



League Handbook

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2018 - 2019

This handbook is the governing document for the league. All league board members, site coordinators, recreation directors, coaches, and referees must implement and abide by this handbook. Parents, guardians, and other interested people are invited to review and comment on this handbook. Contact your local recreation director for a copy.

Ararat Youth Basketball League

2017 - 2018 Board of Directors

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FACEBOOK

<https://www.facebook.com/AYBLeague/>

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Welcome

Youth Sports Coaches, Officials, and Parents,

Thank you for your interest in Ararat Youth Basketball League. We are very proud of our basketball program and appreciate that your child is participating. This handbook will provide you with important information regarding our League and will also serve as a guide to being a "Youth Sports Parent."

Our mission is to provide your child with a positive introduction to basketball in a caring and fun environment. We are more than just a sports program. We hope that through our programs children not only learn the sports that they are participating in, but a little about themselves, sportsmanship and being a team player as well.

A majority of our coaches are parents that have volunteered their time to coach your children. Our coaches have all passed a background check and have received additional trainings and certifications.

We highly value each one of our participants. We know that without YOU, there is no US. Therefore, we hope to provide you with the best experience possible. Please feel free to call or e-mail us throughout the season with any comments or concerns that you may have. In order to provide the best programs possible, input from our participants is the best way to improve our programs. I look forward to speaking with many of you in the future.

Again, thank you for choosing AYBL for your child's athletic experience. We look forward to a successful season!

Sincerely,

AYBL Board

Thank You

If you are reading this you are probably one of the volunteers who make this program possible. Thank you! This handbook is designed to help you. It will be revised as new ideas and suggestions are made by you and other coaches and volunteers. All coaches and volunteers in the program are to read this handbook carefully and abide by the contents, including yearly revisions.

Introduction

The Ararat Youth Basketball League Handbook is the governing document for the league and affiliated travel teams. It is compiled, revised and distributed by the AYBL Board. Revisions are based largely upon recommendations by coaches and the board, as well as on evaluation and careful review of the effectiveness of current procedures. Input from the entire community is welcome and encouraged.

All coaches and volunteers in the program are to read this handbook carefully and abide by the contents including yearly revisions.

Philosophy

Our programs are skills-based for fun and recreation. All of our leagues are meant to be an introduction to sports for each participant. The emphasis is on FUN. We want each participant to enjoy sports outside of a competitive environment and to continue sports as they grow older.

Goals

- Create an environment in which children have fun and feel physically and emotionally safe
- Have fun while teaching the basic skills of the program
- Empower participants to do their best
- Model and teach good sportsmanship and healthy competitiveness
- Encourage participation and physical fitness
- Place the needs of the participants before adults
- Provide positive and rewarding volunteer opportunities for teenagers and adults

Player Goals

- Have fun
- Work toward a goal as an individual and team
- Practice good sportsmanship
- Experience the thrill of basketball participation

National Standards for Youth Sports

Standard #1 – Proper Sports Environment

Parents must consider and carefully choose the proper environment for their child. This includes: the appropriate age and development for participation, the type of sport, the rules in the sport, the age range of the participants, and the proper level of physical and emotional stress.

Standard #2 – Programs Based on Well-Being of Child

Parents must select youth sport programs that are developed and organized to enhance the emotional, physical, social, and educational well-being of children.

Standard #3 – Drug, Tobacco, and Alcohol-Free Environment

Parents must encourage a drug, tobacco, and alcohol-free environment for their children.

Standard #4 – Part of a Child's Life

Parents must recognize that youth sports are only a small part of a child's life.

Standard #5 - Training

Parents should insist that coaches are trained and certified.

Standard #6 – Parents Active Role

Parents must make a serious effort to take an active role in the youth sports experience of their child, providing positive support as a spectator, coach, and league administrator and/or caring parent.

Standard #7 – Positive Role Models

Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and supporting their child's coaches.

Standard #8 – Parental Commitment

Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.

Standard #9 – Safe Playing Situations

Parents must insist on safe playing facilities, healthful playing situations, and the application of proper first aid, should the need arise.

Standard #10 – Equal Play Opportunity

Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

Standard #11 – Drug, Tobacco & Alcohol-Free Adults

Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.

Communication

Communication is key to the success of activities of the Ararat Youth Basketball League. Coaches, board members, and recreation directors are expected to make full and frequent use of communication modes available to them.

Communication with the Board must be done by phone, email or in writing for board issues, concerns, and complaints. The AYBL Board members will not communicate with individuals by Facebook or Facebook messages.

Coaches shall not communicate with players/participants under 18 by social media, text messages, or other forms of electronic communications.

All parent/guardian communication should be done via phone, email, text or in person. Coaches are not permitted to use Facebook or Facebook messenger as a form of official communication.

In an effort to make communication easier - group apps are allowed (**Teamsnap**, Teamapp, Remind, etc.)

Inclement Weather

In the event of inclement weather each town's designated representative will contact the opponent's town designated representative to discuss conditions and make a decision. It is possible some teams will play and others will not based on different town conditions and playing times. Site coordinators will contact coaches who will contact players. Make-ups may be scheduled at the discretion of the coaches in consultation with the gym schedulers.

Cancellations will be posted as soon as determined on the league website www.leaguelineup.com/araratyouth, the league Facebook page www.facebook.com/araratyouthbasketball and WGME 13.

League Organization

Governing Board The Ararat Youth Basketball League (AYBL) will consist of a league director, treasurer, town recreation directors, as available, and four at-large board members representing each of the four towns in the league (Bowdoin, Bowdoinham, Harpswell and Topsham).

Voting

All board members will have one vote. The director shall cast an additional vote to break a tie.

Term

All Board Members (except recreation directors) shall serve a one-year term that begins in August and ends in May.

League Finances

The league shall have a treasurer who will maintain the league's checkbook and is required to provide to the board, a financial report upon request. Each town is required to pay to the league a fee set annually by the board. The fee must be paid to the league by mid-October of each year.

League Season

The league will operate from November to March. Games will start the first Saturday in December and conclude before February school vacation. Travel teams will organize and hold tryouts in October for 5th and 6th graders and in January for the 3rd and 4th graders.

Jersey Uniforms

Jersey uniforms will be distributed before the first game and returned at the last game (unless t-shirts are provided for kids to keep). Jersey uniforms will be reversible and have a number and "Ararat" or "Topsham"

printed on them. Jersey uniforms will not be permitted to have player names printed on them for either the Recreation or Travel League. Shooting shirts and other warm up gear is permitted and may contain player names as long as parents are willing to purchase separately. This cannot be a required purchase, optional purchase only.

League Director Responsibilities

1. Convene, set agendas and preside at AYBL board meetings.
2. Administer and oversee the operation of the league and affiliated travel league.
3. Schedule all board meetings, hearings, pre-season coaches meetings, clinics and other events as needed.
4. Communicate the number of teams to the schedule maker by the last week in October.
5. Maintain all appropriate files of meetings, history, complaints, hearings etc.
6. Communicate regularly with the board members.
7. Oversee inclement weather decisions which are made by the site coordinators.
8. Monitor the finances.
9. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions.

Board of Directors Responsibilities

1. Attend AYBL board meetings.
2. Take responsibility for policy making and administration of the league.
3. Keep the league director fully informed of the status of the program.
4. Consult with the league director to quickly resolve conflicts.
5. Ensure that all coaches receive and abide by this document, the Ararat Youth Basketball League Handbook.
6. Communicate the number of teams to the director by the last Friday in October.
7. Make inclement weather recommendations to the director.
8. Procure and distribute uniforms, equipment and supplies, as needed.
9. Record pre and post season inventory.
10. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions
11. Make certain AYBL Handbook, game balls, uniforms, scorebooks, etc. are provided to coaches.
12. Meet pre-season, post season and as needed with the league director to:
 - evaluate and revise the league procedures, rules, objectives and goals
 - discuss league issues
 - review the season
 - make appropriate changes
 - revise the handbook
 - organize travel league program

Site Coordinator Responsibilities

1. Obtain a schedule of available school gym time and submit it to the AYBL director and the appropriate recreation director.
2. Assist with the distribution of flyers and recruitment of players.
3. Communicate the number of teams to the director by the last week in October.
4. Procure coaches for teams and assign player.
5. Submit rosters to the AYBL director and appropriate recreation director prior to the start of the season.
6. Procure officials and gymnasium supervision for game days.
7. Schedule the facilities for team practices and games etc.
8. Periodically check the facility for safety hazards.
9. Correct the hazard or immediately report it to the appropriate person for correction.
10. Contact the league director in case of inclement weather and as needed notify the coaches, referees and recreation directors. Saturday contests must be cancelled by 7AM. Once notified site coordinators are responsible for contacting their community's coaches.
11. Conduct pre and post season inventory of equipment and uniforms.
12. Communicate equipment, uniform, handbook, first aid kit needs to the appropriate town recreation director.
13. Assist with uniform and equipment distribution.
14. Communicate regularly with coaches.
15. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions.

Referee Policies

1. Referees under age 18 may only serve with an adult referee.
2. Training clinics will be held periodically.
3. Referees must have an understanding of the game, especially when young adults are used.
4. Two referees should be assigned to each game, when possible.
5. Referees, in consultation with the site director, league director, or recreation director, may cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions. If no board member is present the referee may make the necessary decision.

SECTION 1

PARTICIPANT INFO

Recreational Players and Team Make-Up

1. Teams will be combined grades 3 and 4 and grades 5 and 6, separated by gender.
2. Equitable playtime for all players is the goal. No player will play less than 33% of a game and, if there are sufficient players, no player will play more than 75%. Players who play 33% of a game should be considered for additional playing time the following game so play is more equitable.
3. Only residents residing within the towns of the AYBL are eligible to participate in the AYBL Basketball program.
4. No player, who resides within the towns of the Ararat Youth Basketball League, will be denied entry into the league unless that denial is based on late registration or extenuating circumstances. The AYBL can deny any player the right to participate after notifying parent/guardian and conducting a hearing.
5. Players must play at grade level. No players may "play up".
6. Players must play on the team representing his/her school. If a school within the AYBL cannot field a team, players may be combined or moved to balance team numbers. Consideration beyond this must be brought to the board.
7. Players may not participate on more than one team within the AYBL, except on affiliated travel team.
8. All players parent/guardian must complete a registration form which must be in the possession of a coach at all practices and games.
9. Multiple teams from the same town/school must be divided by talent as equally as possible. Parent/guardian requests for team placement will be considered but not promised.
10. If a team has insufficient players at a game it is recommended that the opposing team rotates some players "on loan". On loan players playing time is not added to his/her percent of playing time.
11. A player ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
12. Any player who is ejected more than once from a game during the course of a season will be removed from the league for the balance of the season. If a player is ejected from the last game of the season the AYBL board has the option to carryover the one game suspension to the following season.

Player Responsibilities and Expectations

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of Harpswell Recreation Department to provide the highest quality of athletic programs to ensure that a child's experience with sports is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Harpswell Recreation has established the following responsibilities for participants to adhere to:

1. Players will listen to their coaches and be respectful of their elders.
2. Players will take care of the facilities, equipment, and uniforms, which they are given or participate in.
3. Players will make sure to eat the right foods and drink plenty of water before and after practices and games.
4. Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
5. Players will show good sportsmanship at all times, win or lose.
6. Players will not make sports a priority over school work or family.
7. Players will participate for the love of the game and social interaction with peers.

Players Code of Ethics

Players are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Players Code of Ethics Pledge:

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach if I cannot.
3. I will expect to receive a fair and just amount of playing time.
4. I will do my very best to listen and learn from my coaches.
5. I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed or abilities, and I will expect to be treated accordingly.
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
7. I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sporting events.
8. I will encourage my parents to be involved with my team in some capacity because it's important to me.
9. I will do my very best in school.
10. I will remember that sports are an opportunity to learn and have fun.

SECTION 2

PARENT INFO

Parent and Spectator Expectations

The mission of our programs is to teach and reinforce values relating to wholesome competition, good sportsmanship and fair play. It is expected that parents and spectators reinforce these values by exhibiting appropriate behavior at events.

A condition of participation in recreation events is that all parents and spectators agree to recognize the event as a recreational activity, and that all people in attendance have the responsibility to model appropriate behavior. The event is a unique opportunity for parents and spectators to be a part of a positive and productive environment and to model behavior appropriate to a recreational activity for children.

APPLAUD players for their efforts

ACCEPT the decisions of the coaches

APPRECIATE participants, volunteers and coaches for their commitment

SUPPORT staff and volunteers in conducting an orderly and spirited activity

REWARD sportsmanlike behavior through cheering

FOCUS attention on positive aspects of the child's/children's ability

ENCOURAGE players by showing enthusiasm and positive recognition

DEMONSTRATE concern for the physical and emotional safety and welfare of all

Expectations for Participation

1. Completed registration form to the town office with appropriate fee paid.
2. Child is within appropriate age range for program.
3. Expected to be able to make at least 3/4 of the practices.

Remember

The participants are children, not professional athletes. They will make skill and judgment errors. However, all participants are trying their best. Negative criticism will not help them improve and are unacceptable forms of expression. Focus attention on the positive aspects of performance. Remember the coaches are dedicated volunteers.

Compliments, Concerns or Complaints

Be open to player and **parent** comments and suggestions. Provide an opportunity and an avenue for them to do this.

Parent Policies

1. All parents are encouraged to attend games and serve as volunteers in the program.
2. All concerns involving the behavior of adults at either game or practices will be handled initially at the school/town level.
3. If your child stays home from school because of illness, please do not let them go to practice or game.
4. Board members, site coordinators and coaches are encouraged to remove from the practice, game or facility, any parent or adult who is verbally abusive, combative or is acting in a manner not accepted by AYBL.
5. See Appendix A and B for player and parent expectations.

SECTION 3

COACH INFO

Coach Expectations

- Every coach is required to fill out a Volunteer Application and return it to the Town they want to coach for. 5/6 travel applications should go to Pam LeDuc and 3/4 travel applications should go to Justin Keleher.
- Every coach is required to have a criminal background check done through their Town to ensure they have not been convicted of a crime against a minor child. This is a free service. Completed reports may not be given to the applicant.
- Coaches must be 20 years of age to be a head coach.
- All coaches are encouraged to become certified by a nationally accepted coaching program (NYSCA - National Youth Sports Coaches Association, ASEP – American Sports Education Program, AYSO – American Youth Soccer Organization, etc.) Topsham periodically offers these classes. Contact local recreation directors for possible reimbursement.
- Coaches are allowed to coach their own child.
- It is recommended that a head coach serve in the capacity of assistant coach prior to becoming a head coach.

Coaching Duties and Responsibilities

Coaches must know that they have tremendous influence, good or bad, on kids. The emphasis of this program is fun, basic skill development, and good sportsmanship. The coach is expected to provide an atmosphere in which all kids are treated in a fair and equitable manner. The coach must be aware of all safety issues and hazards associated with basketball and devote full effort in providing an atmosphere where participants are physically and emotionally safe.

Additional Coaching Expectations

Be a role model at all league activities.

1. Assume responsibility for following the procedures in this handbook.
2. Notify game referees and site staff of any child with special physical, social, emotional or peer needs that could help make sure that child has the best experience possible.
3. Attend the preseason coaches meeting.
4. **Carry copies of the medical information forms of players at all times so contact can be made with parent or guardian in the event of an accident or emergency.**
5. Contact players on your team members within 3 days of receiving the roster of names.
6. Communicate dates, times, places and changes to team members as needed.
7. Take responsibility for the pick up of equipment, uniforms, from the designated person at the site designated (at least one week prior to the start of the season).
8. **Set up practices. If practices are held twice a week they may not exceed 1 ½ hours each. If practice is held once a week it may not exceed 2 hours.** (See travel section for travel practice requirements.)
9. Organize age and activity appropriate practices, scrimmages, and games.
10. Only make schedule changes that have been approved by the site coordinator or league director.
11. Notify your opponent and site coordinator in a timely manner if you anticipate having insufficient players for a scheduled contest.
12. Assume responsibility for modeling sportsmanlike conduct and stress the importance of good sportsmanship to the participants.
13. Ensure that all participants are treated fairly and equitably.
14. Take appropriate and immediate action against disrespectful or inappropriate comments, cheers, gestures, harassment of players or officials, and any action that invites or encourages inappropriate behavior.
15. Keep the information on the registration forms private and destroy the forms by shredding or burning them at the end of the season. Failure to do so is in violation of the Freedom of Information Policy for children.
16. Provide for effective supervision during and after practices and contests. Never leave a child waiting to be picked up.
17. Notify the board, within 24 hours of any inappropriate conduct on the part of a participant, spectator, coach or parent.
18. Periodically inspect equipment and facilities etc. for safety, and report problems to the appropriate recreation director within 24 hours.
19. Participate in awards and recognition programs.
20. Take responsibility for the return of equipment, uniforms, etc, to the designated person at the site designated (within 2 weeks of the end of the season).
21. Assist in the preparation and clean up of facilities, before, during and after each use and before and after each season. Participants should have an active and regular role in maintaining spotless facilities. Practice the leave no trace policy.
22. Make sure all participants and spectators are aware that smoking is not allowed and possession of intoxicants and/or illegal substances is prohibited at recreation events and on school and recreational property.
23. Conduct activities in groups. For your protection, avoid being alone with a child.
24. Cancel or suspend a contest if there is no site director, board member or recreation director present and in the coach's view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions. Such cancellation shall be considered an emergency measure when an immediate action is necessary to handle a potentially hazardous or volatile situation.

These coaching responsibilities are not all-inclusive. Coaches are expected to use common practices and common sense. Suggestions for revisions and additions are welcome.

Coaching Hints

- Be the coach you would have wanted to play for.
- Believe in your players.
- Model good sportsmanship. It is a habit, most of which is established in practice.
- Give liberal praise but minimize talking. Kids learn by doing. Comment on a player's actions only when you really have something to say, otherwise they will tune out the constant chatter.
- Don't give false or constant praise. It will be turned out too.
- Judge the effectiveness of your practice by how many times each kid touched the ball, or performed a skill and had fun.
- Inject and encourage fun, humor and laughter.
- Don't use sarcasm it does not feel good, undermines your ability to coach and is not understood at this age level. Don't substitute yelling for constructive coaching.
- Understand that spirit is contagious and success is infectious.
- Practice fairness. Treat kids equally. Every player should receive equal practice time and be expected to share in duties such as picking up equipment, trash etc.
- Don't hesitate to say, "I am sorry", "I am wrong" and "I don't know".
- Never single out an individual player and scold or humiliate them in front of other people. Embarrassment creates contempt and insecurity.
- Provide a sense of security by being consistent and predictable.
- Be prepared to teach your players how to learn and how to accept coaching.
- Realize learning usually comes by making mistakes
- Research shows that an increase in volume of the coach's voice results in decreased comprehension on the part of the child.
- Remember kids may act tough but they are psychologically still kids, even the big ones.
- Remember players do not learn skills or strategies during a game situation.
- Know that for older players understanding the purpose of a drill is just as important as the ability to execute the skill.
- Ask for help when you need it. Common sense is the best guide.

Suggestions for Imbalanced Games

All coaches have experienced the dreaded moment when you are winning by an embarrassing margin or being beat so badly you wish you could disappear. This inevitable imbalance of team skill can be an opportunity to try some new ways to play the game. If the kids were playing pickup basketball with no adults they would find a way to balance the game and so should you as a coach.

In an effort to help coaches we have compiled a list of suggestions for coaches who find themselves in an unbalanced skill game. As you are aware our handbook calls for action by any team winning by more than 20 points. We believe none of the following suggestions take away from the integrity of the game because by limiting one area of the game you are forcing practice in another important aspect.

This list is timely as The University of Maine Sports and Coaching Initiative has released its report, "Sports Done Right: A Call to Action of Behalf of Maine's Student-Athletes". In essence, the report calls for coaches, parents and athletes to put teamwork and sportsmanship ahead of winning and individual achievement.

A winning coach can:

- Make a passing requirement which can be cued by a verbal signal rather than yell out "five passes before you shoot". Passing requirement may require bounce passes only, the ball be touched by all five offensive players before a shot, a minimum number of passes etc.
- Restricting the high scorer(s) to no shots until player X or X, Y and Z score. Some say this is not fair to the high scorer, but passing and positioning is as important at any level and this gives a chance for shooting development in other players
- Make players dribble with the opposite hand
- Designate who the next basket must be scored by, again this can be cued by a verbal signal so as not to embarrass the opponents.
- Shut off the scoreboard at 20 point. Reset the scoreboard at the end of each quarter or half.
- Assign the weakest guard of the winning team to the strongest player of the losing team.
- Play a "smart offense", cue word for no stealing, no shot blocking, no interception, no reaching. Go for the rebound after the shot. This forces practice on good position.
- Have players take turns bringing the ball down.
- Centers and guards exchange places
- If teams are of the approximate same size coaches can play lines like ice hockey with the players grouped by strength.

The trailing coach can:

- Adjust goals away from winning and to personal or team goals which may include such things as scoring for an individual, utilizing good screens or bounce passes or getting a certain number or % or rebounds.
- Admire a specific skill set of the other team and copy or learn from it. It is more productive than dwelling on the score and hating the other team for being good.
- Dwell on the little victories like a well-executed give and go or a good screen or rebound.
- Come away from the game with some personal, team highlights or good plays that may or may not have led to a score.
- Take it upon themselves to communicate with the opposing coach during the game rather than wait to the end and grouse.

If you as the coach do not feel comfortable approaching the other coach to ask for adjustments due to the score. You should feel free to talk to the AYBL site director or the referee and let them do the 'negotiating'.

Tips for Working with Parents

Coaching a youth league team is exciting and rewarding. But from time to time, you may experience difficulty with parents. Some may want their children to play more or they might question some of your judgments as a coach. This is normal, so don't feel that you're alone if this happens. Here are a few thoughts to remember when dealing with parents:

- Know what your objectives are and do what you believe to be of most value to the team, not to the parents.
- Encourage parental involvement. Always listen to their ideas and feeling. Remember, they are interested and concerned because it is their children who are involved.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- No coach can please everyone. Don't try.
- Most important, be fair. If you treat all players as equals, you will gain their respect.
- Resist unfair pressure. You are the coach and it's your responsibility to make the final decisions.
- Don't blame the players for their parents' actions. Try to maintain a fair attitude.
- Make certain all parents know your ground rules. Have your rules, regulations, philosophy, practice dates and times, etc., printed and distributed to all parents. Have a Parent Meeting.
- Be consistent! If you change a rule or philosophy during the season, you may be in trouble. If you do change something, make sure the parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd of people. Don't be defensive. Don't argue with parents. Listen to their views, remain calm and be courteous.
- Don't discuss individual players with other parents. The grapevine will hang you every time.
- Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain that you as the coach must be given complete control of your team when they are on your "turf".
- Parents must accept the fact that umpires, coaches and other league officials as volunteers should not be subject to public criticism.

Always remember that you will be dealing with children and parents with different backgrounds and ideals. One of your main challenges is to deal with these differences in a positive manner so it will be an exciting and enjoyable experience for all.

Parent Meeting

Why?

1. Affirms the goals and objectives of the coach and league.
2. Allows the coach the opportunity to find those parents interested in helping out with the team
3. Creates opportunity for coach to share his/her ideas on coaching, and participating from the beginning (i.e. responsibilities of the players, sportsmanship, practices, etc.)
4. Chance for the coach to review the rules for the game with parents.
5. Creates an open line of communication for parents.

When?

Plan on having your parent meeting 15 – 20 minutes prior to or after your first practice.

Welcome & Introduction - Share how excited you are about the upcoming season and having their children on your team. Share some of your relevant background as an athlete, coach, parent, etc.

Coaching Philosophy - Discuss principles in your own words, asking for questions on each before you go on to the next. Ask for parents' support in building a team culture that will reinforce those principles.

Discuss scenarios, such as "What if the official makes a questionable call against our team? Will you set a good example for the players and Honor the Game?"

Share your policy on playing time, missing practice, etc. If missing practice means less playing time, for example, tell parents in this meeting. You can avoid problems later by being clear now.

Let parents know when and where it is best to contact you (by e-mail, at work during the day, only in evenings, etc.).

Goals and Hopes for the Season - In addition to goals such as winning games and qualifying for playoffs, consider and discuss such goals as: • Players will love the sport at least as much at the end of the season as at the beginning • All players' knowledge of the sport will improve • All players will get as much meaningful playing time as possible • The parents will enjoy the season as much as the players.

Ask parents about their goals and hopes for the season. This may give insight into the players' motivation. You don't have to respond to everything right then – you can think about it and talk with parents later if they express goals that are inconsistent with your values.

Logistics - Make sure everyone has practice and game schedules, contact information, and equipment lists. Leave plenty of time for questions.

Remember, coaches and parents must work together to make youth sports fun and enjoyable for the children who wish to participate.

SECTION 4

SAFETY, FIRST AID & CONCUSSIONS

Safety/Injury

The coach must be cognizant of safety issues and hazards associated with sports and communicate these concerns to participants, and provide an atmosphere where participants are physically and emotionally safe. Parents or guardians should notify the coach of any pre-existing medical conditions that might affect the player during the course of the year (i.e. allergies, medications, physical impairments, etc.). Coaches should note these conditions and keep with him/her at all times in order to determine the severity of an accident and to assist medical personnel who respond to the scene.

1. The coach or department staff will treat minor injuries if qualified. Any major or life threatening injury or accident that may occur on the playing field or at the facility, during scheduled game/practice times will be handled as follows:
2. 911 will be called immediately.
3. Parent/Guardian will be contacted.
4. Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care.
5. If medical transportation is required, the charges incurred (if applicable) will be billed to the parents/guardians and/or parents/guardians' insurance policy. It is prohibited to transport a participant in a personal vehicle.

Facility and Equipment Safety

- Each coach is responsible for periodic inspection of equipment and facilities to insure they are safe. Kids are not allowed to climb on fence, picnic tables, etc.
- Each coach is responsible for reporting safety hazards to the appropriate person within 24 hours.

Hydration

Coaches are responsible for providing breaks to drink water during practices.

First Aid

- Each coach is responsible for reading the registration forms to check for medical concerns and for keeping the information with them and private.
- Each coach is responsible for knowing basic first aid and safety procedures. Coaches without this knowledge should seek assistance in obtaining a basic manual to read or review, they are available at the library.
- First aid kits are located in the garage and concession stand.
- Accidents must be reported within 24 hours to the recreation director.
- Blood spills and blood borne pathogens are a concern. Directions contained in the kits must be followed. Each first aid kit has a bio-hazard clean-up kit.

Policy and Procedure on Concussion and Head Injury

PURPOSE: The following policy and procedures are being implemented by Ararat Youth Basketball League with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries.

POLICY: It is policy of AYBL to educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions and the League requirement that participants, under the age of 18, suspected of a concussion or head injury are required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

DEFINITION: A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

PROCEDURE:

1. Distribution of Policy

A. Parents, coaches, assistant coaches, and site supervisors, associated with the sport/activity should become familiar with and have access to a copy of the AYBL Concussion and Head Injury Policy.

B. Parents, coaches, assistant coaches, and site supervisors, are strongly encouraged to view the "Heads Up: Concussion in Youth Sports" online course from the Center for Disease Control. This online course can be found at www.cdc.gov/concussion/HeadsUp/youth.html

2. Suspected Concussion Procedures

A. Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity and (2) may not again participate in any activity until cleared by an appropriate health care professional. **REMEMBER WHEN IN DOUBT SIT THEM OUT!**

B. The injured participant may not be cleared for practice or competition the same day that the sign, symptom or behavior associated with a concussion or head injury was observed.

C. The injured participant's' parent or guardian should be immediately notified of the suspected concussion or head injury so that they can be evaluated by an appropriate health-care professional.

D. An accident/ injury report form must be completed and submitted to the AYBL Board within 24 hours or on the next business day following the incident.

The parent or guardian of a participant who is suspected of a concussion or head injury must submit written medical clearance from an appropriate health-care professional to their Coach and the AYBL Board (or a Town representative) prior to returning to any activity. Players will not be allowed to participate until this document is produced.

Youth Abuse Prevention Policy & Procedures

As a youth-serving organization, Ararat Youth Basketball League considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies. We will report suspected abuse to the proper law enforcement agencies.

Policy and Procedures:

AYBL has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, athletes, and their families.

1) The Coach Recruitment process shall include the following:

- a) **Volunteer Application** – Every coach and volunteer working with youth must complete our organization’s written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least two individuals as references.
- b) **Screening** – The AYBL representative will interview each prospective coach/volunteer.
- c) **Background Check** – All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated every three (3) years for each coach.

2) An Abuse Prevention Orientation shall be conducted annually at the coaches meeting.

An AYBL representative will review this policy with coaches, volunteers and parents each year. “Protecting Youth Athletes From Sexual Abuse: Key Actions for Parents and Coaches,” will be distributed.

<https://devzone.positivecoach.org/resource/article/protect-athletes-sexual-abuse-key-actions-parents-coaches>

3) Prohibited Behavior

- a) Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b) Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c) Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- d) Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- e) Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach or volunteer must contact a Board Representative to inform them of this contact and the reason for it.

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4) Reporting of Suspected Child Sexual Abuse

- a) A Board Member of AYBL will be designated to receive reports of sexual abuse or other inappropriate conduct. This board member will promptly notify the proper law enforcement agencies.
- b) All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to a Board Member of AYBL. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- c) Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
- d) AYBL, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.

Gymnasium Use

AYBL and the Towns of Bowdoin, Bowdoinham, Harpswell and Topsham work closely with MSAD 75 for use of the gyms to conduct its basketball games and practices.

- 1. AYBL will provide a site supervisor for all games at HCS gym. It is usually a recreation director, however could be a Board Member or other Town representative.
- 2. School gymnasiums are owned and operated by MSAD #75. Use of school gymnasiums by AYBL is permitted through cooperation between the school system and the Recreation Departments.
- 3. Recreation schedules are subject to sudden schedule changes as a result of school activities.
- 4. Abuse of facilities and fields (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of our privileges.
- 5. There is a water only policy in school gyms.

Please remember to treat facilities with care and abide by all facility rules to ensure continued use.

SECTION 5
TRAVEL TEAM

TRAVEL TEAMS

The Ararat Youth Basketball League sponsors two travel leagues. The 5/6 girls and boys travel teams and the 3/4 boys and girls travel teams.

5/6 Travel Program:

The Ararat Youth League 5th and 6th Grade Travel Program participates in the Cape Elizabeth Community Services Travel League. Teams consist of 10 to 12 players who participate in either A, B or C Level Competition, designated by skill, not grade. Try outs for the 5th & 6th Grade Travel Teams will take place at Mt. Ararat Middle School in October on dates set by the league. This program runs consecutively with the recreation season. Participants selected for the travel team must also participate in their Towns' recreation team as well as play on the travel team in the league.

3/4 Travel Program:

The Ararat Youth League 3rd and 4th Grade Travel Program participates in about 12 local games with towns such as Topsham, Wiscasset, Bath, Brunswick, and competes in the Brunswick 3/4 grade basketball tournament in March. The team consists of 10 to 12 players. The team is chosen just before the end of the recreation season is over and continues through the end of March. Participants wishing to try-out for this travel program must have played on a league team with their local recreation departments during the normal season.

Registration:

Separate registration forms are required for Travel team participation. Once chosen for the team the coach will hand out these forms to the participants along with a medical form. The medical forms must be filled out and returned to the coaching staff before the second practice. These forms must be kept by the coaching staff at all times.

5/6 Travel- a \$50.00 fee is charged for participation (Returned to the coach with the registration and medical forms prior to the start of the second practice).

3/4 Travel- a \$20.00 fee is charged for participation (Returned to the coach with the registration and medical forms prior to the start of the second practice).

Try-Outs:

Try-Outs will be conducted for athletes wishing to compete on the travel teams. 5/6 grade try-outs will be conducted before the recreation season begins, while the 3/4 grade try-outs will be held just before the recreation season ends.

5/6 Grade Try-Outs: Any athlete in Grades 5 and 6 (from the Ararat Youth Basketball League excluding Richmond) is welcome to try out for the travel teams. Parents and athletes must realize this is a higher level of competitive play with games during the week and on weekends. Travel is required to schools outside the normal league schools.

3/4 Grade Try-Outs: 3/4 Grade Coaches from each town will nominate athletes currently playing on their team to their towns Recreation Director who they feel are ready for the advanced play of the travel team and send to the try-out session. Recreation Directors will submit the list of names from each town to the Director of the Ararat Youth Basketball League prior to the try-out date for final review. The Ararat Youth Basketball Leagues decisions regarding the travel teams are final. Parents and athletes must realize this is a higher level of competitive play with games during the week and on weekends. Travel is required to schools outside the normal league schools.

Procedures for Try-Outs:

Parents will sign in their child on the provided information form. Upon entering the gym each participant will be given a jersey with a number. Each participant will be referred to by this number and or their first name for the duration of the try-outs. The participant information form will be collected at the gym door, the participant's number written in the corner and placed in a file until the try-outs and teams have been chosen. This information will be passed onto the head coach for contact purposes.

Try-Outs are a conducted in a closed session. Parents will be asked to remain in the hallway during this process.

Evaluators from each town will be in the gym observing the athletes on many different areas (Skills, dribbling, shooting, passing etc.). Evaluators each use their own scoring system and rank the participants. Once the tryout is over discussion will be had by all the evaluators and a team out of the participants will be formed.

Once the try-outs are complete and a team has been chosen the selected coach will notify the selected participants, set up practices and began the travel season. (See Coaching Guidelines)

5/6 Grade try-outs will be held on three nights. Participants must attend two of the three sessions to be considered for the team. The 3/4 Grade try-outs will be held in one session, and all participants must attend to be considered for the team

The Ararat Youth Basketball League will make all attempts to have the try-outs as unbiased as possible. The Board decisions regarding the travel teams are final. A league representative will be present at each try-out session.

Coaches:

Those interested in coaching a travel team should submit the "Travel Coach Application" no later than five days before the first try-out session. Applications will be reviewed by the Ararat Youth Travel League and select a coaching staff for each travel team. Coaches will be chosen based on interest, performance during the current and previous seasons, and with thought to who best serves the players, parents and Ararat Youth Basketball League.

Coaching requirements and responsibilities as mentioned in this handbook will be followed. The Ararat Youth Basketball League sets high expectations for the coaching staff with these teams. Coaches are representing the reputation set forth years before the Ararat League, which has always been a positive point with the other towns we play. Although during the recreation season each coach may coach for a different town the chosen coaching staff will be coming together to form the Ararat Youth Travel Team. This is the time where all personal agendas need to be set aside; any town biases become the past and the coaching staff coaches the young athletes to represent the Ararat Youth Basketball Program as a whole.

As a coach the Ararat Youth Basketball League expects coaches to place the physical and emotional well being of the players ahead of personal desires. We expect coaches will treat each player as an individual remembering the large spread of physical and emotional development at this age group. We expect our coaches to provide a safe atmosphere, treat each player fairly, with dignity and to lead by example. Lastly we expect our coaches to remember this is a youth sport, you are a youth coach and that the game is for the children not the adults.

Once a coach is chosen the selected teams will be given to them to contact and begin the season.

5/6 Travel Coaches will coordinate with the League Travel Coordinators regarding hosting games, Officials and game management.

3/4 Grade Travel Coaches are responsible for contacting other teams to schedule games, local recreation directors to schedule gym time, setting up the gym before their games, cleaning up the gym after their games and securing officials in accordance with the league Referee Policies for their games in this handbook.

The Ararat Youth Basketball League has the right to accept and or reject any or all coaching applications. The boards' decisions are final. League representatives may be present at any games or practice and report to the league any pertinent information. The board reserves the right to remove a member of the coaching staff at any time if they do not feel they conducting themselves in accordance with the league's mission and philosophy.

Practices:

3/4 Grade Travel practices may not exceed 1.5 hours and should be split between the towns with players on the team if gym time/space is available. While recreation basketball is still going on practices may be once a week. After recreation season is over, practices may be twice a week.

5/6 Grade Travel practices may be held twice a week and may not exceed 1.5 hours each. If practice is held once a week, it may not exceed 2 hours.

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Games:

5/6 Travel: League schedules will be set by the director of the Cape Elizabeth Travel League. Regular recreation seasons schedules will be offset to accommodate for the travel team participants.

3/4 Travel: Coaches will arrange for games and tournaments. The number of games should be about 12. This could be 2 tournaments plus 4-6 games or 1 tournament plus 6-8 games or any combination that equals 12 or less. (Coaches must request funds from the treasurer prior to entering the tournaments. Checks will be sent directly to the tournament host). Participating towns contact information will be provided prior to the start of the travel season for scheduling purposes.

Rules: Coaches should be aware that they may find different game and tournament rules become in effect during the travel program.

First Aid Kits:

All teams must have a first aid kit and bio hazard kit for blood spills with them at all practices and games. The Ararat Youth Basketball League will provide each team with a first aid kit to be turned in at the end of the season.

Uniforms:

Regular season recreation program uniforms will not be used. A separate uniform jersey will be issued by the coaching staff at the beginning of the travel program. These uniforms must be turned in at the end of the travel season.

Replacement Costs:

\$25.00 to replace uniform Jersey

\$15.00 to replace uniform Shorts (3/4 grade only)

Additional uniforms or shirts may not be purchased and no additional funds may be requested from parents unless approved by the Ararat Youth Basketball League ahead of time.

As an affiliate of regular recreational season play the AYBL administers participation for 5th and 6th grade travel teams divided by gender. Travel teams are for players who seek a greater time commitment and more competitive play. Tryout for travel teams will be held in September/October followed by team placement. Although this is a competitive program, player development and fair play is stressed. There is a \$50 fee for travel play.

APPENDIX

- A. Parent Code of Ethics and Sideline Demeanor
- B. Player Code of Ethics
- C. AYBL Rules, 3/4 Grade & 5/6 Grade
- D. Compliment, Concern & Complaint Info and Form
- E. Behavior Report
- F. Injury Report
- G. Ejection Report
- H. Substitute Rotation Chart
- I. Travel Coordinator Duties, 3/4 Grade & 5/6 Grade

Appendix A

Parent Code of Ethics & Sideline Demeanor

Your child is participating in a youth sports program. Participation in sports programs is very valuable to the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem and fair play all contribute to the overall growth and maturation of young people. We are a community whose goals are to instill these values/qualities in all participants regardless of individual athletic ability or the final score of the game.

Your role as a spectator has a significant impact upon the success of our program. Therefore, we need you to fully understand and completely accept the standards of behavior which are detailed below. I therefore agree:

1. I will remember that children participate to have fun and that the game is for youth and not adults. _____
2. I understand that children play sports to have fun, make friends, and to learn new skills; therefore, I will praise effort as well as execution in order to keep sports in the proper perspective_____
3. I will inform the coach of any physical disability or special needs that may affect the safety of my child or the safety of others.

4. I will learn the rules of the game and the policies of the league._____
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game. _____
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing or taunting, refusing to shake hands or using profane language or gestures. _____
7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes. _____
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence. _____
9. I will demand that my child treat other players, coaches, officials, and spectators with respect. _____
10. I will praise my child for competing fairly and trying hard. _____
11. I will promote the physical and emotional well-being of the athletes ahead of any personal desire I may have for my child to win.

12. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game and will take time to voice my concerns at a later time with the coach. _____
13. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use at all sporting events. _____

I fully understand and completely accept the standards of behavior outlined. My initials by each standard and signature below will serve as my public acknowledgment of my unconditional agreement with each standard contained in this document. I realize that if at any time my behavior becomes non-compliant with any of these standards I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal and/or written warning by the head coach, official or Recreation Dept.
- One or multiple game suspension.
- Indefinite suspension.

Name of Child/Children _____ Date _____

Parent's Printed Name _____

Parent's Signature _____

Player Code of Ethics

Players are expected to conduct themselves in a positive manner regarding their youth sports experience and accept responsibility for their participation by following the Players Code of Ethics Pledge:

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship. _____
2. I will attend every practice and game that I can, and will notify my coach if I cannot. _____
3. I will expect to receive a fair and just amount of playing time. _____
4. I will do my very best to listen and learn from my coaches. _____
5. I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed or abilities, and I will expect to be treated accordingly. _____
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun! _____
7. I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sporting events. _____
8. I will encourage my parents to be involved with my team in some capacity because it's important to me. _____
9. I will do my very best in school. _____
10. I will remember that sports are an opportunity to learn and have fun. _____

I fully understand and completely accept the standards of behavior outlined. My initials by each standard and signature below will serve as my public acknowledgment of my unconditional agreement with each standard contained in this document. I realize that if at any time my behavior becomes non-compliant with any of these standards I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal and/or written warning by the head coach, official or Recreation Dept.
- One or multiple game suspension.
- Indefinite suspension.

Child Name _____ Date _____

Child Signature _____

Parent's Name/Signature _____

Ararat Youth Basketball League Grade 3 – 4 Rules

Overall philosophy: **The purpose of this league is to assure that children have fun while learning individual and team skills in the game of basketball.**

All players must play a minimum of 33% of the game if the number of players on the team allow for it. Likewise, no player may play more than 75% of the game. Players who play 33% of a game should be considered for additional playing time the following games so play is more equitable.

- All games will be played on nine (9) foot hoops.
- Games will be four (4) – eight (8) minute running time periods. However, the clock will stop on all dead balls during the last minute of each quarter. Substitution will only be allowed half way through each quarter, at the 4 minute mark (no free subbing). The timekeeper will notify the referee at the 1st play stoppage after the half-way point of the quarter. Coaches shall not use this time as a time out. They must be ready to substitute immediately. If the referee feels that a coach is taking excessive time the team will be charged a time-out.
- The league will utilize a 12-foot foul line (regulation is 15). Each school is responsible for marking the appropriate distance in their own gym. Foot faults will not be called.
- The clock will be stopped for all substitutions, injuries or while a player is shooting foul shots.
- Each team is allowed 2 time-outs per half.
- All players must wear a team shirt and it must be tucked in.
- Only man-to-man defense will be allowed and must stay within 6 feet of his/her player on ball side. Defensive players must be matched with offensive assignment. Double teaming will be allowed in the lane area only. "Switching" concepts must be taught and adhered to. Weak-side help will be allowed, but the defender must stay out of the lane until the offensive player enters the lane. Penalty-Offense gets the ball under their basket.
- No "running the score". A team that, in the opinion of an AYBL official, is determined to be running a score higher than is necessary to win a game (20 points or more), and shows no changes in their approach to help keep the game closer, may be approached by an AYBL official, who may stop the game to discuss alternatives to keep the score closer.
- No full court presses will be permitted. Pick up players at the top of the key, no defensive line at 1/2 court.
- The league will utilize the 28.5 (women's size) ball.
- 3 point field goals will not be allowed.
- Players must report to the scorekeeper's table before entering to the game.
- If one of only five remaining eligible players should foul out, that player will be allowed to stay in the game. However, for each additional foul by that same player a 2-shot penalty will occur and the offensive team will retain possession of the basketball (treat the same as a technical foul).
- Half time shall be 5 minutes in length as time allows.
- There will be no overtimes during the regular season. All games that end in a tie will remain a tied game.
- The home team must supply the scorebook and scorekeeper.
- The home school must have a first-aid kit available during all games.
- If a team does not have 5 eligible players on the floor 10 minutes after the scheduled start time, Coaches may choose to make accommodations to play the game (i.e. borrow a player from the opposing team).
- Water only policy for players.
- Jewelry shall not be worn. Religious and medical-alert medals are not considered jewelry and may be worn taped (religious under the uniform and medical visible).
- At the end of the game all players are required to line up, shake hands, and show good sportsmanship toward their opponents.

revised 9/15

Ararat Youth Basketball League Grade 5-6 Rules

Overall philosophy: The purpose of this league is to assure that children have fun while learning individual and team skills in the game of basketball.

All players must play a minimum of 33% of the game if the number of players on the team allows it. Likewise, no player may play more than 75% of the game. Players who play 33% of a game should be considered for additional playing time the following game so play is more equitable.

- All games will be played on ten (10) foot hoops.
- Games will be four (4)-eight (8) minute running time periods. However, the clock will stop on all dead balls during the last minute of each quarter.
- Substitution will only be allowed half way through each quarter, at the 4 minute mark (no free subbing). The time keeper will notify the referee at the 1st play stoppage after the half way point of the quarter. Coaches shall not use this time as a time out. They must be ready to substitute immediately. If the referee feels that a coach is taking excessive time the team will be charged a time-out.
- The league will utilize a 15 foot foul line. Foot faults will not be called.
- The clock will be stopped for all substitutions, injuries or while a player is shooting foul shots.
- Each team is allowed 2 time-outs per half.
- All players must wear a team shirt and it must be tucked in.
- Only man-to-man defense will be allowed and must stay within 6 feet of his/her player on ball side. Defensive players must be matched with offensive assignment. Double teaming will be allowed in the lane area only. "Switching" concepts must be taught and adhered to. Weak-side help will be allowed, but the defender must stay out of the lane until the offensive player enters the lane. Penalty-offense gets the ball under their basket.
- No "running the score". A team that, in the opinion of an AYBL official, is determined to be running a score higher than is necessary to win a game (20 points or more), and shows no changes in their approach to help keep the game closer, may be approached by an AYBL official between quarters to discuss alternatives to keep the score closer.
- Full court presses will be permitted during the 2nd half of the game only. However, a team with a lead of greater than 10 points will not be allowed to press.
- The league will utilize the 28.5 (women's size) basketball.
- 3-point field goals will not be allowed.
- Players must report to the scorekeeper's table before entering the game.
- If one of only five remaining eligible players should foul out, that player will be allowed to stay in the game. However, for each additional foul by that same players, a 2-shot penalty will occur and the offensive team will retain possession of the basketball (treat the same as a technical foul).
- Half-time shall be 5 minutes in length as time allows.
- There will be no overtimes during the regular season. All games that end in a tie will remain a tied game.
- The home team must supply the scorebook and a scorekeeper and first aid kit.
- If a team does not have 5 eligible players on the floor 10 minutes after the scheduled start time coaches may choose to play the game by making accommodations to play (i.e. borrow a player from the opposing team).
- Water only policy for players.
- Jewelry shall not be worn. Religious and medical-alert medals are not considered jewelry and may be worn taped (religious under the uniform and medical visible).
- At the end of the game all players are required to line up, shake hands, and show good sportsmanship toward their opponents.

revised 9/15

Complaints

1. Anytime a player or coach is ejected from a game, the representing board member is required to fill out an ejection documentation form (appendix G) and submit it to the league director as soon as possible.
2. All complaints will be initially handled at the town/school level by the appropriate AYBL board member.
3. All parent, guardian, referred, spectator or coaches concerns or complaints shall be documented on the Compliment, Concern, Complaint Form (appendix D) and submitted to the appropriate town board member.
4. All complaints of a serious nature must be brought to the AYBL board immediately for review.
5. Once a complaint has been brought to the AYBL board the coach in question must appear before the board for a hearing.
6. All decisions and incidents of a serious and consequential nature must be brought to the director within 48 hours.
7. A coach being ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
8. Any coach who is ejected more than once from a game during the course of a season will be removed from the league for the balance of the season and will not be allowed to return to the AYBL in the future
9. If a coach is ejected from the last game of the season, the AYBL board has the option to carryover the one (1) game suspension to the following season.
10. Any coach who verbally or physically threatens a referee will be permanently removed from the league.
11. A coach who behaves inappropriately at any AYBL activity will be suspended from coaching for the remainder of the season or indefinitely.
12. All board decisions are subject to appeal and will be heard at the discretion of the league director.
13. All board decisions are final.

Return completed form to the appropriate town recreation director or board member.

AYBL Compliment, Concern, and Complaint Form

Date: _____

Date of game or practice: _____

Please circle the appropriate response

Town Represented: Bowdoin Bowdoinham Harpswell Topsham

Division: 3/4 Girls 3/4 Boys 5/6 Girls 5/6 Boys

Team: _____

Compliment, Concern, Complaint: _____

What action would you like to see? _____

Why? _____

To be completed by AYBL League Director

What was the finding of AYBL board member(s)?: _____

Action taken by AYBL: _____

Behavior Report

Player Name _____

Date _____ Coach _____

- Refusing to work/play
- Disrupting others
- Excessive and inappropriate attention seeking behaviors _____
- Destroying property
- Using inappropriate language or gestures
- Not following directions
- Using physical aggression
- Other _____

Brief Description _____

Actions Taken _____

Player: Next time I will _____

Player Signature _____

Coach Signature _____

Injury Report

Player Name _____

Date _____ Coach _____

Practice/Game _____

Type of injury sustained _____

Other people involved/injured _____

Player was:

- Treated and played
- Treated and sat out
- Taken home by parents
- 911 was called
- Taken by ambulance
- Ambulance was refused

Other info _____

Coach Signature _____

Parent Signature _____

Return completed form to the AYBL director who will report the ejection with all board members.

Ejection Report

Individual Ejected: _____

Date of Ejection: _____

Please circle the appropriate response

Town Represented: Bowdoin Bowdoinham HCS Topsham

Division: 3/4 Girls 3/4 Boys 5/6 Girls 5/6 Boys

Team: _____

Was this ejection the first offense? Yes No

What actions precipitated the ejection? _____

Who initiated and carried out the ejection? _____

And what was their role in the game? Referee Coach AYBL Representative

Name of AYBL member filing report: _____

AYBL board of director's action: _____

Substitute Rotation Chart

We will play four 8-minute quarters. Substitutions will happen at the 4-minute mark (or the closest dead ball). This is to guarantee all players get equal playing time at the recreational level.

Before the game begins the coach must assign each player a number (1-12) on the substitution chart and follow the corresponding pattern for the game.

Late Players: any player that arrives after the start of the game may be added to your pattern as the highest number in your pattern. Your team will change to the new # rotation.

Injuries or Disqualifications: if a player becomes injured or disqualified and cannot continue to play, you will replace them with the highest numbered player (from your assigned sub numbers) that is sitting on your bench. You will continue to follow the correct chart at your next substitution time.

Substitution Pattern Player Numbers	Player Names	Jersey Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

7 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,1,2,3
2nd Quarter	4,5,6,7,1	2,3,4,5,6
3rd Quarter	7,1,2,3,4	5,6,7,1,2
4th Quarter	3,4,5,6,7	1,2,3,4,5

8 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,1,2
2nd Quarter	3,4,5,6,7	8,1,2,3,4
3rd Quarter	5,6,7,8,1	2,3,4,5,6
4th Quarter	7,8,1,2,3	4,5,6,7,8

9 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,1
2nd Quarter	2,3,4,5,6	7,8,9,1,2
3rd Quarter	3,4,5,6,7	8,9,1,2,3
4th Quarter	4,5,6,7,8	9,1,2,3,4

10 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	8,9,10,1,2	3,4,5,6,7
3rd Quarter	5,6,7,8,9	1,2,3,4,10
4th Quarter	6,7,8,9,10	1,2,3,4,5

11 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	11,1,2,3,4	5,6,7,8,9
3rd Quarter	10,11,1,2,3	4,5,6,7,8
4th Quarter	9,10,11,1,2	3,4,5,6,7

12 Person Team	Start of Quarter	4 Minute Sub
1st Quarter	1,2,3,4,5	6,7,8,9,10
2nd Quarter	11,12,1,2,3	4,5,6,7,8
3rd Quarter	9,10,11,12,1	2,3,4,5,6
4th Quarter	7,8,9,10,11	12,1,2,3,4

Travel Coordinator Duties

Grades 3/4

- Run/attend 3/4 travel tryouts (boys and girls).
- Help 3/4 travel coaches schedule home games.
- Act as site coordinator for all 3/4 travel home games.
- Responsible for scheduling referees and scorekeepers for all home games during 3/4 travel season.
- Should be as well informed as possible so as to be able to answer any questions coaches, parents or players may have.
- When scheduling a home game 3/4 Travel Coordinator must notify the town's Recreation Director to be sure the facility is available.
- Must be able to explain to all 3/4 recreation coaches the skill level that a travel player should have in order to be recommended for tryouts.
- Provide all needed contact information for Recreation Directors and coaches from surrounding towns.

Grades 5/6

- Coordinate and attend 5/6 travel tryouts (boys and girls).
- Attend coaches meeting in mid-October with Cape Elizabeth Travel League.
- Work directly with Cape Elizabeth Travel League to schedule home games.
- Help the 5/6 travel coaches schedule/practices.
- Act as site coordinator for all 5/6 travel home games.
- Supply med kits and uniforms for all teams and collect when season is over.
- Should be as well informed as possible so as to be able to answer any questions coaches, parents or players may have.