2020

COACHES' MANUAL

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How to contact us:
Monday-Friday, 8:00am-4:30pm, 586-0426 or e-mail amanda.lovejoy@juneau.org
Website: www.cbjkids.org
After hour's emergencies – referee or gym issues during program hours only please: 321-4680

To All Youth Basketball Coaches

Thank you for volunteering! Without you, our programs would not be possible.
Before beginning the season, we would like to make clear the goals of our youth sports programs. These should be foremost in your minds throughout the next three months as you work with your team. A clear understanding will hopefully lead to a positive experience for both players and coaches.

Participation in sports can help children learn a variety of things, including: how to relate more effectively to other people; how to cope with realities they will face later in life; develop lifelong patterns of healthful physical activity; and, most of all, have fun. The number 1 reason kids quit playing sports is it becomes no longer fun. Our sports programs are focused on providing a healthy recreational and social learning experience for children. They are not intended to be miniature professional leagues. Our leagues are designed to allow children to play with their age peers. This allows children to learn lessons like team leadership, create a work ethic, and develop friendships with a kids who have wide range of skill levels.

In order to de-emphasize the competitive aspects of the sport, we will not be distributing special awards to the first place teams; instead certificates will be given to <u>all</u> participants. We also ask that the coaches not buy trophies or awards for their team.
Our goal with this program is for kids to grow as people and as athletes. To do that, we ask that our coaches use a positive approach with their players. It is always easy to acknowledge the big things, like a good goal or a fast break away. But also look for and acknowledge the little things, like good hustle on the field, good sportsmanship between players or listening well to coaches. Give kids a smile, a thumbs up and tell them you saw that effort. It makes a difference to a child and reinforces their good behavior. Your influence is never neutral. Juneau Parks & Recreation believes in the Rule of One: one person, one comment, one time can change a life forever.

Here are a few tips on how to make sure the Rule of One can positively affect your athletes:

<u>Be Aware.</u> Your influence is never neutral, and we must be aware of the impact of our words and actions. Don't ever think that you do not make in impact, especially once you are in a position of authority such as a coach or parent. There are certain times that are highly emotional (end of games, after a mistake, after a great play) where your words can be a bit *stickier*. Timing is everything! Catching an athlete doing something great after overcoming adversity or a word of encouragement after a disappointing outcome can be very powerful. Similarly, the opposite can be true. A harsh word after a major disappointment rarely helps, nor does strong criticism right after a player just did something very well. **People tend to remember the things they learn right after they have a strong emotional response to an event, so understand that there are certain times to teach, certain times to inspire, and certain times to leave it unsaid for now.**

<u>Be Intentional:</u> Whenever I substitute a player, I am at midfield to shake every athlete's hand as he or she steps off, regardless of how they played. If they are doing well, it's a smile, a high five and a "well done." If they are struggling or upset, it's a smile, a high five, and a "keep your head up, get a drink, I have an idea that might help and I will be right over." **This takes a bit more effort than many coaches care to exert, but the difference it can make in the life of your athlete can be huge.** Everyone gets acknowledged. Everyone gets a reminder to focus on the process. Every time.

<u>Be Transformational:</u> Coach the person, not the sport. Some kids need a hug, and some need a metaphorical kick in the rear. Some need a quiet word, and others will respond to a shout across the field or court. It is up to you to realize what every individual needs, and do your best to deliver it to him. If you shout at the athlete who responds best to the quiet word on the side, you will not inspire. If you fail to show caring and love to the athlete who never gets them at home, you will not connect. Your delivery must match the needs of the recipient.

A transformational coach values the things that are hard to measure. It's easy to recognize athletes when you count points, goals, saves, and rebounds, but that is insufficient. Athletes need you to validate the things that are much harder to measure, but mean far more. Was she fearless? Was he a hustler? Did she bring positive energy?

Did he improve in the area you worked so hard on in practice? **A life changing "Rule of One" comment will rarely be about something easily measured such as "nice goal out there." But when you say to an athlete,** "I'm so proud of you, look at what you have become when you play with such energy and courage" you can change a life.

- John O'Sullivan, Changing the Game Project - The Rule of One: How One Person, One Comment, One Time Can Change a Life Forever.

What you choose to reward is of critical importance. It is easy to recognize and praise a player who just made a great play, but we are all less likely to reward the player who puts forth great effort but does not make the play. We encourage coaches to stress the primary importance of "effort" rather than "winning the game". Reward effort as often as you reward results. Find something positive that each child did during practice or a game and let them know.

Out of fairness to all children and all teams, please allow only registered players to participate in practices and games. If a child wants to play but has not registered, please have the child contact the Parks and Recreation Department. We will do our best to place each child on a team.

Do not "recruit" players or tell a child that he/she may play on your team because it creates expectations for the child that may discourage their participation if they are placed on another team. Any coach who trades players will be asked to withdraw from our program. All late registrants will be placed on teams still needing players.

It is extremely important that coaches contact their team members and notify each one who their coach is and when the first practice takes place. This is to be done within one day after receiving your roster. If you neglect to do so, it is our experience that kids feel left out and frustrated. Their parents will call Parks and Recreation wondering why their child hasn't been placed on a team. The only response Parks and Recreation can give them is that coaches picked up the material and should be contacting them shortly. Your cooperation in this matter is greatly appreciated by all the parents, participants and staff at Parks and Recreation.

GUIDELINES FOR YOUTH SPORTS COACHES

- Have realistic expectations that reflect the age of your team
- Be patient with different learning styles. There are several different kinds of learning (visual, logical, verbal, aural, physical, social and solitary) and kids may be 1 or a combination of several. If someone is having trouble following verbal instructions, try drawing out the practice plan. Don't be afraid to talk about it with a parent to figure out a way to help with learning.
- Remember that each child is an individual. When you talk with them, get on their level, make eye contact with each child and make a point of pointing out 1 thing they have done during the practice/game that was great.
- Create a learning atmosphere; be positive, clear and concise with instruction. Be willing to listen to suggestions and ideas
- Reward effort as well as results. Pointing out good hustle on the court or how well a pass was done, even it a point wasn't earned means as much as celebrating a win.
- If someone makes a mistake, give encouragement! If necessary, give correcting instruction in a positive way
- Establish clear expectations and a team rule concept. Have the team be part of the process and make sure everyone agrees to it.
- If a player violates team rules, don't be angry or embarrass the player. Focus on what happened and create a plan to move forward. And always be consistent!
- Emphasize that all players are part of the game; if they are on the bench, encourage them to cheer.
- Stress sportsmanship. Have players give each other fives when coming off the court/field. Emphasize that everyone is there for a reason and is essential to the team.
- Set a good example

Create a **FUN** and **SAFE** atmosphere for your team

GUIDELINES FOR YOUTH SPORTS COACHES

Philosophy

The Juneau Parks and Recreation Department youth sports program is focused on providing a healthy recreational and social learning experience for children. Fun and sportsmanship are emphasized rather than competitive attitudes.

Objectives

- To provide an enjoyable learning experience for youth through sports, with the utmost importance placed on the well-being of the participant.
- To provide a program designed to give each participant fair treatment throughout the season.
- To provide coaches and other adult leaders with the tools to motivate all participants to improve.
- To stimulate a higher level of self-esteem for participants.
- To teach sports fundamentals and skills.
- To teach the team sport concept.

Definitions

1) Coach: A youth sports coach is a Parks and Recreation Department volunteer of at least 15 years of age, who is responsible for a specific youth sports team. If younger than 15, an adult (18 years or older) must be present for all games and practices. There must be at least a three year age difference between the coach and the players. The exception to this is in the 12-14 division, where coaches must be at least 18 years of age and out of high school. The coach serves as the main contact between Parks and Recreation and the players, relaying information and dealing with concerns or incidents. The safety and well-being of the players at all games and practices is the coach's responsibility, which includes staying at a game/practice facility until all team members have been picked up. **In addition to the administrative and skill development duties, the coach sets an example for the players, exhibiting leadership qualities consistent with the Parks and Recreation philosophy and program goals.** Please assist the gym supervisors with the setting up of and taking down of all stands, chairs, bleachers, etc. used during games and practice times. Your cooperation is appreciated! **Note: if the coach is not present at the start of the game, a parent must take over as the substitute until the coach arrives.**

2) Zach Gordon Youth Center Manager: The ZGYC manager is a full-time employee of the Parks and Recreation Department; oversees the Recreation Coordinator.

3) Recreation Coordinator III: The Recreation Coordinator is a full time employee of the Parks & Recreation department and is responsible for the scheduling of practices, games and staff, problem solving, and communication between Parks and Recreation volunteers, coaches, parents and guardians of players, paid sports staff and communication between the department and community schools.

4) Game Official: Game Officials are part time employees of the Parks and Recreation Department. Not all are professionally trained. Most game officials are youth ages 14-18. Every effort is made to put the best officials on the playing field at all times. The Game Official is the on-the-spot authority on any question regarding the game and in enforcing league rules. <u>The Official's decision is final</u>.

5) Scorekeepers: The **home team** must provide a scorekeeper (or two) for each game. Directions are located on the back of each scoresheet. Coaches should request that parents sign up for a game before the season starts.

6) Spectators: non-playing players who are there to watch the game. The role of the spectator is to be positive and encourage the players of both teams. Coaching from the sidelines by spectators is not allowed.

If an official does not appear for a game, coaches may agree on a person to officiate the game and the game will be official. In no case should the game be delayed more than 10 minutes from scheduled game time. Parks & Recreation should be notified when an official

does not show for a game.

Game Information

1) Score Sheets should be completed prior to your game. This will help keep games starting on time. **It would also be helpful for each coach to list their players in numerical order on the score sheet**.

2) Schedules will be published and available to coaches one week prior to the first league games. The coach will be given a full copy of all league practices and games. Individual players will not receive a schedule; it is up to the coach to pull a team schedule together and distribute to their team. Schedules are made available online at www.cbjkids.org. Follow the link to Youth sports and basketball. White – home team, blue – visitors.

3) The Parks and Recreation staff encourages the formation of carpools. Coaches will have the names and parent contact information for all players at initial team meeting.

4) Uniforms issued by Parks and Recreation are the official game uniforms. Players **must** wear team uniforms at all games. Players will not be allowed to play without their team uniform or a shirt of the same color with a number on it. Uniforms belong to the Parks and Recreation Department and **must** be given to the coach after *EACH GAME.* The coach or a responsible parent can then launder and bring them to the next game. No worries about forgotten or lost shirts! It would be greatly appreciated that all coaches adhere to this policy.

5) Shoes **must** be worn while on the gymnasium floor. Playing in socks or bare feet is not allowed. For the safety of other players, hiking shoes/boots are unacceptable for playing basketball. Penalty: Removal from the game. Gym supervisors may ask participants to do a "scuff test." If a shoe marks the floor, the shoes will not be allowed on the floor. If you are looking to purchase new shoes, please try to buy those with light-colored soles.

6) All youth sports teams shall have no more than four games and/or team practices during a seven-day period, after the first game. Exception: post-season tournament play for the 12-14 year olds.

7) The Parks and Recreation Department will provide game/practice balls. Balls **MUST** be returned to the gym supervisor after each game/practice. Coaches and players are encouraged to bring their own balls with them also. Please make sure players clearly mark personal property with a name and phone number.

8) **Each player must play at least the minimum amount of time designated by the league rules. IF A COACH FAILS TO HAVE ALL TEAM MEMBERS PLAY THE REQUIRED AMOUNT OF TIME IN A GAME (INCLUDING ALL POST-SEASON TOURNAMENT GAMES) THAT TEAM WILL BE PENALIZED BY A FORFEIT FOR THAT GAME.** Any situation due to extenuating circumstances may be reviewed by Parks and Recreation. Forfeits may only be issued by Youth Sports Administrative Staff.

9) Games and practices canceled by Parks and Recreation due to adverse weather conditions or facility complications will be rescheduled provided: 1) necessary staff and facilities are available in the same week the game was originally scheduled; and 2) both coaches agree to the reschedule.

10) Protests will not be accepted. The official's word is final.

Conduct

1) Code of Conduct: There is a standard of conduct expected from every person associated with the Juneau Parks and Recreation youth sports program. Game and league rules control participant conduct on the playing field during league play. Participants must also be responsible for their conduct during practices and when not actively participating in a game. Appropriate conduct also relates to coaches, parents, referees, and Parks and Recreation staff. Inappropriate conduct can be

any of the following (but is not limited to this list): hitting, pushing, verbal abuse, intimidation, alcohol or drug use prior to or during games/practices or poor sports conduct, including arousing spectators against a referee, player, team, or Parks and Recreation staff. The youth sports Administrative Staff will deal with persons acting in an inappropriate manner.

2) Facility Rules: Posted rules shall be adhered to and enforced. P&R programs and their participants are guests in the community school gyms. As such, participants and spectators must abide by school rules. Failure to comply may result in a violator being asked to leave the premises. BEING STRCTLY ENFORCED FOR THE 2020 SEASON: Coaches, parents and players are requested to show up nor more than 15 minutes prior to any scheduled weekend games and no more than five minutes prior to practices. Warming up and practicing in any area of the school, except the gym, is not allowed. Please be considerate of other users in the facility (don't interrupt their gym time). Players MUST be picked up within 5 minutes of game/practice end (and even better to have a ride available 5 minutes before a session ends). The coach is required to stay with any players waiting for rides to supervise and assist with making phone calls.

3) Ejection is the removal from the game and gym due to violation of league rules. Ejection of a player results in automatic suspension of that player for the next scheduled game. Parks and Recreation has the authority to suspend players for longer than one game depending on the severity of the offense. Coaches who are ejected will need to appoint a substitute coach for the remainder of the game. Failure to find a replacement coach will result in a forfeit for that game. Coaches will be allowed to participate in the team's next scheduled game but once again, Parks and Recreation can extend that suspension.

4) Wait List: Teams fill up fast and we generally have players on waitlists. Please contact us if any players on your team have not shown up, have injured themselves, or quit, so we can add late sign-ups or players off existing waitlists to your team.

5) Game Time: Games must start and end on time. Please have your team out on the floor and ready to play at the scheduled game time. Game officials are required to start each game in accordance with the time listed on the schedule. Your cooperation is appreciated in the matter.

6) Touch Policy: Adults, including volunteer coaches and spectators, should never place their hands on a child in a manner that causes duress to a child (examples include grabbing a child's arms, hitting or spanking) and will not be tolerated. Touching of a child's buttocks or genitals is grounds for immediate expulsion from the program. This includes a gentle "atta boy" pat on a child's buttocks. Acceptable touches include pats on the backs or shoulders or a gentle ruffle of hair.

Miscellaneous

1) Parent/kid scrimmages are not allowed. We do encourage parents to participate in games of skill that have to do with the sport (dribbling contests, relays) where the parents are not throwing and jumping when children much smaller than they are, are under and around them. Please send us your ideas of ways that parents can safely be involved!
2) Coaching from the sidelines is strongly discouraged. Parents should restrict their verbal interactions with players to cheering encouragement and clapping. Coaches should also refrain from shouting instructions to the players. Coaching should take place during practices or on the sidelines.
3) Special requests from coaches for players are not accepted and will be disregarded. Coaches and co-coaches are allowed to have their children on their teams.

FIRST AID AND SAFETY

Community Schools Facility Supervisors are available to assist and direct youth sport coaches and participants during any injury.

Injuries

1) The home phone number indicated on the team roster should be called in case of injury. If necessary, the Fire Department

(911) is called for medical emergencies. Parents are responsible for any and all charges resulting from a medical emergency. If you cannot get in touch with a parent, call the emergency contact.

2) Accident report forms shall be filled out for all accidents and injuries. Community Schools shall submit completed forms to the Parks and Recreation staff the next working day. The forms are found in the Parks and Recreation equipment box, or with the Facility Supervisor.
3) There are a limited supply of ice packs and band aids available in the ball cage.
4) Transportation of injured players to the hospital should only be done by ambulance (parents must authorize on scene) or by the parent/guardian of the injured player.
5) The Centers of Disease Control & Prevention has created a Heads Up protocol for coaches. You will find a fact sheet at the back of the manual that convers the warning signs and symptoms of a concussion, along with the contact information. All coaches must take the online training course. The course is completely free and can be found at http://www.cdc.gov/headsup/youthsports/training/index.html. Once you have concluded your training, you must send in your certificate of completion to Amanda Lovejoy.

Safety

1) Coaches are not allowed to leave any child alone. The coach must remain until all children have been picked up by their parent/guardian or designated person. All parents are required to pick up their children within 5 minutes of the end of practice or game. Coaches are expected to call parents upon their failure to show up. If a coach leaves a child alone, they will be asked to resign from their volunteer position.
2) Coaches will not smoke, drink or engage in illegal behavior prior to or during the game. If a coach is found to have engaged in this behavior, they will be asked to resign immediately from their volunteer position.
3) Coaches should walk the gym floor prior to their game to ensure that the field of play is ready.
4) Coaches should ensure the safety of their players at all time. If a child is hurt during play, it is the coach's responsibility to pull the player from the field of play and check on them. If a concussion is suspected, the child must be removed from play for the duration of the game. If a concussion does occur, the player cannot be returned to play until a signed doctor's note indicating they are able to play is sent in to the Recreation Coordinator.
5) All coaches and co-coaches are cleared through a background check with NCSI. Parents who would like to help out (running the clock, acting as a referee when there isn't one, helping sub kids) and who will not be left alone with kids, does not need a background check. If a coach needs to be absent for a length of time and there is no assistant coach, the substitute coach must have a background check. You must notify the recreation coordinator of your absence. If someone is filling in for 1 game or 1 practice, the coach must notify the Recreation Coordinator and arrange for there to be 2 parents present at all times. The person filling in cannot be left alone with children.

General Precautions

1) Have players warm up before play. Proper warm-ups reduce the incidence of injury. Pre-practice for 5-15 minutes intense enough to increase body temperature and cause perspiration. Light jogging and ball skills are excellent beginning warm-ups. The warm-up is not only physiologically beneficial but also helps the player mentally rehearse techniques and tactics. As a precautionary measure the warm-up: 1) helps prevent injury to muscles, tendons, and ligaments; 2) increases the muscle and blood temperature, assisting oxygen utilization; 3) increases heart rate and blood pressure; 4) increases maximal oxygen intake; 5) increases circulation; 6) increases joint mobility; 7) increases the speed and force of muscular contraction; and 8) improves coordination when specific muscle group activity is practiced. Cooling down after the match or practice with low intensity movement over a 5 minute period is also advised. The cooling down period allows muscles to divest blood distributed to the various body extremities back to the vital organs.
2) Make sure the court and playing equipment are safe for use.
3) Develop procedures that will aid in controlling injuries.
4) Develop a plan of actions and responsibilities to be implemented when an injury does occur. Know where the nearest phone is.
5) After an injury, do not return the involved athlete to participation until they are truly ready. If a concussion is suspected, do not return the player to the game. If a concussion has occurred, the family should notify the recreation coordinator; a player

will not be allowed to return until they have a medical release from a doctor.

6) Parks and Recreation will have limited first aid supplies available in the equipment storage boxes at each gym. Please notify Parks and Recreation if we are running low on any of these supplies; blood kit, ice packs and bandages.
7) Gum: Chewing of gum or candy is not allowed while playing or practicing.

Arm and Leg Casts

Due to the nature of play within basketball, players with casts will not be allowed to play.

Transportation

Coaches and other parents should not offer rides to team members. Rides should be available within **five minutes** after the end of a game or practice. A coach or other adult should wait with the player until their ride arrives.

Blood/Bodily Fluids

Each equipment box is stocked with a biohazard clean up kit. The Facility Supervisor at each gym is trained to use it. Please do NOT go into a blood/body fluid situation without taking the proper precautions. Should an injury occur, all contaminated items should be placed into the red bag and dropped off to a paid firefighter at the Juneau or Glacier Fire stations. Please contact P&R for replacement materials.

Gym Floor Safety

Dust and fuzz balls accumulate on floors causing them to get slippery. Ask the gym supervisor to sweep the floor when this occurs. If the gym supervisor is busy dealing with other gym related duties, feel free to do it yourself.

YOUTH SPORTS TEAM SELECTION CRITERIA

The following procedure for selection of youth sports teams is a result of recommendations made by participants, the recreation subcommittee, and staff. This procedure will be used in forming teams in each youth sports league.

Youth player registration will be open for a two-week period or until available spaces are filled, whichever comes first, prior to assigning teams.

Registration must be done by a parent or legal guardian (signature required on waiver) at Juneau Parks and Recreation main office or Zach Gordon Youth Center. You may also register via FAX, by mail or online.

Parents will be asked to rate each registered player on a scale of 1-5 according to overall ability. Coaches' ratings from prior seasons may be utilized as an indicator of skill level.

On a predetermined date, the recreation staff will place registered players on teams after determining a minimum and maximum number for team rosters. Teams will be formed with the minimum number of players necessary whenever possible. The number of registrants will determine this. Team assignments will be made according to the following criteria:

- Age and gender group
- Skill ability as rated by parent/previous coach/program supervisor (to achieve a balance among teams).
- Where players attend school (town/Douglas, or valley).
- Height
- Special requests will be allowed for immediate family members to be placed on the same team (i.e. brothers or sisters placed together, or parent assigned to coach their child's team). One coach per team will be allowed to request that his/her own child(ren) play on his/her team. **Assistant coach or co-coach requests will be considered on an individual basis**.
- Late registration is addressed below.

After team selection, team rosters will be assigned to coaches. Individual coaches will then contact players. Coaches may not see or obtain knowledge of who is on their roster prior to the pre-season coaches meeting. **If it becomes known that a coach is attempting to recruit players, he/she may be asked not to participate in the program.**

Specific requests for team assignments made by parents will be considered on an individual basis. Decisions related to these requests will be made only by staff and will be based on the merits of what is best for the child and the program. Parks and Recreation will attempt to honor requests for transportation purposes but must retain the right to deny any request in order to maintain control over team balance. **Coach requests will not be considered.**

Registration will be open after teams are chosen but only on a space available basis (i.e. first-come, first-served). Late registrants will be placed according to skill levels needed to balance the division, and the number of open positions on rosters. The overall ability and number of seasons played, as well as age, will also be taken into account.

2020 JUNEAU PARKS AND RECREATION YOUTH BASKETBALL RULES

Games may be played at Dzantik'i Heeni, Floyd Dryden, Marie Drake, Mendenhall River and Riverbend gymnasiums. The season consists of nine games, with the addition of a Post Season Tournament for Division C (12-14).

Each team will be allotted one practice hour of gym time per week. Practices will be scheduled in advance by Parks and Recreation. **Please report any cancellations as soon as possible so we can make full use of the gyms.**

<u>League Structure</u>

- Youth basketball consists of five divisions, as follows:
- Pee Wee Division (ages 5, boys/girls)
- A Division (ages 6-7 boys/girls)
- B Division (ages 8-9 boys/girls)
- C Division (ages 10-11 boys/girls)
- D Division (ages 12-14 coed)

1. <u>Pee Wee (5 boys/girls)</u>
   a. Recreation oriented with emphasis on skill building, sportsmanship, and positive introduction to rules and game fundamentals.
   b. Instruction takes place in clinic format every Saturday. There is no league play or weekday practice.
   c. All participants receive certificates of participation; no other awards are given.

2. <u>Divisions A (6-7boys/girls)</u>
   a. Recreation oriented with emphasis on skill building, sportsmanship, and positive introduction to rules and game fundamentals.
   b. Instruction takes place in regular league format: one practice and one "controlled scrimmage" per week, no post-season play.
   c. Statistics on individual players or teams are not kept; game scores not kept.
   d. All participants receive certificates of participation; no other awards are given.

3. <u>Divisions B (8-9 boys/girls)</u>
   a. Recreation oriented with emphasis on skill building, sportsmanship, and positive introduction to rules and game fundamentals.
   b. Instruction takes place in regular league format: one practice and one game per week, no post-season play.
   c. Game scores and team standings are not publicized.
   d. Statistics on individual players or teams are not kept.

e. All participants receive certificates of participation; no other awards are given.

4. Divisions C (10-11 boys/girls)
   a. Recreation oriented with emphasis on skill building, sportsmanship, and positive introduction to rules and game fundamentals.
   b. Instruction takes place in regular league format: one practice and one game per week, no post-season play.
   c. Game scores and team standings are not publicized.
   d. Statistics on individual players or teams are not kept.

5. Divisions D (12-14 coed)
   a. Recreation oriented with emphasis on game fundamentals, sportsmanship, team concepts, and offensive and defensive strategies.
   b. Regular league format: one practice and one game per week and a double-elimination post season tournament.
   c. Game scores and team standings will be recorded at Parks and Recreation.
   d. Standings will be submitted to the Juneau Empire and Parks and Recreation web site www.juneau.org/parksrec for publication on a regular basis.
   e. All participants receive certificates of participation; no other awards are given.

GAME REGULATIONS

(New Scoring Rule below)

Scoring: **During the game, if a team reaches a 20 point lead, the score board will be set to zero and the clock will continue to run as usual.** Pertains to Divisions B and C (8-9, 10-11 boys/girls) age group only.

Personal Fouls: Each player will be allowed **FIVE** personal fouls per game. A player will be ejected from the game following their fifth foul. Technical fouls count towards personal foul totals.

Technical Fouls: A player receiving two technical fouls or one flagrant technical will be removed (ejected) from the game. A team accumulating four technical fouls shall forfeit the game.

Mandatory Playing Time per Person: Every player in attendance must play a minimum of **½ of the regulation game time**. Exceptions to the rule shall be due to an injury, accumulation of five fouls, player ejection, or illness. A player will be required to play at least ¼ of the regulation game time if he/she arrives late or is being disciplined by the coach for unexcused absences from practice. If a coach fails to have all team members play the required amount of time in a game (including all post-season tournament games) that team will be penalized by a forfeit for that game. **Please notify the player, official, and the opposing coach before the game begins if a player will only be playing for ¼ of the game time.** Forfeits may only be issued by the youth sports Administrative Staff. Parks and Recreation Staff may be at the facilities to watch during playing time; we are there for the kids, so please do not be offended if we approach you on the subject.

Forfeit and Grace Period: There will be a ten-minute grace period from the start of scheduled game time for any team having fewer than **FOUR** players. Failure to provide the required number of players at the end of the ten-minute grace period will result in a forfeit. After a forfeit, teams may then use the gym time for a practice or a scrimmage game. Any time used in the grace period, up to nine minutes, will be taken off the total game time.

Game Time Structure/Substitutions:

Division A (6-7 boys/girls):

- Coach will play as many 5 minutes quarters as time allows; finishing up within the allotted one-hour time slot.
- Subbing is allowed only at the end of each five-minute quarter. Both coaches should assist in matching players up defensively. The team with possession of the ball when the clock stopped will get the ball back after the sub time.
- Subbing may also occur if for injury or Illness.
- Coaches can agree to a short half time break.

Division B (8-9 boys/girls):

- Four, ten minute (running clock) quarters. No stop clock in the 4th quarter. The time clock should be set for the full ten minutes. Five minutes into the quarter, the scorekeeper should stop the clock and notify the official that it is "sub time".
- Subbing is allowed only at the five-minute mark of each quarter. Each team has 30 seconds to substitute players. "Sub time" is only for taking players in and out of the game, this is not the time to coach players, plan strategies, etc. Coaches should have their subs ready to go into the game. Both coaches should assist in matching players up defensively. The team with possession of the ball when the clock stopped will get the ball back after the sub time. If either team is not on the floor and ready to play within the 30-second time, the scorekeeper will be instructed to start the clock. Excessive delays will result in a technical foul issued to the coach.
- Subbing may also occur if: 1.) A player has three or more fouls in the first half; 2.) Four or more fouls in the second half; 3.) Injury; 4.) Illness; 5.) Fouling out; 6.) Player ejection.
- There will be a five-minute half time (to be shortened if games are running late).

Division C (10-11 boys/girls):

- Four, ten minute (running clock) quarters. No stop clock in the 4th quarter. The time clock should be set for the full ten minutes. Five minutes into the quarter, the scorekeeper should stop the clock and notify the official that it is "sub time".
- Subbing is allowed only at the five-minute mark of each quarter. Each team has 30 seconds to substitute players. "Sub time" is only for taking players in and out of the game, this is not the time to coach players, plan strategies, etc. Coaches should have their subs ready to go into the game. Both coaches should assist in matching players up defensively. The team with possession of the ball when the clock stopped will get the ball back after the sub time. If either team is not on the floor and ready to play within the 30-second time, the scorekeeper will be instructed to start the clock. Excessive delays will result in a technical foul issued to the coach.
- Subbing may also occur if: 1.) A player has three or more fouls in the first half; 2.) Four or more fouls in the second half; 3.) Injury; 4.) Illness; 5.) Fouling out; 6.) Player ejection.
- There will be a five-minute half time (to be shortened if games are running late).

Division C (12-14 coed):

- Four, ten minute (running clock) quarters. The clock may be stopped in the last three minutes of 4th quarter for free throw shooting. In the 4th quarter, if there is a 20 point lead or more then the clock runs during last 3-minutes of play.
- Subbing can occur on any dead ball (regardless of possession). The official must confirm entry into the game.
- There will be a five-minute half time (to be shortened if games are running late).

Overtime: During the season there will be NO overtime for Divisions A, B and C. Overtime for Division D will begin with a jump ball at the center circle. Overtime will be three minutes; stop-clock and foul shots will be taken. If still tied after three minutes, sudden death, no clock, and foul shots will be taken. The first team to score wins.

DEFENSE: All divisions shall employ a man-to-man defense and not a zone defense. Defensive players may switch guarding assignments when the offense sets up a screen. The defensive player must make an attempt to move with the player he/she is guarding. Penalty for an illegal defense (double-team or zone) is a technical foul. Two points will be awarded to the offense during running clock and two free-throws during stop clock play and overtime period. For the first several games of the season the officials are instructed to give one warning per team for using a zone defense and one warning per team for double-teaming before issuing a technical foul.
Full court defense is not allowed at any time during the game.
A defensive player may attempt to pursue the ball from another player that they are not guarding, only if that player is within the three-second key boundaries.

Stop Clock Play: The last three minutes of the fourth quarter and the three minute overtime period (division C only) shall be stop clock (the clock will stop each time the referee blows his/her whistle). Foul shots will be taken in division C. Please note that if one team is ahead by **twenty or more** points, the clock will not be stopped but play will continue as scheduled. A 15-second official's time

out will be called to notify each team of the last three minutes of the game. The team that has possession of the ball will regain possession when play resumes. If neither team has possession at the end of running clock, the possession arrow will determine possession.

"Offensive" Fouls and "Common" Fouls: During running clock play, no point is credited for an "offensive" foul (foul committed by the person in control of the ball). Instead, the defense is awarded the ball from out of bounds.

- A foul committed by any teammate of the player in control of the ball is a "common foul" and results in one point awarded to the defense in addition to the defense having the ball out of bounds (nearest where the foul occurred).
- Any non-shooting foul committed by the defense will result in one point being awarded to the offense and THE OFFENSE getting the ball out of bounds.
- A foul committed on a shooter will result in, two points if the shot is missed or three total points if the basket is good (2 points and a foul point) – in both cases, the team committing the foul will get the ball under the basket.
- During stop clock play (Division C only) each foul will result in a one and one free-throw opportunity. A foul in the act of shooting and the basket is missed, will result in two free throws. A foul in the act of shooting and the basket is made results in counting the basket and one free throw. Offensive fouls receive no free throws; the defense is awarded the ball from out of bounds.

Time Outs: There will be two time outs per team in a game. Only one time out is allowed in each half per team. During stop clock play, the clock will be stopped for time outs, free throws, and when the ball is ruled out of bounds. During running clock play, the clock will not be stopped for a time out. Each team is entitled to one additional time out during each extra period. No **additional** time outs are given during the last three minutes of the fourth quarter. Time outs are one minute in length and may be used at any time during the game. Play continues when the team calling the time out returns to the court (stop or running clock), regardless of how much of the one-minute time out was used. A player or head coach of the team in possession of the ball can call for a timeout. Divisions C (10-11 boys/girls): timeouts cannot be called in the last two minutes of the 4th quarter.

Free Throws: Division C shoots free throws from the 15-foot foul line. Free throws are NOT taken by division A and B. Players cannot enter the "lane" until the ball hits the rim.

Equipment

1) Balls: All Division A (6-7 boys/girls) and Pee Wee teams will use a junior size ball. Divisions B (8-9 boys/girls), Divisions C (10-11 boys/girls) and D (12-14 coed) will play with an official women's/intermediate size ball. Juneau Parks and Recreation will supply balls to be used in practices and games. Coaches should encourage players to bring their own equipment as the Parks and Recreation supply is limited. Make sure all personal equipment is clearly marked with a name and phone number.
2) Basket Height: Pee Wees (age 5) and Division A (ages 6-7) rim height 8 feet; Division B (8-9 boys/girls) basket rim height of 8 ½ feet. Divisions C & D regular rim height of 10 feet. A measuring device will be available at each of the gyms where Divisions A and PeeWee teams play. Please note: Anyone caught dunking the ball or hanging on the rim shall receive a flagrant technical foul and will be ejected **from the game. Non-players will be removed from the gym.**

HANGING ON THE RIM, DUNKING, OR ATTEMPTING TO DUNK IS A VERY SERIOUS OFFENSE! NO WARNINGS WILL BE ISSUED DURING THE SEASON, SO COACHES PLEASE WARN YOUR PLAYERS AND PARENTS NOW!

PLEASE NOTE: Coaches may employ their own training rules and team regulations **as long as they are consistent with the objectives of the program**. It is the responsibility of each coach to encourage participation and see that all players have fun. If the coaches have problems with player's attendance, etc., they are asked to contact Juneau Parks and Recreation at 586-5226.

The Juneau Parks and Recreation Department will judge any and all interpretations of rules and regulations not stated within on its individual merits. Parks and Recreation will have the final say with regard to all interpretations. All rules not stated within this publication are taken from the National Federation High School Basketball Rules Book (available at the Parks and Recreation Office).

Rule addition for the 6-7 division only: Defensive players are not allowed to steal the ball from a player that is dribbling or standing stationary. The ball is live for the defense to play once the player in possession of the ball is passing or in the act of shooting.

Rule addition for 6-7 and 8-9 divisions only: Offensive players are not allowed to set "screens" for team mates who are handling or shooting the ball. Should a team screen out a defensive player, the referee shall stop play and award possession of the ball to the defensive team.

League Overviews for 2020 Season

5-6 year olds (Peewee):
8' baskets (lowest setting)
Saturdays only skills clinics – run by coaches & volunteers
Jr. Size ball

6-7 year olds boys/girls (Div. A):
8' baskets
Jr. Size ball
Week night practice and games
Saturday "controlled scrimmages" with one coach from each team on the floor controlling the play – stopping as necessary.
No score is kept
One coach per team on the floor
As many 5 minute periods as coaches can fit in during the hour
No back court 'D'
Man-to-man 'D' (except in key area)
No stealing off the dribble (ok on the pass or shot)
No screening

8-9 year olds boys/girls (Div. B):
8 ½' baskets
Jr. Size ball
Week night practice and games
Saturday games with referees
No score is kept
One coach per team on the floor
Four 10 minute (running clock) quarters w/ 30 second sub time at the 5 minute mark
No back court 'D'
Man-to-man 'D' (except in key area)
No stealing off the dribble (ok on the pass or shot)
No screening

10-11 year olds boys/girls (Div. B):
10' basket
Intermediate size ball
Week night practice
Saturday game w/ referees
Four 10 minute (running clock) quarters w/ 30 second sub time at the 5 minute mark
No back court 'D'
Man-to-man 'D' (except in key area)
Five fouls
No O.T.
Score kept by Home Team parent and not reported to P&R
No timeouts called in last 2 minutes of 4th quarter

12-14 year olds coed (Div. C):
10' basket
Intermediate size ball
Week night practice
Saturday game w/ referees

Four 10 minute (running clock) quarters, no sub time (sub on any dead ball), stop-clock in last 3 minutes of 4th quarter unless 20 point lead or more, then clock runs during last 3 minutes of 4th quarter.
Stop clock last three minutes of 4th quarter only (shoot free throws).
No back court 'D'
Man-to-man 'D' (except in key area)
Five fouls
O.T. (Overtime) will be 3 minute, stop-clock period, foul shots taken. If still tied, then sudden death.
Score kept by Home Team parent and responsible for notifying P&R

FACILITY PROCEDURES

If the gym supervisor is not present by the scheduled starting time, if referees are not present, or if for any other reason games cannot start, follow these procedures:

1. Contact Recreation Coordinator Amanda Lovejoy -- 321-4680. Please leave a message if Amanda is not available. *If there is no referee at the gym, have a parent start the game then call Amanda.* A follow-up call is appreciated if the problem is resolved.

2. DO NOT attempt to enter a locked facility; to do so is TRESPASSING!

3. DO NOT attempt to contact the principal of the school, as s/he is not responsible for Juneau Parks and Recreation activities.

4. Canceled games will be rescheduled on a space-available basis.

If a referee is not present at game time, please find a parent, spectator, or coach to start the game **right away**. Contact Amanda Lovejoy at 321-4680(cell) to find out who should be there. Again, do a follow up call if the referee shows up after you have made a call.

Use of facilities: Please remember that we are guests in the gyms. In order for us to have continued use of these facilities we must treat them accordingly. Please urge team members and parents to cooperate with the following:

1. All facilities are DRUG FREE ZONES and smoking is not allowed on school property (entryways & parking lots)
2. Please don't park in fire lanes. Illegally parked cars are subject to impoundment.
3. An adult MUST supervise all young children brought to the gym at all times.
4. After the last game or practice of the evening, please leave the gym promptly.
5. No glass containers; water in a plastic container is acceptable.
6. Game shoes should be carried into the gym.
7. Black-soled street shoes will not be allowed in the gym. This includes black-soled sports shoes. Gym supervisors may ask participants to do a "scuff test." If a shoe marks the floor, the shoe will not be allowed on the floor. If you are looking to purchase new shoes, please try to buy shoes with light-colored soles.

Community Schools Facility Supervisors are available to assist/direct youth sports coaches & participants at the facility, i.e., signing in, equipment distribution, keeping the gym floor dust free, handling first aid, or any other incidents that occur.

Volunteer Coach Job Description

Title

Volunteer coach for the Juneau Parks & Recreation Department

Job Mission

To provide all the youth of Juneau with the opportunity to play in recreational sports in a positive, fun and safe environment with a focus on team building and good sportsmanship that helps children develop new friendships, self-esteem, and life-long healthy habits.

Experience & Training

Head coaches must be 18 years of age. If a high schooler wishes to volunteer as part of their community service project, they must be 14 years of age and will be paired with an adult coach. They will work in tandem for the season. Must have an interest in working with children and helping them grow as individuals. Should have some knowledge of the game and be able to perform the basic skills needed to teach.

General Statement of Duties

Teaches and coaches children ages 5-18 the fundamentals of youth soccer (indoor and outdoor) or youth basketball. The volunteer is responsible for creating a safe and comfortable environment for all children to learn and play; is responsible for the children on his/her team during practices and games, offering a positive experience for everyone. The volunteer coach acts as a role model for good sportsmanship and fair play, acting as a leader to athletes and their families.

Responsibilities

- Oversees and manages the players and team. This means NEVER leaving a child alone after a practice or game
- Plan and supervise games and practices; occasionally act as a referee if one is not available. If unable to attend a practice or game, find a suitable substitute
- Supervise assistant coaches and team parents
- Organize equal play time for ALL participants
- Works supportively and respectfully with P&R staff, referees, Community School site attendants, other coaches and parents
- Communicates all league information; this includes games, practices, cancellations, news and any information from the Parks & Recreation department
- Provides a safe environment for all players
- Teach fundamentals of the sport to the youth athletes, as well as sportsmanship and proper behavior during games
- Conduct yourself in a good sportsmanlike manner and ensure that all players, assistant coaches and parents learn and model good sportsmanship
- Encourage the involvement of parents; this can include recruiting a "snack person", a communication helper, bench supervisor, timer and score keeper
- Responsible for equipment and jerseys assigned to the team
- Schedule and conduct any necessary parent meeting
- Put the feelings of the players ahead of your and the parent's desire to win

Qualifications

- Successfully complete the volunteer application and pass a background check
- Attend any coaching meetings
- Ability to work well and communicate effectively with children on a one-on-one basis and as a group
- Be able to establish positive relationships with parents and children, along with P&R staff
- Must not want to win at all costs
- Must display a positive attitude
- Must be enthusiastic, friendly and patient, especially with children
- Must be organized
- Must be dependable
- Must be able to model good sportsmanship and maintain self-control

Juneau Parks & Recreation

A Fact Sheet for COACHES

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
  - Striking another athlete in the head;
  - Using their head or helmet to contact another athlete;
  - Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
  - Trying to injure or put another athlete at risk for injury.

- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignmentor position, or is unsure of the game, score, or opponent
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can't recall events prior to or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right", or "feeling down".

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreasedcoordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, oragitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete's parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE'S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE'S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during thegame.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.

HEADS UP CONCUSSION

ZACH GORDON ZG YOUTH SPORTS

Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

JOIN THE CONVERSATION AT www.facebook.com/CDCHEADSUP

TO LEARN MORE GO TO >> cdc.gov/HEADSUP

#	Player	1st quarter 1-5 mins	1st quater 5-10 mins	2nd quarter 1-5 mins	2nd quarter 5-10 mins	Shots	Assists	1st quarter 1-5 mins	1st quater 5-10 mins	2nd quarter 1-5 mins	2nd quarter 5-10 mins	Goals	Assists	MINS	GOALS ALLO	Baskets	ASSISTS	SHOTS	SAVES
1																0	0	0	0
2																0	0	0	0
3																0	0	0	0
4																0	0	0	0
5																0	0	0	0
6																0	0	0	0
7																0	0	0	0
8																0	0	0	0
9																0	0	0	0
10																0	0	0	0
11																0	0	0	0
12																0	0	0	0
13																0	0	0	0
14																0	0	0	0
15																0	0	0	0
16																0	0	0	0
17																0	0	0	0
18																0	0	0	0
19																0	0	0	0
																0	0	0	0
																0	0	0	0
Visitor																			

Positions

PG - point guard

SG - shooting guard

SF - small forward

PF - power forward

C - center

Accident/Injury Incident Report
City and Borough of Juneau
(To Be Initiated By Facility Supervisor or Designee)

Complete all queries as directed.

Section 1 – Dates and Times. Complete all.
Incident Date:_____ Incident Time: _____
Today's Date:_____ Date of Discovery Incident: _____

Section 2 – Injured Person. Complete all (attach additional page if necessary)
Name of injured person:_____Employee ☐ Volunteer ☐ Other (Please Specify)
_____

Section 3 – Incident Description. Complete.
Provide a brief, yet detailed factual description of the incident._____
_____
_____
_____
_____

Section 4 – Parent/Guardian Information. Complete all if applicable.
Parent/Guardian/Other emergency contact notified? (If minor injured): Yes ☐ No ☐
Name of parent/guardian/other emergency contact notified: _____
Date/Time:_____ Method of contact? _____
Who contacted parent/guardian? _____
Parent/Guardian Contact Information:_____
Other emergency contact notified information: _____
Relationship to injured person:_____Date/Time:_____Method of contact?_____
Who notified emergency contact? _____

Section 5 – Medical Care. Complete all applicable.
Describe any first aid provided: _____
Was a doctor contacted: Yes ☐ No ☐ If yes, who:_____
Date/Time of contact:_____Method of contact: _____
Were any of the following forms of care required (if known):
Emergency Transport ☐ Emergency Room Treatment ☐ Hospitalization ☐

Section 6 – Police. Complete all applicable.
Were police contacted: Yes ☐ No ☐
Police Case Number (if contacted & known, otherwise leave blank):_____
Date/Time of contact:_____Method of contact: _____
Who contacted the police: _____

Section 7 – Descriptions. Complete all applicable.
Describe injury (what area of the body, nature of injury): _____
_____
_____
_____
_____

Describe any damage to property: _____

_____

_____

_____

_____

Where *precisely* did the incident take place? _____

_____

_____

Identify any adult witnesses to the incident and provide their phone numbers. Provide name of parent/legal guardian if witness is a minor:

Name:_____ Contact Number: _____

Name:_____ Contact Number: _____

Section 8 – Report Information. Complete all.

Name of person completing this report: _____

Date report completed: _____

Signature: _____

FORWARD COMPLETED REPORT TO THE CBJ RISK MANAGEMENT

risk_management@juneau.org

Section 9 – Notes. Complete as needed.

Notes: _____

_____

_____

_____

_____

_____

_____

_____

_____

Parks & Recreation Youth Basketball Scorekeeping Instructions

This is a short description for operating the scorekeeping clock at Dzantik'iHeeni Gym. The scorekeeper must remember that it's most important for the score to be entered correctly ON PAPER before being entered on the scoreboard and the TEAM score is more important than individual statistics. These clocks are very easy to use and are easy to correct if you make a mistake.
(Please have coaches fill out score sheet with player names and numbers prior to game time).

1. When the console is first plugged into the wall, it goes through a "self testing sequence," then asks you to "ENTER CODE." On Newer console just press Enter/Resume as previous code (103) is saved from prior game. On **the Newer/larger metal console the code is "103", NOT 03 like older console.** Enter the number "03" followed by [ENTER] by using the righthand keypad on older smaller consoles.

2. It will then ask if you want 1/10 second timing. Just push [CLEAR] for whole second timing, which we will be using.

3. The first thing you will need to do is set the clock. Press the [SET TIME] key on the lefthand keypad. Using the righthand keypad, enter the minutes and seconds to be played followed by [ENTER]. Enter 10:00 minutes for each quarter. These are running clock quarters unless the official asks to stop the clock.

4. For the 3 minute "stopped clock" period at the end of the 4th quarter, set the clock for 3 minutes. You will start the clock by pressing [START] as soon as the ball is touched in bounds and stop the clock by pressing [STOP] whenever the whistle is blown, i.e. not on a made basket. A stopped clock will occur during the last 3 minutes of the 4th quarter, unless there is a 20 point or more lead by one of the teams, then it is running clock.

5. Mark on bottom of scoresheet which team controls the ball after the beginning tip-off so when the next jump ball occurs you will know which team gets the ball under alternating possession.

6. Whenever a team scores, press the [SCORE +1] for that team, once for each point to be awarded. (Once for a free throw, twice for a 2-point field goal, etc.)

7. Sometimes you push the button too many times or enter the points for the wrong team. To correct an error, press the [SCORE] button key and enter the correct score total using the righthand keypad followed by the [ENTER] key. NOTE: Whenever the key is marked with a [DOT], the display will have a flashing asterisk (*) and the [ENTER] key must be pressed following the numerical entry.

8. When a team commits a foul: Foul by defense = 1 point awarded to offense and offense gets the ball out of bounds. Foul on shooter = 2 points if shot missed or 3 points if basket is made and team committing foul gets the ball out of bounds.

   a) (For 12-14 Division only) Free Throws: During stop clock play (last 3 minutes of 4th quarter) each foul will result in a one and one free-throw opportunity. A foul in the act of shooting and the basket is missed will result in two free-throws A foul in the act of shooting and the basket is made results in counting the basket and one free throw. No free throws on an offensive foul.

9. If you ever need the attention of the refs, press the [MAN HORN] key on the lefthand keypad to sound the horn.

10. Remember to mark unsportsmanlike technicals on front of scoresheet under Tech column and to have those officials fill out technical info on back of scoresheet before next game. Please sign scoresheet and remind officials to sign scoresheet as well so we know who worked that game. If there was only 1official during that game please note "1-Official"on official signature line on back of scoresheet.

Have fun keeping score – don't stress out! Remember the most important display on the scoreboard is the clock, then the score, the other stuff is secondary. Always get the score on paper before you put it on the scoreboard. Don't hesitate to use the horn to get the attention of the refs if you need help. Best of Luck!

Juneau Parks and Recreation Youth Sports
Code of Conduct – YOUTH Basketball

All **coaches** and **parents** must sign this Code of Conduct. Please have parents sign before the 1st game on January 11, 2020

There is a standard of conduct expected from every person associated with the Juneau Parks and Recreation youth sports program. Game and league rules control participant conduct on the field during league play. Participants must also be responsible for their conduct during practices and when not actively participating in a game. Appropriate conduct also relates to coaches, parents, referees, and Parks and Recreation staff. Inappropriate conduct can be any of the following, but is not limited to: **hitting, pushing, verbal abuse, intimidation, alcohol or drug use prior to, or during games/practices and poor sports conduct, including arousing spectators against a referee, player, team, or Parks and Recreation staff**. The Recreation Staff will deal with persons acting in an inappropriate manner.

- I will not yell at officials, coaches, other adults or my child while they are playing
- I will not ridicule anyone involved in a youth sporting event
- I will not curse or use abusive language
- I will not coach from the sidelines
- I will not use any form of electronic media (Facebook, Twitter, etc) to harass, verbally assault or bully any member of the Parks & Recreation program
- I will not disrupt coaches during meetings, games or practices
- I will demonstrate good sportsmanship by being supportive of all players, coaches and officials at every game, practice or youth sport event.
- I will remember that this program and game is for kids, not ADULTS

Please sign in the space provided. You are signing that you have read the P&R Code of Conduct to your child and will share this information with any friends and family members attending P&R games and will abide by the Code for the entire season:

Team Name:	Coach Name:	Coach Signature:
Division:	Co-Coach Name:	Co-Coach Signature:

Parent Name	Parent Signature	Date

Please return the code of conduct by fax 586-4589, or through the mail, or by bringing the form to our office.