

## BASKETBALL MANUAL

To fulfill the requirements of the Basketball program and the job description of the basketball director this Manual and appendixes contain the necessary information to run the St William CYO basketball program.

### DIRECTOR(S)

Division of work between AD, Asst AD, Co-Directors, Coaches, Managers – calendar, practice, games, Girls/ Boys teams/ coaches, etc.

Double check/ confirmation – practice/ game times (turn in unused time), Protecting God's Children program by all coaches, asst coaches and other people associated with program.

Facility booking will be booked only thru the AD, Asst AD, or SWDC President for St William facilities and Walled Lake Community Ed Center for Walled Lake Facilities. Coaches must call in any unused practice time to Basketball Directors ASAP. Utilization of unused/cancelled facility time will be distributed equally among all teams based on need. The website and coaches email distribution list will be the main conduit for this event.

Spreadsheet for- players, teams, coaches, practice times, games schedule, fees, tournament schedule, Meetings (coaches, Directors, SWDC), SWDC monthly meeting update flyer

Understanding of Basketball rules need CYO Basketball rules.

Initial point of contact for issues arising from the basketball program, i.e. complaints, mediator issues, and questions, which can not be answered or corrected at the coach level. Forward all unresolved issued to the AD or Asst AD.

Coaches apparel – dress the coaches.

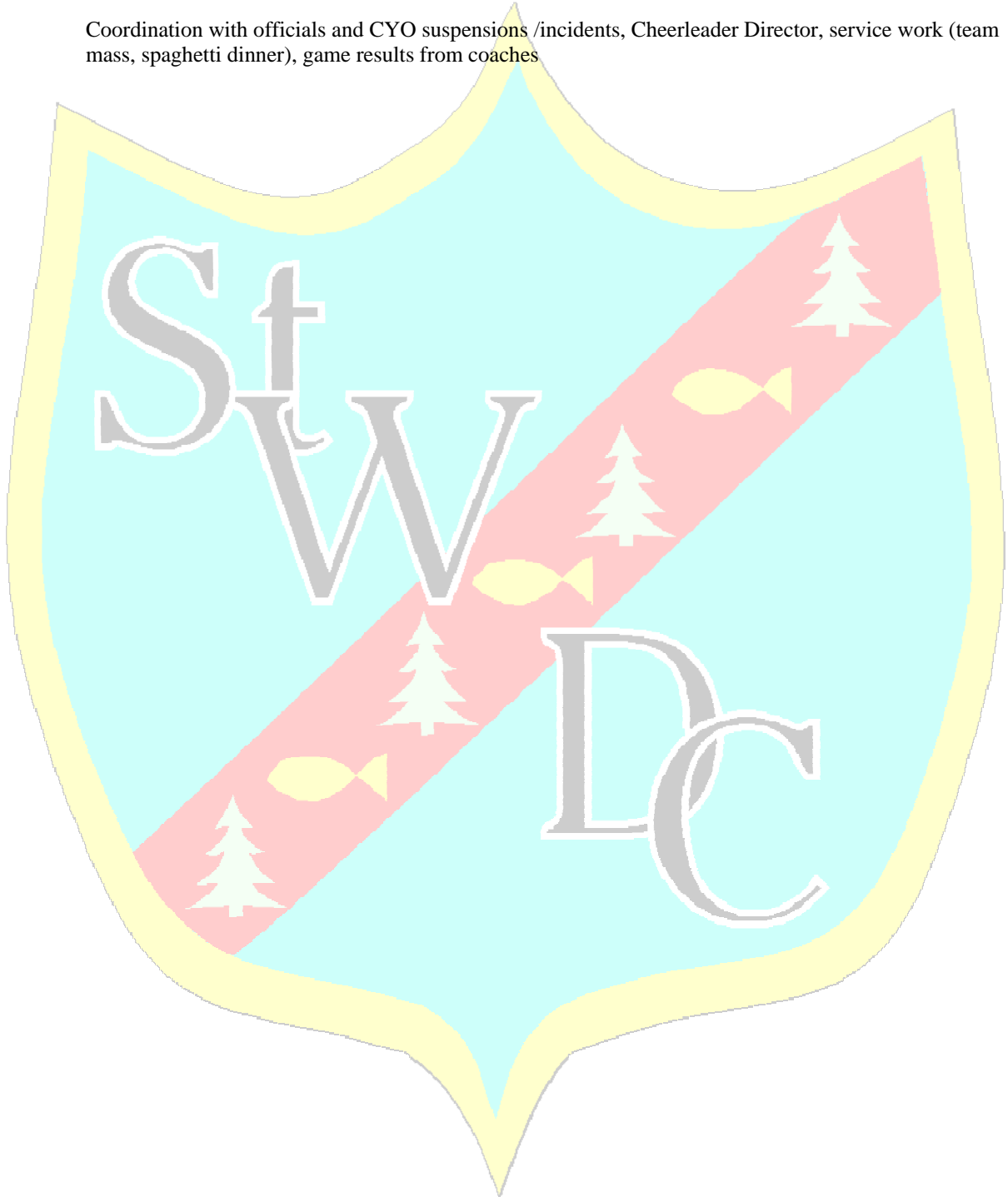
# SWDC CYO BASKETBALL DIRECTORS MANUAL

## COMMUNICATION

Reference Material - Basketball Manual, Participation Guide, Basketball Directors job description, Coaches and Players Manual

Types of communication - website, newsletter, email list for teams, program, and bulletin articles

Coordination with officials and CYO suspensions /incidents, Cheerleader Director, service work (team mass, spaghetti dinner), game results from coaches



**BASKETBALL GENERIC YEARLY CALENDAR** (timeline starts in June till May)

Camp/ clinics, \*(Preseason and/or Postseason Tournaments)  
Registration, announcement, (Varsity, JV, intramural)  
Evaluations/ tryouts  
Team formation, League assignment  
Parent meeting/ uniform hand out/ winter game pass  
Practice starts  
Pictures  
Tournaments - \*Preseason, Thanksgiving, Christmas, \*Postseason  
Games  
Post season  
Banquet/ uniform collection/ program evaluation sheets  
After action meeting, uniform ordering, budget meeting, inventory



## BASKETBALL CALENDAR EVENT INFORMATION

Camp\*/ clinics – CYO coaches clinic 10/28, (\*Camp shirts will be replaced when players grow out of or becomes non-functional. Shirts should have “St. William” and “Basketball” printed on front and should be a color that is consistent with other Dads’ Club apparel.)

Registration, form (include size for practice jersey) see appendix C?, announcement, (Varsity, JV, intramural)

Evaluations/ tryouts 10/16-10/20

Team formation, League assignment (*If delegated by the AD, the Director will be the liaison to CYO, to schedule games and group St William teams on a minimal amount of leagues.*)

Parent meeting – Participation Guide, sign documents (insurance, guide)/ uniform hand out ? / winter game pass ?, service work requirement, pictures??., reference material

Practice starts 10/23

Pictures – who??., do parents want, check out other sources (Costco, online, digital)

Tournaments 1 per team?, more

Games 11/27

Post season 2/19/07

Banquet/ uniform collection/ program evaluation sheets (*Plan and conduct an annual basketball banquet. Date to be determined by Basketball Director and approved by AD via the Parish calendar clerk.*)

After action meeting, uniform ordering, budget meeting, inventory (*Prepare and complete an annual budget, which will be submitted annually to the AD by Jun 1<sup>st</sup>. Conducted equipment inventory and prepare written report, which will be submitted annually to the AD by Jun 1<sup>st</sup>.*)

**UNIFORMS/ EQUIPMENT/ BUDGET**

Manager – uniform/ equipment, individual would be in charge of inventory, including equipment hand out, player’s uniforms and coaching equipment.

Inventory –uniforms (shorts and jersey’s), balls, baskets, nets, 1<sup>st</sup> aid kits, blinders, bags, coaches clip boards, cones, whistles, scorebooks, scoreboard lights,

Uniform selection and buying

Banners, signs (indoor/outdoor),

Practice Jerseys – order at registration, generic or with names, 2 color reversible, mandatory to have one of these, may use a pervious years practice jersey, or have a dark and light color jersey at each practice.



## TEAM FORMATION

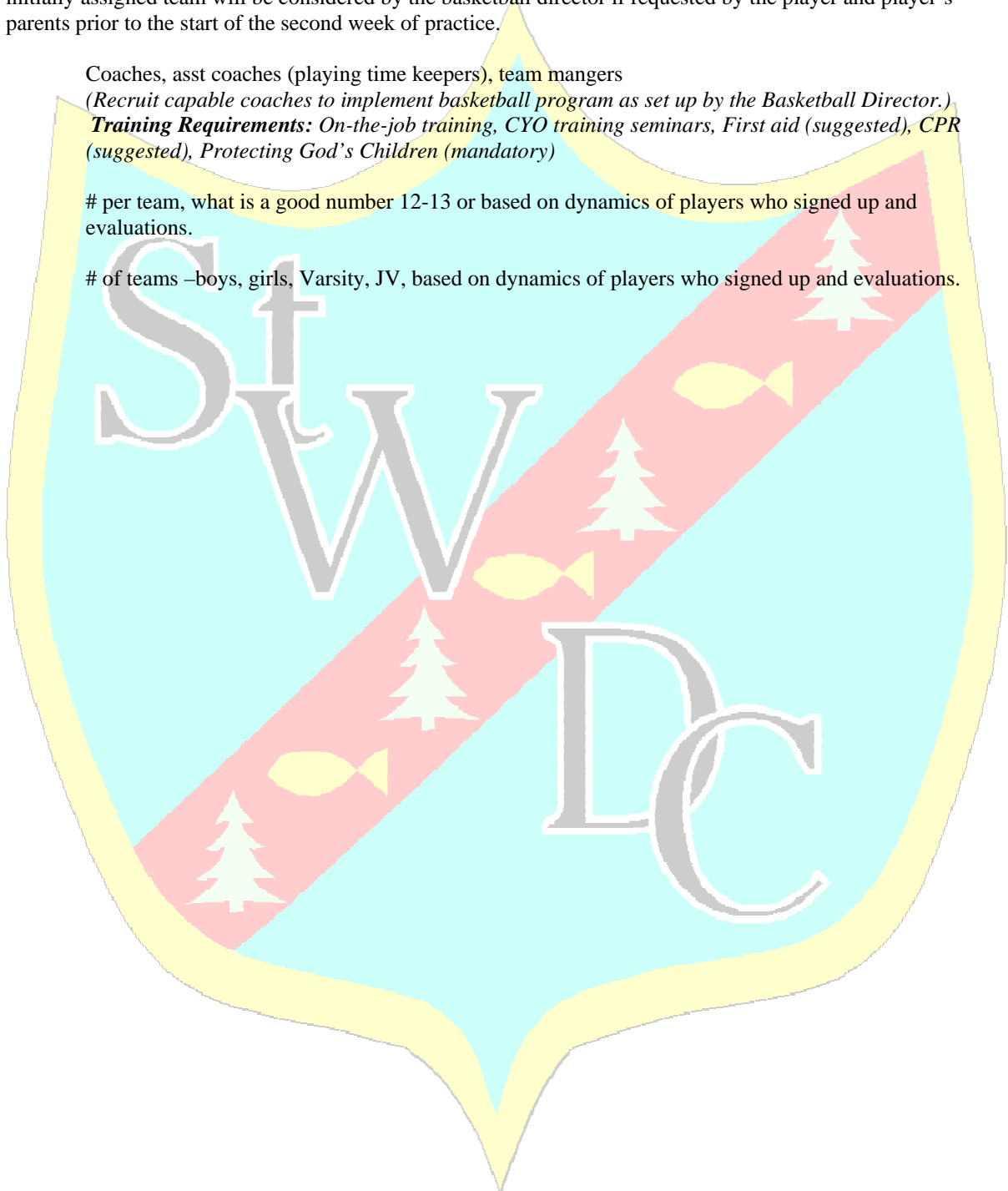
Evaluations will determine team formation and be conducted by a third party if available. Cuts will happen when a team dynamics will be affected by an excessive number of players on one team. If a player is cut they are still eligible to participate in the skills clinics for the duration of the season. The structure of the evaluation will be to access basic basketball skills at various levels. Individual request to move a player from initially assigned team will be considered by the basketball director if requested by the player and player's parents prior to the start of the second week of practice.

Coaches, asst coaches (playing time keepers), team mangers  
(Recruit capable coaches to implement basketball program as set up by the Basketball Director.)

**Training Requirements:** On-the-job training, CYO training seminars, First aid (suggested), CPR (suggested), Protecting God's Children (mandatory)

# per team, what is a good number 12-13 or based on dynamics of players who signed up and evaluations.

# of teams –boys, girls, Varsity, JV, based on dynamics of players who signed up and evaluations.



# SWDC CYO BASKETBALL DIRECTORS MANUAL

## PRACTICE

(Goal- maximize practice for each team per week, 3 to 4 times a week)

Group Skills Clinic – CCD inclusion, public school scheduled

After school, M-F 240-440, by JV, Var, and 3-4<sup>th</sup> grade

Skill Mentors – to run clinic one day a week

Facilitation concerns, w/ school, pick up, discipline, structure

Skills - shooting, dribbling, passing, pivoting, rebounding, etc, This is done by using timed stations.

Team

# of times a week, times, over lap, off site, unused time, additional time  
thought that players make 1 to 2 group skills clinics a week, two team practices can be used to  
go over team concepts



# SWDC CYO BASKETBALL DIRECTORS MANUAL

## GAME DAY

Friday/ Saturday, other better times or alternative (Saturday evening or Sunday afternoon)

Game day – traffic (inside and out), cheerleaders, sound system (music), and team room

Special events - 8<sup>th</sup> grade parents, Home coming, before game prayer, shoot out, grandparent's day; pop a shoot, raffle, cheerleaders

Help sheets - Concessions, Set up, Clean-up, Scoreboard, Crowd control, Gate, raffle

Concession – Kitchen Director is in charge of this venue

Set-up – team chairs, scorer table, scoreboard machine, microphone, bleachers, banners, team room, trash baskets, water jugs w/ cups, carts & towels, floor sweepers & dry mop, gate collection table, posters/ price signs/ parking lot signs, concessions table (3),

Clean up, if Friday night games with Saturday games – general clean up of trash.

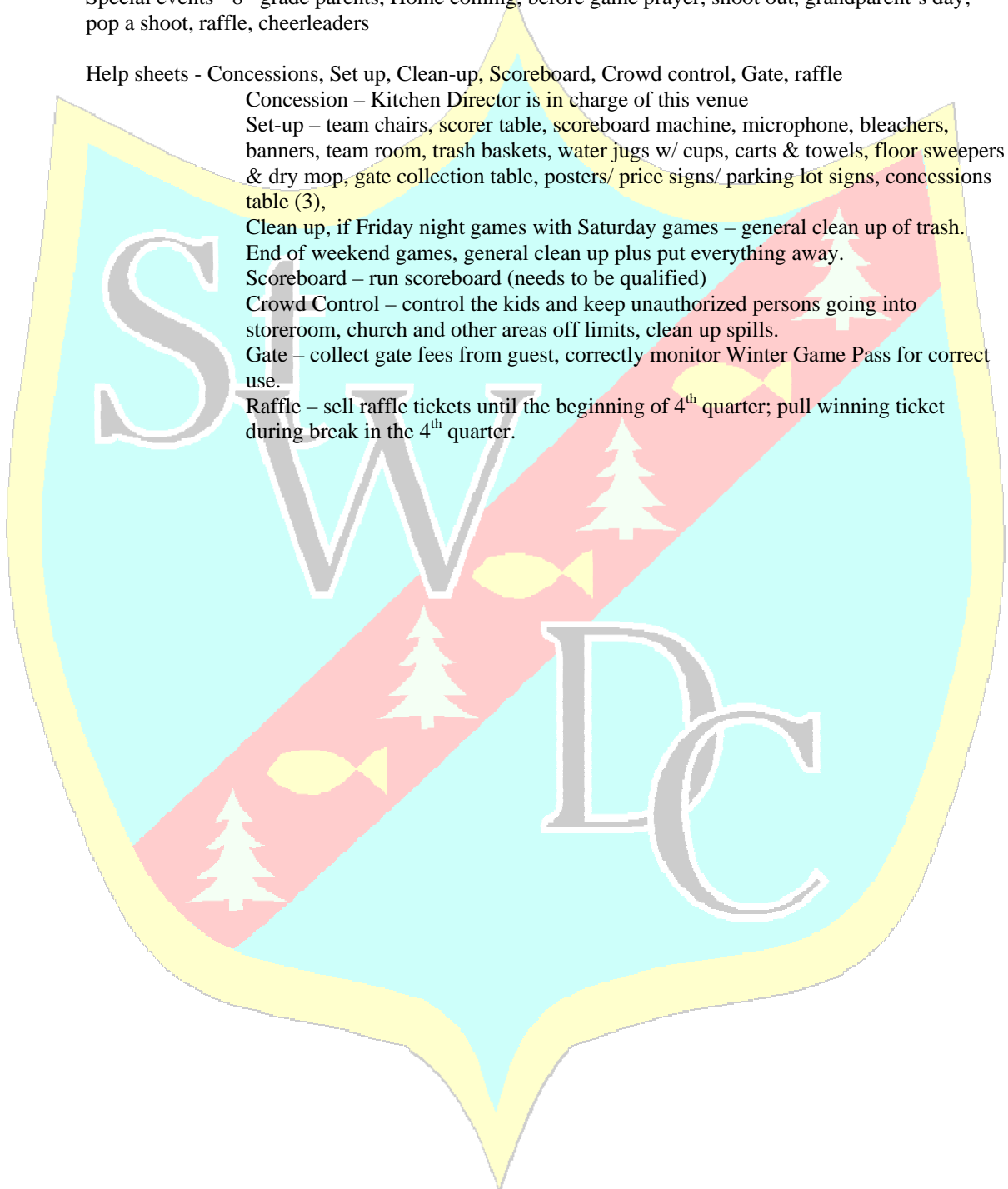
End of weekend games, general clean up plus put everything away.

Scoreboard – run scoreboard (needs to be qualified)

Crowd Control – control the kids and keep unauthorized persons going into storeroom, church and other areas off limits, clean up spills.

Gate – collect gate fees from guest, correctly monitor Winter Game Pass for correct use.

Raffle – sell raffle tickets until the beginning of 4<sup>th</sup> quarter; pull winning ticket during break in the 4<sup>th</sup> quarter.





## APPENDIX A

### JOB DESCRIPTION:

St. William Dads' Club Basketball Director

**Job Title:** Basketball Director  
**Department:** Athletic  
**Reports To:** Athletic Director

Approved by: Executive Committee, submitted original 4/20/03

### JOB OBJECTIVE

Accountable, and responsible, for the proactive planning and coordination of the activities of the overall Basketball program. To ensure the efficient utilization of the Basketball assets (balls, baskets, practice equipment, people, court time, etc.). Also, to ensure timely flow of information necessary to effectively promote the basketball program by acting as a communication link with players, parents, coaches, league officials, Athletic Director, and the St. William Dads' Club. The overall goal the Basketball program is the establishment and continuance of CYO Basketball Teams. This will be accomplished by establishing a farm system for ballplayers utilizing a clinic for younger age players. The amount of teams will be dictated by the amount of players interested in the program. The program shall follow all applicable CYO rules and regulation, St. William Dads' Club by-laws, and St. William Parish policies.

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Plan and conduct an annual basketball banquet. Date to be determined by Basketball Director and approved by AD via the Parish calendar clerk.
2. Recruit capable coaches to implement basketball program as set up by the Basketball Director.
3. If delegated by the AD, the Director will be the liaison to CYO, to schedule games and group St William teams on a minimal amount of leagues.
4. Ensures timely dissemination of all required information to all designated areas.
5. Conduct the necessary sign ups to fill the teams needed for above mentioned basketball sessions.
6. Maintains adequate supply for uniforms for all programs.
7. Maintain adequate basketball equipment to ensure a successful program.
8. Develop a written basketball program manual, which explains the details on how the job description will be accomplished. Master copy will be held by the AD.
9. Prepare and complete an annual budget, which will be submitted annually to the AD by Jun 1<sup>st</sup>.
10. Hold a basketball clinic annually. A generic St William Dads' Club Basketball shirt will be made available to St. William Basketball clinic participants.
11. Schedule tournaments as needed.
12. Conducted equipment inventory and prepare written report, which will be submitted annually to the AD by Jun 1<sup>st</sup>.
13. Initial point of contact for issues arising from the basketball program, i.e. complaints, mediator issues, and questions, which can not be answered or corrected at the coach level.
14. Organized game days, concerning setup and the help needed for various activities.

# SWDC CYO BASKETBALL DIRECTORS MANUAL

## ESSENTIAL JOB SPECIFICATIONS

### Minimum Education and/or Experience Required:

Knowledge and a love for the game.

### Skills Required:

Understanding of Basketball rules.

Able to work with kids and parents.

### Working Conditions:

Indoor activities.

### Working Hours:

Varied.

### Training Requirements:

On-the-job training, CYO training seminars, First aid (suggested), CPR (suggested)

## PHYSICAL REQUIREMENTS OF POSITION

None

## OTHER REQUIREMENTS OF POSITION

Attend meetings as required

## BUDGET : DRAFT

SHIRTS* (100 SHIRTS) * &5.00=	\$
BANQUETTE	
(main coarse)	\$
(trophy/ medals)	\$
(misc)	\$
EQUIPMENT	
(balls)	\$
(nets)	\$
(bags)	\$
(misc)	\$
COURT TIMES	
TOURNAMENTS	\$
CLINIC	\$
(paid by clinic fee)	
<b>TOTAL:</b>	<b>\$</b>

\* Shirts will be replaced when players grow out of or becomes non-functional. Shirts should have "St. William" and "Basketball" printed on front and should be a color that is consistent with other Dads' Club apparel.

## APPENDIX B

### BUDGET and INVENTORY

**BUDGET**

**BANQUETTE**

(main coarse) \$  
 (trophy/ medals) \$  
 (misc) \$

**EQUIPMENT**

(balls) \$  
 (nets) \$  
 (bags) \$  
 (misc), whistles, 1<sup>st</sup> aid kits \$

**COURT TIMES**

**TOURNAMENTS** \$

**CLINIC/ CAMP** \$

**CAMP SHIRTS\* (100 SHIRTS) \* &5.00=** \$  
 (paid by clinic fee)

**TOTAL: \$**

**INVENTORY**

**EQUIPMENT**

balls varsity #  
 balls JV #  
 nets #  
 ball bags #  
 coaches clip boards #

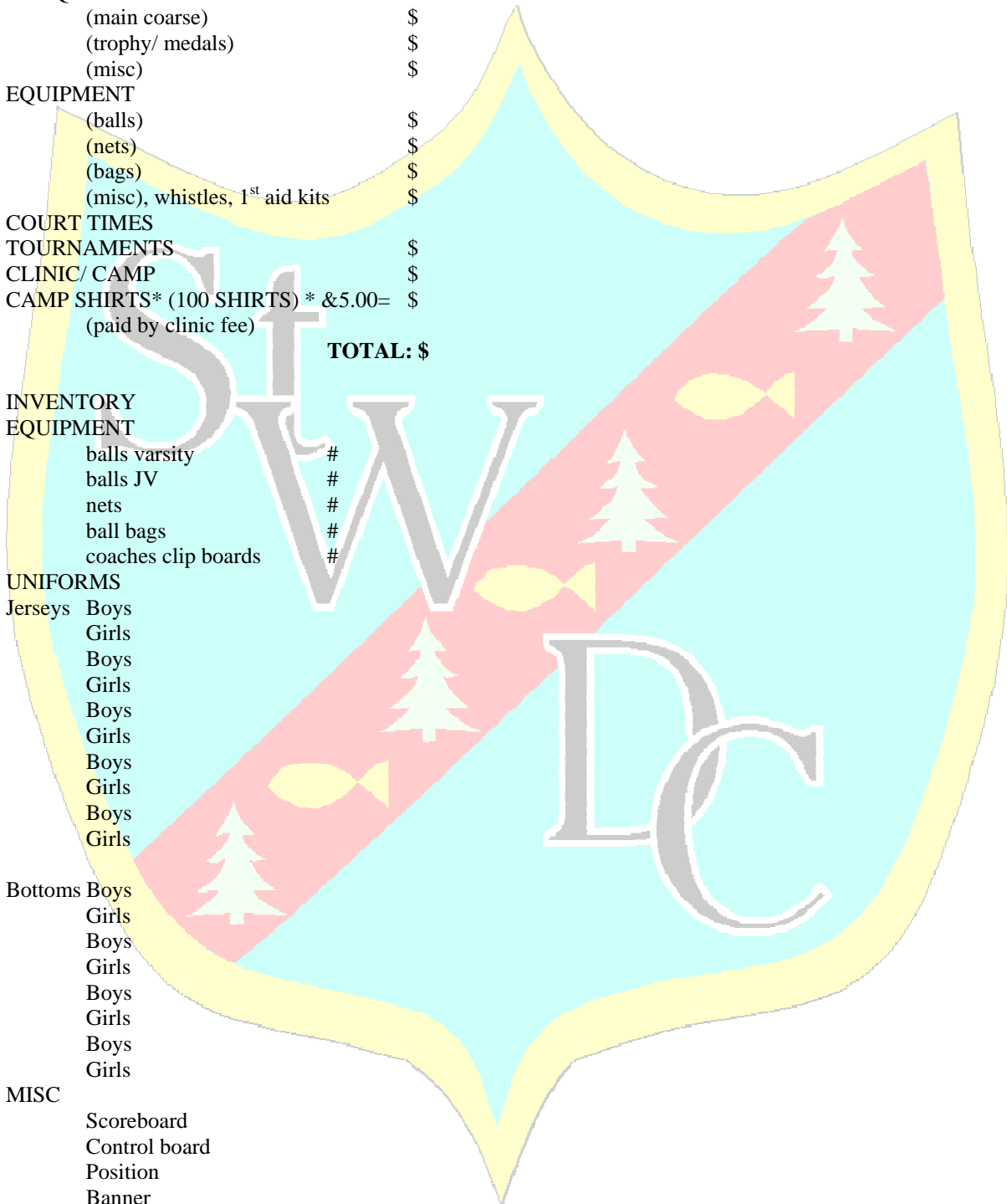
**UNIFORMS**

Jerseys Boys  
 Girls  
 Boys  
 Girls  
 Boys  
 Girls  
 Boys  
 Girls  
 Boys  
 Girls

Bottoms Boys  
 Girls  
 Boys  
 Girls  
 Boys  
 Girls  
 Boys  
 Girls

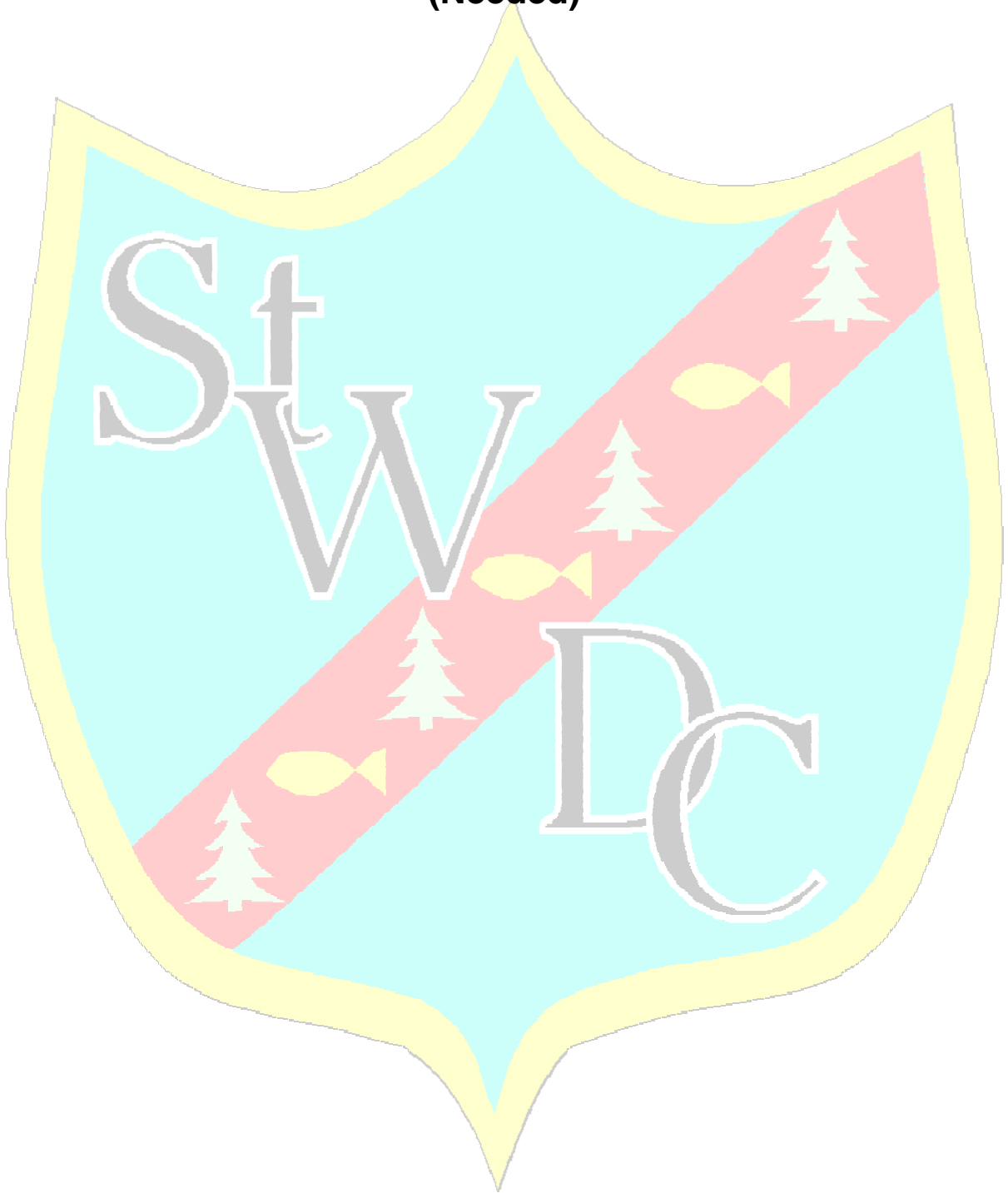
**MISC**

Scoreboard  
 Control board  
 Position  
 Banner  
 Blinders  
 Cones  
 Ball air pumps



**APPENDIX C**

**Registration Form  
(Needed)**



**APPENDIX F**

**COACHES AND PLAYERS BASKETBALL MANUAL**  
(SEPARATE MANUAL)

**APPENDIX G**

**PLAYERS PARTICIPATION MANUAL**  
(SEPARATE MANUAL)

**APPENDIX H**

**EVALUATION FORM**

