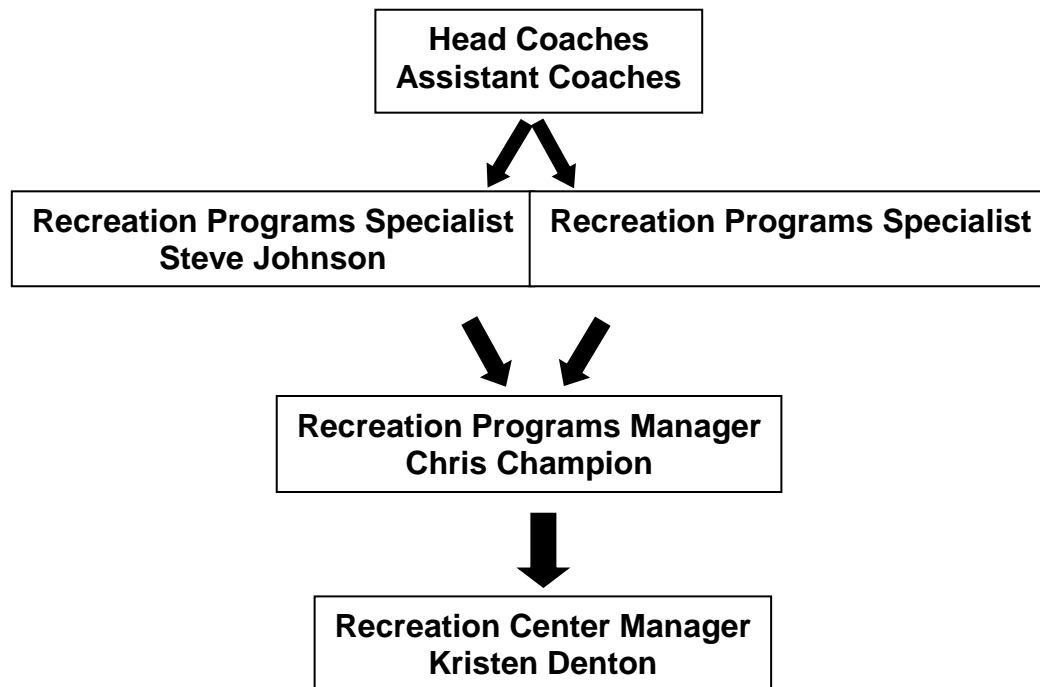
2.00 League Management

2.01 Operation of the league shall be under the direction of the Recreation Programs Manager, or designated staff member.

2.02 The governing authority shall be vested in the Town of Holly Springs Parks & Recreation Department, Athletic Division.

3.00 Communication

3.01 Communication is an 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.



4.00 Weather Policy

- 4.01 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.

5.00 Coaches and Assistant Coaches

- 5.01 No team shall have more than Three (3) coaches. They are designated as Head Coach and Assistant Coaches.
- 5.02 Head Coach appointments are to be made by the Athletics Programs Manager or designated staff for a period of one (1) season. All coaches will be evaluated each season. This evaluation will be used to determine whether or not he/she will be invited back to represent a team in our program in the future.
- 5.03 All coaches are required to submit a formal application and background check form to coach. The background checks are subject to approval of the Recreation Director or Recreation Superintendent.
- 5.04 All Assistant Coaches may be selected by the Head Coach, pending approval of the Recreation Programs Manager or designated staff member. Assistant Coaches must submit a formal application and background check form. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by the Town of Holly Springs Parks and Recreation Department. All coaches must be approved by the Recreation Programs Manager or designated staff member. Any coach not carrying out these duties and responsibilities will be subject to dismissal by the department.
- 5.05 Head Coaches are required to hold a preseason parents meeting to discuss rules, conduct, responsibilities, etc.
- 5.06 Coaches should always keep in mind they are setting examples in sportsmanship and fair play and should conduct themselves accordingly.
- 5.07 Only the Head Coach and their Assistants will be allowed to be on the sidelines with the team during official game play.
- 5.08 Coaching Responsibilities
- Share league information with parents.
 - Prepare outline for daily practices.

- Teach and maintain proper instruction and safety.
- Work with all players equally.
- Discipline players based on poor behavior, unsportsmanlike conduct, etc.
- Make sure players follow proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

6.00 Uniforms & Equipment

6.01 Uniforms

- A. Team shirts will be provided by the Holly Springs Parks and Recreation Department. Teams shall NOT alter the uniforms that are distributed to players in any manner.
- B. No jewelry shall be worn by any player, except for medical identification.

6.02 Equipment

- A. No equipment should be purchased or used of a quality less than that supplied by the Town.

7.00 League Awards

7.01 Participation trophies will be provided for all participants.

8.00 Code of Conduct and Penalties

- 8.01 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.
- 8.02 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.
- 8.03 The length of the suspension will be determined by the Athletic Programs Manager.
- 8.04 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, game, or activity for one calendar year from the date of the incident.
- 8.05 No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- 8.06 No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
- 8.07 No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
- 8.08 No player or coach shall be guilty of using unnecessary rough tactics in the play of the game against an opposing player.
- 8.09 No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
- 8.10 No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.

- 8.11 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.
- 8.12 No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.
- 8.13 If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the game.
- 8.14 Any player, coach or spectator ejected by an official or a supervisor will be subject to suspension. 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 in the same season results in a suspension from all remaining games 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.
- 8.15 Game 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.

9.00 MISCELLANEOUS RECAP

- 9.01 **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 in perspective and "cool off" if necessary.
- 9.02 **REFUNDS:** All refund requests must be submitted in writing and addressed to the Athletic 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 non-refundable. 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 refunded.

Head Coaches Responsibilities

- Set up outline for daily practices.
- Teach and maintain proper instruction and safety.
- Make sure players follow proper guidelines and safety procedures.
- Work with every player.
- Be fair to every player.
- Promote proper sportsmanship.
- Be a good role model.

Assistant Coaches Responsibilities

- Assist with all practices.
- Assist with maintaining proper guidelines and safety procedures.
- Promote proper sportsmanship.
- Be a good role model.

Parents Responsibilities

- Have your child at practices on time and properly dressed and equipped.
- Help maintain your child's nutrition.
- Make sure your child is at every practice.
- Know and learn the rules of basketball to help with your child's education.
- Help promote proper sportsmanship.
- Be a good role model.

Players' Responsibilities

- Be on time for practice and games.
- Be properly equipped and dressed for all practices and games.
- Pay attention to all instructions to learn proper techniques and safety procedures.
- Respect all players, coaches and parents.
- Have FUN!

General Information

Overall “Intro to Basketball” Goals

1. Help the players have fun
2. Emphasize teamwork
3. Teach the basic fundamentals
4. Teach sportsmanship

Parent Meeting

It is mandatory to conduct a parent meeting during your first practice. This is time well spent getting to know your players and their parents. At the parent meeting, introduce yourself and explain the expectations for the eight (8) week session.

A typical practice should include:

- Warm-ups
- Basic Skills
- Rules of Game
- Game Situation
- Cool Down

*Remember to incorporate activities that will make it fun for the players.

Warm-ups: Gently stretch all parts of the body that will be used during the program. Work on gradually becoming more active.

Practice Guide

Explain to your players the different terminology that you will be using throughout the sessions. Explain the goal of basketball in kid-friendly terms. Please remember that this is most likely the first time your players have been on a basketball team. The fundamentals and basics are crucial. Any method to teach this is fine.

Practices/Games

During the first 4 weeks of the season, each session should consist of strictly practice. During scrimmage games, score SHOULD NOT be kept. 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.

Intro to Hoops Game Rules

1. All games will consist of four (4) eight (8) minute quarters. The clock will run continuously. Half time will last five (5) minutes.
2. One (1) coach from each team should referee during the game. Coaches should work together to ensure that both teams score.
3. Goal Heights & Free Throw Distances: Goal is at 8' and free throw line at 12'.
4. 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.
5. A lane violation will be called on any offensive player that remains in the lane for more than five (5) seconds.

6. Fouls should be called. However, player/team foul stats will not be recorded.
7. Back court defense is not allowed.

Intro to Hoops Game Rules (continued)

8. 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.
9. Three point baskets are not allowed.
10. The score will not be recorded or displayed on the scoreboard.
11. The home team will receive the ball to start the game. The visiting team will get the ball to start the second half, alternating after each opening possession.