

Team 252 Basketball Program

Handbook

Mission Statement	
President Responsibilities	
Club Administrator.....	
Coach Responsibilities.....	
Team Manager Responsibilities.....	
Parent Responsibilities.....	
Player Responsibilities	
Coach Code of Ethics	
Parent Code of Ethics	
Supporting the Organization.....	
Practice Guide	
Playing Time	
Parental Consent	
Acknowledgement Form.....	

Team 252 Basketball Program

Handbook

Team 252 Basketball Program

Handbook

Mission Statement

The mission of Team 252 Travel Program is to provide area athletes with a year round opportunity to develop fundamental basketball skills and to grow into accomplished, self confident basketball players and responsible young adults.

Team 252 Basketball

Program Handbook

The purpose of this document is provide the Team 252 Basketball Club membership and coaches with information on policies and guidelines regarding the operations of the Team 252 Basketball Club. This document has been drafted by the elected officers in attempts to explain polices and give coaches and members common direction for organizational continuity and unity.

This is a “living” document which means as issues arise and are addressed: the outcome information and guidelines will be published in this document for future use. This documentation will be maintained by the elected officers and reviewed yearly for updates and modifications to reiterate, the questionable issues. The policies and guidelines in this document have been documented and approved by the Carolina Lady Hurricanes officers.

Club Officers

Club Administrator: Earl McCray

Administrative Asst: Ben James

Finance Officers: Rachel McCray Pam Clemmons

Team 252 Basketball

Program Handbook

Election of Officers:

The election of officers generally takes place at the January or March meeting. Any active member of Team 252 Basketball Club is eligible to nominate, vote or hold a position. Nominations are taken from the floor and must be seconded. If there is more than one nomination, voting will be conducted by secret ballot. In the event of a tie, then there will be a revote. In the event there is still a tie, then the board member will hold elected position for a period of one year.

Games:

This season's schedule will be made available as the season progresses. Several games will be played in other towns and directions to the gyms will be provided. Parents will be required to work at all home games. Please make sure that you plan on covering the door or concession during the allotted time.

Team 252 Basketball

Program Handbook

Tryouts:

It is important that everyone understand prior to registering that not all players who try-out will be selected for a team. While this is unfortunate, with limited gym space, league openings, and the overall competitive nature of this program, we are forced to follow this practice. All kids whether they are new or were on the team last year must try out.

We strongly recommend that parents take more of a “back seat” during the try-outs. Kids will generally find it to be more stressful if their parents sit in the gym during try-outs observing their play and therefore, parents may want to consider just dropping their child off at the gym. If you do choose to observe a portion of try-outs, we insist that you do not interfere in any way. This rule is especially true with regard to interaction with coaches during tryouts. During try-outs, parents should not attempt to solicit feedback planning on keeping, or use any variation of the line “my child just wants to make the team and isn’t worried about playing time.

Program Builder: Any Player that has received A “Division One Offer” will not have to pay any league fee.

Games:

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Team 252 Basketball Program Handbook

President

These positions require excellent management skills and a high level of problem solving techniques. It is important to have the vision to expand current programs and maintain existing ones. The “President” must set the tone for the basketball program. This requires participation in the following task:

- Attending team practices and games
- Interacting with league and tournament officials
- Accounting for overall funds raised
- Conducting parent and coach’s meetings
- Conducting a parent meeting to discuss club rules and philosophy
- Obtaining a signed agreement with each coach
- Developing education forums (i.e., Coach’s Clinic, Player’s Clinic)
- Ordering equipment, uniforms, and other basketball related items
- Evaluating coaches
- Receiving feedback from Club Administrator and Team Managers
- Planning, organizing and implementing
- Coordinating fund raising events

- Addressing security and emergency situations

It is important to be an effective listener in order to address the concerns of others while consistently administering the policy fairly.

Team 252 Basketball
Program Handbook

Vice-President Responsibilities

- Preside over the meeting when the President is absent or when is called to chair by the president
- Become familiar with the president's duties so you can take over at a moment's notice
- Assist the President whenever possible

- Act as the chairman of the club program committee
- Assist with collecting records at designated meetings, help the leader inspect records and assist members with record keeping
- Determine why parents are absent from meetings

Club Administrator

This position requires excellent organizational skills. It is important to have excellent communication skills and have the ability to develop corporate and community partnerships. The Club Administrator must establish a leadership presence during all planned programs. This requires participation in the following tasks:

- Organizing meetings with Team Managers to distribute program information
- Overseeing registration of players with the local and national officials for all leagues and tournaments
- Enforcing the Club Rules
- Ensuring that coaches are compliant with league and tournament requirements
- Coordinating practice times for each team with coaching staff
- Assisting the coaches with the organization of fundraisers
- Accounting for funds raised
- Attend coaches meetings, as required with Team Managers
- Addressing parent concerns via telephone and /or face to face meetings to be reported to the President
- Attending most tournament games and playoff games, etc.
- Addressing security and emergency situations

It is important to be non-biased and responsive to all situations.

Program Handbook

Coaches Responsibilities

- Arranging & setting up practice location & schedule for team
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- Identifying an Assistant Coach (must be at least 21 years old) and a Team Manager (parent)
 - Obtaining equipment from Club President (balls, whistle, scorebook, etc.)
 - Preparing daily Practice Plans for tryouts
 - Establishing team roster no more than 13 players
 - Reviewing game rules with your teams and parents
 - Ensuring that all waiver forms are signed and filed with Team Manager
 - Completing Team Roster form
 - Making an appointment with Club Administrator to Pre-register players and teams for the upcoming tournaments
 - Beginning your first practice by performing the following steps daily:
 - Start practice on time by conducting a team meeting (discuss daily objectives 5-10 minutes)
 - Clean the gym floor with dust mop
 - Take attendance and keep a daily log
 - Conduct group exercise and stretching
 - Ensure no loose balls or sideline activities during formal practice sessions unless a drill is planned
 - Execute your practice plan (TEACH, TRAIN, AND PREPARE)
 - Take scheduled water breaks
 - Wrap up practice with moral booster (End practice on time)
 - Make sure all players have a ride home (Do not leave until all players are picked up)

- Meet with parents as needed in private (never discuss personal issues in open forum)
- Provide all players and parents with a practice schedule and your contact information
- Report all issues and concerns with the Club President
 - **Collect report cards during school year and place in confidential folder (information is only to be shared with Club President)**

Team 252 Basketball

Program Handbook

Team Manager Responsibilities

This position requires excellent organizational skills and a high level of problem solving techniques. It is important to have excellent communication skills, be innovative and discipline. The Team Manager must establish a leadership presence during all planned programs. The Team Manager will work with the coach and to provide logistical support for equipment and team equipment. This requires participation in the following tasks:

- Organizing meetings with coaches to distribute fundraising and program information
- Assisting in distributing flyers and tournament information
- Organizing snacks and refreshments for games
- Checking the team in at all tournaments
- Assisting coach on the bench and submitting rosters for games
- Organizing fundraisers and signing up volunteers for respective teams
- Working with the coaches to organize a travel arrangements for each team
- Collecting and submitting funds raised to Club President
- Managing practice time for the teams
- Assisting coaches in other capacities, as required

It is important to be non-biased and responsive in all situations.

Team 252 Basketball

Program Handbook

Parents Responsibility

- Register your child with the club
- Pay all necessary fees associated with the club
- Have your child to practice on time
- Provide transportation or formulate carpools for tournaments and games
- Obtain practice & game schedule from the coach
- Attend all Coaches/Parent meetings
- Provide positive support to your child and team
- Address concerns & Issues to Club President
- Learn the game rules
- Manage your child's time (i.e., homework, meals, rest, etc.)
- Provide adequate nutrition and rest
- Follow "No Interruptions During Practice Rule" (If this becomes a problem we will hold close practices)
- Ensure that your child has proper practice attire (basketball sneakers, ankle braces, shorts, etc.)
- Make sure that your child is on task with school work
- Provide report cards regularly to the coach

Note: Even though there is no specific GPA needed to play for the Team 252, we recommend that your child maintain at least a 2.8 and no failing grades. We strongly recommend a 3.0 or better.

Player's Responsibilities

- Be at practice on-time
- Practice clothes are to be worn at every practice (NO EXCEPTIONS)
- Bring gym bag to every practiced and game, items to include are:
 - Practice shoes
 - Socks
 - Change of clothes
 - Towel
 - Medicines
 - Water bottle (for practices and game day)
- Sprint to every drill
- Listen while Coach is talking
- No bouncing of balls while Coach is talking
- No horse play and no foul language
- Study your teammates while performing drills
- Give 100% effort everyday
- Ask questions when confused
- Know the game and team rules
- Never sit down in practice unless instructed by Coach
- Manage your time wisely (homework, dinner, chores, etc.)
- Study and review your school work
- Get to know our teachers and guidance counselors
- Call the Coach as soon as possible for an excused practice
- Be respectfully to family, school officials and all persons associated
- Practice on your won as often as possible
- Work on your weakness
- Study the game of basketball through reading instructional videos and watching college and professional games

Team 252 Basketball Program

Handbook

Coaches Code of Ethics Pledge

- I hereby pledge to live up to my certification as a Carolina Lady Hurricanes Coach by following the Carolina Lady Hurricanes Code of Ethics
 - I will place emotional and physical well being of my players ahead of a personal desire to win.
 - I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
 - I will do my best to provide a safe playing situation for my players.
 - I will promise to review and practice basic first aid principles needed to treat injuries of my players
 - I will do my best to organize practices that are fun and challenging for all my players.
 - I will do my best to organize practices that are fun and challenging for all my players.
 - I will provide sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
 - I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
 - I will use those coaching techniques appropriated for all of the skills that I teach.
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Team 252 Basketball Program

Handbook

Parent Code of Ethics

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained and in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.

Team 252 Basketball Program Handbook

Supporting the Organization

In order for this organization to grow and prosper, we need parental support...in the form of money, time and talent. It is a requirement that parents participate in fundraisers and different activities to support the organization.

There is a family financial commitment that must be paid to the organization per family. If the fee is not paid, you will not be allowed to participate in any events until all financial obligations are met. All financial hardships will be brought to the Club President for assistance.

In addition to organization dues, we will do fundraisers during the basketball season. We will participate in several local and exposure tournaments, as well as various leagues.

It is a commitment and we expect all our parents to participate and support the program. All monies donated to the organizations are tax deductible.

Thanks

****All monetary amounts raised/paid/donated to the organization will stay with the organization and are not refundable.***

Team 252 Basketball
Program Handbook

Finances:

Sponsorship:

This is a business or individual that chooses to give you money for shooting shirts, tournaments, etc. Note the average cost of a tournament is approximately \$400. Since all finances and entry fees for tournaments have to go through the Team 252 account, have your sponsor to make checks payable to Chowanda Goddard. A receipt is given to the sponsor and the amount is documented in the ledger.

Door Money:

Team 252 basketball club will charge admission to all games. There should always be (2) officers at the door, usually the finance officer and secretary.

Concessions:

- A. The parents and volunteers of the team will operate the concession stand under the supervision of the team President.
- B. Finance Officers will purchase food and supplies that is needed for the concession with the assistance of other officers or parents.
- C. There will always be an officer handling the money at the concession,

usually the finance officer or secretary.

- D. During concession, who ever handle the money will not serve the food.
- E. All food must be handled with paper towels or plastic wrap. Concession staff members will wear plastic/rubber gloves while working. All concession staff members must wash their hands on a frequently basis.
- F. **Only working staff will be allowed in the concession stand area. Coaching staff, etc. shall not loiter in the area. Only parents, team players and Volunteers who are working will be permitted in the concession area.**

Team 252 Basketball

Program Handbook

- G. The Concession stand shall be cleaned at the end of each day.
- H. Coaching Staff and Referees are entitled to FREE Gatorade and water. Limit (2) per game.
- I. A list of emergency numbers and key personnel telephone numbers shall be available in the concession stand for emergency use.
- J. All trash shall be removed from the concession stand at the end of each day. Rubber gloves shall be worn by the staff while handling trash.

Fundraisers:

There are several other methods of getting money for your team, such as raffles and bake sales. All fundraisers that will be using the Team 252 Name have to be approved prior to doing the fundraiser.

Team 252 Basketball

Program Handbook

Permission, Liability Waiver and Release Form

I acknowledge that the player is receiving valuable instruction and experience by her involvement with the Team 252 basketball team. I verify that my child has been checked by a licensed physician and is physically able to participate in the Team 252 Basketball program. In consideration thereof, I hereby grant permission

for _____ to participate in the Team 252 program to play, compete, train and otherwise participate in the Team 252 Basketball program including but not limited to workouts, practice games, tournaments, clinics, camps, fundraising activities and team building events.

I recognize the fact that basketball is a contact sport and that serious injuries can and do occur. I accept the full responsibility for any injuries that may occur to the player as a result of her participating in the Team 252 basketball program. I waive any and all liability against the Team 252 basketball program, coaches, trainers, volunteers, affiliated organizations, sponsors, and owners and operators of any facility utilized by the Team 252 Basketball program, and hereby release and discharge the same, from any claim loss, injury, cost, damage or expense incurred/sustained by or on behalf of the player as a result of the player's participation in the Team 252 basketball program. I further agree to indemnify and hold harmless all of the above organizations, coaches, trainers, volunteers and sponsors for any judgment awarded, attorney fees, and other expenses with respect to any claims, loss, damage, or expense which may be sought by or on behalf of the player or her family/guardian.

I further authorize the administration of the Team 252 Basketball program to release pertinent information about my daughter to college coaches and media for the purpose of enhancing the recruiting process. This information includes but is not limited to photographs, press releases and game summaries.

I understand that monies paid and donated to the Team 252 program are not refundable. I understand that participation in the Team 252 programs is done in accordance with the acceptance of this permission, authorization, release, and waiver form.

Parent's Signature

Date

Team 252 Basketball

Program Handbook

Playing Time

Playing time is always a difficult and delicate issue when to competitive sports. To ensure, that everyone clearly understands the process, we have listed the different criteria used by the coaching staff to determine playing time.

Acknowledging that practice time is essential to playing time in a game along with a positive attitude.

- Following coaching instructions in practice, translates to how a player will perform in a game situation
- Understanding that “Teamwork” is key and essential for the success of a team
- Understanding the role and position you have been assigned
- Supporting your teammates, at all times
- Placing the “Team First”, before your individual goals
- Working hard at all times, whether in practice or a game (No slacking off)
- Playing time is not guaranteed, everything is earned
- Above all, LISTENING to instructions.

Given the speed in which the games are played at this level, it is important that the coaches are in complete control of every aspect of all practices and games. We would appreciate your support in addressing all questions about playing time in game with Club President NOT the immediate Coach. The Coach’s role is to coach and to provide the necessary instructions to remain competitive. Therefore, the Club President will address all situations.

