

Saint Mary Boosters, Inc.

Basketball Guidelines

Origin

The St. Mary Grade School Basketball Committee was formed in 2001 to develop guidelines for coaches, participants and parents to ensure consistency in the operation of the basketball program.

Description

This committee is a group of Booster members assigned by the President to set guidelines for all basketball participants. The committee will coordinate the coaches' reviews, recommend coaching positions, run the annual tournament and reevaluate the guidelines on an annual basis.

Membership

This committee will consist of five (5) to nine (9) members from the Boosters and preferably have (1) independent member appointed and the Athletic Director (as a non-voting member) to oversee the basketball activities within the parish. Any booster member in good standing will be eligible to become a member of this committee. Members are to sign-up at the September Booster Meeting. Final appointments to the committee will be announced at the October meeting. New members will be brought on as vacancies occur. At that meeting, a chairperson will be elected by the committee and approved by the President. Each member will have equal voting rights.

Basketball Committee Structure

- A SMB Board member shall not serve as a voting committee member
- It is preferred that all committee members be an active Boosters member in good standing as defined in Article III of the Constitution & By-Laws
- The independent member, acting solely as an observer of the committee will be appointed by the school principal as a non-voting member

Basketball Committee Responsibilities

- The committee shall be responsible for student registration for participation in the basketball program
- The committee shall recommend roster size and selection methods to the board. All alternatives should be submitted with justification for method selected
- The committee shall recommend coaches to the board for approval. Alternatives should be submitted with justification for coaches selected
- Coordinate the activities surrounding the annual St. Mary Basketball Tournament
- A representative of the Basketball Committee should attend each Booster meeting
- Review basketball policies and procedures on an annual basis
- A committee member will be responsible to coordinate the opening and closing of both gyms for basketball league games

General Basketball Guidelines

The basketball coaching staff at St. Mary is committed to promote Christian values and must Always keep the highest standards. The basketball program at St. Mary exists to enhance the Development of both life and sports skills and teamwork. We recognize that the coaching staff is Very significant in the social and physical development of our children and strive to provide a positive experience for all children who participate. Winning is encouraged but should never be above sportsmanship and teaching skills necessary to promote a healthy Christian life. The following are guidelines that the St. Mary Boosters have developed to support that policy.

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1. All students must be in good academic standing to participate.
2. A student whose conduct or actions that results in a school detention will be suspended from participation as seen fit by the principal. The coach must yield to the opinion of the academic staff at St. Mary.
3. Any player involved in a physical altercation that results in an assessed technical foul is required to sit out the next game (either league or tournament) and a written report is to be filed by the coach. The player will be required to attend the suspended game. Any player or coach ejected will be subjected to and follow the punishments as outlined in KHSAA rules.
4. The limit to the number of games a St. Mary team may play in a season is as follows:
 - 2nd, 3rd & 4th grade = 20 games
 - 5th & 6th grade = 25 games
 - 7th & 8th grade = 30 games

Tournaments are to be counted as 1 game. The amount of tournaments played in are paid for by the Boosters will be reviewed on an annual basis.
5. Coaches are to provide the Athletic Director with an updated list of all tournaments that the coach agrees to participate in.
6. The minimum limit to playing time for a student athlete in good standing is as follows:
 - Kindergarten thru 4th grade- equal playing time
 - 5th grade – 1 quarter minimum in each game
 - 6th grade – ½ quarter minimum in each game if a 5th/6th grade combo team is necessary, 5th grade playing time rules will be enforced.
 - 7th and 8th grade - playing time should be reflective of ability, effort, attendance at practices, and commitment to the team. Coaches at the 7th and 8th grade level should work collaboratively with parents in helping all student athletes understand that not everyone who is on the team will pay equal amounts. However, playing time for all is expected at the 7th and 8th grade level. For example, simply putting a player in the game for two minutes and calling that playing time is not acceptable. “Winning at all costs” or the exclusion of participation of eligible players is never tolerated.

These limits apply per game. Playing time cannot be banked.

These rules apply to all games in a St. Mary uniform (league and tournament). The coach may limit playing time for valid reasons as identified in the Coach, Parent and Children’s Rules and Ethics section, as long as it is communicated to all parties prior to the game.

7. All practice sessions must end by 8:45 PM and the gymnasium must be closed prior to 9:00 PM.

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8. No team is permitted to participate in games scheduled on a school night (Sun – Thurs, or any day school is in session the next day) with a start time as follows:
- Kindergarten thru 4th grade - 7:30 PM
 - 5th and 6th grade - 8:00 PM
 - 7th and 8th grade - 9:00 PM

Any game that is scheduled for the times stated above and is expected to start more than 30 minutes later is to be rescheduled or forfeited if necessary.

9. If a student/athlete misses school the day of a game or practice due to illness, they will not be permitted to play in a game or participate in practice that day.

School Handbook, page 15:

“A student who misses a half or entire day of school on the day of a practice or game may not participate or play that day.”

If an edibility issue arises, the principal will notify the Boosters President, Athletic Directors, and/or coach. Follow-up communication will depend on the nature of the eligibility issue (see handbook)

10. If a student athlete misses any practice or game time due to an injury that requires medical attention, a doctor’s release will need to be presented to the coach at least 24 hours before that student athlete can resume athletic activities.
11. If during a practice or game, a coach or official determines a player should not participate due to what is suspected to be an injury, the coach has the authority to restrict that player from participating.
12. No game or practice is allowed in the school gymnasium during evening religious education at the school or any Holy Day.
13. At least 2 active Virtus trained adults must be in attendance at every practice and games. If teams are coached by 2 members of the opposite gender, a parent of the same gender that is active Virtus trained must be present in the locker room before the game, at half time, and at the end of the game.
14. Coaches who follow the rules and guidelines documented herein can expect the full support of the Boosters.
15. Any wish to vary from the guidelines must be submitted in writing to the Basketball Committee and will be voted on by that Committee and approved by the Board.

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Coaches - Rules and Code of Ethics

1. Must at all times conduct themselves in a manner that represents the Christian values taught at St. Mary. This includes both physical and verbal character level while representing St. Mary at outside sporting events.
2. Treat all players with respect and encourage the development of each child's skills, promote teamwork and sportsmanship while also having fun.
3. The use of inappropriate language will not be tolerated. Violations of this may result in disciplinary action, suspension or loss of coaching privileges. Proposals for disciplinary action will be submitted by the basketball committee chair and approved by the board.
4. Address all participants, opposing coaches, fans and officials with respect. Threats and unsportsmanlike conduct will not be tolerated at practices or games.

A report form has also been generated for coaches to document to the Athletic Director any activity that the coach feels is a concern or warrants suspension of the child or parent from St. Mary basketball.
5. Recognize the correct expectations and requirements of the children appropriate for the age group involved.
6. Must abide by the St. Mary General Basketball Guidelines for the age group involved as well as the rules for the league competition involved.
7. Communicate to parents and student athlete and the Boosters Athletic Director when action is being taken that will impact a player's participation per the normal rules and guidelines.
8. Must make every effort to transfer knowledge of the sport to the student athlete to a level that is consistent with the competition involved.
9. Must be responsible for, and the return of, any sports equipment, including keys to the gym, provided by St. Mary necessary to represent the school (equipment and uniforms).
10. Must be responsible for the condition of the facilities and any damage caused by their team.
11. Must submit to the Basketball Committee a schedule and roster prior to the first game of the season.
12. Must also submit an amended schedule that includes tournament games added during the sport season.
13. Must hold all roster and waiver forms until the end of the sport season.

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Parents Rules and Code of Ethics

Parents must recognize that basketball, as in all sports is meant to be fun for the children. Too often we as parents take sports much too seriously. At St. Mary we are taking a proactive approach to improve the sportsmanship of all who are affiliated with our school at sporting events. We have established the following guidelines for parents to clarify our expectations. I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parent's Code of Ethics:

1. I will remember that the game is for youth - NOT adults.
2. I will at all times conduct myself in a manner that represents the Christian values taught at St. Mary.
3. I will remember that participants, opposing coaches, fans, and officials must at all times be treated with respect.
4. My actions not only reflect on myself, but also on St. Mary School.
5. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or tournament.
6. I will place the emotional and physical well-being of my child and teammates ahead of my personal competitive desire to win.
7. I will insist that my child play within the rules of the game and promote a safe and healthy environment.
8. I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all children on the team.
9. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed or ability.
10. 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 and volunteering for assigned shifts at league and tournament games.
11. I will do my best to make youth sports fun for my child.
12. Ensure that my child is on time for practices and games. On time to be determined by the coach and communicated at the beginning of the season.
13. Any parents with concerns that the coaches have failed to abide by the guidelines identified herein can submit comments to a Booster Board member for investigation. It is highly recommended that the parent discuss the issue with the coach first before submitting concerns to a Boosters Board member or Athletic Director. The incident form is on the website and on the last page of these guidelines.

***Parents who do not follow these guidelines will be asked to not attend their child's games
.Repeated offenses by the parent may result in the child being ruled ineligible to play for one year.***

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Athletes Rules and Expectations

1. Keep their grades in good standing. Parents, please note that the status of students' a grade is reported to the Booster President on a weekly basis.
2. Treat coaches, players and referees with respect.
3. Demonstrate good sportsmanship, i.e., no showboating.
4. Treat teammates as equals.
5. Refrain from the use of inappropriate language or act in a manner that risks injury or harm to another competitor.
6. Listen to coaches and apply him/her at all times.
7. Be on time and attentive during all practices and games.

A player who fails to meet the above guidelines can be subject to disciplinary action at the judgment of the coach, including restricted playing time, suspension or dismissal from the team, all at the coach's discretion and approval of the President, Athletic Director and School Principal.

Coaching Selection Process

The coaching application process is formalized for clarification and consistency.

1. Basketball coaching application requests and the deadline will be announced in various Parish venues and handed out at the August Boosters meeting.
2. All coaching applicants must fill out and submit a coaching application form. Each applicant must be Virtus compliant prior to the start of the first practice.
3. The Basketball Committee will review all applications.
4. Positions will be chosen based on the attached coaching selection guidelines.
5. The Basketball Committee will then recommend the best candidates for the available positions to the Booster Board. These recommendations will remain confidential until final approval by the Booster Board and the Basketball Committee.
6. The Booster Board will review the Committee's recommendations. If necessary, a meeting between the Board and the Committee will be scheduled before and coaching selections are announced.
7. Approved coaches will be notified at the October Booster meeting.
8. All selections by the Booster Board are final.

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9. Any coaches with questions regarding the selection process must be made in writing and will be responded to within one week of receipt.
10. If there is a shortage of coaches within a class or gender this process may be altered to permit recruit of a qualified candidate.

Coaching Selection Guidelines

To apply for basketball coaching status at St. Mary one must qualify under these Mandatory Guidelines:

1. Be a member of St. Mary parish or affiliated with St. Mary school.
2. Have a signed Diocesan Sexual Harassment form on file or in process and be active Virtus trained.
3. Be 18 years of age or older.
4. Not have a known arrest conviction involving a crime against children.
5. Apply for a coaching position each year within the deadline established by the Boosters.
6. A person is not permitted to coach the following year if removed from any St. Mary Sports coaching position because of rules violations.
7. A person who is removed twice for rules violations may not apply for a coaching position.

Positive factors in selection include (no particular order):

- St. Mary Boosters participation
- Positive evaluations and reports regarding past history
- Prior basketball playing or coaching experiences

Negative factors in selection include (no particular order):

- Lack of coaching experience
- Negative evaluations or reports in basketball or other St. Mary sports program
- Lack of participation in the St. Mary Boosters

Coaching successive years

1. A coach can reapply for his/her same coaching position, but there are no guaranteed positions.
2. Each coach will be reevaluated each year along with all other applicants.
3. A coach may appeal a negative evaluation, but the ultimate decision is at the discretion of the Boosters Board.

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4. A person who wishes to move up with the same class will be reevaluated along with new applicants each year.
5. A person may not head coach more than one team at a time.

Team Selection Guidelines

1. The committee or St. Mary Boosters Board of Directors determines the number of teams and students per team at each grade level based on the number of qualified student applications and the league space available.
2. If multiple teams exist, no coach may retain players from a prior season (except their own child) unless the other coaches affected agree.
3. Teams in grades K to 6 will be chosen by the following guidelines.
All affected coaches must agree on the selection process. The following is the recommended selection method.
 - A: The selection process is to be performed by the head coaches and a Basketball Committee member (who does not have a child on the team) and/or an independent observer. Only those members should be present.
 - B: The recommended method of selection is a tryout and draft process. Once it is determined which coach chooses first, subsequent coaches make their choices. The coach who chose last then chooses first in the following round. This order method continues until the teams are filled.
 - C: Assistant coaches can be identified only after the selection process. They may not participate in the selection process.
 - D: The Boosters Board will decide in advance the distribution and selection process for mixed teams.
 - E: After the selection process no player can be traded or moved between teams unless approved by the Athletic Director.
 - F: A parent with multiple children within a grade has the right to have them play on the same team (but not request a coach).
 - G: Any selection process that differs from the above is to be approved by the Boosters Board of Directors and the Basketball committee prior to initiation.
4. For the 7th and 8th grades a tryout by the "A" head coach will determine the teams. This coach can bring in independent evaluators to assist in the tryout process. A Basketball Committee member (who does not have a child on the team) must be present.
5. The Boosters may alter the above guidelines in order to ensure all interested children are accommodated.

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Procedure - Reporting Rules & Guideline Violations and Consequences

The Athletic Director with the assistance of the Boosters Board of Directors has the right to dismiss any coach for misconduct, or behavior not consistent with St. Mary teachings. This may include conduct that occurs outside of school represented activities if the board decides that it is warranted.

The following is a list of known valid reasons that a coach may receive disciplinary action taken against him/her.

- A: Failure to follow the "General Basketball Guidelines".
- B: Reported violations of the "Coaches Rules and Code of Ethics".
- C: Failure to report a serious known incident involving a St. Mary student or parent at a game involving his/her team.

The recommended procedure for reporting a violation is as follows:

- Discuss with the coach the observed infraction to determine validity and reasoning.
- Notify the Athletic Director or a Booster Board Member by one of the following methods:
 - a. Submit a "St Mary Incident Report Form" to the Athletic Director via the form on <http://www.saintmaryboosters.org/> or a Booster Board Member within 72 hours of the event.
 - b. Phone the Athletic Director or a Booster Board Member and provide details of the incident. A written report should follow.

The Athletic Director and Boosters Board Members will investigate the incident and determine the validity and severity of the rules violation. They will consult with the head coach, assistant coach, parents of the players and the players themselves to determine the accurate facts of the story. If a violation is verified the following may be imposed on the coach:

- **First Offense**
Either a warning, one game suspension or dismissal may be imposed depending on the severity of the violation.
- **Second Offense**
Either a one game suspension or dismissal may be imposed depending on the severity of the violation.
- **Third Offense**
The individual may be removed from coaching. If you have been removed from coaching for a rules violation, you may not coach the following year in any St. Mary sports. If you have been removed from coaching two times for rules violations you may not coach at St. Mary again.

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St. Mary Incident Report Form

Primary Person(s) Involved:

Secondary Person(s) Involved:

List association behind each name: P-parent, S-student, C-coach, Other

Describe the Event:

Provide Background Information:

Action Taken (if any):

Recommendation:

This form is to be provided to the Athletic Director within 72 hours of the incident. It will be Ruled on and the affected parties will be notified of any action taken.

Signature: