

City of Chelan Parks & Recreation AAU Basketball



Handbook 2011-2012

Goals and Objectives

The goal of the City of Chelan Parks and Recreation Department is to provide an opportunity for the children of the community (Community is defined as those children residing in or attending school in the Lake Chelan School District.) to play organized sports and in providing these sports to strive to implant in the participants the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier and will grow to be good, decent, and trustworthy citizens.

To help achieve this goal, the City of Chelan Parks and Recreation Department will provide equipment, facilities, coaches, practices and games to teach the fundamental skills of the sport with an understanding of play. The program will help athletes develop good work ethics and attitudes and teach commitment and responsibility. Learning teamwork and developing good sportsmanship while making friends and having fun.

All directors, officers, and members will bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of primary importance.

The goal of this handbook is to provide a framework for the organization of youth basketball activities conducted in the community.

Membership and Eligibility

Any person, upon payment of the enrollment fees, shall be eligible to participate provided that:

1. That person meets the age and insurance requirements.
2. Has no previous history of negative or abusive behavior while involved with youth sports or programs.

Participation rights may be terminated if the participant, coach, volunteer or parent does anything which is detrimental to the best interests of the City of Chelan AAU Programs.

There shall be no refund of enrollment fees if the participant rights are terminated.

The City of Chelan Parks & Recreation Office, at its discretion, may provide a list of those persons eligible to participate.

Insurance and Waivers

The City of Chelan Parks & Recreation, or any competing community outside the City of Chelan, will pay any necessary league insurance coverage for its programs and participants. The certificate of insurance will name the City of Chelan, Chelan County PUD, Lake Chelan School District and other related schools participating in the Chelan Parks and Recreation AAU Program as additional insured.

Each participant, coach, or individual involved with the City of Chelan Parks & Recreation AAU program must have on file a current, signed hold harmless agreement. Agreements must be updated annually at the beginning of each sport.

Participants and coaches may be required to provide proof of insurance and must possess a current AAU card prior to the start of the activity of the program. A participant without proper proof of insurance may be deemed ineligible for participation until such time a card is acquired.

AAU insurance is not in effect in case of non-sanctioned play involving non affiliated team.

The City of Chelan disclaims any responsibility and shall not be held liable for injury or other financial obligations resulting from events which are not in compliance with this rule.

Fees and Charges

Registration, league and sponsorship fees paid within the City of Chelan Parks & Recreation AAU program will be at such rates, schedule, or formulas as may from time to time be prescribed by the Parks & Recreation Office.

The City of Chelan provides any league or team sanction fees to the appropriate sanctioning body.

Fees charged cover costs of insurance, uniforms, equipment, rental, administrative costs, or other expense relating directly to the Parks & Recreation AAU Sports Program.

The City of Chelan Parks & Recreation Office may accept on behalf of the AAU Sports program any contribution, gift, bequest, or devise for any program purpose.

Chelan teams will be responsible for protest, grievances, AAU cards, sponsorships, leagues and registration fees. Fees shall be payable to the Chelan Parks Department.

Teams outside Chelan will be responsible for establishing their own fee structure and purchasing their own equipment, uniforms and AAU Cards. Proof of a current AAU card may be required for each participant prior to participation in any City of Chelan Parks & Recreation program.

League Committees

A Sports Board will be established at the first coaches meeting to help handle grievances, game disputes, protests and appeals. The Sports Board will consist of three coaches from the different divisions plus the Chelan Youth Sports Coordinator and one Chelan Parks and Recreation Board member.

Protests and Grievances

Protests on Player eligibility may be made by the head coach to the Youth Sports Coordinator up to 24 hours after the final league game. This protest must be made in writing.

Grievances against other coaches or spectators must be made in writing. The head coach will have up to 48 hours after the alleged incident to submit the grievance to the Youth Sports Coordinator.

The Sports Board is empowered to declare forfeits, after checking the facts concerning a players' eligibility.

All allowable protests or grievances must be made in writing, by the head coach and submitted to the Sports Director with 48 hours after the game is completed. However, protests or grievances must be made known to the Youth Sports Coordinator by the following working day to be valid.

The Sports Board will act on all protests or grievances provided for, by the appropriate rules and render decisions on such matters. The board will not consider

any protest unless the protesting team has a complete and accurate score book record of the game. The protest must be made with the official before the game's end. The score books, to be complete must contain the last names and numbers of the players. The board will require times, names, and an account of the event being protested.

Once a decision is made by proper authority on a protest or grievance, the decision is final and cannot be appealed. Any coach or individual desiring to file a grievance against another coach, player, parent, or other individual, must do so in writing within 48 hours upon completion of the game involved and given to the Youth Sports Coordinator.

The Youth Sports Coordinator will then submit the grievance to the Sports Board which will act upon the grievance within the next three days after hearing testimony from each side involved. The Board will call for testimony only from those persons who have complete knowledge of the act that caused the punishment for the hearing. Witnesses will be called individually, both for and against the individual who is the subject of the hearing, to present their knowledge of his case. The decision of the board is final.

Forfeits and Appeals

The head coach, assistant or designee is the official spokesperson for a team, except for players appealing individual disciplinary action. If the head coach, assistant or designee is not present at the game site, a forfeit will be declared.

The head coach, assistant or designee who is the official spokesperson for a team declares that the field conditions or weather is a danger to their team; they have the right to pull their team from the playing field until such conditions no longer exist.

Any player or coach desiring to appeal individual disciplinary action as prescribed within this handbook may do so by submitting a request in writing within 48 hours after the penalty is rendered to the Youth Sports Coordinator. An appeal decision once rendered is final. Only a head coach may appeal punishment for a team infraction imposed as a result of this handbook or that imposed by the Sports Board.

Hearing and Appeal Procedures

The Parks Office will explain the purpose of the hearing and the procedures to be followed during the hearing.

A review Board will call for testimony only from those persons who have a complete knowledge of the act that caused the punishment of hearing. Witnesses will be called individually, both for and against the individual who is the subject of the hearing, to present their knowledge of this case. Character assassinations of game officials or the Parks and Recreation AAU Program Personal will not be tolerated. The board is empowered to dismiss any witness who attacks the integrity of officials and whose testimony is irrelevant.

Hearings will be conducted in a closed session with only the Board, the individual(s) who is the cause for the hearing, and witnesses on an individual bases. When necessary, an individual designated to record the hearing may also be present.

When the individual who is the subject of the hearing is a minor, the individual's parents and coach must also be present.

During the course of the hearing the league representatives will present the case. After the presentation, the individual who is the subject of the hearing will present his or her case. Witnesses for both sides will then be called with the league witnesses testifying first. The Board will question witnesses. Prior to the dismissal of a witness both parties will have an opportunity to ask questions or make comments regarding each witness's testimony.

The Parks and Recreation Department will provide a written decision to the appealing party based on information presented at the hearing.

A player or coach who is suspended and properly appeals the suspension may continue to participate in the Parks and Recreation AAU programs until a hearing is held before the proper authority. An individual appealing disciplinary action must make himself available at the earliest possible time for a hearing, established by the Board. Any punishment rendered by the Board will then become effective immediately upon close of the hearing. The time and place of the hearing will be set by proper authority. If an individual fails to appear for the hearing, the punishment becomes effective on the date of the scheduled hearing.

Basketball League Classifications and Limitations

1. Teams will be formed by grades. Classifications are:

Grades - Kindergarten, 1 and 2, coed boys and girls will be instructional only.

Grades - 3 and 4 girls will be combined into equal teams.
Grades - 3 and 4 boys will be combined into equal teams.

Grades - 5 and 6 girls will be combined into equal teams.
Grades - 5 and 6 boys will be combined into equal teams.
2. Players must be registered and submit any and all applicable fees by the registration deadline before being placed on a roster.
3. Team assignments will be decided by the Youth Sports Coordinator and the coaches creating an even distribution of skill among teams.
4. There will be no select teams, no creating A and B teams, stacked teams, etc allowed during the scheduled Chelan Parks and Recreation Program.
5. No player will be an automatic to any team except as follows:
 - A. Coaches son or daughter or relative.
 - B. Hardship request because of car-pooling needs will be decided upon by the League Office.
6. The League Office/Youth Sports Coordinator will assign late sign-ups to a team. The player will only be allowed to sign-up late due to lack of players to make a team.
7. Roster moves are allowed within the first two weeks of practice with the agreement of both coaches and the League Office.
8. Players may not play up a division.

Players

- A. Each player should be given the opportunity to play every game.
- B. Every Player in uniform must play at least one full quarter of every game, but need not be played in consecutive minutes.
- C. Coaches are not required to play or even suit up players that do not come to practice or do not follow the player/parent contract.
- D. Players may not wear watches, jewelry, rings or other clothing or items not part of the regular uniform.
- E. It is the responsibility of the player to attend all practices and games. If you cannot be at a practice because of illness, notify the coach before the practice or game. Unexcused practice means not playing.
- F. Be at the game site early. Warming up is an essential part of the game and helps to prevent injury. 15 minutes before the game starts is the latest a player should arrive.
- G. Be courteous when watching other games. Be a good sport when you win and when you lose.
- H. Be an example to younger players. They look up to you. Everyone needs support when they win or lose.
- I. Have fun.
- J. Treat other players, coaches, and officials courteously and with respect.
- K. Wear your gym shoes in the gym only. Take them off before you leave the gym. Put them on only when you arrive at the gym.

Coaches

- A. Coaches are responsible for obtaining a copy of this handbook and acquainting players with their contents. Ignorance of these rules will not be accepted as an excuse for violations.
- B. Coaches will conduct themselves appropriately by setting the right example for their players. Coaches who are abusive to officials, other coaches, players, and spectators will face disciplinary action, which may include expulsion from the City of Chelan Parks and Recreation athletic program.
- C. It is each coach's responsibility to ensure practices and games are conducted in a safe manner and that players wear proper safety equipment. Unsafe equipment or conditions should be reported to the Youth Sports Director immediately.
- D. Coaches are responsible for the following:
 - 1. Conduct of players, parents, and assistant coaches.
 - 2. Contact players and keep them informed of practice and game times, especially of any changes.
- E. Any coach ejected from a game will be suspended from coaching in the next game. The suspension also may range from coaches harassing players, officials before or after the game.
- F. Coaches or players who start or participate in a fight will be suspended for a period of time determined by the Youth Sports Director and/or the Sports Board.
- G. Any coach or player ejected twice during a season will be suspended for the remainder of the season. A hearing with the Basketball Board must be held before the coach or player can be reinstated for the next year.
- H. Coaches are required to attend the coaches meeting and view the "Concussion in Youth Sports" video. Each Chelan coach and assistant coach will be required to complete the following and return to the League Office prior to receiving sports equipment.
 - 1. Volunteer Coaches Application
 - 2. WSP background check

3. AAU Card
4. Concussion Fact Sheet

- I. Coaches are responsible for making sure they have each player's signed player/parent contract, medical release waiver and concussion form before the first practice. Coaches need to carry the player/parent contract and medical treatment authorization form with them to every practice and game.
- J. It is the responsibility of the coach to schedule practices through the Youth Sports Director to avoid gym conflicts.

Parents

- A. It is the responsibility of the parent to provide transportation to and from all practices and games ensuring your child arrives 15 minutes before game time and on time to practice.
- B. Parents are encouraged to stay and watch the games. When the game is over, support your child's play in a positive manner. Never blame the loss on any one individual, coach, or official.
- C. If unable to attend the practice or game, encourage your child to never talk with or leave with stranger. Inform the coach if no ride is available so they can assist.
- D. Ensure your child brings the proper equipment to practices and games and come prepared.
- E. Make fun, skill development, and sportsmanship your first priority.
- F. In competition someone always loses. When your child wins, teach your child to do it gracefully, not boastfully. If your child loses, do not allow your child to become negative, but learn from mistakes, as they happen.
- G. Abusive, profane or negative comments toward participants, coaches, or officials will not be tolerated. Such behavior will result in disciplinary action.

Equipment

- A. Each player must have a pair of gym shoes to be worn only in the gym.
- B. Each player will be provided with a shirt that can be kept at the end of the season.
- C. Practice and game balls will be furnished by the park office.
- C. Home team must provide the clock operator.
- D. Eye glasses should have shatter proof lenses and be secured with a strap behind the head.
- E. Any blood on a person and the game must be stopped until the blood is taken care of. Wiped from the floor and jersey must be changed.
- F. Officials are provided by the High School Coaches.

Schedules

All leagues will be scheduled by the League office so that each team plays an equal number of games. Games and practice times must be set through the Youth Sports Coordinator on fields/gymnasiums designated by the League office.

Schedules and any change of schedules must be coordinated with the Chelan Parks Youth Sports Coordinator and League office.

Outside teams must submit the number of teams in each division and fields/gymnasiums available one week after the registration deadline. Outside teams not submitting a list by then may not get into the league.

Game and practice schedules will be prepared by the League office and coordinated with the Lake Chelan School District, and any other teams wishing to play in the League. Outside schools are required to coordinate dates and times with their own schools and submit those times to the Youth Sports Coordinator.

Games canceled may not be rescheduled unless they have direct bearing on the League Championship and/or final standings.

Teams are limited to a maximum of 2 practices per week and not to last more than one and a half hours each.

Teams are not to practice more than once a week if they play two games in that week and are not to practice more than twice if they have one game that week.

If a coach must reschedule a game, as no other date is available, then the game cannot be made mandatory for the players to play in any future games.

General Playing Rules

The team listed first on the game schedule is the home team and will provide the clock operator.

Referees are provided for the boys and girls teams by the Chelan High School Boys and the High School Girls basketball teams.

All games are two 20 minute halves with running clock, with a 5 minute halftime.

Two 30 second time outs allowed per half.

Make sure all whistles are put back in the ball bag.

Please pick up all trash in the player area and have your team put the chairs outside in the commons area if you are the last game of the day.

City of Chelan Parks and Recreation Fee Schedule

The following is the 2010 fee schedule as adopted by the City of Chelan rate resolution.

Registration Fees:

Basketball	Grades K, 1 & 2	\$25		Grades 3 – 6	\$35
Baseball	Ages 5 – 8	\$25		Ages 9 – 12	\$35
Soccer	Grades Pre- K & K	\$25		Grades 1 – 4	\$35
Volleyball				Grades 5 – 6	\$35
Jr. Golf	Age 8 – 17 (one week)	\$30	OR	5 Weeks for	\$100
Swim Lessons	Age 3 – 12	\$35			
AAU Card		\$15			

Athletic Team Sponsorship:

Package A	1 team in Soccer or Volleyball	\$100/\$100
Package B	1 team in Tee Ball	\$100
Package C	1 team in Baseball or Softball	\$200/\$200
Package D	1 team in Basketball	\$100
Package E	Annual Sponsorship (1 team in each recreational sport)	\$600