



NORTHBORO YOUTH BASKETBALL ASSOCIATION P.O. Box 424  
Northborough, MA 01532

[www.northboroyouthbasketball.org](http://www.northboroyouthbasketball.org)

## COACH'S HANDBOOK

*"A coach applauds strengths, identifies weaknesses, points out principles, offers guidance and often inspiring images, then decides what kind of practice to emphasize....." David Perkins*

As part of the lessons for lifelong learning, the NYBA believes in promoting the development of strong character, leadership, and good sportsmanship through our youth basketball programs.

## **A Letter from the NYBA Board**

Dear Coaches,

To those of you who are returning, and to those of you who are joining us for the first time this year, we would like to extend a great big WELCOME!

The Youth basketball league is run by parents. If it were not for your commitment, dedication, and energy, the Northborough Youth Basketball League would not be the great success that it is today. The parent/community outpour of support we receive each year from volunteers and sponsors continues to amaze us! We are all grateful for your volunteer efforts in making the NYBA a wonderful community program for our children, and we would like to thank all of you for your selfless support!

This year we are once again looking forward to another great basketball season. We continually attempt to update and refine this Handbook with the hopes that it will serve as a beneficial resource to you.

We also continue to update our [league web-site](#) to provide you with a user-friendly resource to further facilitate your coaching duties. We encourage everyone to log in at your convenience and check it out. Suggestions for improvement are always welcome.

Once again, we thank you for your time and efforts, our kids are better for it, and we look forward to another fun and exciting season of NYBA play.

Respectfully,

The NYBA Board of Directors

CONTACT INFO:

[NYBA Web site](#)

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## ***NORTHBOROUGH YOUTH BASKETBALL ASSOCIATION MISSION STATEMENT***

The Northborough Youth Basketball Association, Inc. is a non-profit organization formed and established to provide for the advancement of amateur basketball in the Town of Northborough. Under the direction of its volunteer board of directors, coordinators and coaches it will promote, organize and supervise amateur basketball competition for players grade K-8 who are residents of Northborough.

The following goals will guide the Association in various activities:

1. To emphasize equal playing time far more than the importance of winning
2. To teach the skills of the game of basketball
3. To teach the rules of the game
4. To provide and encourage constructive coaching to keep the game exciting for players
5. To gain for each participant the following benefits:
  1. To learn to work with others in a team endeavor
  2. To learn to be gracious in victory as well as defeat
  3. To obtain a level of physical fitness and coordination that will benefit them in later life

### **Attention Coaches, Coordinators and Parents**

We encourage the parents of all children involved in the NYBA to attend games and enjoy watching their child develop his or her basketball skills. This is important for the experience your child will have in all sports. Positive reinforcement and learning how to work hard are the most important lessons. We encourage parents to keep an eye on our website on the Parents tab for more information.

At the same time however, we must strongly re-emphasize the fact that parents must be responsible for any additional children that might come along with them to the games and practices. Coaches and coordinators must take responsibility for clearly communicating this message to parents at the outset of league play and the rules of the gyms that we are privileged to use. The only place any child should be is in the gymnasium with their parents and/or coaches.

We have been asked by the principals of all the schools to ensure that NO ONE be roaming through the halls, cafeterias or auditoriums of any of the schools or Town Hall. In most locations there are school projects on display or in various stages of development. It is our responsibility to ensure that these projects are not damaged or disturbed. Each coach should assign a monitor for every game to ensure the activity stays on the basketball court and not going on somewhere else in the school.

Our gym space and time is limited, and the league simply cannot afford to have our rights of access to any facility taken away as a result of vandalism or other inappropriate conduct. Please

familiarize yourselves with the Northborough Schools Gym Policies included in this document, and ensure that this information is disseminated to all parents.

The Board sincerely appreciates your help with this!!

### **Team Assignments General Guidelines**

- Team Assignments will ensure a fair balance of rec and travel on each team as well as a balance of grade levels when a division is combined. The coordinator for that grade level will be present. If the board needs additional coaches input for a grade they can request to have additional coaches present. All ranking and other information for this process is confidential.
- Registration comments/requests from parents are not guaranteed and are to be used to assist the board with placement, particularly for higher grade levels.
  - For younger divisions, the Board will do their best to honor requests. The goal will be to have kids play with friends while keeping teams balanced.
  - Consideration will be given to siblings who are in different grade levels but in the same division, to play on the same team.
  - Please encourage players and parents that meeting new friends and classmates on a team is fun and important toward developing a child's social skills
- The goal of the team assignments is to ensure, as much as possible, fair balance amongst teams.
- Trades may NOT take place after teams are finalized and submitted without the approval of the Coordinator and Board.

### **Additional Grade Level Guidelines**

- K - 2nd Grade – Focus is on getting kids a positive experience with basketball by playing with friends. We will do our best to balance teams.
- 3<sup>rd</sup> & 4<sup>th</sup> Grade – Focus is on coach and coordinator to help balance the teams. Players will be put on teams to get players they are friendly with the best we can.
- 5<sup>th</sup> & 6<sup>th</sup> Grade – Focus is more heavily to balance the teams and try and have friends together where possible.
  - Travel players must have determined if they will play Rec and will not get a refund if they back out after the teams are assigned.
- 7<sup>th</sup> & 8<sup>th</sup> Grade – Focus is on balancing teams.
  - Travel players must have determined prior to the draft if they will play Rec
  - Melican players must determine prior to the draft if they will play Rec.
  - No refunds after team assignments. This guideline will be strictly enforced.

## **Coach Responsibilities Post-Assignments**

1. Contact via email/ telephone all parents of players on your team welcoming them to league play and reviewing with them important league information.
  - a. As a resource to you we have included a draft parent/child welcome email as 'Appendix A'
2. Distribute uniforms. Best to assess your entire team's needs before handing out the shirts. Contact the NYBA Board immediately if you need other shirt sizes.
3. Arrange to pick up your equipment and team shirts with your Coordinator prior to first practice.
4. Carefully review and familiarize yourself (and your parents) with all Northboro School Gym Policies; League Rules; Inclement Weather Policies; etc...
5. Present players with year-end T-Shirts provided to you through your Coordinator. T-Shirts are presented at the last game or game nearest to the last game for grade levels up to 4th grade.
6. Collect all equipment and return the equipment to your Coordinator.
7. Consult your Coordinator with any concerns or issues.

### **ONCE TEAMS ARE COMPLETE**

- Assign the practice times and Teams into the schedule. We will make our best efforts to work with coach's availability.
- Late registrants should be assigned to teams with the fewest numbers of players by the coordinator. If all teams have equal number of players, then late registrants would be assigned to a team by the coordinator in consultation with the Board.

We fully understand that coaching is a time commitment from parents and the league does not run without the coaches/parents. We have many coaches that work, travel, and are busy with other activities; however, we can't stress enough how important it is to be a coach and the memories that you will get with your child. We do keep that in mind while putting the league together, but the above are guidelines for all of us to work with so the league is successful.

We welcome input, but our main goal is to make this experience great for all players and not just a few.

# LEAGUE RULES/STRUCTURE

<b>Grades K, 1, &amp; 2 Boys and Girls</b>	
Game Play	3 vs 3
Court Size	Small/ Half
Scorekeeping	No
Goal Height	8 ft
Game Length	30 min (following 30 min of fundamental drills)
Player Substitutions	5 min interval– equal time
Stop Time	n/a
Halftime	n/a
Timeouts	n/a
Overtime	n/a
Ball Size	27.5oz
Defense	Defensive team picks up at half court
Press Rule	No pressing
Defense Type	Man-to-man only
Double-Dribble Violation	No
Steal on Dribble	No
10 sec Half-Court Violation	No
Lane Violation	None
Traveling	No
Double Teaming	No
One side loading on offense	No
Free Throw Taken	Discretionary
Three Point Shot	No
Team Foul Violation	No
Player Foul Violation	No
Referees	Yes
Referee Type	Coaches

<b>Grade 3 Boys and Grade 3/4 Girls</b>	
Game Play	4 VS 4
Court Size	Full-court
Scorekeeping	Yes (max differential is 15pts – no score tracking after that)
Goal Height	10 foot
Game Length	40 min (20 min halves running time) – Half Time 3 Minutes
Player Substitutions	Every 5 min– equal time
Stop Time	On substitutions & injuries only; last 1 min of game & during OT
Halftime	3 min
Timeouts	One per half per team
Overtime	<b>One</b> 2 min session only – OT must start before the start time of the next game; if tied after that game ends in tie
Ball Size	28.5oz for Boys and 27.5oz for Girls
Defense	Defense picks up at half court only
Press Rule	No pressing
Defense Type	Man-to-man only
Double-Dribble Violation	Yes
Traveling	Yes
Steal on Dribble	Yes
Steal on Pass	Yes
10 sec Half-Court Violation	No
Lane Violation	5 sec
Double Teaming	Only in key area below foul line – follows Metrowest League rules
One side loading on offense	No
Free Throw Taken	No
Three Point Shot	No
Team Foul Violation	No
Player Foul Violation	No
Referees	Yes
Referee Type	Certified

<b>Grade 4 Boys</b>	
Game Play	5 VS 5
Court Size	Full-court
Scorekeeping	Yes (max differential is 15pts – no score tracking after that)
Goal Height	10 foot
Game Length	40 min (20 min halves running time) – Half Time 3 Minutes
Player Substitutions	Every 5 min– equal time
Stop Time	On substitutions & injuries only; last 1 min of game & during OT
Halftime	3 min
Timeouts	One per half per team
Overtime	<b>One</b> 2 min session only – OT must start before the start time of the next game; if tied after that game ends in tie
Ball Size	28.5oz for Boys
Defense	Defense picks up at half court only
Press Rule	No pressing
Defense Type	Man-to-man only - Pick up at Half court
Double-Dribble Violation	Yes
Traveling	Yes
Steal on Dribble	Yes
Steal on Pass	Yes
10 sec Half-Court Violation	Yes
Lane Violation	Yes
Double Teaming	Only in key area below foul line – follows Metrowest League rules
One side loading on offense	No
Free Throw Taken	Yes...only on shooting foul
Three Point Shot	No
Team Foul Violation	No
Player Foul Violation	Yes...5 fouls and out (scorekeepers or coaches track)
Referees	Yes
Referee Type	Certified



<b>Grades 5 &amp; 6 Boys and Girls</b>	
Game Play	5 vs 5
Court Size	Full-court
Scorekeeping	Yes (max differential is 20pts – no score tracking after that)
Goal Height	10 foot
Game Length	40 min (20 min halves running time) – Half Time 3 Minutes
Player Substitutions	Every 5 min – equal time
Stop Time	On substitutions & injuries; last 1 min of each half; & during OT
Halftime	3 min
Timeouts	One per half per team; one during OT
Overtime	One 3 min session only – OT must start before the start time of the next game; if tied after that game ends in tie
Ball Size	28.5oz
Defense	Pick up at half court line.
Press Rule	Last 1 min of first half, last 2 minutes of second half Team with lead cannot press if up by >8 pts
Defense Type	Man-to-Man - Pick up at Half court
Double-Dribble Violation	Yes
Steal on Dribble	Yes
Steal on Pass	Yes
10 sec Half-Court Violation	Yes
Lane Violation	Yes
Traveling	Yes
Double Teaming	Only in key area below foul line – follows Metrowest League rules
One side loading on offense	No
Free Throw Taken	Yes...only on shooting foul
Three Point Shot	Yes...if playing on court w 3-pt line
Team Foul Violation	7 team fouls in half-: one and one; 10 team fouls: 2 free throws
Player Foul Violation	Yes...5 fouls and out (scorekeepers or coaches track)
Referees	Yes
Referee Type	Certified

<b>Grades 7 &amp; 8 Boys and Girls</b>	
Game Play	5 vs 5
Court Size	Full-court
Scorekeeping	Yes (max differential is 20pts – no score tracking after that)
Goal Height	10 foot
Game Length	40 min (20 min halves running time) – Half Time 3 Minutes
Player Substitutions	Every 5 min
Stop Time	On substitutions & injuries; last 1 min of each half; & during OT
Halftime	3 min
Timeouts	3 per team during regulation; one during OT
Overtime	One 3 min session only – OT must start before the start time of the next game; if tied after that game ends in tie
Ball Size	29.5oz for Boys and 28.5oz for Girls
Defense	Full court, but pick up at Half court
Press Rule	Full Court Man-to-Man press only – Only the Last 2 min of each half only; team with lead cannot press if up by >10 pts
Defense Type	Half Court - Man-to-Man OR Zone - [No 1/2 court trap]]
Double-Dribble Violation	Yes
Steal on Dribble	Yes
Steal on Pass	Yes
10 sec Half-Court Violation	Yes
Lane Violation	Yes
Traveling	Yes
Double Teaming	Only in key area below foul line – follows Metrowest League rules
One side loading on offense	No
Free Throw Taken	Yes
Three Point Shot	Yes...if playing on court w 3-pt line
Team Foul Violation	7 team fouls in half-: one and one; 10 team fouls: 2 free throws
Player Foul Violation	Yes...5 fouls and out (scorekeepers or coaches track)
Referees	Yes
Referee Type	Certified

## Northborough Public Schools: Gym Rules and Regulations

Please be **extra vigilant** in enforcing the Northborough Public Schools Rules and Regulations as Outlined Below!! Remember: our access to these facilities is a privilege and not a right....without access to the School Gyms there is no Northborough Youth Basketball...

1. Coaches and teams will need to take responsibility for the facility and the behavior of the players and spectators. You are allowed access to the gymnasium and assigned restrooms ONLY during your use of our facilities. Parents, coaches, players, siblings & friends should not roam halls beyond these areas or enter any classrooms, offices, teachers' lounges or other areas.
2. The equipment located in our gymnasiums is for Physical Education class use. At no time should coaches, players, and spectators be using any equipment located in any of the facilities (i.e. exercise mats, climbing equipment, and gymnastics equipment).
3. Tape should not be put on the gymnasium floor at any time. If the height of baskets is adjusted for NYBA use, the coach should return the baskets to the original height once play is complete.
4. Our gymnasiums are used for physical activity. Therefore, no food or drink (other than water) is allowed at ANY time. The coaches of your teams will need to be diligent in supervising players, spectators, and parents to maintain this rule.
5. Coaches must supervise players at all times. Parents must supervise siblings at all times.
6. Our evening custodial staff has a great deal of work to accomplish. If the custodian makes a request, please be respectful of these requests. If your team is the last one there on any given night, please exit immediately following the end of your practice/game time.
7. Each school will designate a specific entrance for your use. Please respect these requests and use ONLY these entrances.
8. Any incidents (e.g., damaged school property) must be reported ASAP to the Northborough Youth Basketball Association Board. Your cooperation in addressing the players, coaches, and parents involved in any incident in a timely manner is expected.
9. Each school will provide you with a schedule of available space. The priority for building use in our schools is school based programs (i.e. PTO events, school community events).
10. Beginning and ending times for access to school gyms is based on the needs of each individual school. Lincoln Street and Peaslee can hold their programs at 6:00 PM to 9:00 PM. Proctor and Zeh will operate from 6:30 – 9:30 PM.

## **WEATHER CANCELLATION PROTOCOL**

If school is cancelled or schools are released early for any reason, NYBA league activity for that day is also cancelled. No calls will be made.

If bad weather hits on a weekend or after school is released for the day, a Board member will contact all league coordinators whose responsibility it is to call all coaches in their league. Coaches then need to call all the players on their respective teams and make them aware of the cancelled practice or game.

The Referee Coordinator will cancel referees. No cancelled practices will be made up. Coaches can contact other coaches to double-up practice or schedule a scrimmage on an alternative night if they wish.

Cancelled games will be made up only if gym time is available at season's end. Coordinators are encouraged to reserve the last week of play for makeup games when establishing divisional schedules. Makeup games scheduled at any other times will require coaches to coordinate such games through the Courts and Referee Coordinators.

## Sample Welcome Email from Coaches

Parents.

I am writing to let you know that your <Xth-grade> <son/daughter> has been drafted to a team coached by myself and <asst coach(es)>. While our coaches did our best to consider all parent and child requests for coaches and fellow teammates in our draft process, the pure numbers of children and requests made it impossible for us to accommodate all such requests. If that is the case for you, we apologize, but we can assure a fun season for your child either way.

Our assigned practice slot will be <X-day> nights from <X-Ypm> at <XYZ School Gym> and our games will take place on <X-day> between <X and Y hours> starting <Date>. A game schedule will be distributed as soon as that has been completed.

For practices, please have your <son/daughter> arrive <X> minutes early ready to play. If they have a basketball to bring with them, that would be great as well as we'd like to run some drills that require each child to have a ball. If not, don't sweat it, as we will make do with what we have on hand.

A few important points before we begin play:

1. Please have the kids wear separate shoes to the gym and change into sneakers when they get there so we can keep the gym floors free of water, sand and salt.
2. Please have the kids bring a water bottle with them to all games and practices.
3. The league has asked us to remind parents that all kids (those playing AND those siblings who may be there to watch) should not wander beyond the immediate vicinity of the gym through the halls of the school, nor should they be climbing on other gym equipment while play is going on.
4. Each player will each be provided with a NYBA t-shirt. Beyond the shirt (which they will wear each game), any pair of shorts, socks and pair of sneakers will round out the attire.
5. The kids will be asked to remove any jewelry (bracelets, necklaces, etc) during practices and games.
6. In the event of inclement weather, the general rule of thumb is that if school is closed any given day, or if school lets out early, then there will be no basketball that night. If snow begins to accumulate heavily late afternoon any given day, the coaches for that evening will touch base with one another and make a determination as to whether play will continue that night. We will contact you in the event of such cancellation. We encourage your check your email routinely on such days to verify if games are still on.

Here is our contact info if you have any questions:

<Coach's Name>

Home Phone: Cell:

e-mail:

<Asst Coach's Name> <contact info>

## **Sexual abuse and molestation prevention policy**

The Northborough Youth Basketball Association (NYBA) strives to create a safe environment for our participants and volunteers of all capacities. Under any circumstances we do not permit or allow sexual abuse or molestation to occur at any activity sponsored by or related to our Organization. This “zero-tolerance” policy is made clear to all of our Directors, Officers, Coaches, Representatives and Volunteers affiliated with our program and we have adopted mandatory procedures that follow when they become aware of any allegation regarding sexual abuse or molestation.

All Representatives of this Organization who learn of sexual abuse being committed must immediately report it to Association President. We take allegations of sexual abuse seriously, once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. We will report and cooperate fully with any investigation conducted by law enforcement or regulatory agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence.

All Representatives of our program are made aware of the following:

No individual representing the NYBA shall inflict any physical punishment on any child affiliated with our program. "Physical Punishment" includes but is not limited to any striking or touching of a child anywhere on their body with any part of your body or similarly an object or gesture. No representative of this program shall direct any other person or child to inflict any form of physical punishment on another child.

All Representatives of the NYBA will use clear and appropriate language when addressing children. No exceptions will be tolerated.

All Representatives shall never put themselves in a situation or position where they are alone with a child in a private area.

We prohibit any form of retaliation against anyone, including a volunteer, board member or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who retaliates improperly against someone who has made a good faith allegation of abuse, or intentionally provides false information to that effect, will be subject to discipline.