

Hello Head Coaches for **Girls Jr. NBA Basketball (Winter 2024-25)**.

First, if we haven't already met, please allow me to introduce myself. My name is Steve Schellman. I am the Sr. Program Manager of Youth Sports for JC Parks. I look forward to working with you during the upcoming season.

Second, I want to thank you for coaching and volunteering your time to mentor young kids. That is a very noble gesture. Personally, I've found coaching to be very rewarding and a great way to make a difference in our community.

The purpose of this letter is to provide you with as much quality information as I can so you are a well-informed and well-prepared coach.

All the info. can be overwhelming, so I have broken it down into the various topics below:

**League Information:**

- Jr. NBA basketball league for girls in grades K-4.
- 6-game season.
- Games are on Thursday nights at The Linc.
- Players register individually, teams are formed by school and reciprocal buddy requests.
- Fee includes a reversible NBA-replica jersey (\$30 value).
- Game dates: Jan. 9 - Feb. 13. Make-up games on Feb 20 & 27.
- Parents can click on the corresponding Activity # below to register & pay online.

Activity #	League	*Night	Early Bird Fee (Nov. 1 - 15)	Regular Fee (Nov. 16 - 30)
<a href="#">805080</a>	Kindergarten	Thur.	\$80	\$90
<a href="#">805081</a>	1st Grade	Thur.	\$80	\$90
<a href="#">805082</a>	2nd Grade	Thur.	\$80	\$90
<a href="#">805083</a>	3rd Grade	Thur.	\$80	\$90
<a href="#">805084</a>	4th Grade	Thur.	\$80	\$90

• **\*Game nights are tentative and subject to change.**

Or parents can register via:

Phone: (573) 634-6482.

Walk-In: The Linc during our [Operating Schedule](#)

**Coaches Registration:**

If you haven't already, you must complete the Coaches Registration by going to [this link](#).

Click on "**Volunteer**" and submit your information. You'll need to create an account with TeamSideline, our software vendor, if you don't have one already.

**Team Names/Jerseys:**

As part of the Coaches registration, you will select your top 3 choices for your NBA teams/jerseys. Your reversible NBA replica jerseys will match your team name. Jerseys will arrive 1-2 weeks before your first game. I will email you when they are ready, so you can come pick them up at The Linc and distribute them to your team.

**Background Checks:**

As part of the Coaches Registration, we also require all head coaches and assistant coaches to submit their information for an online criminal [background check](#) through Bchex, formerly the Background Investigation

Bureau (BIB). Once you submit your info., it should only take about 1-2 days to be approved. If you have already submitted a background check with us recently, it will detect a duplicate email address or social security number and not allow it. This means you already have an active background check on file and are exempt. Background checks are good for 2 years.

### **Team Rosters:**

Teams are formed by reciprocal buddy requests and schools. For grades K-1 (3 vs. 3) we prefer rosters to be about 5-6 players. For grades 2-4 (5 v. 5) we prefer rosters to be about 8-10 players.

### **Team Sites:**

Once you have passed the background check & all teams are formed, I will publish your online team site through TeamSideline so you can see the players on your roster, the parents, and their contact information. You and all of your team's parents will receive an automatic email with a link to your team site from TeamSideline.

### **Communications:**

Once your Team Site is published, please contact all of your team parents by phone ASAP to introduce yourself, let them know they are on your team, inform them of any upcoming practices, verify their contact information, etc. There are also many free apps available for team communication like GroupMe, Team Snap, and Remind.

### **Parent Meeting:**

Please set up a Parent Meeting so they can meet you and so you can go over your expectations, goals, etc. This can just be a quick meeting for 5-10 minutes before your first practice but it is important for parents to get to know and trust you.

Sample Goals:

- Have fun
- Get better
- Use good sportsmanship

### **Coaches Meeting:**

All Head Coaches must attend the mandatory pre-season coaches meeting on **Wed. Dec. 11 at 5:30 PM at The Linc (1299 Lafayette St.) in the President's Suite (2nd Floor, East side)**. The meeting should last about 1 hour. If the Head Coach cannot attend, please send an Assistant Coach. We will discuss many important topics and everyone's attendance is required and appreciated.

### **Indemnification Form:**

Each parent on your team must fill out an **Indemnification Form** and return it to the Head Coach. This form is also in the league website. This form includes important information including indemnification, treatment authorization, emergency contact information, and medical conditions. Please distribute, collect, and keep these forms until the season is over. You do not need to submit these forms to me.

### **Certification Courses:**

We certify all of our Head Coaches through online courses from the National Alliance for Youth Sports (NAYS). If you are a new coach to our programs, you will need to take the following 3 courses:

**Coaching Youth Sports Intro.** (1 hour)

**Basic Youth Sports Safety & First Aid** (45 minutes)

**Basketball U10** (30 minutes).

These courses are free. They can be done online at your leisure, but please allow several hours to complete the courses. You will receive an email through NAYS with a link to the course(s) at some point.

After completion of the Coach Training, coaches become full members of NAYS. As members, coaches receive \$1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching. Coaches also gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities. These include a Resource Library, Coach Rating System, Skills and Drills section, and a Coaching Forum. Coaches have the ability to complete several additional training at no cost as well.

If you have taken the general course, but not the basketball course, I will add that for you. If your membership has expired, I will renew it for you. If you are certified through another organization please email me your membership card for verification purposes.

Assistant Coaches do not need to take the certification courses.

### **Game Schedules:**

All teams will play 6 games. Games are once a week unless we need to do Bye weeks for divisions with an odd number of teams. Games will begin on **Jan. 9**. All games will be at The Linc. Game schedules will be posted at [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity) a week or 2 before the season starts. **If there are any dates the majority of your team is not able to play, please let me know ASAP.** I will try to accommodate, but can't make any guarantees.

### **Game Times:**

Games will start as early as 5:30 and possibly as late as 8:30 PM. Games are about 40 minutes each (Four 8-minute quarters with a continuous running clock and a 2-minute halftime). Games are scheduled 45 minutes apart.

### **Cancellations:**

In case of inclement weather, please [sign up](#) to receive text alerts from JC Parks via TeamSideline. An email will also be sent to coaches & parents. I will also post all cancellation at: [jcparks.com/cancellations](https://jcparks.com/cancellations). We usually decide on cancellations at about 3 PM. Please do not contact us regarding cancellations, it only slows down the process. We will notify you as soon as possible.

### **Practices:**

Below are our policies and procedures for Head Coaches who would like to reserve court time for practices at The Linc:

Head Coaches may begin making reservations, under their name, on **Thur. Dec. 12, beginning at 9:00 AM.**

- Please call the front desk staff at 573-634-6482, or come by The Linc (1299 Lafayette St.) Mon.-Fri. from 9 AM to 5 PM to make all reservations.
- To begin, we will only reserve pre-season practices. In-season practices may be offered later.
- These practices are free, but we have limited availability, mostly on Friday nights.
- Due to high demand, we can only allow each team 1 practice per week for 1 hour each. Each team should get about 3 pre-season practices.
- We will schedule practices to begin at 5, 6, 7, & 8 PM on weeknights, and from 8 AM to 5 PM on weekends.
- Grades K-1 can reserve a half-court. Grades 2-4 can reserve a full-court.
- Before practice, our Facility Supervisor will lower the goals to the appropriate height for your grade.
- We will not provide basketballs for practice, so please ask the players to bring their own.
- Please note that we must keep 1 court open at all times for open play for Lincoln University students & members of The Linc.
- Coaches are of course free to practice elsewhere if they have access to a gym at a school or church.

**League Rules:**

Complete [League Rules](#) are on the league website. Please be very familiar with the rules for your grade/division.

**Score/Standings & Awards:**

Score & standings are not kept for grades K-1, but is for grades 2-4. All players will receive an award (i.e. medal) at the end of the season. We will notify you when the awards come in so you can pick them up at the front desk of The Linc and give them to your players before your last game.

**Volunteer Scorekeepers:**

For grades K-1, we do not keep score so a volunteer is not needed to run the clock. Coaches will start the clock and let it run until time expires for each quarter. Since grades K-1 is half court and the clock displays the same for both sides of the court (i.e. 1A & 1B), please make sure each half-court is ready to begin at the same time.

For grade 2-4, each team is responsible for supplying one volunteer for each game. We need one volunteer to complete the scoresheet and one to run the clock. Please make sure your volunteer records the final score. Simple directions on how to run the scoreboard will be on the score table.

**Team Equipment:**

For games, we will provide a few warm-up basketballs to each team and 1 game ball. These will be placed under the score table in a mesh bag. Please make sure all basketballs are returned to the bag after use.

**Jewelry:**

For player safety, jewelry (ear rings, necklaces, bracelets, etc.) are not allowed while playing.

**Jerseys:**

Each participant receives a reversible, NBA-replica jersey that corresponds to their team name. Home team will wear light side out. Away team will wear dark side out. All jerseys must be tucked in at all times. I will let you know when the jerseys arrive so you can pick them up at The Linc. Coaches do not receive a coach's shirt.

**Sportsmanship:**

Everyone must always use good sportsmanship and conduct themselves in a professional and respectful manner. This includes all coaches, players, parents, and fans. Head Coaches are responsible for the behavior of everyone associated with their team. We have a zero tolerance policy and will not tolerate bad sportsmanship from anyone. Consequences will include ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience. Please also respect your opponent and do not run up the score. Please sub different kids in at various positions to help keep the score more competitive when needed.

**Playing Time:**

Equal playing time is required in this league. I've found that it works well to plan playing time before the game begins and have it written or typed on a sheet for your reference during the game.

**Officials/Supervisors**

For grades K-1, the head coaches are the officials. Please bring a whistle.

For grades 2-4, we will provide 2 Officials for each game. A Facility Supervisor will also be on-hand at The Linc during your games. The Supervisors wear bright-colored shirts so you can spot them easily. If you

need any assistance, please talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP. Please be considerate and respectful in all dealings with the Officials & Facility Supervisors.

**Survey:**

At the end of each season, I will email a brief (3-5 minute) online survey to all coaches and parents. Please take the time to offer us constructive feedback so we can continue to improve all aspect of our service.

**Thanks:**

I hope this information has been helpful. Please let me know if you have questions or need assistance at any time. Thanks again for coaching and thank you for your time and efforts as we all work together to provide a safe, fun, and enjoyable youth sports experience for the kids in our community.

Sincerely,



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