

Dear Parents and Coaches,

Welcome to our 2011-2012 Palatine Park District Youth Basketball Program.

Coaches, we appreciate you volunteering your time to enhance our program and Parents we appreciate you bringing us great kids to work with.

Without either of these elements our program would not be possible!

The philosophy of our program is to provide a safe environment where participants can learn the basic fundamentals of basketball while having fun.

Our coaching staff is all volunteers. Parents are encouraged to assist their child's coach if he/she has a need. Coaches who receive help can be more productive and the result will be a better, more efficient program for our kids.

This manual is being provided to answer questions that may arise during the season. Illinois basketball standards are adhered to if a subject is not indicated in this manual. We will be available to field any questions you may have at the numbers listed below.

Our hope is for all kids, parents and coaches to have a fun, learning experience through our basketball program.

Happy Basketball Season!

Todd Ranum
Athletic Coordinator
847-496-6233

Vito Manola
Youth Basketball Coordinator
847-496-6277

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PHILOSOPHY

The philosophy of the Palatine Park District Youth Basketball Program is to provide a healthy environment in which children can have fun and learn the basic fundamentals of basketball. The youth basketball program is an **instructional program**. The design of the program is not *meant to be competitive*.

GOALS

Along with the skills each coach teaches his or her team, the Palatine Park District has four goals it would like the team to work toward throughout the season.

I. TEAM WORK

- A. To develop skills through drills and the positive support of teammates.
- B. To develop and maintain discipline as a team.

II. SPORTSMANSHIP

- A. To teach good sportsmanship including, but not limited to, proper respect of officials, coaches, teammates, and opposing teams.
- B. To make player's parents aware of the proper sportsmanship for spectators watching a game.

III. EXERCISE AND PHYSICAL CONDITIONING

- A. Through practices, games, and discussions, teach the importance of and provide the opportunity for exercise.
- B. To teach that physical conditioning is part of the game of basketball.

IV. FUN

- A. To have fun throughout the entire season
- B. To have fun throughout the entire season!

GENERAL INFORMATION PARK DISTRICT

The following guidelines are to inform parents and players of the park district expectations. These policies have been developed to provide the best possible practice environment for all.

1. Each team will have one practice and one game per week. Games and practices will take place at a local school, Birchwood or Community Center and are each one hour in length.
2. For the players' protection, parents must check to make sure a coach is at practice and that there is practice before leaving a child at the gym.
3. Players should arrive no more than 10 minutes before practice starts.
4. If a player is going to be late or miss practice, notify the coach.
5. The number of players at practice affects what can be learned. Please have your son or daughter attend all practices.
6. Players are to enter at designated areas and go directly to the gym. Once a player is in the gym they should remain in the gym until practice is over. A player found in any other part of the building could damage our relationship with the school.
7. While at practice, the players are the responsibility of the coach(es). During practice sessions, players are never to leave the gym without a coach's permission.
8. The Park District has an obligation to ensure that their participants act as guests while in the schools (both players and parents). Every participant and parent of the Palatine Park District basketball program needs to do everything possible to respect this privilege. Any damage to school property may result in financial liability by the player's parents. Any damage may also result in the players being asked to leave the team permanently.
9. Parents are allowed to observe practice from the side areas or stands of the gym. Please do not communicate with your player(s) during practice. They will be focused on the coach and learning the game of basketball.
10. Practice Cancellations: At some point during the season, there will be a good chance your child's practice will have to be changed for one reason or another. Schools will cancel room availability for practices, forcing us to move the location of your child's practice. Normally the Park District is notified well in advance and your coach will let you know in plenty of time of the new location. There are a few instances when the Park District is notified the day of the cancellation. We will do our best to let the coaches know of the change as soon as possible. The coach will then let the team know immediately. Thank you for your understanding regarding practice changes.

DISCIPLINE POLICY

It is the goal of the Palatine Park District to provide the highest quality of recreational opportunities possible. Discipline Policy has been established in the event any or anyone's behavior interferes with accomplishing our goal.

Any participant whose behavior disrupts a program or in any way endangers himself/herself or other participants will be disciplined and may be suspended or dropped from the program in accordance with the following considerations. Coaches will verbally correct any misconduct and will report all misconduct to the Basketball Coordinator.

The Basketball Coordinator shall have the authority to restrict and/or prohibit participation for a period not to exceed one week. Discipline related suspensions of longer than a week must be approved by the Athletic Coordinator. The parent(s) shall be notified in writing and given a reason(s) for the suspension. Coaches will report incidents to the Basketball Coordinator. The coach will monitor safety at all times: If an incident occurs the coach will oversee the situation. The procedure for handling discipline problems shall be as follows:

First Occurrence

The Basketball Coordinator will attempt to control the situation by warning the participant of their potential consequences. The Coordinator will call the parent(s) and inform them of the disciplining of their child after the first occurrence.

Second Occurrence

The Basketball Coordinator will report the disruptive behavior to the Athletic Coordinator. The Athletic Coordinator will then warn the participant and parent(s) by correspondence, with return acknowledgement required.

Third Occurrence

The participant and parent(s) will be notified in writing by the Superintendent of Recreation that the Park District can no longer be responsible for the actions of the participant and must therefore drop them from the program.

Behavior that would warrant disciplinary actions include, but are not limited to the following:

- Fighting
- Verbal abuse of a participant or coach
- Swearing
- Refusal or intentional failure to follow instructions
- Failure to remain on the premises
- Misuse of park property/equipment
- Misuse of team or rental property/equipment
- Possession or under the influence of alcoholic beverages or drugs
- Failure to comply with established Youth Basketball policies and rules.

Any authorized representative of the Palatine Park District has the authority to dismiss any participant from Park District property (owned or rented) whose behavior is reasonably deemed to be disruptive of Park District programs or activities, is likely to cause or does cause injury to Park District property or persons using said property, or is in violation of Park District code of conduct. An authorized representative shall be considered any individual(s) duly appointed by the Palatine Park District Board of Commissioners. The Palatine Police Department will be contacted in situations when compliance with an authorized representative's request is not forthcoming and/or when the safety of the representative and/or participant is in jeopardy.

EXPECTATIONS OF PARENTS

1. Great Parents do not impose their dreams on their child
2. Are supportive no matter what-Remember basketball is "fun"
3. Let the Coach coach
4. Make positive comments or none at all
5. Acknowledge their child's fears
6. Great parents do not criticize the officials
7. Honor the bond between their child and the coach
8. Parents are loyal and supportive to their child's team
9. Help set realistic goals; stressing team-work versus winning
10. Great Parents accept their child's abilities and limitations
Not every child is going to be an NBA player. In fact, your child's chance of making the NBA is slim but the life lessons learned from basketball outweigh any material rewards he or she might receive.

SPECTATOR CONDUCT

When cheering for your child and their team, please remember to exhibit good sportsmanship. Teaching good sportsmanship is a major goal of this program. If players see spectators being poor sports, they will think it is an appropriate behavior. Yelling at officials and opposing players and coaches is not acceptable. If this happens, offending spectators will be asked not to attend games by the Park District.

PICTURE DAY

Picture day has been scheduled for Saturday, December 10, 2011. Pictures will take place in the Community Center West Shelf. Your child's coach has the picture order forms and will hand them out prior to picture day. Coaches will be notified of team picture time at a later date.

YOUTH BASKETBALL RULES

These rules apply to the girls and boys youth basketball program

- PURPOSE:** To have **fun** and **learn basic basketball skills, good sportsmanship** and the ability to **perform as a member of a team.**
- A. A Basketball Supervisor will make judgment on any exceptions to any rules prior to the playing of a game in question.
- B. Eligibility
All boys in grades 3-8 and girls in grades 3-8 who have registered and have been rated will be placed on a team.
- C. League Organization
Leagues will be organized according to grade: Girls leagues grade 3-4; 5-6 and 7-8; Boys leagues grades 3, 4, 5, 6, 7 and 8.
- D. Equipment
1. Each player will provide their own basketball shoes and gym shorts; jeans are not acceptable. The Park District will provide T-shirts.
 2. Street shoes will not be permitted on the gym floor (gym shoe bottoms must be clean)
 3. The Park District will provide basketballs for all games. Practice balls will not be provided.
 4. The 6-8 grade boy's teams will use an official size basketball. All other divisions will use the intermediate size ball 28.5.
 5. Any player with any dental device (braces, retainer etc.) must wear a mouth guard.
- E. Teams and Players
1. Each player will play at least 1/2 of each game. It is recommended that all players sit out one quarter. If a player misses practice, the coach has the option to play the player only one quarter in the game that follows the practice that was missed.
 2. Substitutions are made only when the ball is not in play ie. time-out, out of bounds or free throws.
 3. No more than five players from each team may be on the court at one time during the game.

F. Timing

1. The game will be played in four-8 minute quarters.
2. There will be a one-minute break between quarters.
3. There will be three minutes between halves.
4. Each team will be allowed three time-outs per half. Time-outs will be for one minute. Time-outs cannot be carried over from the 1st half to the 2nd half.
5. Only players on the floor and coaches may call time-out.
6. The clock will run continuously until the last 10 seconds of each quarter and 2 minutes of the game at which time the clock will stop on each whistle. The clock will also stop on shooting fouls when the referee indicates to the scorekeeper that a shooting foul has occurred.
7. The clock will stop at or around the 4:00 minute of each quarter for substitutions for grades 3 and 4. All other grades must substitute when the ball is not in play.
THE CLOCK WILL NOT STOP FOR THESE SUBSTITUTIONS.

G. Play of Game

In all situations not covered in this set of rules, standard Illinois High School rules shall apply.

1. **LANE VIOLATION:** seven second rule will apply in the free throw lane for grades 3 and 4 five second rule will apply for grades 5 and 6 three second rule will apply for the grades 7 and 8.
2. **BACK COURT VIOLATION:** Teams will have ten seconds to advance the ball beyond the mid-court line. Failure to do so will result in loss of the ball.
3. **DEFENSIVE PRESS RULES:** The defensive team must remain behind midcourt at least 10-12 ft until the offensive team has moved the ball across the mid court line and come close to the top of the key. **For grades 3–6 the defense must allow the offensive to cross halfcourt.** Two warnings will be given to a team. Successive violations a team technical foul will be given. In grades 3-6, the full court press may not be used after the ball changes hands. Grades 7-8 may press at any time. All teams at all levels may apply a full court press during the last 2:00 minutes of the game.
4. **OVERTIME:** There will be **No Overtime** played. Games will end in a tie. Remember standings are not kept and the league is for fun and learning.
5. **FREE THROWS AND THE BONUS:** All defensive fouls, except shooting fouls,

will be one shot plus the bonus only on the 7th team foul in each half.

6. FOULS: Players fouled in the act of shooting will receive two free throws for grades 3 – 8 boys and girls.
7. UNSPORTSMANLIKE CONDUCT: Any player will be ejected from the game if the official detects use of foul or abusive language, unsportsmanlike conduct, or other actions contrary to the philosophy of the league. One warning will be given prior to ejection.
8. Coaches will not make a disturbance or undue spectacle of themselves at any game. They **may confer with the official basketball supervisor regarding rules or conduct.** Any violation of this rule may result in a technical against their team, and they may be asked to leave the gym or property. Any coach ejected from a game will serve an automatic one game suspension.
9. Due to limited space, only teams and coaches playing in the on-going game will be permitted on the gym floor. All teams must watch from the regular spectator areas.
10. FORFEIT RULE: There will be no forfeits. If a team has less than five players present at game time, the game will be played with the maximum number possible (i.e. 4 on 4, 3 on 3). The team with less than 6 players will not be held to the rule requiring every player to play 1/2 of the game.
11. GRACE RULE: If one team has 15 point advantage or more in the 2nd half, the coach must call a time out and "tactfully" instruct their team to slow down play (i.e. pass three times before shooting, etc.) The 7th/8th grade girls will have a 15 point grace rule. Teams are not allowed to press if up by 15 points or more.
12. A player will foul out of a game if he or she commits five (5) fouls.
13. DEFENSE RULES: For grades 3 and 4, man to man defense only. For grades 5 and 6, man to man the first two games. After the second game, man to man must be played in the first half of each game. In the second half, the coach has the option to have his team play zone or man to man. Coaches will teach and instruct their teams accordingly.
14. JUMP BALL: A jump ball will occur at the beginning of the game. For any action resulting in a jump ball after the start of the game, an alternating method of awarding the ball to a team to take out of bounds will be used.
15. Three point shots will count only at grades 7 and 8 level for boys and girls.

16. REMEMBER . . . OUR PRIMARY GOAL IS TO HAVE FUN AND TEACH GOOD SPORTSMANSHIP, BASIC SKILLS AND TEAMWORK. LET'S KEEP THESE GOALS IN MIND DURING OUR SEASON.

COMMONLY ASKED QUESTIONS

- Q: Are players guaranteed a certain amount of playing time?
A: Yes. Each player is required to play at least 1/2 of each game. However, if a player misses practice, coaches have the option to only play that player for 1/4 of the game following the practice that was missed.
- Q: How long are the games?
A: Games consist of four-eight minute quarters. The clock runs continuously until the last two minutes of the game and last ten seconds of each quarter.
- Q: How does player substitution work?
A: For grades 3 and 4, players will be substituted on a whistle closest to the four minute mark of each quarter. In all other grades, substitutions can take place at any time during the game.
- Q: Is double teaming allowed?
A: Double teaming is allowed only in the paint area. Double teaming outside this area is illegal and will result in a turnover.
- Q: Are standings kept?
A: Standings are not kept. Keeping standings promotes the "winner/loser" attitude that goes against the philosophy of the program.
- Q: Are there playoffs?
A: No. Playoffs promote winner/loser.
- Q: Is there a grace rule?
A: Yes. If one team has 15 points advantage or more in the second half, the coach should call time out and "tactfully" instruct his/her team to slow down play. (i.e. pass three times before shooting, etc.)
- Q: Are players in 3rd and 4th grade league allowed to travel?
A: Technically NO. However, because these age groups are young and learning the very basics, officials are instructed to let the players take a step here and there as long as they do not gain an unfair advantage. If a player runs by the person who is guarding them without dribbling and scores, this would be an unfair advantage and should be called.

I. VOLUNTEER COACHES JOB DESCRIPTION

PURPOSE OF JOB: To provide instruction on the basic fundamentals of basketball emphasizing sportsmanship and fun.

QUALIFICATIONS

- Dependable
- Mature
- Desire to work with children
- Patient
- Organized
- Commitment to the Basketball Program Philosophy
- Ability to relate to the participants, parents, and Park District Staff.
- Knowledge of the game of basketball.

RESPONSIBILITIES AND DUTIES:

- Coach approximately 8-11 participants
- Practice once a week
- Game once a week
- Follow Youth Basketball Rules
- Cooperate with school officials
- Emphasize skill development

TIME REQUIREMENT: One practice a week, 1 hour
One game a week, 1 hour

II. TRAINING

A first year mandatory coach's clinic is offered prior to the start up of the season. The coaches' clinic will feature the Positive Coaching Alliance Double Goal Coach. The resources of the clinic are a great start to the season for the rookie and veteran coach. Veteran coaches have option to attend.

III. COACHING RESOURCES

The Palatine Public Library has numerous materials available for coaches to use. These books, manuals, and videos available at the library can be beneficial to coaches involved in this program.

IV. GENERAL INFORMATION

1. There will not be any practices held during Thanksgiving week and holiday break.

2. The majority of the teams will practice at local school gyms. Please remember the following items if your team is practicing in a school gym:
 - A. Respect all school officials.
 - B. Do not move any equipment that is set up in a gym. If equipment needs to be moved, please seek out the school official to move it.
 - C. It may happen that with short notice a practice may be cancelled due to facility conflicts. Please be understanding.
 - D. Do not prop open the school doors.
 - E. No gum chewing on the basketball court.
 - F. Please remember that it is a privilege to use the schools for practices and games. Please treat them with respect. Without the schools, the basketball program could not exist.
3. Balls will be supplied by the Park District for games only. Participants need to bring a ball to practice.
4. Coaches are responsible for their team spectators. Good Sportsmanship is a necessity (see discipline).
5. If you have any questions, feel free to give Todd Ranum a call at 705-5123, ext. 238, Monday-Friday, 8:30 A.M.-4:30 P.M.

V. SUGGESTION FOR SUBSTITUTION

One rule that seems to be always in question is: "Each player must play at least 1/2 of each game." Because this is an instructional basketball program, it is important that all coaches follow this rule. An example line up for a team of 10 players is as follows:

	<u>1st Quarter</u>		<u>2nd Quarter</u>		<u>3rd Quarter</u>		<u>4th Quarter</u>
	(player 1		(player 1		(player 6		(player 6
1st	(player 2	1st	(player 2	1st	(player 7	1st	(player 7
4	(player 3	4	(player 3	4	(player 8	4	(player 8
min.	(player 4	min.	(player 4	min.	(player 9	min.	(player 9
	(player 5		(player 5		(player 10		(player 10
	(player 6		(player 6		(player 1		(player 1
2nd	(player 7	2nd	(player 7	2nd	(player 2	2nd	(player 2
4	(player 8	4	(player 8	4	(player 3	4	(player 3
min.	(player 9	min.	(player 9	min.	(player 4	min.	(player 4
	(player 10		(player 10		(player 5		(player 5

The above example is a simple format that guarantees each player his or her required playing time. One concern coaches have is that the first 5 players will be the top 5 players and the second 5 players will be the bottom 5 players. It is recommended that each group of 5 players be equal in ability. Coaches do not need to follow the above format. As long as each player plays 1/2 of the game, coaches can substitute however they would like to.

VI. SKILLS TO ACCOMPLISH AT EACH GRADE LEVEL

With the help of coaches from past years, a small list of skills to be taught at each grade level has been compiled. The lists were created with the most common responses from coaches and input

from the Youth Basketball Coordinator and Athletic Coordinator. A few common responses at all levels were teaching sportsmanship, teamwork and having fun. If your team is able to accomplish the skills for your grade level, feel free to teach more advanced skills. At the same time, if your team is progressing slowly, do not hesitate to go back. We want to help the players succeed, not fail. These lists have been compiled as a reference point, not as step by step instructions that you must stick to. Please feel free to call the Athletic Coordinator with ideas you feel should be added.

3rd GRADE

Dribbling - using both hands, standing, moving

Passing - bounce, chest, overhead-short distances

Lay ups - pushing off proper foot

Defensive position - step and slide, hand positioning, stand between your man and basket, and do not reach

Man to Man Defense - stay with your man

Rebounding - position under basket, boxing out

Picking

Driving to basket

Shooting - square to the basket-teaching shooting technique at this level is difficult because the players are not strong enough physically. Stress getting the ball to the basket at this age level.

4th GRADE

Dribbling - using both hands, heads up, no look

Passing - bounce, chest, overhead, baseball-while moving

Lay ups - both hands, pushing off proper foot

Defense - man to man, stay with man, switching

Rebounding - position under basket, boxing out

Foul Shooting

Getting open without ball

Basic set plays-go to your spot

Picks

5th GRADE

Dribbling - crossover, both hands, no look

Passing - to the open man, outlet pass

Shooting - free throws, begin using dominant hand, follow through, form, and hand placement

Defense - under basket, positioning, switching

Rebounding - boxing out, look to pass after possession

Basic set plays

Pick and roll

6th GRADE

Dribbling - penetration

Advanced drills on dribbling and passing

Shooting - square to the basket, use strong hand, follow through, form, hand placement

Running set offense

Fast break

Defense and Offense responsibilities - moving to ball, give and go, switching

Floor positioning

Introduction to press - zone and trap

Introduction to zone defense

Rebounding - angles

Free throw shooting technique

7th GRADE

Dribble between legs while walking

Zone Defense - 2-3; 1-3-1; 2-1-2

Help Defense and Team Defense/Baseline Defense

Three man weave

Solid understanding of rules

Free throw shooting technique

Three point shot

Position responsibility

Outlet pass - fast break

8th GRADE

Post moves

Trap dribbler

Half court trap

Dribble to break press

Rebounding in zone defense - tip ball

Position responsibility

Offensive movement

Jump shot technique

Team defense - press/zone

Movement without ball

Fast break

Recognition of game situations

Free throws

3rd-4th GRADE GIRLS

Dribbling - using both hands, standing, moving

Passing - bounce, chest, overhead-short distances

Lay ups - pushing off proper foot

Defensive position - step and slide, hand positioning, stand between your man and basket, and do not reach

Man to Man Defense - stay with your man

Rebounding - position under basket, boxing out

Picking

Driving to basket

Shooting - square to the basket-teaching shooting technique at this level is difficult because the players are not strong enough physically. Stress getting the ball to the basket at this age level.

5th-6th GRADE GIRLS

Dribbling - both hands, head up

Lay ups - pushing off proper foot

Defensive Position - shuffle, step and slide, hand positioning, do not reach

Face basket on offense

Passing - bounce, chest, overhead

Free throws

Rebounding - boxing out, position under basket

Man to man defense - switching

7th-8th GRADE GIRLS

Position responsibilities

Shooting technique - square to the basket, use strong hand, follow through, form, hand placement

Free throw

Outlet pass

Fast break

Team defense - press/zone 2-3; 1-3-1; 2-1-2

Breaking Press

Rebounding - angles

Three man weave

Solid understanding of rules

Set plays

Offensive movement

Advanced dribbling and passing drills

VII. END OF THE SEASON RATINGS

Each coach will be required to submit to the Athletic Coordinator or Youth Basketball Coordinator an end of the season evaluation of each of his or her players skills. All evaluations

are due by the second to last game of the season. Each coach will be given a sheet that will ask for the player's name on the front, and his current grade, height, dribbling, rebounding, passing, and shooting skills. A rating scale of 1-5 should be used. The scale should be used as follows:

- 1 = needs quite a bit of work
- 2 = needs work but has potential
- 3 = has the ability but needs practice
- 4 = is successful at the skill most of the time
- 5 = great at the skill and keeps improving

Please remember to keep the grade level in mind when evaluating (how they compare to others at their grade level).

The purpose of the evaluation sheets is to serve as an aid of player's ratings for the following season and to provide a more accurate rating of the players.

EXPOSURE TO BLOOD

This is the procedure as to how a bleeding player should be handled. First, the player should be removed from the game until all bleeding has been stopped and all blood contaminated clothing is removed. Each scorekeeper is equipped with a Blood borne Pathogen kit that should be used to clean up blood and dispose of the contaminated cleaning supplies and clothing properly. If anyone comes in contact with the player's blood, they need to use an antiseptic cleansing towel that the scorekeeper has in the kit to wipe the blood off of their skin. They should also wash with hot water and soap immediately.

The main things to remember are to use common sense when dealing with an injury, and avoid contact with blood if it is present.

INCIDENT REPORTS

If a player receives any type of injury at a game or practice, an incident report needs to be filled out. No matter how minor the injury, an incident report needs to be filled out. Some injuries may include jammed fingers, broken fingers, cuts, scrapes, bruises, burns, bloody noses, broken noses, broken arms, broken legs, knee injuries, etc.

When injuries occur and we are not notified of an accident, it makes it extremely difficult to process medical information. In addition, the Park District feels that it is very important to keep the parents of participants informed regarding the status of those involved in accidents within their programs.

Once you have filled out the incident report, please return it to Todd at the Palatine Park District 250 E. Wood St. Palatine, IL 60067 as soon as possible. It can be faxed to (847) 991-2127.

SCHOOL LOCATIONS AND PHONE NUMBERS

Jane Addams
1020 Sayles Drive
Palatine

963-5000

Central Road
3800 Central Road
Rolling Meadows
963-5100

Kimball Hill
2905 Meadow Drive
Rolling Meadows
963-5200

Hunting Ridge
1105 W. Illinois
Palatine
963-5300

Thomas Jefferson
3805 Winston Drive
Hoffman Estates
963-5400

Marion Jordan
100 N. Harrison Street
Palatine
963-5500

Lake Louise
500 N. Jonathan
Palatine
963-5600

Lincoln
1021 Ridgewood Lane
Palatine
963-5700

Paddock
225 Washington Court
Palatine
963-5800

Plum Grove Jr. High
2600 Plum Grove Road
Rolling Meadows
963-7600

Sanborn
101 N. Oak Street
Palatine
963-7000

Sandburg
2600 Martin Lane
Rolling Meadows
963-7800

Sundling Jr. High
1100 N. Smith Road
Palatine
963-3700

Virginia Lake
925 N. Rohlwing Road
Palatine
963-7100

Whiteley
4335 Haman
Hoffman Estates
963-7200

Willow Bend
4700 Barker Avenue
Rolling Meadows
963-7300

Winston Campus
900 E. Palatine Road
Palatine
963-7400

Pleasant Hill
434 W. Illinois
Palatine
963-5900