



City of Conroe Parks and Recreation



CITY OF CONROE
PARKS AND RECREATION

Volunteer Coach Basketball Manual



City of Conroe

VOLUNTEER COACH BASKETBALL MANUAL

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Welcome to the City of Conroe Parks and Recreation Department!

We are pleased that you will be joining us for our upcoming **Conroe Youth Basketball League**. As a volunteer coach, you are playing a role in carrying on the tradition of the City of Conroe's Youth Sports experience. In an effort to assist you, the Parks and Recreation Department has developed this coaching manual to help you make it all happen. Its design is intended to:

- Assist you in understanding the philosophy of the **Conroe Youth Basketball League** league, as well as realizing the goals the Parks and Recreation Department strives for in its youth sports leagues
- Better prepare you to face the challenges that you may encounter as a youth sports coach
- Educate you regarding policies and procedures of the Parks and Recreation Department that govern the program

We encourage you to ask questions and make suggestions along the way and expect your best effort each and every day. The positive attitude, creativity, and energy of the coaches are what make our basketball league great and keep youth coming.

Youth Sports League Goals

The City of Conroe Parks and Recreation Department strives to put youth sports into perspective by putting the emphasis on being a winner in life, rather than just on the field/court. Through sports, players can build self-esteem, learn valuable social skills, stay active, develop leadership skills, and learn to set goals for themselves. We attempt to achieve these goals by:

- Teaching players the skills they need in order to be successful in the sport they are playing
- Making sure that players are **having fun** at practices and games, so they will want to continue playing in the future
- Ensuring that everyone participates equally in practices and games and gets as many touches as possible
- Focusing on the effort rather than the scores

Emergency Phone Numbers

- Dial 911** for Fire, Paramedics, and Police.

Important 911 Information

- Exact location of accident, street names and park
- Your name and the number you are calling from
- Type of injury and circumstances

Accident Report Procedures

- Report all accidents/injuries involving players, coaches, and spectators immediately to the Gym Supervisor.
- Inform them if 911 has been called, so they can assist in directing emergency personnel to the exact location of the injured party.
- If an accident occurs while practicing, please report it to the Gym Supervisor.
- Gym Supervisor has a med kit

Safety Rules:

Elbows

No player may swing his elbows in an attempt to secure the basketball, particularly when the player has gathered a rebound. In addition to committing a personal foul if a player makes contact with an opponent as a result of an elbow.

Vulnerable Players

Players who are up in the air and in a vulnerable position while shooting or rebounding are not in a position to defend themselves. Players who hit or foul defenseless players can be ejected from the game.

Jewelry

No players are allowed to wear neck jewelry, wrist jewelry or earrings while playing basketball. This is done to protect the players and keep them from getting injured while playing.

Other fouls not allowed:

- Tripping
- Charging violently
- Pushing
- Punching, striking, or attempting to strike an opponent
- Holding
- Footwear should be gym shoes. Open toed shoes, Crocs, dress shoes, boots, or any footwear not suitable for the gym floor will not be allowed onto the court.

Coaches must make sure all players leave with their designated adult from all practices and games. ***

Important Conroe Parks and Recreation Department Phone Numbers

Wes Wagner, Recreation Coordinator

936-522-3914

wwagner@cityofconroe.org

Braden Macurdy, Recreation Specialist

936-522-3999

bmacurdy@cityofconroe.org

Kyle Bartlett, Westside Recreation Center Supervisor

936-522-3931

kbartlett@cityofconroe.org

Scott Perry, Assistant Director – Recreation Operations

936-522-3823

sperry@cityofconroe.org

Westside Recreation Center

936-522-3990

Cancellation Procedures

- **Practice:** In case of practice cancellation, we cannot guarantee make-up availability due to limited gym space. Contact the League Coordinator to inquire about making up a practice.
- **Game:** If the Parks and Recreation Department must cancel a game, the game will be rescheduled most likely on a weeknight during the season.

Coaches' Pre-Game Check List

- Players should be in proper attire.
 - Jersey
 - Shorts
 - Socks
 - Basketball shoes
- Proper basketball shoes
- Players' shoes are tied and/or double knotted.
- Players are not wearing jewelry.
 - If the earrings are new and cannot be removed, please make sure the ear is padded and taped for everyone's safety.
- If player's hair is tied back, please make sure it is a soft material – no hard clips, headbands or beads for safety purposes.
- Have players arrive 30-minutes prior to the game for warm-ups.
- If you are coaching a younger team, please remind parents and players to use the restrooms before the game. This will help both you and the players.
- After warm-ups are finished, make sure you have put all your equipment away.

Coach/Parent Communication*****

Ongoing and open communication is essential for a positive experience for each parent. Parents/guardians are encouraged to discuss questions and concerns with coaches and/or the League Coordinator.

Comments to parents at the end of practices or a quick e-mail to let the parents know how their child is doing, are greatly appreciated by parents. This will also make it easier for coaches to approach a parent about a problem with a player if one should arise later in the season. All coaches are encouraged to include the League Coordinator in your communication to parents to help keep your supervisor aware of what is going on with the team. Coordinator's email address is located on the previous page.

Should you need to contact a parent regarding a safety, medical, or behavioral issue, it is important to document the conversation, so that the Parks and Recreation Department will have written records in case of a dispute or continued problem later in the season.

Sportsmanship

Youth sports leagues are for fun and skill development. Players and parents (and even other coaches) are going to follow the example you set in how they respond to game and practice situations. Coaches are expected to exhibit good sportsmanship at all times and expect the same from their teams. Coaches should share the following with their players:

- If a player makes a mistake, don't pout or make excuses. Learn from it and be ready for the next play.
- If a teammate makes a mistake, offer encouragement, not criticism.
- If you win, don't rub it in.
- If you lose, don't make excuses.

Please remember the primary job of an official is to manage the game within the rules of the league and maintain a fair and safe playing situation for all participants. **It should be understood that all officials will make judgments that coaches may not always agree with. Regardless of the situation, a coach should accept the decision as final. If you feel the need to question a decision made by an official, approach the individual at the appropriate time, in a calm and mature manner. Yelling, screaming, jumping up and down, or continually nagging or questioning an official once the game has resumed will not accomplish anything.**

If a player or parent is found to be abusive or argumentative towards an official, coaches are expected to take steps to correct this situation immediately. Coaches are to assume responsibility for the conduct of these individuals during games.

How to Be a Great Coach

Acting the Part

As coaches, you have the amazing ability to impact the lives of the players you encounter. Therefore the behavior of each coach is under careful watch and in many situations will be patterned by players and parents. Coaches are role models who should be confident, excited and enthusiastic each day. The following are some general leadership guidelines and group mechanics techniques:

- Speak as though you have something important to say and the players will believe that you do.
- Exhibit energy and enthusiasm in every action and word.
- Keep players' attention by changing your tone and volume.
- If you have a sense of humor – use it. Be natural. Boys and girls will notice your ease of manner and be at ease with you.
- Remember your manners – learn players' names, shake their hands, and say “please” and “thank you.”
- If you want your players to be on time, always start on time. Make sure that your first activity at each practice is fun and exciting, so they won't want to miss it.
- Don't do something you don't want the players to imitate. Don't yell if you don't want the players to yell. Don't sit unless you are conducting an activity where sitting is appropriate.
- Watch your language – both negative language and foul language are unacceptable.
- Dole out loads of positive reinforcement and appreciation to players (even those on the opposing team), parents, league volunteers and staff. Encourage players to do the same.
- Always be familiar with what is being taught – think about or practice the activity before presenting it to the group.
- Focus on the process, as well as the product. Make sure that you reward the effort as much (or more) than the outcome.
- Work hard to make everyone feel like part of the team at all times – don't tease players or let other players ostracize a player.
- Remember **YOU** are important. Coaches are leaders and have a tremendous impact on how much a player enjoys the season.

Tips for Coaching Your Own Child

- Examine your motivation for coaching. Don't coach your child if your sole intent is to "create a star." You should be willing to do what's best for your entire team's development – not just your child.
- Realize that your child's teammates (and their parents) may become jealous – and rightfully so if you give preferential treatment to your child. Nothing is more negative to relationships with other parents and players as when a coach unfairly favors his/her own child.
- Some coaches go out of their way to be harder on their own children than other players, so that no one thinks that the coach's child is getting special treatment. This doesn't solve problems – it just creates new ones. Do your best to treat your child the same as other players.
- Don't compare your child to other players. Let your child develop at his/her own rate.
- Have a discussion with your child before the season starts to talk about your different roles as a coach and a parent. Give your child a chance to ask any questions or voice any concerns, for example what he/she should call you at practices. Be sure to explain to your child why you want to coach the team and how you will coach the team.
- Remember that equal treatment of players includes time during and away from practices and games. Don't be a parent during practice and don't be a coach on the car ride home from a game. Tell your child that when you are coaching, you will need to treat him/her like everyone else on the team, but things will go back to normal when you are wearing your "parent hat" again. Resist the temptation to talk with your child about the other players' performance or about what positions other players should be playing.
- Because of your emotional commitment to your child, it is hard to be objective. You may find it useful to ask another person (not your spouse!) for an objective evaluation of whether he/she thinks you are treating your own child fairly compared to how you treat other players on the team.

Player Personalities

Working with players with challenging personalities can be difficult, but also rewarding. Below are some tips for working with some of the most common personality traits that coaches may struggle with:

The Shy Players

These players will not want to participate in some of the drills or interact much with the other players. Let these children work things out at their own pace. Ask the children and the parents what would help them feel more comfortable. If the children want to sit out, allow them (where the coach can still supervise) and tell them to join the team when ready. Generally they will join the team when they have warmed up to the group a bit. Coach enthusiasm will help speed this up.

The Talkative Players

These players always have something to say. Try to channel this energy into something positive by encouraging them to communicate with their teammates. For example, they should tell their teammates “good job” or encourage each other on the field. Coaches will not be able to stop the chatter, so they should try to put it to good use instead.

The Scared Players

These players seem to like coming to practice, but don't want to risk falling down or getting dirty.

Let these players participate on their own terms and do not draw attention to the “wimpy attitude.”

Instead, be sure to praise these players when they do take a risk. After enough positive reinforcement, they generally come around.

The Helpful Players

These players are always at the coach's side, offering to help. Let them! These players can always pick up balls or lay down cones. Keep them busy!

Challenges During Games

Some players who do great during practices suddenly don't perform during games. Below are some common issues that coaches may face:

Players Who Just Want to Sit On the Bench

The pressure of games really affects some players. Some players may love performing in front of a crowd, but others become shy. Don't force these players to play – they generally will not participate anyway and may get upset. Talk to them about the importance of helping teammates and how fun it will be (just like practice). Don't bring up the fact that parents/grandparents are there to watch – that just puts more pressure on the player. This may be something to bring up with parents as they may not realize that their child is feeling this way and will need to understand why their child isn't receiving the same playing time as the other children.

Players Who Want to Be in the Game, but Don't Participate

Talk to these children about why they aren't active in the game and see if anything is bothering them. In future games, coaches may need to direct the player to pass to this player to get them involved (although make sure that times are picked for all players to be passed to, so these children aren't singled out).

Players Who Don't Play as a Team Member

These "ball hogs" will sometimes make other teammates upset, but generally are some of the better players on the team, so don't give too much flack as long as they perform well. However, in a recreation league, this need to be addressed immediately, so everyone gets the same chance to play and succeed. Speak with these children individually about the importance of passing. Coaches should give positive reinforcement when these children pass to other players.

Loud Parents

Let the parents know your coaching philosophy and the league philosophy from the beginning of the season in the form of a letter or quick talk to parents before or after your first practice. Encourage parents to let you do the coaching while they do the cheering. Remind them that if the players hear instructions from too many sources, it can be distracting. Give parents examples of specific things they should say, especially if you're trying to reinforce something specific like passing.

Characteristics of Players

Age 6-7

- Attention span is a bit longer than age 4-5 players, but still is not at a competitive stage.
- Inclined towards small group activities.
- Always in motion, scratching, blinking, jerking, rocking.
- Easily "bruised" psychologically. They will remember negative comments for a long time.
- They want everyone to like them.
- Developing physical confidence.
- Starting to imitate older players and sports heroes.
- Lack of sense of pace. They go flat out until they drop.
- Skeletal system growing rapidly. Often results in apparent lack of coordination.
- Cardiovascular and temperature regulations system is not developed. Their heart rate peaks quickly and they over heat quickly. Make sure they get adequate water breaks.
- They need to be encouraged constantly.

Age 8-9

- Gross and small motor skills becoming more refined and reliable.
- Ability to stay on task is lengthened. They have the ability to sequence thought and actions.
- Greater diversity in playing ability and physical maturity.
- Skills are emerging. Becoming more predictable and recognizable.
- Able to pace themselves.
- Starting to recognize basic tactical concepts, but not sure why certain decisions are better.
- Repetitions of techniques are very important, but must be dynamic, not static.
- Continued positive reinforcement needed.
- Explanations must be brief, concise and mention "WHY."
- Becoming more serious. Openly, intensively competitive, without intention of fouling.
- Still mostly intrinsically motivated. Peer pressure starting to become a factor.
- Prefer identification with team.
- More inclined towards wanting to play instead of being told to play.

Age 10-13

- They begin to develop the abilities to sustain complex, coordinated skill sequences.
- Most players are able to think abstractly and are able to understand some team concepts that are foundational to the game.
- They are beginning to be able to address hypothetical situations and solve problems.
- They are susceptible to conformity and peer pressure.
- They are developing a conscience, morality, and scale of values.
- Players tend to be highly self-critical. Instruction needs to be enabling. Show them what can be done instead of what not to do.
- Although they are more serious with their play, they are still mainly involved because it is fun.
- They are openly competitive. A few may foul on purpose.
- They are looking towards their role models and heroes in order to know how to act.

Designing a great practice

There are 7 different types of drills to choose from when designing your practice following warmups. Time can vary between 5-10 minutes in each drill. These are:

1. Conditioning Drills
2. Shooting Drills
3. Defensive Drills
4. Offense Drills
5. Fast Break Drills
6. Pressure Drills
7. Special Situations

1. Conditioning drills

Conditioning Exercises should normally run 10 minutes. This is your opportunity to get your athletes warmed up and ready to perform at a high level. Use plyometric circuits to help build fast-twitch muscle response, "footfire" drills (which involve rapidly tapping both feet on the ground while in a defensive stance), or other activities to get the heart pumping and the limbs warm.

2. Shooting drills

The second practice block, Shooting Drills, is often misused by coaches. Instead of taking shots from all over the floor, practice shooting from the locations that usually produce shots in your offense. For example, if you are running a basic 3 out 2 in motion offense, have your players in 3 lines around the perimeter with the ball in the middle. The ballhandler would pass to one of the lines on the wing, then set a screen for the first player in the opposite line. That player receives the screen, then cuts across the top of the key, receives the ball from the other line, and shoots. This mimics the type of action you would run in a typical motion offense, and the type of open shot your team would get.

3. Defensive Drills

The phase of your basketball practice plan, Defensive Drills, typically runs for around 10 minutes as well. Defensive drills are typically tiring, so this allows you to maintain the intensity level for each drill from start to finish.

It's important to work on both individual defense drills (which work on individual techniques like shuffling, sliding, taking charges, and blocking shots), and team defense drills (which work on playing a defensive scheme to support your teammates and keep your opponent away from high-percentage shooting areas).

4. Offensive Drills

Offensive Drills, also runs for around 10 minutes. This is your chance to work on your offensive sets vs zone and man. Start by breaking down the specific skills you'll be using within your offensive set - for example, screening, catching and finishing layups, shooting spot-up jumpers from the elbow etc.

Next, try running your basketball plays against a "dummy" defense. The defenders should just put up token pressure and allow the offense to run through the play without interfering. Next, you can "go live" with your defense, and have them play full speed 5 on 5 in the half court.

5. Fast Break Drills

Work on your transition offense by putting all 5 players on the floor, inbound the ball, and pushing it up the floor with the fewest number of dribbles possible. The most effective formation for running a fast break is typically the 4 man inbound, the 1 receiving the ball, the 2 and 3 filling the lanes on the outside of the court, and the 5 man barreling straight down the middle.

6. Pressure Drills

This block is where you practice your own pressure defense AND also work on attacking a pressure defense. Try setting your defense up in a 2-2-1 formation, and have your offense try to break the pressure and score a layup at the other end.

The defense should be constantly trying to trap the ball in the corners of the floor, while the offense should reverse the ball patiently and try to hit a cutter in the middle of the floor at half-court.

7. Special Situations

Spend some time on Special Situations, including out of bounds plays, quick hitters, tip-off plays, free throw plays, and buzzer beater plays.



City of Conroe Sports Fruits of Coaching

Love

Joy

Peace

Patience

Kindness

Goodness

Gentleness

Self-Control

Coaches' Code of Ethics Pledge

I hereby pledge to create and maintain a happy, healthy environment that is conducive to the enjoyment of our youth by following this Code of Ethics:

- I will place the emotional and physical well-being of all my players ahead of a personal desire to win.
 - I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
 - I will do my best to provide a safe playing situation for my players.
 - I will do my best to organize practices that are fun and challenging, providing growth opportunities in skills for all my players.
 - I will lead by example in demonstrating fair play and sportsmanship to all my players.
 - I will be knowledgeable about the rules of basketball, and I will teach these rules to my players.
 - I will use those coaching techniques appropriate for each of the skills that I teach and the level of development of each player.
 - I will remember that I am a youth sports coach and that the game is for children and not adults.
 - I will provide opportunities for all players to participate in both practice and game situations, allowing the players to apply new skills and demonstrate their abilities.
 - I will never coach or appear in public under the influence of drugs or alcohol.
-

Parents' Code of Ethics Pledge

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players at every game, practice or other sports event.
- I will place the emotional and physical well-being of my child 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 sports environment free of alcohol, tobacco and drugs and agree to refrain from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my 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 will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, and providing transportation or whatever I am capable of doing.
- I assume the responsibility to arrange transportation for my child to and from every practice/game site.

Parents: The City of Conroe Parks and Recreation Department wants children to receive the best possible opportunity to enjoy this recreational experience. Parents must remember the proper perspective about the purpose of the activity. Please remember that coaches are volunteers; sometimes we expect more from them than they can give. Parents are expected to follow this **Code of Ethics Pledge**. If they do not, the only ones hurt are the children. This is their activity; help ensure that it is a positive experience for all.

Players' Code of Ethics Pledge

I hereby pledge to maintain a positive attitude and be responsible for my participation in youth sports by following this Code of Ethics:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
- I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time if practices are attended.
- I will do my best to listen to and learn from my coaches.
- I will treat my coaches with respect, regardless of race, sex, creed or abilities, and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment free of alcohol, tobacco and drugs and expect adults to respect that wish.
- I will encourage my parents to be involved with my team in some capacity, because it is important to me.
- I will remember that sports are an opportunity to learn and have fun.

Players: Thank you for being a part of the **City of Conroe Parks and Recreation Department Soccer Program**. We are here to serve you. Along with the opportunity to participate comes responsibility. Players are expected to follow this ***Code of Ethics Pledge***. Your effort and time are required for this to be a positive experience. Remember, we are here to provide opportunities; you have the ability to control the outcome