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KVBA Coach's
Information Kit
2007-2008

Revision History

Date	Description	Author
Sept 2004	Consolidation of various documents into single handbook	Peter Vincent
September 2006	Removed the section regarding rules. Added reference to KVBA House League rules document instead.	Paul Vaughan
August 2007	General updates.	Paul Vaughan

Table of Contents

INTRODUCTION 4

KVBA COACHES RESPONSIBILITIES 5

KVBA COORDINATORS RESPONSIBILITIES 6

PLAYER’S RESPONSIBILITIES..... 7

PARENT’S RESPONSIBILITIES..... 7

KVBA GENERAL GUIDELINES..... 8

CANCELLATION POLICY 9

LATE REGISTRATION PROCESS..... 10

SCHOOL RULES..... 11

KVBA HALL MONITORS GUIDELINES 12

HOUSE LEAGUE RULES 13

REFEREES AND OFFICIALS..... 13

EQUAL PLAY RULE..... 14

SAMPLE SCORESHEET 16

Introduction

Thank you for volunteering your time to become part of this great organization. Without the active involvement of people like you this organization couldn't be as successful as it is.

This document is intended for use by KVBA house league coaches and assistant coaches and it intended to complement the other reference material available to you from the KVBA. The KVBA Constitution, Rules and Guidelines, and the Representative Team Guidelines are also available to you and can be obtained from the KVBA Web site or from your house league coordinator.

Coaching certification courses are also available from the KVBA, BNB and Sport New Brunswick. For a list of courses please visit the KVBA web site or contact your house league coordinator. Many other valuable coaching resources, such as books and videos, can be obtained from the Basketball New Brunswick by calling their office at 849-HOOP (4667).

Most importantly, if you have any questions, comments or concerns please don't keep them to yourself. It is imperative that all issues are identified and resolved as soon as possible before they grow into something too difficult to manage alone. Please remember you have a support network of parents, peers, coordinators and board members available to support you in your role as coach.

Finally, please feel free to share this document or parts of it with your parents and players if you feel it is appropriate. The content of this document should be known and understood early on in the season so there are no surprises for anyone.

Once again, thank you for your participation and **HAVE A GREAT SEASON!**

KVBA Coaches Responsibilities

This is not an exhaustive list of responsibilities but it will provide a great overview of what is expected from a KVBA house league coach. There are probably many other items that could be added to this list but most will become immediately obvious throughout the year.

- Be at practices and games 15 minutes ahead of the scheduled time.
- Never leave players unattended. Stay at the school until all players are picked up.
- Replace yourself if unable to attend a practice or game. It is a good idea to select a couple of parents to work as assistants so they may become familiar with the players and the process.
- Be prepared for practices. It is a good idea to introduce anything new at the first of practice while the players are still fresh. Always end your practices with something upbeat, such as a competition.
- Familiarize yourself with the KVBA house league rules, especially those with regards to equal play. The primary objective of house league is to provide a recreational environment for **every player** regardless of their current skills level or rate of development.
- Down play the importance of winning. Rather, stress the importance of working hard, team work and the enjoyment of developing new skills.
- Attend to any discipline problems immediately. We recommend a warning first, followed by sitting the player out of drills or the portions of practice. If this doesn't solve the problem, please speak to the parent as soon as possible. If the behavior continues to be a problem, send the player home by contacting the parent and asking them to pick the player up immediately. Finally, if these actions do not resolve the issue, contact the your house league coordinator.
- Please have one parent in charge of facility supervision during your game time on Saturdays. This is a useful aid to the Hall Monitor function that is provided at most schools and could be done on an informal basis. Finding a parent to be in charge of scheduling the other parents is the easiest way to do this. Most parents would only have to do supervision one week if everyone is scheduled. They will be responsible to see that players, spectators and balls stay in the gym at all times, and that food and drink are not brought into the gym. This is important as the use of the schools depends on them being well supervised and taken care of to avoid damage. Ask the parent to report any problems to you immediately, and you in turn report them to the coordinator. This helps us deal with the situation immediately.

KVBA Coordinators Responsibilities

The house league coordinator serves a specific and special role as intermediary between the coaches and the KVBA Board of Directors for ease of communication. It is by no means intended that coaches cannot communicate with the board of directors directly, in fact, coaches may attend any board meetings.

The following are some examples of the role the coordinator will play:

- Primary contact for players, parents, and coaches for respective division.
- To distribute information to respective division coaches (schedules, announcements, cancellations, and any other changes etc.)
- To direct problems to the appropriate executive member when required.
- To help select team coaches and to assist in the assigning of gym times for practices.
- To coordinate the assigning/drafting of players to teams and to handle special requests throughout the season (e.g. change practice nights, add new players, refund requests).
- To help make team schedules for the division, practices and games.

Player's Responsibilities

It is reasonable to expect the following items to be adhered to for all practices and games, most are simple courtesy. These items should be communicated to the parents and players during the first practice so there are no misunderstandings later on.

- Come to practice and games on time. Attend as many as possible.
- If unable to attend a practice or game, the coach should be notified ahead of time.
- Obey all school rules, treat the school property with respect.
- Be attentive and obedient. Do not be disruptive.
- Take care of your uniform and be sure to wear it to each game.
- Remember to bring your sneakers to practice - outdoor footwear is not allowed in the gym - it is to be removed in the lobby.
- Be a good sport. Don't criticize or abuse a player, coach or official.

Parent's Responsibilities

- Parents are responsible for player's transportation to and from practice and games, and staying with their child until the coach arrives.
- Parents are responsible for school supervision during Saturday games. The Coach will arrange this. Parents must be sure all children with them as spectators remain in the gym at all times and are never left unsupervised. Balls are not allowed out of the gym at any time.
- If there is a problem, try to solve it with the coach first or through the coordinator with the KVBA Executive.
- The KVBA follows a policy of having each player play "equal time" in all house league games. However a player who regularly misses practices and/or games may, at the discretion of the coach, receive less playing time.

KVBA General Guidelines

These guidelines are general in nature and are based upon the Constitution, Rules and Guidelines of the KVBA. These items are reproduced here for simplicity and convenience purposes. If additional detail is required, please refer to the source documents.

- Rep Teams will not interrupt the house league without board approval.
- No team may undertake any fund-raising activities without prior approval of the board.
- No player may be added to any house league team without board approval.
- **ALL House league games will finish on time, regardless of what time they begin.** It is not uncommon for officials, coaches, or parents to have commitments at other gyms throughout the day. To insure everyone can meet their obligations, game officials may occasionally shorten segments, or adjust the timing of segments, if they deem it necessary to keep the gym schedule on time.
- No KVBA team, other than the representative teams, may represent the KVBA at any provincial tournaments.
- Coaches will find one parent from their team to be in charge of supervision for the team for the year. The coach will issue a team list. They will find someone to supervise the school each time the team plays.

Cancellation Policy

Usually throughout the winter months we have several storms that force the cancellation of practices or games. The following policy statements apply:

- If school is cancelled on a weekday, basketball practice is cancelled for that evening, regardless of whether the weather improves or not.
- If a storm occurs on a Friday or Saturday and impacts the Saturday game schedule, please listen to the radio for cancellations. Announcements will be made prior to the first game scheduled for the day.
- Common sense must prevail in all weather-related situations. If practices or games are not cancelled, but you still feel that holding them is a risk, you are the ultimate authority in those cases and should make your decision accordingly.
- If, for any reason, you have to personally cancel a practice or game, you are responsible for notification of the other coach/coaches, as well as the officials (referees and timekeepers/scorers).

Late Registration Process

Late registration is inevitable for many reasons such as waiting to determine if a child makes a school team and therefore unable to commit required time to the KVBA. Late registration still requires that the proper forms and fees be handled appropriately. The following outlines the general process to be followed:

- Late registrations are to be handled by the appropriate house league coordinator. Do not take registration forms from parents. Please ask they contact the coordinator.
- The coordinator will forward a copy of the registration form to you and the KVBA registrar (i.e. Secretary).
- The registrar will maintain the master list of players for insurance purposes (BNB Registration). Players are not insured until payment of registration fee has been collected and the child's name is on the master list.
- The registrar will distribute the master list to the President and the proper Director.

School Rules

Strict adherence to the following rules is expected without exception. If there is a problem related to these rules it must be relayed to the house league coordinator as soon as possible for resolution. These rules must be relayed to the players and parents at the first practice to avoid any misunderstanding later.

- No players are to be in the school without their coach.
- Adequate supervision of all players must be provided at all times.
- Players should arrive and leave by the designated door only.
- Do not prop, or block, the school doors open. Post a player by the door to let other team members in.
- Players are to be in the gym, dressing rooms or at the closest water fountain only. They should not leave the gym without the coaches' permission. They should never be in other parts of the school under any circumstances.
- No street shoes are to be worn in the gym.
- No equipment is to be removed from the gym, especially balls.
- Return any equipment you move to its original place.
- No one should ever hang from the net or rim, or "slam dunk". This can cause irreparable damage for which the perpetrator is responsible and accountable.
- No pop or food is to be taken into the gym.
- The school telephone is not for public use.
- Make sure balls are put away, lights are turned out and doors are closed and locked when you leave. On Saturdays, the coaches of the last game have the responsibility of making sure the school is properly closed. Normally a Hall Monitor will be available for this but Coaches should ensure this is done.
- In bad weather, boots are to be left in the entry of the school, and never allowed in the gym.

The future use of the schools is determined by how we use them. If we cause damage or create a disturbance, we could lose the use of the school. PLEASE ADHERE TO THESE RULES!

KVBA Hall Monitors Guidelines

The parents (or hired resources in some cases) are responsible for performing this duty and ensuring that all rules are followed as outlined here.

- Be there 10 minutes prior to game time and stay until your relief arrives.
- A parent from the team listed first supervises first half of the game, team listed second supervises second half of the game. (unless a hired resource is present to serve this function)
- See that all outdoor footwear is removed on mats at front entrance.
- Everyone enters through the same set of gym doors.
- Players must enter and exit changing rooms through gym entrances.
- Only KVBA registered players and people attending the game are permitted in the school. Under no condition allow anyone else to enter the school.
- There is absolutely no admittance allowed to any other part of the school other than the gym and main entrance.
- The balls are for the teams to warm-up. During the games all balls are to be placed in the racks on the far side of the gym away from the spectators. Balls are not to be in the changing rooms, removed from the gym or used by spectators.
- No one is to be hanging around the water fountain.
- Spectators are to remain in the gym at all times.
- Any incidents are to be reported immediately to the coach, who will contact the coordinator.

House League Rules

The KVBA house league follows the rules of play as set by Basketball New Brunswick with specific modifications designed to benefit the playing experience for younger recreational athletes. A copy of the KVBA Rules document can be found on the KVBA web site (www.kvba.ca) or by calling the KVBA Director of Officials.

Referees and Officials

Please be aware that most of the game officials assigned to handle the house league games are typically young who are developing in much the manner as the players they are officiating.

All of these individuals deserve our appreciation and proper respect for the work they are doing. Make sure that you introduce yourself prior to the game and make sure you know their names. If you have issue with something they do, please take the person aside and speak to them confidentially with respect to your concern. If your issue is not resolved to your satisfaction please discuss it with the house league coordinator who will in turn discuss it with the proper Director. We would ask that all issues be specific by game, person(s) involved and description of the issue. If addressed properly, most issues are dealt with without major incident.

Equal Play Rule

Equal play is the primary rule in effect for house league games. Obviously, due to odd numbers of participants, some players will be receiving one shift less than others in some games. The coach will try to provide equal time as best as possible in this situation. The following table will help to outline the shifts that will result in certain situations.

As a general rule, all practices will be 1 hour and 15 minutes in duration, all games will be 1 hour and 20 minutes in duration made up of two halves which are divided into 5 segments each. Each segment of a game will be determined at the start of the game as 3 ½ minutes of stop time or 5 minutes of straight time depending on whether the schedule is on time or not. Timing will be at the discretion of the referees for the game.

In an 8 segment Game:

Number of Players	Shifts per Player
15	10 play 3 shifts, 5 play 2 shifts
14	12 play 3 shifts, 2 play 2 shifts
13	1 plays 4 shifts, 12 play 3 shifts
12	4 play 4 shifts, 8 play 3 shifts
11	7 play 4 shifts, 4 play 3 shifts
10	10 play 4 shifts
9	4 play 5 shifts, 5 play 4 shifts
8	8 play 5 shifts
7	5 play 6 shifts, 2 play 5 shifts
6	4 play 7 shifts, 2 play 6 shifts
5	5 play 8 shifts

In an 10 segment Game:

Number of Players	Shifts per Player
15	5 play 4 shifts, 10 play 3 shifts
14	8 play 4 shifts, 6 play 3 shifts
13	11 plays 4 shifts, 2 play 3 shifts
12	2 play 5 shifts, 10 play 4 shifts
11	6 play 5 shifts, 5 play 4 shifts
10	10 play 5 shifts
9	5 play 6 shifts, 4 play 5 shifts
8	2 play 7 shifts, 6 play 6 shifts
7	1 play 8 shifts, 6 play 7 shifts
6	2 play 9 shifts, 4 play 8 shifts
5	5 play 10 shifts

Sample Scoresheet