



River Forest Park District

2018 Recreation Basketball Manual

Updated 11/20/17

River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660

www.rfparks.com

Table of Contents	Page #
Philosophy	3
Goals	3
Youth Basketball Board	3
General Information	4
4-Point Discipline Policy	5
Expectations of Parents	6
Spectator Conduct	6
Volunteer Coaches Description	6
Coaches General Information	7
Recreation Basketball Rules	8
1 st -2 nd Grade League	9
3 rd -4 th Grade League	10-11
5 th -6 th Grade League	12
7 th -8 th Grade League	13-15
School Addresses	15

PHILOSOPHY

The River Forest Park District Recreation Basketball Program provides a healthy environment in which children can have fun and learn the basic fundamentals of basketball. The Recreation Basketball Program is an instructional program and is not meant to be competitive. The purpose of the program is to have fun and learn basic basketball skills, good sportsmanship and the ability to perform as a member of a team.

GOALS

Along with the skills each coach teaches his/ her team, the Recreation Basketball Program has four goals it would like the team to work toward throughout the season.

1. Team Work
 - a. To develop skills through drills and the positive support of teammates.
 - b. To develop and maintain discipline as a team.
2. Sportsmanship
 - a. To teach good sportsmanship, including, but not limited to, proper respect of teammates, coaches, officials, and opposing team members.
 - b. To make player's parents aware of the proper sportsmanship as spectators of a game.
3. Exercise and Physical Conditioning
 - a. Through practices, games, and discussions, teach the importance of and provide the opportunity for exercise.
 - b. To teach that physical conditioning is part of the game of basketball.
4. Fun
 - a. To have fun throughout the entire season!

YOUTH BASKETBALL BOARD

A Youth Basketball Board, consisting of up to 7 volunteer residents, will oversee both the Park District recreation and travel basketball programs. The Board will establish and review program policies, and serve as the selection committee for determining the players for the travel league teams. The Board will meet on the second Thursday of each month, as needed, between the months of September and April. The Athletic Supervisor will serve as the Park District liaison on the Board, and will continue managing the day to day operations of the program.

GENERAL INFORMATION

The following guidelines are to inform parents and players of the Park District's expectations. These policies have been developed to provide the best possible practice environment for all.

1. Each (3rd – 8th grade) team will have one 1-hour practice and one game per week. Games and practices will take place at Roosevelt, Willard, and Lincoln Grade Schools, St. Luke, the Community Center, Trinity High School, and/or Oak Park River Forest High School.
2. For the players' protection, parents must check in their child to make sure there is a practice and the coach is at practice. Players should arrive no more than 10 minutes before practice starts.
3. Players are to enter at designated areas and go directly to the gym. Once a player is in the gym, they should remain in the gym until practice is over. A player found in any other part of the building could damage our relationship with the facility owner.
4. If a player is going to be late or miss practice, please notify the coach.
5. The number of players at practice affects what can be learned. Please have your son/daughter attend all practices.
6. While at practice, the players are the responsibility of the coach(s). During practice sessions, players are never to leave the gym without a coach's permission.
7. The Park District has an obligation to ensure that their participants act as guests while in the schools (both players and parents). Every participant and parent of the Recreation Basketball Program needs to do everything possible to respect this privilege. Any damage to school property may result in financial liability by the player's parents. Any damage may also result in the players being asked to leave the team permanently.
8. Parents are allowed to observe practice from the side areas or stands of the gym. Please do not communicate with the player(s) during practice. They will be focused on the coach and learning the game of basketball.
9. Practice Cancellations: At some point during the season, there will be a good chance your child's practice will have to be changed for one reason or another. Schools will cancel room availability for practices, forcing us to move the location of your child's practice. Normally the Park District is notified well in advance and your coach will let you know in plenty of time of the new location. There are a few instances when the Park District is notified the day of the cancellation. We will do our best to let the coach know of the change as soon as possible. The coach will then let the team know immediately. Thank you for your understanding regarding practice changes.

DISCIPLINE POLICY

Any player will be ejected from the game if the official detects use of foul or abusive language, unsportsmanlike conduct, or other actions contrary to the philosophy of the league. One verbal warning will be given prior to ejection.

Any participant whose behavior disrupts a program or in any way endangers him/her or other participants will be disciplined and may be suspended or dropped from the program in accordance with the following considerations. Officials/coaches will verbally correct any misconduct and will report all misconduct to the River Forest Park District's Athletic Supervisor.

The Athletic Supervisor shall have the authority to restrict and/or prohibit participation from the Recreation Basketball Program.

4-POINT DISCIPLINARY POLICY

1. Verbal Warning (Parent/Guardian will be notified at pick-up)
2. Time Out/Activity Privilege Withheld. (Parent/Guardian will be notified at pick-up.)
3. First Written Warning (Parent/Guardian will be contacted to pick up their child immediately, and the child will be removed from the program for the remainder of the day.)
4. Second Written Warning (Parent/Guardian will be contacted to pick up their child immediately, and the child will be removed from the program and will NOT be eligible to return during the same session(s).

*No refunds will be given if a participant is removed due to violation of the Park District's 4-Point Disciplinary Policy or due to disciplinary issues.

Behavior that would warrant disciplinary actions include, but are not limited to, the following:

1. Fighting
2. Verbal abuse of a participant, coach, or official.
3. Swearing
4. Refusal or intentional failure to follow instructions
5. Failure to remain on the premises
6. Misuse of park property/equipment
7. Misuse of team or rental property/equipment
8. Possession or under the influence of alcoholic beverages or drugs
9. Failure to comply with established Youth Basketball policies and rules.

Any authorized representative of the River Forest Park District has the authority to dismiss any participant from Park District property (owned or rented) whose behavior is reasonably deemed to be disruptive of Park District programs or activities, and is likely to cause or does cause injury to Park District property or persons using said property. The River Forest Police Department will be contacted in situations when compliance with an authorized representative's request is not forthcoming and/or when the safety of the representative and/or participant is in jeopardy.

CODE OF CONDUCT-PARENT

Parents are expected to follow the program rules and treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Athletic Supervisor. A child

whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control.

SPECTATOR CONDUCT

When cheering for your child and their team, please remember to exhibit good sportsmanship. Teaching good sportsmanship is a major goal of this program. If players see spectators being poor sports, they will think it is an appropriate behavior. Yelling at officials, opposing players and coaches is not acceptable. If this happens, offending spectators will be asked not to attend games by the Park District.

VOLUNTEER COACHES JOB DESCRIPTION

1. **Purpose of the Job:** To provide instruction on the basic fundamentals of basketball emphasizing sportsmanship and fun.
2. **Working Hours:** The Volunteer Coach is expected to conduct a 1-hour practice once a week, and coach a 1-hour game once a week.
3. **Qualifications:** 16 years of age or older. A minimum of 2 years experience in an organized basketball program as either a player or a coach. Good knowledge of the game of basketball. Able to relate to participants and parents. Must have a desire to work with children. Must be dependable, patient.
4. **Essential Functions:**
 - a. Coach up to 10 players.
 - b. Emphasize skill development.
 - c. Follow the River Forest Recreation Basketball Manual.
 - d. Respect all players, parents, officials, facility staff, and Park District staff.
 - e. Communicate with the Athletic Supervisor regularly on program matters.

COACHES GENERAL INFORMATION

1. All teams will practice at local school gyms. Please remember the following items if your team is practicing in a school gym:
 - a. Respect all facility officials.
 - b. Do not move any equipment that is set up in a gym. If equipment needs to be moved, please seek out a facility official to move it.
2. Do not prop open the school doors.
3. Coaches are responsible for their team spectators. Good Sportsmanship is a necessity (see Discipline Policy).
4. **Training:** A mandatory coaches' meeting will be held at the Depot, 401 Thatcher Avenue, in December. The coaches' meeting will feature policies/procedures, rules and coaching strategies. The resources of the clinic are a great start to the season for the rookie coaches and veteran coaches looking for a refresher course.
5. **Evaluations:** Each coach will be required to submit to the Athletic Supervisor an end of the season evaluation of each of his/her player's skills. All evaluations are due by the second to last game of the season. Each coach will be given a sheet that will ask for the player's name, grade, attendance, attitude, dribbling, open court shooting, free throw shooting, speed/quickness, passing, overall rating and general comments.
 - a. A rating scale of 1-5 should be used. The scale should be used as follows:
 - b. 1 = outstanding
 - c. 2 = good
 - d. 3 = average
 - e. 4 = below average
 - f. 5 = poor

Please remember to keep the grade level in mind when evaluating (how they compare to others at their grade level). The purpose of the evaluation sheets is to serve as an aid of player's ratings for the following season and to provide a more accurate rating of the players. We use this information to help form teams the next year.

RECREATION BASKETBALL RULES

1. The Athletic Supervisor will make judgment on any exceptions to any rules prior to the playing of a game in question.
2. League Organization: Leagues will be organized according to grade: Girls leagues grades 1-2; 3-4; 5-6 and 7-8; Boys leagues grades 1-2; 3-4; 5-6 and 7-8.
3. Equipment:
 - a. The Park District will be supplying shirts for all players and coaches. The shirts are to be kept by the players and coaches at the end of the season.
 - b. Each player will provide their own basketball shoes (bottoms must be clean) and gym shorts (jeans are not acceptable). Street shoes will not be permitted on the gym floor.
 - c. No jewelry to be worn at anytime.
 - d. The Park District will provide basketballs for all games and practices.
 - e. The 5-8 grade boys teams will use an official size basketball. All other divisions will use the intermediate size ball 28.5.
4. Practices are to begin on January 8, 2018. The week of January 13th is dedicated to practices/scrimmages (1st/2nd grade only). Games will commence on Saturday, January 13th. A game schedule will be provided to all coaches to distribute to all their team members by the Park District.
5. Each team will have rosters of no more than ten players. If your original roster has less than ten players, you can expect to be notified of additional personnel during the season.
6. As there is a pre-paid fee for the gym space, all gym time allotted for the program must be used. If your team has less than five players, the coach must make accommodations to field a 5-person team.
7. Forfeit Rule: There will be no forfeits. If a team has less than five players present at game time, the game will be played with the maximum number possible (i.e. 4 on 4, 3 on 3 or borrow a player or 2 from the opposing team). The team with less than 6 players will not be held to the rule requiring every player to play 1/2 of the game.
8. Due to limited space, only teams and coaches playing in the on-going game will be permitted on the gym floor. All teams must watch from the regular spectator areas.
9. We ask that you treat the gymnasium and building you are utilizing as if they were your own. Please be sure the facilities are left in a clean condition when your team is through playing, so that the next team or staff doesn't have to clean up your mess. **No** food. Drinks are allowed in the gymnasium!
10. Refrain for having your player's leave the gym unattended, you should know where they are at all times! In addition, please be responsible for your team when done. Don't allow any children to leave the premises unattended, or without the means to get home in a safe manner. Your help is appreciated.
11. Please keep with you at all times the master registration list for your division. The site supervisor will have a master registration list on site at all times. It includes home and emergency phone numbers of your players, and the others in the league.
12. It may happen that with short notice, a practice may be cancelled due to facility conflicts. Please be understanding.
13. The referee or the site supervisor will be equipped with ice packs and first aid kits, if necessary. Please ask them for assistance when needed.

Practice and encourage clean competition and good sportsmanship at all times! Participate in positive coaching that instructs and encourages players during the season.

ENJOY YOURSELF!

1st-2ND GRADE BOYS & GIRLS LEAGUES

1. Prior to each game, each team will conduct a 25-minute practice. All games must start 5 minutes after the practice ends!
2. 4 quarters of play.
3. Each quarter shall be 8 minutes in length; running clock, except injury.
4. 2 minutes will be allowed between quarters for substitutions (4 minutes at half time)
5. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
6. Substitutions are allowed on the quarter only (except for injury).
7. No official score will be kept.
8. No time-outs will be allowed
9. Fouls will be called only as an aid to develop skills. Lane violation will **not** be called.
10. All common-fouls will result in ball taken out of bounds. The referees will explain all calls to the players. There will be no game disqualifications because of fouls.
11. Man-to-Man Defense only is allowed. (No Zone Defenses)
12. **No pressing** allowed. Pickup defense at top of the key (black line) on the defense's side.
13. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
14. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good examples.

3rd-4th BOYS LEAGUE

1. 4 quarters of play.
2. Each quarter shall be 8 minutes in length; running clock, except for the last 30 seconds of each quarter, and for time outs.
3. 1 minute will be allowed between quarters for substitutions (3 minutes at half time)
4. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
5. Substitutions are allowed on the quarter only (except for injury).
6. Official score will be kept.
7. One time out will be allowed per half.
8. Fouls will be called only as an aid to develop skills. Lane violation will **not** be called.
9. All common-fouls will result in ball taken out of bounds. Shooting fouls will be at the discretion of the referee, (players will be moved in front of the free throw line). The referees will explain all calls to the players. There will be no game disqualifications because of fouls.
10. Man-to-Man Defense only is allowed. (No Zone Defenses)
11. **No full court pressing** allowed.
12. No backcourt violations will be called (due to the size of the court).
13. Grace Rule: Once a team reaches a 25 point lead, the score will be reset to zero and not kept from that point one. The clock will remain on.
14. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
15. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good examples.

3rd-4th GIRLS LEAGUE

1. 4 quarters of play.
2. Each quarter shall be 8 minutes in length; running clock, except for the last 30 seconds of each quarter, and for time outs.
3. 1 minute will be allowed between quarters for substitutions (3 minutes at half time)
4. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
5. Substitutions are allowed on the quarter only (except for injury).
6. Official score will be kept.
7. One time out will be allowed per half.
8. Fouls will be called only as an aid to develop skills. Lane violation will **not** be called.
9. All common-fouls will result in ball taken out of bounds. Shooting fouls will be at the discretion of the referee, (players will be moved in front of the free throw line). The referees will explain all calls to the players. There will be no game disqualifications because of fouls.
10. Man-to-Man Defense only is allowed. (No Zone Defenses)
11. **No pressing** allowed. Pickup defense at the volleyball line just after half court, once the ball has crossed this line play is live (it is not a safe zone if the offense brings the ball back across the volleyball line)
12. Backcourt violations will be called. (back court is considered half court)
13. Grace Rule: Once a team reaches a 25 point lead, the score will be reset to zero and not kept from that point one. The clock will remain on.
14. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
15. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good examples.

5th- 6th BOYS & GIRLS LEAGUES

1. 4 quarters of play.
2. Each quarter shall be 8 minutes in length; running clock, except for the last 30 seconds of each quarter, and for time outs.
3. 1 minute will be allowed between quarters for substitutions (3 minutes at half time)
4. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
5. Substitutions are allowed on the quarter only (except for injury).
6. Official score will be kept.
7. One time out will be allowed per half.
8. Fouls will be called only as an aid to develop skills. Lane violation of 3 seconds will be called. All common-fouls will result in ball taken out of bounds. Bonus foul shots will begin on the 10th foul of the half, and all bonus attempts are 1&1. The referees will explain all calls to the players. There will be no game disqualifications because of fouls.
9. Man-to-Man Defense only is allowed. (No Zone Defenses)
10. **No pressing** until the last 4 minutes of the 4th quarter, as long as you are not leading by more than 5 points.
11. Backcourt violations will be called. (back court is at half court)
12. Any game tied at the end of regulation results in sudden death over time.
 - a. No substitutions in over time (unless for injury) players on the floor at the end of regulation must stay on the floor.
 - b. No timeouts during over time
 - c. At the start of over time the ball goes to the team with the possession arrow.
 - d. Pressing is allowed.
 - e. First team to score wins!
13. Grace Rule: Once a team reaches a 30 point lead, the score will be reset to zero and not kept from that point one. The clock will remain on.
14. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
15. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good examples

7th-8th GIRLS LEAGUE

1. 4 quarters of play.
2. Each quarter shall be 8 minutes in length; running clock, except for the last 30 seconds of each quarter, and for time outs.
3. 1 minutes will be allowed between quarters for substitutions (3 minutes at half time)
4. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
5. Substitutions are allowed on the quarter only (except for injury).
6. Official score will be kept.
7. One time out will be allowed per half.
8. Fouls will be called only as an aid to develop skills. Lane violation of 3 seconds will be called. All common-fouls will result in ball taken out of bounds. Bonus foul shots will begin on the 7th foul of the half, and all bonus attempts are 1&1. Super Bonus on the 10th foul of the half, all super bonus attempts are two shots. The referees will explain all calls to the players. There will be no game disqualifications because of fouls.
9. **Players foul out on their 6th personal foul.** If a player fouls out, they cannot return to the game.
10. Man-to-Man Defense only is allowed. (No Zone Defenses)
11. **No pressing** during the first half, Pressing is allowed in the 2nd half, only if you are not leading by more than 10 points. Backcourt violations will be called.
12. Any game tied at the end of regulation results in sudden death over time.
 - a. No substitutions in over time (unless for injury) players on the floor at the end of regulation must stay on the floor.
 - b. No timeouts during over time
 - c. At the start of over time the ball goes to the team with the possession arrow.
 - d. Pressing is allowed.
 - e. First team to score wins!
13. Grace Rule: Once a team reaches a 30 point lead, the score will be reset to zero and not kept from that point one. The clock will remain on.
14. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
15. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good examples.

7th-8th BOYS LEAGUE

1. 4 quarters of play.
2. Each quarter shall be 8 minutes in length; running clock, except for the last 30 seconds of each quarter, and for time outs.
3. Clock will stop on free throws
4. 1 minutes will be allowed between quarters for substitutions (3 minutes at half time)
5. **Each participant shall play a minimum of 2 quarters per game, no exceptions allowed!** If you have less than 10 players, no one should play 4 quarters before everyone has played 3 quarters, equal playing time at all times should be followed.
6. Substitutions are allowed on the quarter only (except for injury).
7. Official score will be kept.
8. One time out will be allowed per half.
9. Fouls will be called as an aid to develop skills. Lane violation of 3 seconds will be called. All common-fouls will result in ball taken out of bounds. Bonus foul shots will begin on the 7th foul of the half, and all bonus attempts are 1&1. Super Bonus on the 10th foul of the half, all super bonus attempts are two shots. The referees will explain all calls to the players.
10. **Players foul out on their 6th personal foul.** If a player fouls out, they cannot return to the game.
11. Man-to-Man Defense only is allowed. (No Zone Defenses)
12. **No pressing** during the first half, Pressing is allowed in the 2nd half, only if you are not leading by more than 10 points. Backcourt violations will be called.
13. Any game tied at the end of regulation results in sudden death over time.
 - a. No substitutions in over time (unless for injury) players on the floor at the end of regulation must stay on the floor.
 - b. No timeouts during over time
 - c. At the start of over time the ball goes to the team with the possession arrow.
 - d. Pressing is allowed.
 - e. First team to score wins!
14. Grace Rule: Once a team reaches a 30 point lead, the score will be reset to zero and not kept from that point one. The clock will remain on.
15. Teams are encouraged to shake hands after each game, please encourage sportsmanship.
16. The referees are not to be picked on, spoken abusively to, or in any manner degraded. If you think there is an area that needs attention, please contact the Park District for assistance. Again, you are going to be viewed as a role model/leader for many of these children, so please set good example.

GYMNASIUM LOCATIONS AND PHONE NUMBERS

River Forest Park District
401 Thatcher Avenue
River Forest, IL 60305
708-366-6660
Aly Copus' Cell: 815-990-0416

River Forest Community Center
8020 Madison Street
River Forest, IL 60305
708-771-6159

Roosevelt Middle School
7560 W. Oak Avenue
River Forest, IL 60305
708-366-9230

Trinity High School
7574 W. Division Street
River Forest, IL 60305
708-771-8383

Lincoln School
511 Park Avenue
River Forest, IL 60305
708-366-7340

St. Luke Parish School
519 Ashland Avenue
River Forest, IL 60305
708-366-8587

Willard School
1250 Ashland Avenue
River Forest, IL 60305
708-366-6740

Oak Park River Forest High School
Main Entrance
201 N. Scoville Avenue
Oak Park, Illinois
708-609-4975