



NORTHBORO YOUTH BASKETBALL ASSOCIATION
P.O. Box 424
Northborough, MA 01532

www.northboroyouthbasketball.org

COACH'S HANDBOOK

“A coach applauds strengths, identifies weaknesses, points out principles, offers guidance and often inspiring images, then decides what kind of practice to emphasize.....” David Perkins

As part of the lessons for life long learning, the NYBA believes in promoting the development of strong character, leadership, and good sportsmanship through our youth basketball programs.



A Letter from the NYBA Board

Dear Coaches,

To those of you who are returning, and to those of you who are joining us for the first time this year, we would like to extend a great big WELCOME!

If it were not for your commitment, dedication, and energy, the Northborough Youth Basketball League would not be the great success that it is today. The parent/community outpour of support we receive each year from volunteers and sponsors continues to amaze us! We are all grateful for your volunteer efforts in making the NYBA a wonderful community program for our children, and we would like to thank all of you for your selfless support!

This year we are once again looking forward to another great basketball season. We continually attempt to update and refine this Handbook with the hopes that it will serve as a beneficial resource to you.

We also continue to update our league web-site (www.northboroyouthbasketball.org) to provide you with a user-friendly resource to further facilitate your coaching duties. We encourage everyone to log in at your convenience and check it out. Suggestions for improvement are always welcome.

Once again, we thank you for your time and efforts, and we look forward to another fun and exciting season of NYBA play.

Respectfully,

The NYBA Board of Directors



NYBA 2014-2015 Board of Directors

<u>Board Position</u>	<u>Current</u>
President	Tom Spataro
VP/Director, Player & Coach Development	Dave Calabrese
Registrar	Steve Herdman
Travel Coordinator	Rich Rafferty
Recreational Coordinator	Jim Forbush
Courts Coordinator	Denise Powley
Refs Coordinator	Ron McMenemy
Treasurer	Tom Lamothe
League Secretary	Chris Mason
Equipment Coordinator	Mike Pageau
Information Manager	Paul Jankovich
Sponsorship Coordinator	Kristen Henriques
CORI Coordinator	Paul Blanchard

CONTACT INFO:

All contact information is located on the NYBA Web site.

www.northboroyouthbasketball.org

NYBA BOARD MEMBER CONTACTS FOR LEAGUE COORDINATORS:

Boys grades 1&2.....Paul Jankovich
 Boys grade 3.....Steve Herdman
 Boys grade 4..... Rich Rafferty
 Boys grade 5..... Dave Calabrese
 Boys grade 6.....Mike Pageau
 Boys grades 7&8.....Denise Powley

Girls grades 1&2.....Kristen Henriques
 Girls 3&4..... Tom Lamothe
 Girls 5&6.....Paul Blanchard
 Girls grades 7&8..... Ron McMenemy

NORTHBOROUGH YOUTH BASKETBALL ASSOCIATION MISSION STATEMENT:

The Northborough Youth Basketball Association, Inc. is a non-profit organization formed and established to provide for the advancement of amateur basketball in the Town of Northborough. Under the direction of its volunteer board of directors, coordinators and coaches it will promote, organize and supervise amateur basketball competition for players grade 1-8 who are residents of Northborough.

The following goals will guide the Association in various activities:

1. To emphasize equal playing time far more than the importance of winning
2. To teach the skills of the game of basketball
3. To teach the rules of the game
4. To provide and encourage constructive coaching
5. To gain for each participant the following benefits:
 - a. To learn to work with others in a team endeavor
 - b. To learn to be gracious in victory as well as defeat
 - c. To obtain a level of physical fitness and coordination that will benefit them in later life
 - d. The knowledge that winning is not a life or death situation

Attention Coaches, Coordinators and Parents

We encourage the parents of all children involved in the NYBA to attend games and enjoy watching their child develop his or her basketball skills. At the same time however, we must strongly re-emphasize the fact that parents must be responsible for any additional children that might come along with them to the games and practices. Coaches and coordinators must take responsibility for clearly communicating this message to parents at the outset of league play. The only place any child should be is in the gymnasium with their parents.

We have been asked by the principals of all the schools to ensure that NO ONE be roaming through the halls, cafeterias or auditoriums of any of the schools or Town Hall. In most locations there are school projects on display or in various stages of development. It is our responsibility to ensure that these projects are not damaged or disturbed. Each coach should assign a monitor for every game to ensure the activity stays on the basketball court and not going on somewhere else in the school.

Our gym space and time is limited, and the league simply cannot afford to have our rights of access to any facility taken away as a result of vandalism or other inappropriate conduct. Please familiar yourselves with the Northborough Schools Gym Policies included in this document, and ensure that this information is disseminated to all parents.

The Board sincerely appreciates your help with this!!

COACH AND COORDINATOR DUTIES

NYBA LEAGUE COORDINATOR

1. Request a list of coaches from our League Registrar.
2. Develop an e-mail distribution group for all coaches within your division.
3. If you are in need of additional coaches for your division, send communications to parents of kids within your division urging coaching participation.
4. Request the players' rosters for your division electronically from League Registrar.
5. Set up a draft date and location for your draft. The sooner the better, and plan on at least 2 hours. Meeting rooms can be booked at the Fire House, Town Hall and Library for drafts as needed.
6. Devise a weekly schedule for your games dependent upon the number of teams and number of weeks of play.
 - a. If you need assistance in setting up a weekly schedule for your league, please contact your assigned Board member contact
 - b. Winter Season – one game per week for 10 weeks (excluding vacations & holidays) – for vacations and holidays, consult the school calendar @ www.nsboro.k12.ma.us
 - i. Note: if your team is scheduled to play games on Saturday, the gyms are usually open to us on the Saturday preceding a school vacation week, but not during that school vacation week
 - ii. It is also recommended that you check the school calendar for other block-out dates (e.g., winter concerts, fairs, etc...) at your assigned gym
 - c. Winter recreation basketball season **begins the week of December 1st and ends in early March.**
 - d. The last week of the season is typically reserved for make-up games or season-ending tournaments
 - e. If you are a coordinator & coach, we encourage you to schedule your team for the last time slot on the last game day of the season, so that you may collect all equipment and return it to our Equip. Coord.). If you are not coaching, please be available to collect ALL equipment at the last game of the season and return it to the Equipment Coordinator.
7. Obtain your division's designated game and practice timeslots from the Courts Coordinator and distribute those amongst your coaches
8. Coordinate pickup of equipment from the Equipment Coordinator & distribute to each coach
9. Attend and facilitate your league's draft using the 'Draft Guidelines' on the following page.
 - a. Encourage that all coaches/assistant coaches attend the draft if possible
 - b. Review school gym policies with coaches and ensure that all share these policies with parents
 - c. Review league rules and vote on any rules which may be subject to coordinator/coach discretion (See 'Basic League Rules')
 - d. Ensure that CORI FORMS have been submitted from all coaches and assistant coaches and provide to our league's CORI Coordinator
10. Once complete, send a copy of your division's game schedule to our league's Referee Coordinator
11. Pick up end of the year trophies/medals (where applicable) before final week of season from NYBA Equipment Coordinator and distribute to all coaches.
12. Pickup all equipment from each team and return to Equipment Coordinator
13. Consult with your division's assigned NYBA Board resource with any concerns or issues

NYBA COACHES

1. Your League Coordinator will run the draft according to the 'Draft Guidelines'.
2. Complete your team roster and return the completed roster to the Coordinator
3. Contact via email/ telephone all parents of players on your team welcoming them to league play and reviewing with them important league information.
 - a. Provide a copy of your game schedule, practice schedule, inclement weather information and Northboro School gym use policy. Include all relevant contact information for yourself and any asst coach(es).
 - b. As a resource to you we have included a *draft* parent/child welcome e-mail as '**Appendix A**'
4. Arrange to pick up your equipment and team shirts with your Coordinator.
5. Carefully review and familiarize yourself (and your parents) with all Northboro School Gym Policies; League Rules; Inclement Weather Policies; etc...
6. Present players with year-end trophies provided to you through your Coordinator. Trophies are presented at the last game or game nearest to the last game
7. Collect all equipment and return the equipment to your Coordinator.
8. Consult your Coordinator with any concerns or issues

NYBA LEAGUE DRAFT GUIDELINES

General Draft Guidelines

- Since each division has a combination of kids from at least two grade levels, please ensure a balanced mix of upper and lower grade level players on each team.
- For rec divisions which may have a mix of travel and rec players, please ensure a fair and balanced number of travel players on each team.
- Registration comments/requests from parents are not guaranteed and are to be used to assist the coaches/coordinators with placement, particularly for higher grade levels
 - For younger divisions, we encourage coordinators to do their best to honor requests. After kids are assigned to their parents team as coach, we also recommend honoring (as best as possible) sibling pairings first; coach requests 2nd; and then friend requests last
 - Please encourage players and parents that meeting new friends and classmates on a team is fun and important toward developing a child's social skills
- Consideration should be given to having siblings who are in different grade levels but in the same division, to play on the same team.
- The goal of the draft is to ensure, as much as possible, fair balance amongst teams.
- Trades may take place after completion of the draft.

Recommended Draft Process

1. All teams begin with the coach's child and assistant coach's child, where applicable.
2. Draft numbers for the correct amount of teams should be drawn randomly.
3. The number a coach receives for the draft becomes his/her team number.
4. Each draft selection will be for 1 player at a time.
5. Player selection will begin with coach #1 and proceed through the last number, this constitutes the 1st round.
6. Selection order will reverse itself for the 2nd round, last coach to first coach.
7. At the coordinator's discretion, 3rd round may start with the middle number and proceed up through the numbers followed by the 4th round proceeding down through the numbers.
8. For rec divisions which include both travel and rec players, it is suggested that the Coordinator start with drafting of travel players first. This should include drafting of the travel players from the higher of the two grade levels, followed by travel players from the lower of the 2 grade levels. If the coach is the parent of travel player, then that coach should skip his/her pick in that round of the draft to ensure adequate distribution of travel players amongst teams.

ONCE DRAFT IS COMPLETE:

- Assign the practice times in reverse order of the draft positions (so coach with last pick in draft gets first pick on practice timeslot).
- Assign teams into the schedule according to the draft number.
- There are template schedules available on our league website for divisions of 6, 8, 10, and 12 teams.
- Late registrants should be assigned to teams with the fewest numbers of players at the end of the draft period. If all teams have equal number of players, then late registrants would be assigned to the coach who would have been next in line for a player following completion of the draft.
- Coordinators should work with coaches at the draft to determine policy regarding balanced placement of late registrants.

LEAGUE RULES/STRUCTURE

Division / Grade	1/2	3/4*	5/6	7/8
Game Play	3 VS 3	4 VS 4	5 VS 5	5 VS 5
Scorekeeping	no	Yes (max diff. is 15pts)	Yes (max diff. is 20pts)	Yes (max diff. is 20pts)
Game Length	30 min (30 practice)	40 min (20min halves running)	40 min (20min halves running)	40 min (20min halves running)
Breakdown / Halves	5 min interval	20 min	20 min	20 min
Stop Time	n/a	Injuries & substitutions only	1 st half: last 1 min; 2 nd -half: last 2 min	1 st half: last 1 min; 2 nd -half: last 2 min
Halftime	n/a	5 min	5 min	5 min
Timeouts	n/a	one per half	one per half	3 per game
Overtime	n/a	none	5 min running	5 min running
Court Size	small/ half	full	full	full
Goal Height	8 ft	9 ft (3rd); 10 ft (4th)	10 ft	10 ft
Ball Size	27.5	28.5	28.5	29.5
Defense	half court	half court	full court	full court
Defense Press	no	no	yes	yes
Press Rule	No pressing	No pressing	<8 pt differ. (last 2 min only)	<10 pt differ. (last 2 min only)
Defense Type	man-to-man	man-to-man	man-to-man	man-to-man
Double-Dribble Violation	no	Yes (after week 1 for 3 rd grade)	yes	yes
Steal on Dribble	no	Yes (after week 2 for 3 rd gr)	yes	yes
10 sec Half-Crt Violation	no	Yes (after week 3 for 3 rd gr)	yes	yes
Lane Violation	none	5 sec (after week 4 for 3 rd gr)	3 sec	3 sec
Traveling	No	Yes	Yes	Yes
Double Teaming	No	No (except in key area below foul line)	No (except in key area below foul line)	No (except in key area below foul line)
One side loading on offense	No	No	No	No
Free Throw Taken	discretionary	yes	yes	yes
Three Point Shot	no	no	yes	yes
Team Foul Violation	no	No	No	7:: one and one/10::shooting
Player Foul Violation	no	Yes, 5 and out	5 and out	5 and out
Referees	no	yes	yes	yes
Ref Type	coaches	7-8 grade/high school/certified	Certified/high school	certified

* coaches for grades 3&4 are encouraged to meet with referees prior to each game to ensure firm understanding of the rules for these divisions and guide them regarding expectations for rules enforcement. Remember, these are kids who are refereeing.

Northborough Public Schools-Gym Rules and Regulations

Please be extra vigilant moving forward in enforcing the Northborough Public Schools Rules and Regulations as Outlined Below!! Remember without access to the School Gyms there is no Northborough Youth Basketball...

1. Coaches and teams will need to sign in and take responsibility for the facility and the behavior of the players and spectators. You are only allowed access to the gymnasium and assigned restrooms during your use of our facilities. Parents, coaches, players, siblings & friends should not roam halls beyond these areas or enter any classrooms, offices, or other areas.
2. The equipment located in our gymnasiums is for Physical Education class use. At no time should coaches, players, and spectators be using any equipment located in any of the facilities (i.e. exercise mats, climbing equipment, and gymnastics equipment). Tape should not be put on the gymnasium floor at any time. If the height of baskets is adjusted for NYBA use, the coach should return the baskets to the original height for the following day.
3. Our gymnasiums are used for physical activity. Therefore, no food or drink is allowed at ANY time. The coaches of your teams will need to be diligent in supervising players, spectators, and parents to maintain this rule.
4. Coaches must supervise players at all times. Parents must supervise siblings at all times.
5. Our evening custodial staff has a great deal of work to accomplish. If the custodian makes a request, please be respectful of these requests.
6. Each school will designate a specific entrance for your use. Please respect these requests and use ONLY these entrances.
7. Cancellations for weather conditions or custodial staffing will be made by the school. In the event of an early school closing, we can assume no games/practices that evening.
8. Any incidents must be reported ASAP to the Northborough Youth Basketball Association. Your cooperation in addressing the players, coaches, and parents in a timely manner will be appreciated.
9. Each school will provide you with a schedule of available space. The priority for building use in our schools is school based programs (i.e. PTO events, school community events). Beginning and ending times for our schools are based on the needs of each individual school. Lincoln Street and Peaslee can begin their programs at 6:00 PM to 9:00 PM. Proctor and Zeh will operate from 6:30 – 9:30 PM.

WEATHER CANCELLATION PROCEDURE

If school is cancelled or schools are released early for any reason, NYBA league activity for that day is also cancelled. No calls will be made.

If bad weather hits on a weekend or after school is released for the day, a Board member will contact all league coordinators whose responsibility it is to call all coaches in their league. Coaches then need to call all the players on their respective teams and make them aware of the cancelled practice or game.

The Referee Coordinator will cancel referees. No cancelled practices will be made up.

Cancelled games will be made up only if gym time is available. Coordinators are encouraged to reserve the last week of play for makeup games when establishing divisional schedules. Makeup games scheduled at any other times will require coaches to coordinate such games through the Courts and Referee Coordinators.

COACH RESOURCES

alphaBasketball Coaching Platform

In an effort to better support all of our coaches, NYBA has contracted with a Southboro-based vendor called Alpha Youth Sports, to provide our coaches (grades 1-6) with a web and email-based coaching platform to simplify your efforts in running practices and managing your teams. The platform is a great, easy-to-use tool that will support our coaches' efforts to teach the fundamentals of the game, while providing a fun and rewarding experience for all of the players.

Overview:

The **alphaBASKETBALL** Coaching platform provides a skill development plan and grade specific coaching materials to youth basketball leagues. It is based on a 6 stage skill curriculum that helps coaches incrementally develop their players' skills. It was built for groups of volunteer coaches that have a wide variety of playing and coaching experience, and who have hectic schedules and minimal time to prepare for practices. Short and easy-to-launch videos are used to help coaches prepare to teach/review key skills and to show coaches fun and effective drills to use in their practices. A sequential set of 10 suggested practice plans give coaches a head start in planning effective practices. Coaches are also given access to an online library of coaching materials that are appropriate for the specific grade or age group they are coaching. For more information, please see the attached Flyer.

As you know, it is critical that as a league we are effective in teaching the fundamentals of the game. In each age group, we need to make sure we are teaching age-appropriate fundamentals, and that all coaches are focused on skill development more than their Win-Loss record. It is also important that our player experience is positive and consistent from team to team, so that kids continue to stick with the game year after year.

This coaching platform provides you with some fun and effective drills/games and a series of suggested practice plans throughout the season, saving you time and effort, particularly if you bring limited coaching experience to the table. The coaching platform will push these materials out to you via email at the beginning of each week so you have them for that week's practice/game session. At a minimum, we expect ALL of our coaches to leverage at least some of these materials in preparing for their practices so that we can achieve our objective of a high quality and consistent developmental program.

Registration:

Each coach needs to fill out a short registration form to gain access to the alphaBASKETBALL coaching materials. This form is available for download via our league website. **Once completed, please scan a copy and email to David Calabrese, our Director of Player/Coach development, at david.calabrese@verizon.net.** This registration form must be completed before a coach can be given access to any coaching materials. If you are coaching in more than one age group, you only need to complete one form.

After you've registered, and shortly before your first week of practices, you will receive a "Kickoff" email that will provide a training video, a password to alphaBASKETBALL's online library, and other useful information to get the season started. After receiving the Kickoff email, you can begin accessing your coaching materials online, and will start receiving coaching packages via email (generally on Sunday of each week in which you have scheduled practices).

IMPORTANT REMINDER: please remember to add alphabasketball@gmail.com to your email address book so that materials being sent to you aren't caught up in your SPAM filter.

We hope that you find this coaching platform of value, and hope that everyone will take advantage of it. We will also provide a survey at the end of the year to collect your feedback on its value so that we can determine whether or not we will continue to invest in this resource in coming years.

OTHER WEB-BASED RESOURCES:

The following is a listing of web-based resources that may be of value to coaches in helping to establish practice plans, drills, and game plays.

http://www.angelfire.com/nc/ezdubits12steptools/bball_playbook.html

<http://www.basketball-drills-and-plays.com/>

http://www.y-coach.com/CD/Basketball_Drills.htm

<http://www.coachlikeapro.com/>

<http://www.ebasketballcoach.com/>

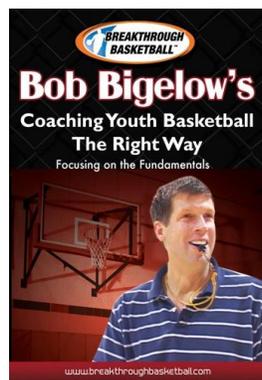
<http://www.breakthroughbasketball.com/coaching/youthbasketball.html>

**See NYBA website for additional resources.

Additionally, for those of you who may be interested in obtaining a great youth basketball coaching video, particularly geared for those coaching within the younger aged divisions, we recommend a DVD entitled:

“Bob Bigelow’s Coaching Youth Basketball the Right Way”

The URL to purchase the Bigelow DVD is <http://www.breakthroughbasketball.com/pr/bigelow-youth-right-way.html>.



APPENDIX A

Sample Welcome E-mail from Coaches

Good day parents.

I am writing to let you know that your <Xth-grade> <son/daughter> has been drafted to a team coached by myself and <asst coach(es)>. While our coaches did our best to consider all parent and child requests for coaches and fellow teammates in our draft process, the pure numbers of children and requests made it impossible for us to accommodate all such requests. If that is the case for you, we apologize, but we can assure a fun season for your child either way.

Our assigned practice slot will be <X-day> nites from <X-Ypm> at <XYZ School Gym> and our games will take place on <X-day> between <X and Y hours> starting <Date>. A game schedule will be distributed as soon as that has been completed.

For practices, please have your <son/daughter> at <XYZ Gym> by <Time> ready to play. If they have a basketball to bring with them, that would be great as well as we'd like to run some drills that require each child to have a ball. If not, don't sweat it, as we will make do with what we have on hand.

A few important points before we begin play:

- 1) Each practice session will typically be broken into about <X> minutes of instruction (basic drills and game fundamentals) and <Y> minutes of scrimmage play.
- 2) Our games will be played as two <X minute> halves of <X-on-X> play using the <Y-foot> baskets
- 3) As the weather begins to worsen, the schools have asked that kids bring their gym sneakers with them and not wear them to the gym, as to not track sand and salt onto the gym floors
- 4) Kids (those playing AND those siblings who may be there to watch) should not wander beyond the immediate vicinity of the gym through the halls of the school, nor should they be climbing on other gym equipment while play is going on.
- 5) There are water-bubblers at each gym, so there is no need for kids to bring water-bottles, but they can if they'd like. No other food or drink is allowed in the gym.
- 6) Each player will each be provided with a NYBA t-shirt. Beyond the shirt (which they will wear each game), any pair of shorts, socks and pair of sneakers will round out the attire.
- 7) Children should not to wear jewelry due to risk of injury to others.
- 8) In the event of inclement weather, the general rule of thumb is that if school is closed any given day, or if school lets out early, then there will be no basketball that nite. If snow begins to accumulate heavily late afternoon any given Friday, the coaches for that evening will touch base with one another and make a determination as to whether play will continue that nite. We will contact you in the event of such cancellation. We encourage you check your e-mail routinely on such days to verify if games are still on.
- 9) Parents, siblings, etc... are welcome to stay for the entire session any given nite but are not required to do so.
- 10) Respect for coaches and fellow teammates.....goes without saying.

We look forward to seeing/meeting all of you and to a fun season.

Here is our contact info if you have any questions:

<Coach's Name>

Home Phone:

Cell:

e-mail:

<Asst Coach's Name> <contact info>