

LYNNFIELD YOUTH BASKETBALL



POLICIES AND PROCEDURES

LYNNFIELD YOUTH SPORTS PROGRAM INC
501(c)(3) Charitable Organization

PROGRAM ORGANIZATION AND GUIDELINES (ALL PROGRAMS)

- 1) **Organization:** Lynnfield Youth Basketball (“LYB”) is a sports program offered through Lynnfield Youth Sports Program Inc, a 501(c)(3) charitable organization.
- 2) **Eligibility:** Eligible participants include children in grades 1 through 8, who either reside or attend school in Lynnfield. With respect to residency, Lynnfield must be the participant’s primary residence, determined by at least 55% resident status during the school year.
- 3) **Program Determinations:** LYB program offerings for boys and girls are separated by grade. Grade is determined by the current grade in school, subject to the following reclass exception. Participants who have previously participated in LYB programs, who are repeating a year of schooling, may continue to advance to the next grade level in the LYB program, up to one year difference.

With respect to the LYB Travel Program, if based on the reclass exception a participant is eligible for more than one travel team, the participant must select ONE team to try out for prior to the first tryout taking place. Should the participant not be selected for the team in which they tried out for, they are NOT eligible to try out for another team.

- 4) **Program Divisions:** LYB offers travel, in-town, and skills and drills programs. Travel teams are offered for grades 4 through 8. In-town programs are offered for grades 4 through 8 and further sub-divided into a Senior Division (grades 6-8) and Junior Division (grades 4-5). LYB reserves the right to modify the grades slotted to each sub-division on a year-by-year basis should the registration numbers by grade necessitate such a modification.

No individual player in the Junior Division is allowed to “play up” in the Senior Division, except under extenuating circumstances and only with the prior approval of the appropriate LYB program Director/Coordinator.

- 5) **CORI and Discipline:** All LYB volunteers are subject to the *Lynnfield Youth Sports Program (“LYSP”) CORI Policy* and the *LYSP Code of Conduct and Discipline Policy*.
- 6) **Scholarship Policy:** As an organization, LYB believes that no player should be turned away due to financial hardship. A request for scholarship assistance is a certification that a player will not be able to participate in the program without financial assistance. LYB will provide scholarship assistance as needed and will provide a code to be utilized during the registration process to reduce or eliminate the program cost.
- 7) **Cancellations:** In case of inclement weather or other unexpected disruption, notice of cancellation will be sent out via email to all scheduled participants. If school days are canceled, then all games and practices are also canceled. Each head coach is ultimately responsible for contacting their players.

IN-TOWN PROGRAM POLICIES

- 8) **In-Town Program Philosophy:** The LYB In-Town Program is considered “recreational” and is designed to provide participants the opportunity to learn and develop an interest in the sport of basketball. Winning should NOT be the primary focus.
- 9) **Coach Selection Process:** Volunteers interested in coaching will be provided an opportunity to communicate their interest to LYB during the registration process, or may contact LYB at any point prior to the start of the season. Additionally, LYB may also proactively solicit interest from prospective coaches. Each season, LYB will determine the total number of teams in each division based on the number of participants and will select the corresponding number of head coaches. LYB will also select all assistant coaches, however, each head coach may make assistant coach requests. LYB will assess coaches based on knowledge of the sport, prior coaching experience, demonstrated coaching philosophy consistent with LYB, and an overall assessment of coaching merits.
- 10) **Responsibilities of Coaches:** LYB coaches should adopt and exemplify the philosophy of the In-Town Program. Coaches should give each member of the team equal attention and strive to promote player development by working on basic skills. Coaches should utilize positive coaching techniques and should demonstrate and encourage good sportsmanship and fair play. It is important that all players participate and have fun.

Each head coach is responsible for the actions of their players while attending practices and games. Every effort should be made to supervise players before and after games and practices. No defacing or destruction of school-owned property will be tolerated. Each coach is responsible for leaving the gym in a clean and tidy condition.

- 11) **Evaluations:** LYB offers an evaluation session for all In-Town participants to assist LYB coaches with forming equally competitive teams. While all registered participants are encouraged to attend the evaluation sessions, attendance is not mandatory and participants will be placed on an In-Town team regardless of attendance. All LYB In-Town coaches are requested to attend the evaluations. At that time, each coach will evaluate the players in order to determine their skill level. The coaches will then meet privately and collectively to create teams with an equal distribution of talent. No coach will inform any player at what level the coaches evaluated their skills.
- 12) **Team Rosters:** Each team is made up of a roster not to exceed 10 players. However, special circumstances involving the number of registered participants may result in 11 players being placed on one or more teams.
- 13) **Scheduling:** Practices and game times are scheduled by LYB for Monday through Friday, typically between 6:00 PM and 9:00 PM. No coach may independently make arrangements to conduct practices or play games other than those scheduled by LYB.
- 14) **Practices:** Practices will be scheduled by LYB prior to the commencement of league games, as well as throughout the regular season. The frequency of practices will be dependent upon gym availability. All practices are conducted in gymnasiums designated by LYB. Generally, court times are shared with another team.

- 15) **Games:** Games will be scheduled by LYB to include regular season games, as well as playoffs. The number of regular season games may vary depending on gym availability and other factors, however, LYB will strive to ensure that teams in the same division play an equal number of games.

TRAVEL PROGRAM POLICIES

- 16) **Travel Program Philosophy:** The LYB Travel Program is considered “competitive” and is designed to teach the fundamentals and skills of basketball in a fun and positive environment, while instilling core values such as discipline, teamwork, sportsmanship, and integrity. One of the primary goals of our Travel Program is to develop players sufficiently to prepare them to be future successful high school student-athletes.
- 17) **Coach Selection Process:** Volunteers interested in coaching will be provided an opportunity to communicate their interest to LYB during the registration process, or may contact LYB at any point prior to the start of the season. Additionally, LYB may also proactively solicit interest from prospective coaches.

After travel team participants are selected following a tryout process, LYB will then select each Travel Team head coach. LYB will assess coaches based on knowledge of the sport, prior coaching experience, demonstrated coaching philosophy consistent with LYB, and an overall assessment of coaching merits. Selected head coaches will then select and appoint up to two (2) additional assistant coaches, subject to the approval of LYB.

Travel Program head coaches often remain the same from year to year as the players advance each grade level, however, continued selection by LYB is not guaranteed. LYB will evaluate all interested head coaching candidates each year the team advances through the Travel Program. In any instance where LYB determines that a head coach is ineffective or no longer demonstrates a coaching philosophy consistent with LYB’s values, LYB will remove that particular coach and/or inform them that they are no longer eligible for consideration and will actively seek a replacement candidate.

- 18) **Responsibilities of Coaches:** LYB coaches should adopt and exemplify the philosophy of the Travel Program. Coaches should give each member of the team equal attention and strive to promote player development by working on basic skills. Coaches should utilize positive coaching techniques and should demonstrate and encourage good sportsmanship and fair play. It is important that all players participate and have fun.

Each head coach is responsible for the actions of their players while attending practices and games. Every effort should be made to supervise players before and after games and practices. No defacing or destruction of school-owned property will be tolerated. Each coach is responsible for leaving the gym in a clean and tidy condition.

- 19) **Travel Team Selection Process:** In order to facilitate a fair and meaningful tryout process, LYB offers two 1-hour tryout sessions for each travel team. Participants are strongly encouraged to attend both tryout sessions, but must attend at least one in order to be considered for selection. Participants must attend the particular tryout session assigned, however, under extenuating circumstances, LYB may make exceptions and permit a player to participate in an alternate session.

Each travel tryout session is administered by a small evaluation group, which will consist of LYB coaches, board members, and/or other independent evaluators. Players will be evaluated based on basketball skills, athletic ability, attitude, and coachability. After the tryout sessions, the evaluators will compile their observations of the players and will collectively select each travel team roster. Selection to a team in one year does not guarantee selection to the same team in future years.

- 20) **Travel Teams/Team Rosters:** A single travel team will be formed for each gender at each grade level for participants in grades 4 through 8, pending sufficient interest. There must be at least 8 participants interested in forming a travel team in order for LYB to designate and support a team. Each team is made up of a 10-player roster. Upon a special request by a travel team head coach, LYB may authorize placement of one additional player on a roster.
- 21) **Travel Player Participation in In-Town Program:**
- Participants in grade 4 who are selected for a travel team will also get assigned to an In-Town team.
 - Participants in grades 5 through 7 who are selected for a travel team will also get assigned to an In-Town team, but may elect to opt-out of the In-Town Program and only participate in the Travel Program. Players who decide to opt-out must communicate their decision to LYB prior to the In-Town evaluation session.
 - Travel players in grade 8 are not permitted to participate in the In-Town Program

Exceptions to the travel player participation rules stated above may be made as deemed necessary by vote of the Board of Directors

- 22) **Practices:** Practices times are scheduled by LYB throughout the season, typically for Monday through Friday between 6:00 PM and 9:15 PM. The frequency of practices will be dependent upon gym availability, but LYB strives to schedule two practices per week for each travel team.
- 23) **Games/Game Rules:** Games will be scheduled by the respective travel leagues in which the LYB travel teams participate. The boys travel teams participate in the Cape Ann League, while the girls travel teams participate in the River Valley League. The game rules are dictated by the respective travel leagues.
- 24) **Game Playing Time:** Travel Program games are competitive in nature and therefore playing time awarded to each player is at the discretion of each travel team coaching staff. There are no equal or minimum playing time requirements. LYB expects Travel Program participants to prioritize travel basketball over all other sports or activities, and a failure to do so may negatively impact play time opportunities.

SKILLS AND DRILLS PROGRAM POLICIES

- 25) **Skills and Drills Program Philosophy:** The LYB Skills and Drills Program is considered “instructional” and is designed to expose participants to the sport of basketball and provide a fun and relaxed environment to learn and practice basic skills.
- 26) **Coach/Volunteer Process:** LYB sub-contracts our Skills and Drills Program to an experienced basketball professional, who designs and administers our program. However, given the young ages, adult volunteers are highly sought to assist with program administration. Volunteers are

provided an opportunity to communicate their interest to LYB during the registration process, or may contact LYB at any point prior to the start of the season.

27) **Session Sizes:** In an effort to maximize the learning opportunities to our young players, LYB strives to cap our Skills and Drills sessions at no more than 25 participants per session.

28) **Scheduling:** Skills and Drills sessions are offered during set days/times on a weekly basis, subject to potential scheduling changes due to gym availability. Sessions run for at least a 9-week weekly schedule.