

Recreation Enhancement

Dates

To include:

- Common Chapters
- 3rd – 6th Grade Girls Basketball
- 3rd – 6th Grade Boys Basketball
- Kindergarten - 2nd Grade Basketball

Draft Completed by:	January 1, 2012
Parent Review Completed by:	January 30, 2012
Coach Review Completed by:	February 15, 2012
Final Document Completed by:	March 1, 2012
Manual Developed by:	March 15, 2012

This copy reviewed by:

Name: _____ Date Picked Up: _____ Date Returned: _____

Name: _____ Date Picked Up: _____ Date Returned: _____

Name: _____ Date Picked Up: _____ Date Returned: _____

Name: _____ Date Picked Up: _____ Date Returned: _____

Name: _____ Date Picked Up: _____ Date Returned: _____

This copy updated by:

Name: _____ Date Updated: _____

Name: _____ Date Updated: _____

Name: _____ Date Updated: _____

Name: _____ Date Updated: _____



Recreation Enhancement

How to use this document

The Williston Parks and Recreation District is striving to make our recreation program the best they can be. In order to do this we need your input. You have taken the first step by picking up this document.

Corrections – It is likely that there are a few typos in the document, it is a draft, please feel free to make on the actual pages of the document if an obvious typo is present. Then please mention that you corrected typos and what sections you found typos in, on the note part of the document.

Input – This is where we really need you. Please fill in your full name on the top of one or more of the note sheets. Then make all suggestions on the note sheets. **Please only mark typos only on the actually document pages.** When you return the document to the Raymond Center the staff will take out your note sheets. All information you give us will be kept private. A Williston Parks and Recreation staff member may contact you for the clarification of some of your suggestions

Please return this document to the Raymond Center in 24 to 48 hours so others can provide us feedback.

Thank you in advance for doing your part to improve the recreation programs at Williston Parks and Recreation.



Table of Contents

Common Chapters

1. Williston Parks and Recreation Mission Statement	Page	XXX	Policy # XXX
2. Purpose	Page	XXX	Policy # XXX
3. Communication	Page	XXX	Policy # XXX
4. Participation	Page	XXX	Policy # XXX
5. Player Code of Conduct	Page	XXX	Policy # XXX
6. Parent Code of Conduct	Page	XXX	Policy # XXX
7. Volunteer Coaches Contract	Page	XXX	Policy # XXX
8. Protocol for Coaching Concerns	Page	XXX	Policy # XXX

Basketball Enhancement Chapters

9. 3 rd – 6 th Grade Girls Basketball	Page	XXX	Policy # XXX
10. 3 rd – 6 th Grade Girls Basketball	Page	XXX	Policy # XXX
11. Kindergarten – 2 nd Grade Basketball	Page	XXX	Policy # XXX

Appendix Chapters

12. Basketball Rules	Page	XXX	Policy # XXX
13. Basketball Drills 3 rd – 6 th Grades	Page	XXX	Policy # XXX
14. Basketball Drill Kindergarten – 2 nd Grade	Page	XXX	Policy # XXX



Mission Statement

Policy # XXX

The purpose of the Williston Parks and Recreation District is to provide programs and facilities in the areas of recreation, culture, and health enhancement, to meet the needs of all age groups and provide growth to individuals and various supporting organizations in Williston and the surrounding areas.



Purpose

The purpose of this document is to:

1. Provide a resource for current and future Williston Parks and Recreation full time employees to use as an instructional guide for how to administer recreational programs.
2. Provide a resource for seasonal, part-time, and volunteer coaches and program supervisors for:
 - a. Responsibilities
 - b. Expectations
 - c. Instruction
3. Describe expectations of parents/guardians for each program.
4. Describe expectations of participants for each program.



Communication

Policy # XXX

Williston Parks and Recreation Full Time Staff responsibilities:

1. Maintain website with updated roster, practice schedule, game schedule, cancelation, and parent meeting information.
2. Host parent's meeting prior to the beginning of the season and periodically throughout the season as need.
3. Communicate with program leader/coach regarding day to day operations.
4. Communicate with parents/guardians through any means necessary to make sure they have all the information they need.
 - a. Website
 - b. Email
 - c. Brochure
 - d. Phone calls

Williston Parks and Recreation Program Leader/Coach responsibilities:

1. Communicate with the Williston Parks and Recreation Full Time Staff with any issues that are out of the ordinary:
 - a. Participant injury
 - b. Discipline issues
 - c. Facility/Equipment damages or malfunctions
2. Communicate with Williston Parks and Recreation Full Time Staff any days off requested in a timely manner.
3. Communicate with Williston Parks and Recreation Full Time Staff as soon as possible regarding any sick leave.
4. Communicate with parents through emails, phone calls, and hand outs.

Parent/Guardian responsibilities:

1. Register for programs within the deadlines established by the Williston Parks and Recreation District. Upon registration provide the best method of communication to the Williston Parks and Recreation District, i.e. email.
2. Attend Parent's Meetings.
3. Communicate any planned absentee issues with Program Leader/Coach.
4. Communicate issues/concerns with Williston Parks and Recreation Full Time Staff within the structure of the 24 Hour Rule.



Participation

Policy # XXX

The Williston Parks and Recreation District provides recreational, instructional, and competitive opportunities for participants. Some of these opportunities will overlap in the same program. The program description will list what type of opportunity is intended for each program.

Recreational Opportunities:

The goal of these programs is to provide an opportunity for participation and fun. All participants will receive equal opportunity for playing time. Every effort will be made to allow the participant an opportunity to play multiple positions while putting the participant in a position where they have the opportunity to succeed.

Instructional Opportunities:

The goal of these programs is to develop knowledge and skill of the activity. Participants will be taught the knowledge and skill that is appropriate for their age. All participants will have the same opportunity to learn and develop.

Competitive Opportunities:

The goal of these programs is to teach the participants to compete at their greatest ability. Participants will have to earn playing time through improved ability. While all participants will have an opportunity for playing time, not all participants will have equal playing time.



Code of Conduct

Players/Participants

Youth Sports play a vital role in encouraging physical, social and emotional growth of children. It is therefore essential for parents, coaches and officials to encourage participants to embrace the values of good sportsmanship, discipline and character development.

I pledge to...

- Have fun!
- Be a good sports (win or lose), be honest, fair and always show good sportsmanship to all coaches, players, officials and fans.
- Encourage teammates.
- Learn the value of commitment to the team.
- Put personal goals aside for the betterment of the team.
- Show courtesy and respect to teammates, opponents, coaches.
- Realize that athletic contests, including practice sessions are educational experiences and opportunities.
- Not engage in unsportsmanlike conduct.
- Not engage in rude behavior.
- Not use or possess alcohol, tobacco, drugs or drug paraphernalia.
- Treat everyone, including coaches, parents, players, officials, with respect regardless of race, creed, color, nationality, or gender.

I have read and will to the best of my ability abide by all of the above

Parents Signature

Participants Signature



Code of Conduct

Parents/Guardians

Parents are vital to the development of young athletes. Whether sitting in the stands or helping out as a volunteer, parents must set a positive example. Parents, and adults involved in youth sports, should be models of good sportsmanship and lead by example on and off the playing field.

1. Parents will never place the value of winning above instilling the highest desirable ideals and character traits in their children.
2. Give constructive criticism during a private moment, never in front of other parents, players, officials, spectators, etc.
3. Support your coach, and refrain from excessive “sideline coaching” from the stands.
4. Parents will treat all Williston team members and opposing team members with respect at all times.
5. Parents will cheer for team, not just your child.
6. Refrain from using profanity.
7. Abide by doctor’s decision in all matters of players health and injuries, and physical ability to play.
8. Accept the decisions of officials on the field as being fair and called to the best ability of the officials. Parents must stay off the field and remain under control in order to set a good example for players and other spectators.
9. Do not criticize an opposing team, its players, fans, coaches or team, by words or gestures.
10. Support the coaches, players and officials and help teach the value of commitment to the teams, sportsmanship, ethical conduct, and fair play.
11. Inappropriate behavior is cause for immediate ejection from the stands. Repeat offenses will result in being barred from future games and league sponsored activities.
12. Parents will recognize the value, authority, and importance of our coaches and officials.
13. No competitive contest can be played without officials. Regardless if you feel the officials are not impartial or competent. Officials will receive respect and support from the parents.
14. Parents will not encourage their child, or any other person, to engage in unsportsmanship conduct with any coach, parent, player, participants, officials or any other attendee.

Parents Signature



Volunteer Coaching Contract

Policy # XXX

I understand that my responsibilities as a volunteer youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

1. The right to participate in sports.
2. The right to participate at a level appropriate to each child's maturity and ability level.
3. The right to receive qualified adult leadership.
4. The right to play as a child and not as an adult.
5. The right to share in the leadership and decision-making of their sport.
6. The right to participate a safe and healthy environment.
7. The right to proper preparation for participation in sports.
8. The right to an equal opportunity to strive for success.
9. The right to be treated with dignity.
10. The right to have fun in sports.

I also promise to conduct myself in accordance with the Code of Ethics for Coaches as given below.

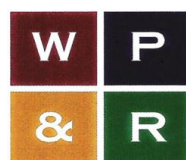
1. I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports program with which I am affiliated. And I will strive to achieve these objectives and communicate them to my players and their parents.
5. I will uphold the authority of the officials who are assigned to my sport, and I will assist them, in every way, to conduct fair and impartial competitive games.
6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so all players have an opportunity to improve their skill level through active participation.
8. I will communicate to my players & their parents the rights & responsibilities of individuals on our team.
9. I will protect the health and safety of my players by insisting that all the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.
10. I will adhere to all Williston Parks and Recreation Department policies and procedures.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood, and will do my best to fulfill the promises made herein.

Signature of Coach: _____

Print Name: _____

Date: _____



Protocol for Coaching Concerns

(24 Hour Rule)

The Williston Parks and Recreation District recognizes that our community's most important commodity is its youth. We also understand that the most important thing in a parents/guardians life is their children. This combination can cause some strong emotions on both sides. For these reasons we will be utilizing a 24 hour rule

The 24 Hour Rule States:

1. Parents may not directly approach a coach with any complaint unless a simple, fair, and objective resolution of an issue can reasonably be expected to occur.
2. Parents who believe that they have a valid complaint about a coach should **first wait 24 hours** from the time of the incident and then bring their concern to the Williston Parks and Recreation full time staff responsible for the operation of that program.
3. Problem or concerns brought to the attention of the Williston Parks and Recreation full time staff will be addressed with the coach by the Williston Parks and Recreation full time staff.

The purpose of the 24 hour rule is to allow parents, participants, and coaches a cool down period so all parties can work together for a positive outcome for all included.



Team Selection

Policy # XXX

All participants will be required to participate within the current grade they are in.

Team Selection

All teams will be selected by the Williston Parks and Recreation full time staff responsible for the program.



3rd - 6th Grade Girls Basketball

Policy # XXX

Program Type:	Recreational & Instructional
Program Administrator:	Williston Parks and Recreation – Full Time Recreation Staff
	Responsible for:
	Hiring and training Program Supervisor
	Hiring and Training Basketball Officials
	Inventorying and ordering equipment and shirts
	Recruiting Volunteers
	Creating Roster and Schedules
	Creating Practice Plans for All Teams
	Assist with the Supervision of Day to Day operations.
	Coordinating with Parks Maintenance Staff
Program Supervisor:	Williston Parks and Recreation Seasonal Staff
	Responsible for:
	Pre-session meeting
	Post practice meeting
	Supervise Day to Day Operations
Coaches:	Volunteers
	Responsible for:
	Coaching drills during practice days
	Coaching teams on game days
Location:	Raymond Family Community Center
Starts:	Mid October
Duration:	Seven Weeks
Days:	3 rd and 4 th Grades – Mondays & Wednesdays
	5 th and 6 th Grades – Tuesdays & Thursdays
Times:	5:30PM – 6:30PM
Beginning of Each Session:	Supervisor, coaches, and players will meet in courtside
	Supervisor previews plan for the day.
Large Group Practices:	1 st Four Sessions - Stations
Team Practices:	Teams will practice on their own. Coaches will schedule practices.
Games:	Each Team will Play Eight Games
General Program Goals:	Have Fun
	Teach Positive Sportsmanship
Basic Rule Goals:	Understand and be able to execute the following:

1. Free Throw Alignment



2. Screens
3. Give and Go
4. Box Out

Dribbling Goals:
Shooting Goals:

Dribble with both the right and left hand.

Understand and execute the proper shooting Technique. Open your legs slightly wider than shoulder width apart and feel in balance with your knees bent. Square your shoulders to the basket. To test this, make sure the center of your chest is pointed at the center of the basket. Cock back the wrist on your shooting hand -- it should look like a waiter carrying a tray. Rest the ball on the top pad of your shooting hand with your middle finger in the center of the ball. The top pad of your shooting hand is the part of your hand just below your fingers and above your palm. Tuck in your shooting elbow. In other words, if you drew a line from your shoulder through the elbow, it will go toward the basket. Align your guide hand (non-shooting hand) on the side of the ball. The thumb on your guide hand should make an "L" with the thumb on your shooting hand. These thumbs should not be touching, though. Focus your eyes on the back of the rim until you see the ball go into the rim. You should not follow the flight of the ball. Bend your legs, then rise up to shoot. The strength of the shot comes from your legs. Extend your arms so that your hands are at or above your forehead as you are rising up to shoot. Release your guide hand from the ball. Propel your shooting hand forward by releasing your wrist from the cocked position. The ball is shot with this wrist release -- it is not shot with your arms. Follow through after releasing. Your follow-through should look like this:

1. Shooting hand is at or above your forehead (finish as high as is comfortable for you).
2. Shooting hand is pointed right at target with hand pointed slightly downward (looks like a fish hook).
3. Guide hand is out to the side with palm facing you.
4. Eyes are focused on the back or front of the rim.
5. Ball should have backspin (spinning back toward you).



3rd - 6th Grade Boys Basketball

Policy # XXX

Program Type:	Recreational & Instructional
Program Administrator:	Williston Parks and Recreation – Full Time Recreation Staff
	Responsible for:
	Hiring and training Program Supervisor
	Hiring and Training Basketball Officials
	Inventorying and ordering equipment and shirts
	Recruiting Volunteers
	Creating Roster and Schedules
	Creating Practice Plans for All Teams
	Assist with the Supervision of Day to Day operations.
	Coordinating with Parks Maintenance Staff
Program Supervisor:	Williston Parks and Recreation Seasonal Staff
	Responsible for:
	Pre-session meeting
	Post practice meeting
	Supervise Day to Day Operations
Coaches:	Volunteers
	Responsible for:
	Coaching drills during practice days
	Coaching teams on game days
Location:	Raymond Family Community Center
Starts:	Mid January
Duration:	Seven Weeks
Days:	3 rd and 4 th Grades – Mondays & Wednesdays
	5 th and 6 th Grades – Tuesdays & Thursdays
Times:	5:30PM – 6:30PM
Beginning of Each Session:	Supervisor, coaches, and players will meet in courtside
	Supervisor previews plan for the day.
Large Group Practices:	1 st Four Sessions - Stations
Team Practices:	Teams will practice on their own. Coaches will schedule practices.
Games:	Each Team will Play Eight Games
General Program Goals:	Have Fun
	Teach Positive Sportsmanship
Skill Goals:	Understand and be able to execute the following:

1. Free Throw Alignment



2. Screens
3. Pivot
4. Box Out
5. Jump Stop

Dribbling Goals:

Dribble with both the right and left hand.

Shooting Goals:

Understand and execute the proper shooting Technique. Open your legs slightly wider than shoulder width apart and feel in balance with your knees bent. Square your shoulders to the basket. To test this, make sure the center of your chest is pointed at the center of the basket. Cock back the wrist on your shooting hand -- it should look like a waiter carrying a tray. Rest the ball on the top pad of your shooting hand with your middle finger in the center of the ball. The top pad of your shooting hand is the part of your hand just below your fingers and above your palm. Tuck in your shooting elbow. In other words, if you drew a line from your shoulder through the elbow, it will go toward the basket. Align your guide hand (non-shooting hand) on the side of the ball. The thumb on your guide hand should make an "L" with the thumb on your shooting hand. These thumbs should not be touching, though. Focus your eyes on the back of the rim until you see the ball go into the rim. You should not follow the flight of the ball. Bend your legs, then rise up to shoot. The strength of the shot comes from your legs. Extend your arms so that your hands are at or above your forehead as you are rising up to shoot. Release your guide hand from the ball. Propel your shooting hand forward by releasing your wrist from the cocked position. The ball is shot with this wrist release -- it is not shot with your arms. Follow through after releasing. Your follow-through should look like this:

1. Shooting hand is at or above your forehead (finish as high as is comfortable for you).
2. Shooting hand is pointed right at target with hand pointed slightly downward (looks like a fish hook).
3. Guide hand is out to the side with palm facing you.
4. Eyes are focused on the back or front of the rim.
5. Ball should have backspin (spinning back toward you).



Kindergarten - 2nd Grade

Basketball

Policy # XXX

Program Type:	Recreational & Instructional
Program Administrator:	Williston Parks and Recreation – Full Time Recreation Staff
	Responsible for:
	Hiring and training Program Supervisor
	Inventorizing and ordering equipment and shirts
	Recruiting Volunteers
	Creating Roster and Schedules
	Creating Practice Plans for All Teams
	Assist with the Supervision of Day to Day operations.
	Coordinating with Parks Maintenance Staff
Program Supervisor:	Williston Parks and Recreation Seasonal Staff
	Responsible for:
	Supervise Day to Day Operations
Coaches:	Volunteers/Paid
	Responsible for:
	Coaching drills during practice days
Location:	Raymond Family Community Center
Sessions:	Session One – November and December, Session Two – January and February
Duration:	Four Weeks Weeks
Days:	Saturdays
Times:	9:00 AM – Kindergarten
	10:00 AM – 1 st Grade
	11:00 AM – 2 nd Grade
Beginning of Each Session:	Supervisor, coaches, and players will meet in courtside
	Supervisor previews plan for the day.
1 st and 2 nd Sessions:	Drills
3 rd Session:	Drills and Practice Game
4 th Session:	Warm Up and Play Games
General Program Goals:	Have Fun
	Teach Positive Sportsmanship
Basic Rule Goals:	Learn the difference between Offense and Defense
	Learn the names of the lines on the court and what they signify



Learn the value of the follow baskets when they are made:

1. Free Throw
2. 2 Point Basket
3. 3 Point Basket

Dribbling Goals:

Dribble with both the right and left hand.

Passing Goals:

Understand and be able to execute the following:

1. Chest Pass
2. Bounce Pass

Pivoting Goals:

Understand and be able to execute a Pivot



3rd-6th Grade Basketball Rules

Policy # XXX

1. MOST IMPORTANTLY !!! This program is about the following:
 - A. Learning the basic rules of basketball.
 - B. Learning the fundamentals of basketball.
 - C. Learning sportsmanship.
 - D. Having fun.
2. All boys must play an equal amount of time.
3. A game will consist of 4 periods, each 6 minutes long. The clock will stop at approximately 3 minutes in each period to facilitate and encourage substitutions.
4. It will be a running clock for the entire game with the exception of the last minute of the final period if the score is within 10 points. Then the clock will stop on every dead ball.
5. We will not shoot free throws.
6. Each player will receive 6 personal fouls.
7. Each team will receive unlimited time outs. This is to encourage coaches to stop the game to teach.
8. Teams can play either Man to Man or Zone Defense.
9. The rim height will be 8 feet for 3rd/4th grade and 10 feet for 5th/6th grade.

Coaches, please try to let recreation staff know when you are going to practice

