



St. Francis Xavier Boys' Basketball Operating Procedures

Created 2016

St. Francis Xavier Boys' Basketball – Operating Procedures

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1.0 General

1.1 Purpose

This purpose of this Operating Procedure is to document the operational functions and requirements of the St. Francis Xavier Boys' Basketball program (SFBB). This document includes foundational details and organizational, coaching, playing and supporting guidelines for the SFBB.

1.2 Scope

This Operating Procedure only includes SFBB's operating principles and guidelines. SFBB is a member of the Madison Area Independent Sports League (MAISL) and operates under the guidance of the MAISL. However, this Operating Procedure does not include cover MAISL's rules and guidelines, although it may refer to some of those rules and guidelines. In addition, participants in the SFBB program must comply with the provisions of the St. Francis Xavier Athletic Handbook. This Operating Procedure does not include a detailed discussion of the rules and guidelines contained in the St. Francis Xavier Athletic Handbook, although it may refer to some of those rules and guidelines. If you do not have the St. Francis Xavier Athletic Handbook, you can obtain it from the St. Francis Xavier School office.

2.0 St. Francis Xavier Boys' Basketball

2.1 Operational Management

Athletic Director

The St. Francis Xavier Athletic Director (Athletic Director) manages and oversees all St. Francis Xavier athletic programs, including SFBB. The Athletic Director reports to, and is supervised by, the principal of the St. Francis Xavier School. Decisions made by the Athletic Director are subject to review by the principal of the St. Francis Xavier School.

Program Coordinator

The SFBB program has a Program Coordinator who is appointed by, and reports to, the Athletic Director. The SFBB Program Coordinator is responsible for organizing and supervising the SFBB program. Decisions made by the Program Coordinator are subject to review by the Athletic Director.

Parent Representative

Each team in the SFBB program has a Parent Representative who is appointed by the Program Coordinator. The Parent Representative coordinates the flow of information between the Program Coordinator and parents.

Athletic Board

The St. Francis Xavier Athletic Board (Athletic Board) is an advisory Board that provides advice and counsel regarding the Parish's athletic policies and programs to the Principal of the St. Francis Xavier School, to the Athletic Director, and to the Program Coordinators for the various athletic programs at St. Francis Xavier Parish. The Athletic Board has six voting members and ten non-voting members and it has the following officers: Chair, Vice Chair, Secretary and Treasurer. The Athletic Director is the Chair of the Athletic Board.

The six voting members of the Athletic Board serve three year terms. The terms of the voting members are staggered so that the terms of only two of the voting members expire each year. This model ensures future continuity for the Athletic Board by ensuring that the Athletic Board retains knowledge from year to year. The non-voting members of the Athletic Board consist of the following persons: the principal of the St. Francis Xavier School, a member appointed by the St. Francis Xavier School

Committee who serves as a liaison to that Committee, the St. Francis Xavier's Youth Minister, and the Program Coordinators for boys' basketball program, girls' volleyball program, boys' volleyball program, girls' basketball program, boys' basketball program, girls' softball program, and track program. The Athletic Board has bylaws which are reviewed and updated periodically by the St. Francis Xavier Education Commission.

Parish Pastor

The Pastor of the St. Francis Xavier Parish has ultimate authority over the SFBB program.

2.2 Our Commitment

SFBB is committed to teaching safe and effective basketball fundamentals to the youth basketball players in the St. Francis Xavier community. Our philosophy includes hard work, dedication, commitment and fun for players, coaches and the player families alike.

Our objective is teaching fundamental basketball to all players. As players advance grade levels, additional plays and techniques are introduced, preparing those young athletes who want to continue playing basketball after 8th grade to transition into a high school basketball program.

The philosophies and objectives of SFBB do not focus on winning. However, we do believe that effort and attitude drive the competitive spirit and lead to excellent outcomes, regardless of winning or losing on the score board.

2.3 Fair Play Policy

SFBB supports a Fair Play Policy for all players at all grade levels. However, fair play time does not necessarily imply equal play time, particularly as the player's progress through the grade levels.

Play time is guaranteed for all players who abide by the player code of conduct, maintain a positive and contributing attitude, and attend all practices. In order to show fairness to those who are committed and fulfill guaranteed play time expectations, the playing time of players demonstrating behaviors outside of the expectations may be limited to one (1) quarter. Limiting play time is discretionary and requires coaches to be reasonable and consistent in enforcing the Fair Play Policy. Notwithstanding the foregoing, if a player is not in good standing academically or has otherwise violated the St. Francis Xavier Athletic Handbook, he may not be allowed to play at all.

All players must have an opportunity to start on offense and defense during the course of a season, provided that they are in good standing academically and have been attending practices regularly.

Strong communication between parents, coaches and/or the Program Coordinator is imperative in building an understanding of play time balance. If a parent believes that his/her child is not receiving adequate playing time after speaking with the coach and the Program Coordinator, he/she may contact the Athletic Director directly.

2.4 Communication

Effective communications is an important element of the success for the SFBB program. An organization whose people communicate effectively experiences fewer misunderstandings that create frustration, waste time and cause mistakes. It is imperative that questions, concerns, thoughts and ideas regarding the operation of the SFBB program be understood. If a parent, player or coach would like to share feedback, they are encouraged to speak with a member of the Athletic Board. Without this feedback, the program misses out on potential opportunities for growth and improvement.

Each grade has a Parent Representative who is appointed by the Program Coordinator. General information regarding a team and the SFBB program (e.g. picture night, schedules, tournaments, concessions, fund raising, etc.) will be communicated to a team and the players' parents by the Parent

Representative. The preferred methods of communication is direct emails to our master email distribution list. Communications are expected to be accurate, relevant and timely.

2.5 Program Registration

Registration for an upcoming season will occur in September. The objective of this approach is for SFBB to be able to budget and plan for the upcoming season as well as inform MAISL of registrants for their annual planning. A discount on registration is available for families with more than two players in the SFBB program. The first two players will pay full price (the advertised price at the time of registration), and the third etc. will pay one-half of the full price.

Registration timeframe communications will be shared via email. No uniforms will be issued until registration fees are paid.

In conjunction with full payment of registration fees, parents and players are required to complete and provide registration forms, including medical forms and an emergency information form. A player is required to have a physical exam every other year and every other year the player's registration forms must include a form signed by the player's physician clearing the player to participate in SFBB. All required registration materials must be submitted to SFBB by the first practice of the season. Additional forms may be required as dictated by SFBB and MAISL and will be communicated through the SFBB Program Coordinator or the Parent Representatives. Failure to provide these signed documents will prevent program participation. There will be no exceptions.

Additional information and forms are available online at <http://www.sfxcatholicschool.org/Activities/Athletics.aspx>.

2.6 Financial Assistance - Application Process

SFBB believes that all boys in the St. Francis Xavier School should be provided an opportunity to participate in the SFBB program regardless of financial status. To accommodate this belief, SFBB offers scholarships to qualifying families.

A scholarship may range from \$50.00 to the full registration cost depending upon need and availability. Players/parents who receive scholarships are expected to put in extra volunteer time during the season in support of the SFBB program.

Scholarship request forms must be completed and submitted to the Athletic Director. Requests are confidential and are not shared outside of the Athletic Board. Upon approval, the Athletic Director will inform the recipient.

2.7 Fund Raising

General

In order to maintain reasonable participant fees, SFBB relies heavily on concessions, returns from vendors (pictures and clothing) and fund raising. Fund raising initiatives may range from team tournaments to cash raffles. All players/parents are required to participate in fund raising efforts, including the 8th Grade Tournament which is a general fundraiser for the SFBB program. In addition to the 8th Grade Tournament, all parents are expected to volunteer to work at the concession stand during home game. Finally, all players are expected to sell five (5) sweepstakes tickets. The funds raised from the sweepstakes help pay for league fees, referee fees and uniforms.

Opt-Out Form

In the event parents are unable to help with concessions or the 8th Grade Tournament, they can opt-out of fund raising by submitting the opt-out form along with a check for \$100.00. This form must be completed and given to the Athletic Board prior to the start of the basketball season. In the event that

during the year a player's parents do not help, they will be invoiced the \$100 at the end of the season. All event signups must be done on the ischedule program for information contact.

3.0 Coaching St. Francis Xavier Boys' Basketball

Coaches are Volunteers: SFBB does not pay a salary to any coaches at any grade level. Coaches are 100% volunteers. As with any coaching role, coaching basketball requires a significant amount of volunteered time and dedication. It is imperative this be kept in mind as we cannot expect our players to be dedicated if our coaches are not.

SFBB provides an excellent experience for players and also works to help new and experienced coaches grow in their role. While coaches are primarily focused on developing their specific teams, there is often exposure to other coaches and players through time spent on position specific, grade level practicing. This approach promotes consistency, allows coaches to teach and learn from other coaches and exposes all players to the strengths of all coaches at a given grade level.

All coaches represent the SFBB program and are expected to promote the philosophy of SFBB through their coaching practices. Our goal is to have parent coaches and non-parent coaches. In the 7th and 8th grades, a non-parent head coach is preferred.

Keep it Fun: In youth basketball, you've been successful as a coach if you've made the game so much fun that kids want to play it again next year.

Teach the Fundamentals: The success of SFBB is the result of the continual focus on teaching fundamentals. The playbook becomes more complex and the game gets more complicated in the higher grade levels. Ensure time in your practice plan to focus on teaching fundamentals. Set players up for success in their future basketball careers by providing a solid foundation now.

Teach Good Sportsmanship: We are privileged to have a role in the shaping of some young people, and we need to take that responsibility seriously. Encourage good sportsmanship and competitive intensity at the same.

Keep It Safe: Injuries are a normal part of most sports. Coaches must ensure safe play for injury avoidance.

Build Lasting Relationships: It's not just about the game of basketball, it's about relationships. Coaches can have a big impact on a player's life. For some players, coaches may be one of the primary adults in their lives. Make a positive impact.

3.1 Coaching Requirements

National Youth Sports Coaches Association Certification

SFBB requires all coaches to be certified to coach youth basketball through the National Youth Sports Coaches Association. The certification provides basic coaching fundamentals training for the coaches and it provides consistency across all program levels. Certification is required to be completed by January 15th each year.

Background Screening

SFBB requires all coaches to pass an annual criminal background check conducted under the direction of the Principal of the St. Francis Xavier School. All background checks must be completed and approved prior to the first game of each season.

Coaching Expectations Agreement

The SFBB program, in conjunction with MAISL, requires that all team coaches review, sign and comply with a coaching expectations agreement. The agreement is included in the coach's packet provided at the first coaches meeting of the season.

Coaches Training

One coach from each team is required to participate in an annual training and awareness meeting hosted by MAISL. The meeting covers coaching expectations and league policies.

Virtus Training

All coaches are required to have completed Virtus Training prior to the first practice of each season.

Practice & Game Attendance

In the event that a coach misses an excessive number of practices and/or games, the Athletic Director may remove an existing coach and find an adequate replacement. This may occur immediately or during planning for the following season.

3.2 Coaching Structure

Head Coaches

Head coaches are selected by the Program Coordinator, subject to the approval of the Athletic Board. The Program Coordinator is required to submit the names of the proposed head coaches to the Athletic Board for its approval no later than December 1 of each year. Anyone can volunteer to be a Head Coach, but the Athletic Board has final authority to select the head coaches.

Assistant Coaches

The head coach can pick two assistants, but the assistants must be approved by the Athletic Board prior to December 1 of each year. Additional coaches are vital to the long term success of the SFBB program. Coaching volunteers not named as head or assistant coaches are still encouraged to be involved and may help coach a team with the approval of the Athletic Board.

Tenure

If a coach has demonstrated competency and compliance throughout the current season, the Athletic Board will generally give that coach primary consideration for progressing to the next grade the following season, or for other coaching vacancies within the program. All requests for coach placement are considered, however, the Athletic Board has the ultimate authority to approve or deny the requests.

3.3 Coach's Code of Conduct

The coach's Code of Conduct provides guidance for coach behavior and the expectations of the SFBB program. All coaches who are certified and actively coaching in the program are expected to be familiar and comply with the Code of Conduct guidelines.

Coach's Code of Conduct

- I will place the emotional and physical well-being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the age group.
- I will support a drug, alcohol and tobacco-free sports environment and agree to assist by refraining from their use at all youth sports games.
- I will do my very best to provide a safe playing situation for my players.

- I promise to review and practice the necessary first aid principles need to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players and officials.
- I will insure that I am knowledgeable in the rules of the sport that I coach and that I will teach these rules to my players.
- I will remember that I am a youth coach and that the game is for the children and not for adults.

A breach in expected coach's conduct will be reviewed by the Athletic Director and the Athletic Board and may be subject to disciplinary action. Corrective actions include but are not limited to a verbal warning, a written warning, an Athletic Board discussion with the offending coach, complete or seasonal dismissal from the SFBB program. For all written and verbal warnings, the Athletic Director Board of Directors will, upon request, provide a written explanation of the infraction and consequences.

If the Board determines that dismissal is necessary, the coach will no longer be allowed to participate in practices and cannot be present on the sideline during games. The program will also expect the coach to refrain from communicating with players and families through SFBB resources, including email lists.

Coaches who have been dismissed for the balance of a season can be eligible to coach the following season, pending Athletic Board review, discussion and approval. This process requires the offending coach to submit, in writing, a formal request for reinstatement. The request must outline the efforts the coach has undertaken to redeem and overcome the cause for previous dismissal. Further discussion between the coach and the Athletic Board may also be necessary.

3.4 Coaching Philosophy

In order to have a successful coaching staff, it is critically important that everyone understand the philosophy of the SFBB program and then coach with that philosophy in games and in practices. It is our job as coaches to teach and train each and every player regardless of talent the fundamentals of basketball as well as team work. While winning is truly an important part, it must be done in a way that involves all the players provided that players are acting within the guidelines of the St. Francis Xavier Athletic Handbook. It is also extremely important that the coaches understand the importance of motivating the players, and making sure that all players respect their teammates, and their opponents. It is also very important that coaches understand and respect the differences between the head coach and assistant coach. It is with the above philosophy that the SFBB offense was designed, an offense that allows all players to be involved.

Currently we allow parents as head coaches in the fifth and sixth grades, however once the players get to the 7th and 8th grades the head coach becomes a non-parent if at all possible. It is also our philosophy that coaching and training is done at practice, and that players take responsibility to learn and execute what they learned in practice at the games.

During the games it is the coach's responsibility to motivate the players to give it their best effort, and correct mistakes being made by talking to the players in a positive way, showing them what they can do to improve and help the team.

It is unacceptable for a coach to belittle a player, make a player cry, or use language that is inappropriate. If a player is not giving the effort required it is handled by talking with the player, and making sure the player understands the importance of teamwork and giving their best effort and possibly sitting on the bench.

Finally the assistant coach is on the bench to give positive feedback to the players and help them to improve or understand mistakes so they can be better when they enter the game the next time. They are also on the bench to be an advisor to the head coach on playing time, timeouts, and help motivate

players for their efforts during timeouts. It is also their responsibility to help make sure players are handling their offense and defense responsibilities. Lastly it is extremely important that an assistant coach is working for the good of the entire team and not just their sibling or child.

The head coach is responsible for many things during a game which includes talking to officials, moving players around, timeouts, lineups, and substitutions and making sure everyone is working hard and respecting the game and the opponent. It is important that the team is performing as a team and not as individuals.

3.5 Practice Planning

All players should arrive no more than 10 minutes before practice and should be picked up within 10 minutes after the end of practice.

Coaches are responsible for the appearance of their team's practice area. At the end of practice, all practice areas must be free of debris, with all equipment having been properly stored.

In consideration for the safety of the players, coaches are not to leave the practice area until all of his/her teams' players are accounted for and it has been determined that they have adequate travel to their places of residence. The last remaining coach is not to leave the practice area until the last player is gone, regardless of whether or not that player is assigned to his/her team.

3.6 Game Day Procedures

Game Day Set Up

The Head Coach for the first home game of the day is required to get the gym ready for the games to be played that day. The coach setting up the gym should be at the gym at least 30 minutes prior to the start of the first game of the day. All scoreboard equipment is in the coaches' room and the scorer's table must be set up.

The coach and parents for the final home game of the day are expected to clean up the gym and the concession area, making it ready for the next gym user.

Conduct

Any person directing negative or inappropriate gestures or verbal comments towards a player, coach, official or fellow spectator will be asked to leave the premises without warning. Any official on site has authority to make this determination including the referee, head coach, Athletic Director, any Athletic Board member, or Law Enforcement Officer. Coaches who experience issues or have any questions on game days should contact the Athletic Director, the Program Coordinator, or the Parent Representative.

3.7 Postgame Results Reporting

The head coach of a team is responsible for reporting the final score of his team's game to MAISL.

3.8 Communication Expectations/Parent Representative

Parent Representative

The Parent Representative should communicate with the parents at least once weekly. Parents must be informed of game times, locations, and special activities that occur throughout the season (e.g. youth night, tournaments, etc.) and communicating with the parents is the only way for families to be aware of these activities.

Complaints

If a parent has a complaint regarding a coach (i.e., playing time, etc.), the parent should first go to the coach to try and resolve the issue. If the response from the coach is unacceptable to the parent, the parent should go to the Program Coordinator for SFBB to try and resolve the issue. If the Program Coordinator is unable to resolve the issue, the parent should bring his/her complaint to the Athletic Board.

4.0 Playing St. Francis Xavier Boys' Basketball

Most youth athletes play sports purely for the fun of the game. Youth basketball is no different in that not only is it the priority of the players to have fun, it is one of the principals of the SFBB program.

Playing youth basketball at St. Francis Xavier promotes fun, friendship, teamwork, dedication, responsibility and sportsmanship. These values promote competition and success within the youth athletes regardless of the score of game.

4.1 Player Expectation and Commitment

Learning and playing SFBB requires a commitment to one's self and one's team. To be most effective, players must be dedicated to practicing, working hard, and performing the responsibilities of a player at all times.

When a youth player puts on their St. Francis Xavier uniform, they are representing themselves, the SFBB program, and the community in general. High profile representation such as this requires a player to behave in a manner that reflects positively on their selves, their team, the program and the community.

All players are required to pledge prior to the season's start to uphold player conduct expectations. The players pledge includes the following points:

- I hereby pledge to be positive about my basketball experience and accept responsibility for my participation by following this Code of Conduct.
- I will encourage good sportsmanship from fellow players, coaches and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will do my best to listen and learn from my coaches.
- I will expect to receive a fair amount of playing time.
- I will treat my coaches, other players, officials and fans with respect regardless of race, creed or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my basketball experience and will alert my parents and coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth games.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that youth basketball is an opportunity to learn and have fun.

The overall success of the youth athlete is highly dependent on parental involvement and examples. Parents play a critical role in shaping and supporting the athlete and respective success levels. As such, parents of youth basketball players in the SFBB program must also commit to a code of conduct. The Parent Code of Conduct includes the following points:

- I hereby pledge to provide positive support, care and encouragement for all children participating in SFBB by following this Code of Conduct.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports events.
- I will place the emotional and physical well-being of my child and other children ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports games.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

4.2 Academics

All players are expected to maintain academic requirements as dictated by the St. Francis Xavier Athletic Handbook and the player's parents. Fulfilling academic requirements applies to classroom performance (grading) as well as meeting in-school behavioral expectations.

The St. Francis Xavier Athletic Handbook sets forth the academic expectations for participants in the SFBB program. If a player is not meeting academic expectations, practice and game participation may be compromised. SFBB will work with the player's parents and the St. Francis Xavier School to evaluate the situation and to determine the appropriate impact that the failure to meet academic expectations will have on the player's participation in the SFBB program.

4.3 In Season Disciplinary Issues

SFBB program participants are expected to demonstrate model behavior in the gym, at home, in school and throughout the community. Model behavior implies ethics, integrity, respect and honesty in one's daily decisions and interactions.

Should a member of the Athletic Board or the SFBB coaching staff become aware that a player is engaging in what is generally considered inappropriate behavior, the player will be subject to disciplinary action within the SFBB program. Typical discipline includes decreased game play times or sitting out one or more games entirely.

5.0 Establishing Teams

5.1 Team Sizes

SFBB has grade level teams for boys in grades 5 through 8 at the St. Francis Xavier School. Each team should have a minimum of 7 players. If there is less than 7 players on a team from the St. Francis Xavier School, the SFBB can recruit additional players from the St. Francis Xavier Religious Education program. However, in order to participate in the MAISL leagues, at least fifty percent (50%) of the players on a team must be from the St. Francis Xavier School unless an exception is received from MAISL.

5.2 Player Recruitment

It is a violation of league policy to try and solicit any current players in other MAISL programs to leave their program and join SFBB. For any immediate questions or concerns on recruiting violations please contact the Athletic Director.

6.0 Equipment

SFBB provides all player jerseys and shorts for use during the season. The player registration fee covers reasonable maintenance, repair and replacement costs for all player uniforms. All jerseys and shorts remain the property of SFBB and must be returned to SFBB at the end of the season.

6.1 Equipment Pick Up and Return

If the uniform is not returned by April 1st, SFBB will send an invoice to the offending family to collect the uniform replacement cost. The uniform replacement cost is currently \$150.00.

7.0 Safety and Injury Prevention

All injuries should be reported to the head coach immediately. Each head coach is required to take a St. Francis Xavier safety kit to each game in case of injury. It is recommended that the head coach let the parents of an injured player know about an injury, whether the injury occurred in practice or in a game. The head coach (or person acting as head coach in the head coach's absence) must also carry the players' medical forms to each game in case an injured player would require urgent care or hospitalization.

8.0 Play Books

SFBB runs a variety of offenses depending on what the opposing team is using for a defense. Defensively, SFBB runs primarily man-to-man defense. However, from time to time zone defenses may be used. All defensive and offensive plays are worked on at most practices. The playbook is a work in progress and will continue to be upgraded.