

**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!

Sincerely,

Breese Reagle Whitney Dorsett

Youth Program Coordinator Recreation Manager   
767-7650 ext 7511 767-7650 ext. 7524   
[jreagle@southportland.org](mailto:jreagle@southportland.org) [wdorsett@southportland.org](mailto:wdorsett@southportland.org)

**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.

**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 1-2 time per weeks, dependent on gym space. One-hour practice slots will be available. Most practices will take place at the South Portland Elementary Schools. Some practices may take place at SPCC or Redbank depending on availability. The schools will be closed over Christmas break, so if you would like to practice during this time, please contact us for gym availability. Practices may begin the second week of November.

**Games**All games will be played at the South Portland Community Center. Games will be on Saturdays beginning the first week of December and ending on the last week of January. There will be no games on 12/24th & 12/31.

**Roster & Equipment**

Each facility will be provided with basketballs, pinnies and a med kit. This is to stay at the facility. Each player will receive a team shirt with a number on the back. They should wear this shirt during games. Every roster will have the shirt size of each player to help when distributing. Rosters will also list allergies, conditions, and developmental or physical limitations that parents wish to share.

**Incidents/Accidents**

Any major accidents (injuries) or incidents (parent and/or child behavior) should be reported to the Recreation Coordinator soon as possible. Please complete the appropriate attached incident or accident form and return to the Recreation Department office ASAP.

**Post season tournaments**  
Although we encourage continued play once the season is over, South Portland Parks & Recreation will not pay entry fees for any additional tournaments that teams choose to participate in after the season. Teams may use their South Portland jerseys to participate in added tournaments but we must be notified as to what tournaments you have registered for.

**Cancellation Procedure**

* Game cancelations will be made no later than 7:00am on Saturday mornings. If possible, we may make the decision late Friday afternoon. In either case, coaches will be emailed and then they must contact their team to let them know asap. Cancelations will also be posted on our website (www.sopoparksrec.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.**

**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, and 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.*

**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.

**GRADES 3/4 REC BB LEAUGE 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 player 4v4.
4. Referees will dictate matchups on the floor as opposed to the coaches doing so. Matchups should be based on skill.
5. Only coaches are be allowed to sit on the team bench.
6. Four 8-minute periods – running time. Clock will stop the last minute of the fourth quarter, timeouts, injuries and long delays or explanations.
7. Substitutions will be made every 4 minutes, Subs must check in at scorer’s table.
8. Fouls will be called and explained by official.
9. Violations will be called as necessary to help teach rules of the game.
10. Score will be kept, but there will be no season standings or playoffs.
11. If a team is up by 20 points at half time, the score will be reset to zero to start the third quarter.
12. There are no overtimes.
13. Each team will have four thirty second time outs per game. No additional time outs for overtime period.
14. The league will use a 27.5 size ball
15. Man-to-man defense only. Players may switch.
16. No zones.
17. No full court press – defense may pick up their player at half court.
18. No double teams outside the 3-point arc.
19. The three-point shot will be utilized.
20. The game will begin with a jump ball. After this, teams will alternate possession when a jump ball occurs.
21. Games will be played on 9-foot hoops.
22. **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.**
23. 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.

**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

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

**Weekly Skill Focus:**

Week 1: Game Organization

* Taking the ball out of bounds
* One person dribbles ball up
* Foul Shot Line up
* Going to the table to sub in

Week 2: Travels

* No walking or running with the ball

Week 3: Double Dribbles

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

Week 4: Man to Man Defense

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

Week 5: Carries

* Hand has to stay on top of ball, hand can’t come under ball

Week 6: All

Week 7: All

*“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”*

*Updated 10/2023*

**SOUTH PORTLAND PARKS AND RECREATION DEPARTMENT**

**PARTICIPANT'S ACCIDENT REPORT**

**This report is to be made on every injury that requires first aid treatment. Inform the Recreation Department by phone at 767-7650 as soon as possible concerning MAJOR accidents that require a doctor's service or when an ambulance is called. In an emergency where an ambulance is needed, call 911.**

Participant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D/O/B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade (if applicable): \_\_\_\_\_

Parent/Guardian Name (if participant is a minor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When/where accident took occurred: Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person reporting the accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnesses, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of injury (where on body/type of injury): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of how injury occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Was 911 called: YES/NO

Were other medical professionals contacted: YES / NO

If Yes, Name (s) / Title (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian notified: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Program Director notified: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Name of person completing form: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (if participant is a minor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOUTH PORTLAND PARKS AND RECREATION DEPARTMENT**

**PARTICIPANT'S INCIDENT REPORT**

**This form must be completed for an incident with a participant in a South Portland Parks & Recreation Program, in which the responsible staff member or volunteer coach requires additional assistance, but does not involve an injury (see separate Accident Report). The completed form must be provided to South Portland Parks & Recreation office as soon as possible.**

Participant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D/O/B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade (if applicable): \_\_\_\_\_

Parent/Guardian Name (if participant is a minor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When/where accident took occurred: Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person reporting the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnesses, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of incident and action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian notified: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Program Director notified: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Name of person completing form: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_ Time: \_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (if participant is a minor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_