CITY OF SOUTH PORTLAND
Parks, Recreation & Waterfront

Grades 3-4
Rec Basketball League
Coaches Packet



Dear Grades 3–4 Basketball Coach,

I would like to thank you for taking the time to volunteer for such an important position. A Youth Coach is one of the hardest, most demanding jobs a person can have. Yet, it is also one of the most rewarding experiences as well. As a coach, you have the ability to teach, to learn, to give back and to create wonderful memories for a child. As a coach, you can instill a lifelong love for sports in the hearts of children in our community.

The main purpose of this Recreational Basketball Program is to provide a safe environment where players have the opportunity to participate and enjoy the game of basketball in a fun and supportive atmosphere. We feel strongly that all players should have the chance to participate, and that player development, not winning, should be the ultimate goal.

Please do not hesitate to call me with any questions or concerns you may have regarding our league. I look forward to working with you throughout the season. Thank you again for your time and enthusiasm!

Brianne Maloney

Youth Programs Manager
767-7650 ext 7511
bmaloney@southportland.gov

South Portland Parks and Recreation
Youth Sports Philosophy

South Portland Parks & Recreation is committed to providing a high quality youth sports experience for our participants, parents, coaches, and spectators. All of our youth sports leagues are driven by the same core philosophy, to introduce and develop the skills needed for lifelong enjoyment of sports in a setting that is inclusive, engaging, and centered on promoting sportsmanship and having FUN! We feel strongly that all players should have the chance to participate, and that player development, not winning, should be the ultimate goal.

"Team sports teach you how to get along with other people. A true mark of your character, will be in how you treat that person who is the weakest link, when you are the strongest link"

Free resource for basketball drills & activities: www.breakthroughbasketball.com

COVID Protocol

- If a participant tests positive they should not attend practice or games until 5 days after the date of testing positive

Practices Times

Grades 3–4 teams may practice once per week in one-hour practice slots. Practices will take place at South Portland Elementary Schools. There are no practices on early release days, school holidays, or vacation days. If you would like to request practice space during these times, please contact us for gym availability. Practices begin the week of November 9th.

Games

Games are scheduled for Saturdays on the following dates: 11/21, 12/5, 12/12, 12/19, 1/2, 1/9, and 1/16. Make-up dates are scheduled for 1/23 and 1/30.

Roster & Equipment

Each facility will be equipped with basketballs, pinnies, and a first aid kit, which must remain at the facility. Each player will receive a numbered team shirt to wear during games. Team rosters list shirt sizes to assist with distribution, as well as any allergies, medical conditions, or developmental and physical limitations shared by parents.

Incidents/Accidents

Any major accidents (injuries) or incidents (parent/child conduct) must be reported to the Recreation Coordinator as soon as possible. Please fill out the attached incident/accident report form and return it to the Recreation Department office ASAP.

Postseason Tournaments

While we encourage continued play after the season, South Portland Parks & Recreation does not cover entry fees for post-season tournaments. Teams may wear their South Portland jerseys for external tournaments, but must notify the department of the events they register for.

Cancellation Procedure

- Game cancellations will be announced by 7:00 AM on Saturday mornings (or late Friday afternoon when possible). Coaches will be notified via email and must contact their teams immediately. Cancellations will also be posted on our website (southportlandme.myrec.com) and Facebook page.
- If the schools are cancelled for the day (such as when school is cancelled due to snow) then practices that take place in those buildings will be cancelled. Practices that take place in the Community Center will not be cancelled unless the weather is a factor and we decide to close our building. If this is the case, the coach will be notified.
- If a coach decides not to have practice for whatever reason, we ask that you please let the Recreation Coordinator know so we may appropriately field any calls we receive from teams.
- The coaches DO NOT have the authority to cancel games – this is left up to recreation staff.

IMPORTANT: You are responsible for contacting your team, notifying them of when practices will be held, distributing game schedules, and forwarding any other pertinent information. Good communication with your team is crucial to having a smooth and successful season.

Coach's Code of Conduct

- **Respect the Golden Rule**

  Treat your players, their parents and the officials in the same manner you want to be treated. That means no yelling, no sarcasm, and no embarrassing anyone in front of others. To gain respect, you must give respect.

- **Be Everyone's Coach**

  As the saying goes, "there is no I in TEAM." Let everyone contribute. That goes for your own kids, too. If you coach your own child, be sure not to shine the light too bright or too low on them. Treat everyone the same.

- **Focus on the Fundamentals**

  Help your players master the basketball basics. Wins and losses come and go, but you only get one chance to develop a player's skills. Don't waste that opportunity. And remind your players that hustle is also a fundamental skill.

- **Teach—and Enforce—Good Sportsmanship**

  Spend time at practice and before games explaining to your team how to behave after a win or a loss. Good sportsmanship means no trash talking or taunting. Teach your players to develop a positive relationship with the officials. Have the courage to enforce sportsmanship if one of your players misbehaves. That's the key.

- **Understand the Rules of the Game**

  Read the rulebook. Identify any special policies your league has adopted. You can't expect your players to know the rules if you do not.

- **Have a Positive Rapport with the Officials**

  Officials will not respond positively if you try to bully or intimidate them. Instead, act like an adult. Ask questions if necessary. Seek clarification if it's warranted. Set the right tone for your team by never arguing a call or disparaging an official.

- **Promote Fun**

  Avoid getting too serious. Don't get crazy about winning. Make sure you smile. Above all else, make sure the kids are having fun. If they aren't, then you are doing something wrong.

- **Be Patient**

  Young players are going to miss shots. They're going to make crucial turnovers. They're going to commit needless fouls. They need the freedom to make mistakes. It's your job to help them learn from those mistakes. That takes time and patience.

- **Talk to the Parents and Understand Their Goals**

  From the first practice, talk with the parents. Explain your coaching philosophy. If a parent has a particular concern, give them the opportunity to discuss it with you. Parents come to games to see their kids play. Make sure every player has the opportunity to contribute.

Suggested Format for Practices

Practices should be consistent in format, but varied in content. Avoid too much scrimmaging – it does not teach the players the basic skills and often children who need coaching on skills do not get it during a scrimmage. The following is a suggested format that you can use at every practice.

1. **Free Practice**- While other players arrive, allow free but controlled practice. Use this opportunity to work individually with players on their skills and get to know them better.

2. **Announcements**- Take a minute to sit the players down and explain what you will be doing at practice that day. You should also use this time to announce any schedule changes, additions or information about upcoming games that they will need to know.

3. **Warm-Up**- Always do stretching exercises and jogging before beginning practice. The older players will become skilled at leading the warm-up exercises, but the younger ones will need your guidance. Warm-ups may include lay-ups, shots on goal or dribbling relays.

4. **Individual and Small Group Drills-** At this level of development (ages 6-12) skill development is top priority. Introduce a new skill or practice an old skill at every practice. Scrimmaging should be used as a reward for good effort in practice, not as the practice!

5. **Scrimmage-** Encourage team play and passing. Do not let your best player hog the ball, every player, no matter what their skill level is, deserves a chance to play. Use scrimmages to work on positioning and strategy. Use positive reinforcement, rather than negative criticism to get your point across.

6. **End of practice meeting**- Review Announcements, compliment players and remind them of the next time they will get together. *Always try to end your practice on a positive note.*

Program Objectives

- To provide a safe, positive and fun basketball experience for all children.
- To allow players to participate in an environment that does not put any unnecessary pressure on them from parents or coaches.
- Remember that this is an instructional league where the development of players must precede a coach's personal desire to win.

Things to note:

- No drinks will be allowed in the gym. Players are allowed to bring water. Juice, soda, and sports drinks are prohibited. Coaches must help enforce this rule.
- For the safety of the players, all coaches and players must stay off the court with wet shoes.
- If a child has any allergies, conditions or physical limitations, it will be noted on your roster. If you would like further information on how to accommodate that child, please talk to the parent or contact the Rec Dept.

GRADES 3-4 REC BB LEAGUE RULES

1. This is an instructional league designed for players to learn about the game and have fun.
2. The league will adhere to a "Zero Tolerance Policy" as far as coach, player and fan behavior.
3. Play will be 5v5. If a team is short players, games may be played 4v4.
4. Coaches will help match up players based on size and skill.
5. Three 8-minute periods – running time. Clock will only stop for timeouts, injuries and long delays or explanations.
6. Substitutions will be made every 4 minutes, Subs must check in at scorer's table.
7. Fouls will be called and explained by officials.
8. Violations will be called as necessary to help teach rules of the game.
9. The score will be kept each quarter, at the end of each quarter the score will be erased.
10. The league will use the women's size ball for this league 28.5, on 9-foot hoops.
11. Man to man defense only. Players may switch, No zones.
12. No full court press – players can pick up their player after the half court line.
13. **No jewelry may be worn (This includes earrings) - girls or boys may wear rubber bands made of elastic, cloth or other soft material, for long hair. Hard barrettes are not allowed**.
14. Coaches must set a positive example for their players at practice and games. If there are questions for the officials, please address them during a time out, between quarters, or between halves, with the game supervisor present. The coach is responsible for the actions of his/her players from the time they arrive at practice or a game until the time they leave.

Weekly Skill Focus:

Week 1: Game Organization

- Taking the ball out of bounds
- One person dribbles ball up
- Getting back to half court on defense
- Going to the table to sub in

Week 2: Man to Man Defense

- Matching up at the start of quarter or subbing, staying with that person while you are in.
- One person on ball
- No Double teams

Week 3:Travels

- No walking or running with the ball

Week 4: Double Dribbles

- Once you pick your dribble up you have 2 options, pass or shoot

Week 5: Fouls

- Hands off
- Move body to stay between person, ball and basket

Week 6: All

Week 7: All

Youth Sports Development by Age Group

A Guide for Coaches: Understanding Player Abilities & How to Plan Drills

3rd–4th Grade (Ages 8–10)

Developmental Overview:

- **Attention Span**: Improving (~10–15 minutes).
- **Coordination**: Rapid improvement in motor skills.
- **Hand-Eye Coordination**: Much better—can handle basic throwing, catching, and striking.
- **Speed & Agility**: Improving, but still developing technique.
- **Cognitive Skills**: Starting to understand rules, teamwork, and strategies.

Coaching Tips:

- Begin teaching **sport-specific skills** (dribbling, passing, etc.).
- Break down drills into **simple steps** and **demonstrate**.
- Reinforce **team concepts** but keep drills short and engaging.
- Introduce **very light competition** but still focus on development over winning.
- 🎬 **Sensitive to criticism**: Be encouraging and constructive—tone matters.
- 🎬 **Fairness matters**: Kids this age care about rules and justice; enforce consistent rules.
- Include **group activities** that promote communication and social bonding.
- Keep things **moving** – avoid long lines, lectures, or standing still.

Drill Examples:

- Partner passing (e.g., soccer, basketball)
- Relay races with cones (adds direction changes) -add in using a ball
- Catch-and-throw games
- Controlled 1 on 1, 2 on 2, simulate in-game situations
- Modified scrimmages with limited rules
- Keep-away games (passing under pressure)

Final Notes for Coaches

- Kids aren't mini-adults. **Meet them where they are developmentally**.
- Encourage effort, improvement, and **love for the game**—not just performance.
- Adjust drills **on the fly** based on the group's energy and focus.
- Keep it **positive**, keep it **moving**, and keep it **fun**!

Please Email this report once completed to Bmaloney@southportland.gov or return to SPCC front desk, within 24hrs of the incident.

CITY OF SOUTH PORTLAND

ACCIDENT/INJURY FIRST REPORT GUIDELINES AND REMINDERS

I. PURPOSE

As stated in the Personnel Policy, all accidents or injuries to City employees arising out of or during the course of employment must be reported to the employee's supervisor and Human Resource's Office. All reports must be in writing which can be accomplished by filling out the City's Accident/Injury First Report. In addition, any vehicle accidents or other accidents causing damage to City property under the direct care and control of a City employee must be reported to their supervisor and the Executive Office. The Executive Office shall also be informed of any injuries or loss of property arising out of or during the course of City events, activities, or City operations.

II. GUIDELINES

1. After an Incident - After an incident occurs, employees should ensure that everyone involved is safe. If there are injuries, employees should call 911 for assistance.

   For all vehicle accidents where a City vehicle is involved, it is strongly encouraged that employees call the local police department and employees are required to call the local police station for damages estimated to be more than $1,000. The officer should present the employee with a crash report number that should be included on the Accident/Injury First Report. If under certain circumstances this does not take place, employees may be required to fill out an Automobile Questionnaire and/or answer follow up questions.

   If an employee is injured, they should seek medical attention as soon as possible. This may be a band-aid or a visit to the City's occupational health provider. Employees should check with their immediate supervisor. If the injury is severe and a danger to life, employees should call 911 immediately. Contact information for the City's workplace occupational healthcare providers are below:

CONCENTRA (SOUTHBOROUGH DR.)	CONCENTRA (WESTERN AVE.)	BAYSIDE EMPLOYEE HEALTH
400 SOUTHBOROUGH DR. #1, SOUTH PORTLAND, ME 04106	85 WESTERN AVE., UNIT 6, 7, 8, SOUTH PORTLAND, ME 04106	50 SEWALL ST. # 301, PORTLAND, ME 04102
(207) 761-1100	(207) 774-7751	(207) 780-6631
M-F: 8:00 AM - 5 PM	M-F: 7:30 AM - 5 PM	M-F: 7:30 AM - 5 PM

   It is important to note that contact information for everyone involved is very important. At the very least, employees should note any witnesses (including contact information) or other individuals who were directly affected by the incident.

2. Filling Out the Accident/Injury First Report - the Accident/Injury First Report must be completed within 24 hours and no later than 48 hours after an incident occurs. Timely reporting is important and required.

3. Post Reports - In some cases, employees may be asked follow-up questions or asked to fill out supplemental forms. To ensure a quick resolution for any claim filed after the initial incident, employees are asked to complete these reports and answer any follow up questions in a timely manner.

ACCIDENT REPORT INSTRUCTIONS

CITY OF SOUTH PORTLAND

IN OFFICE USE ONLY

INCIDENT #: _____

CLAIM #: _____

DATE OF NOTIFICATION: _____

ACCIDENT/INJURY FIRST REPORT

EMPLOYEES WHO ARE INJURED OR ARE INVOLVED IN AN ACCIDENT SHOULD COMPLETE THIS FORM

(NOT FOR PUBLIC USE)

COMPLETE ALL SECTIONS THAT APPLY

EMPLOYEE INJURY CONTACTS - SEE OCCUPATIONAL ACCIDENT AND INJURY FLOW CHART FOR MORE INFO.

CONCENTRA (SOUTHBOROUGH DR.)	CONCENTRA (WESTERN AVE.)	BAYSIDE EMPLOYEE HEALTH
400 SOUTHBOROUGH DR. #1, SOUTH PORTLAND, ME 04106	85 WESTERN AVE., UNIT 6, 7, 8, SOUTH PORTLAND, ME 04106	50 SEWALL ST. # 301, PORTLAND, ME 04102
(207) 761-1100	(207) 774-7751	(207) 780-6631
M-F: 8:00 AM - 5 PM	M-F: 7:30 AM - 5 PM	M-F: 7:30 AM - 5 PM

If the provider above is not open/available or there is a serious employee injury, call 911 for immediate assistance.

GENERAL INFORMATION (REQUIRED)

DATE, TIME, AND LOCATION

INCIDENT DATE: _____/_____/_____ TIME WHEN INCIDENT OCCURRED: _____:_____ AM [ ] PM [ ]

STREET ADDRESS OR NEAREST INTERSECTION: _____

CITY: _____ STATE: _____ ZIP:_____ CITY FACILITY (if applicable): _____

SUPERVISOR: _____ SUPERVISOR'S EMAIL: _____

WITNESSES

This section allows you to document at least three (3) witnesses to the incident. Please provide names AND contact information.

WITNESS 1

NAME: _____ PHONE: _____

WITNESS 2

NAME: _____ PHONE: _____

WITNESS 3

NAME: _____ PHONE: _____

MOBILE EQUIPMENT OR VEHICLE (IF APPLICABLE)

VEHICLE INFORMATION

If you were involved in a vehicle accident causing $1,000 or more in damages, you are REQUIRED to call the nearest police station for assistance. This section is intended for you to provide the City with basic information about the damaged City vehicle as well as information about any other vehicle damaged in the accident.

CRASH REPORT NUMBER: _____

CITY VEHICLE

DRIVER NAME: _____ PHONE: _____

VIN (Last 5 Digits): _____ MAKE: _____ MODEL: _____

DESCRIBE DAMAGES: _____

_____

_____

OTHER VEHICLE

DRIVER NAME: _____ PHONE: _____

OWNER NAME: _____ PHONE: _____

INSURANCE PROVIDER: _____ POLICY NUMBER: _____

MAKE: _____ MODEL: _____ PLATE #: _____

DESCRIBE DAMAGES: _____

_____

_____

PRIVATE/PUBLIC PROPERTY DAMAGES (IF APPLICABLE)

PROPERTY INFORMATION

PROPERTY STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER (IF KNOWN): _____

PROPERTY OWNER PHONE: _____ PROPERTY OWNER EMAIL: _____

EMPLOYEE INJURIES (IF APPLICABLE)

INJURY/ILLNESS INFORMATION

NAME: _____ PHONE: _____

JOB TITLE: _____ DEPARTMENT: _____

SUPERVISOR NAME: _____ WAS THIS AN: INJURY [ ] ILLNESS [ ] NEAR MISS [ ]

DATE SHIFT STARTED: _____/_____/_____ TIME SHIFT STARTED: _____:_____ AM [ ] PM [ ]

DID THE EMPLOYEE RETURN TO WORK DURING THE SHIFT WHEN THE INCIDENT OCCURRED? YES [ ] NO [ ]

WAS FIRST AID PROVIDED?: YES [ ] NO [ ] BY WHOM?: _____

DID THE EMPLOYEE SEEK MEDICAL TREATMENT? YES [ ] NO [ ] IF YES, WHERE? _____

DESCRIBE THE INJURY/ILLNESS: _____

NON-EMPLOYEE INJURIES (IF APPLICABLE)

If the injured person is under 18, provide their parent/guardian contact information. Injuries resulting from a vehicle accident should also be included here.

INJURED 1

NAME: _____ PHONE: _____ Under 18? Yes [ ] No [ ]

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Parent or Guardian (if applicable)

NAME: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

INJURED 2

NAME: _____ PHONE: _____ Under 18? Yes [ ] No [ ]

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Parent or Guardian (if applicable)

NAME: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

BRIEF NARRATIVE OF WHAT HAPPENED (REQUIRED) - USE ADDITIONAL SHEET, IF NECESSARY.

_____

_____

_____

_____

_____

_____ _____ _____

FILER'S NAME FILER'S SIGNATURE DATE

PLEASE ATTACH ANY PHOTOS OF DAMAGES TO PROPERTY, EQUIPMENT, OR VEHICLES TO THIS REPORT.

THIS REPORT MUST BE SUBMITTED DIRECTLY TO ACCIDENT@SOUTHPORTLAND.ORG