

TRANSFIGURATION BASKETBALL PROGRAM

2005/2006 SEASON

Participation Kit

To: Parents and Players of the Transfiguration Basketball Players

From: Basketball Program Coordinators

We have decided to offer a more comprehensive registration package this year which includes a detailed description of the rules and guidelines of our program. Many other programs already do this and we felt this would answer many questions that people may have about the program. Enclosed are the following documents relating to this year's basketball program:

1. Program Manual
2. Program Acceptance; Medical Coverage Affidavit & Release Form
3. Athletic Code of Behavior

Please read the entire Program Manual carefully. Kindly complete, sign and return the Program Acceptance, Medical Coverage Affidavit and Release Forms and Athletic Code of Behavior at Registration Night on Thursday September 15th in the Gym. Your child (or children) will not be eligible to participate unless all the forms and program participation fees have been received.

The Program Coordinators thank you in advance for your support, and look forward to working with all of you during this year's basketball season.

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TRANSFIGURATION BASKETBALL PROGRAM

MANUAL

MISSION STATEMENT

The objectives of the Transfiguration Basketball Program are:

- Teach the Game – focusing on the fundamentals
- Develop Good Sportsmanship and Team Play
- Promote self-esteem of all players
- Prepare players for more competitive play as they get older
- Have fun
- **Represent Transfiguration in an honorable manner at ALL times.**

ADMINISTRATION

The Program has been allowed use of the school gymnasium facilities, free of charge, for games, practices, and other Program related purposes by the Pastor of Transfiguration Parish.

In the past, the program was administered by one person, the director/coordinator. As the program has grown, it is now too much to ask of one person to handle all of the responsibilities of the Program. The Program will now be administered by a Board of Directors, consisting of three Coordinators which will each be responsible for specific tasks within the program. **The Coordinators will share the responsibility of running the program jointly and equally.** We will also have a Concession Manager and The Fundraising Administrator. Each grade level team will also have a Head Coach and an Assistant Coach.

The Coordinators will provide the proper commitment, balance, and objectivity necessary to meet the Program's demands.

MANAGEMENT RESPONSIBILITIES

The Three COORDINATORS responsibilities are:

I.) Registrar & Scheduling - Marc Dahling:

1. External Liaison with one of the leagues CYO, WCAA, WCGAA with respective coaches.
2. Register all players on registration night
3. Roster filing with 3 leagues; CYO, WCAA, WCGAA
4. Master Practice Schedule
5. Master Gym Schedule
6. Confirms referees weekly for CYO home games
7. Coordinate CYO all-stars

II.) School/Parish Liaison & Treasurer - Terry McGlynn:

1. External Liaison with one of the leagues CYO, WCAA, WCGAA with respective coaches.
2. Internal Liaison with Parish and School
3. Treasurer Functions
 - Maintain Bank Account and Financial Statements
 - Pay league Fees
 - Provide coaches with ref fees/Provide Concession Manager with start-up
 - Collect Registration fees, gate receipts and concession profits

III.) Uniform & Equipment - John Lovett:

1. External Liaison with one of the leagues CYO, WCAA, WCGAA with respective coaches.
2. Distribute uniforms at beginning of season
3. Purchase and distribute new equipment
4. Maintain Sports Cabinet Equipment needs
5. Organize Knight's of Columbus Free Throw Contest
6. Purchase Awards Night Gifts
7. Collect uniforms at the end of the season
8. Purchase new uniforms every 3 to 4 years as needed

The other managers are:

Concession Manager - Joanne Fahey:

1. Coordinate purchase and storage of Snack Bar items
2. Maintain financial records of snack bar
3. Coordinate with head coaches to insure coverage for all home games

Fundraising Administrator - Terry McGlynn:

1. Organize Annual NCAA fundraiser
2. Organize Miscellaneous fundraising

PLAYER ELIGIBILITY:

All currently enrolled students of the Transfiguration School and the Transfiguration Parish School of Religion (CCD) are eligible to participate in the program subject further to specific age requirements of the various leagues where we participate. Since we participate in Catholic leagues, we are required to get the approval of the School Principal, Pastor, CCD Director and Coordinators on EVERY player that we have on our rosters before they are accepted by the league directors.

Participation is subject to the adherence to the Code of Conduct for players and parents contained later in this document.

Transfiguration School and CCD students are considered to have equal rights in the program and no preference is to be accorded based on this criteria.

TEAM FORMATION

Transfiguration's goal is to form one team per school grade (all teams are single gender). In those instances where the number of registered players in a particular grade is not sufficient to support a stand-alone team, the coordinators will combine consecutive grade teams in a manner that has the most benefits to all. Players will generally play at their grade level or up one grade level but only at the discretion of the coordinators. There may also be instances where there are too many players in a grade and the coordinators may try to form two teams including one that may combine players with another grade. Criteria for forming teams in these instances will be done to try to maximize the benefits to all. In order to form the most competitive Varsity level teams, there may be certain rare instances when tryouts will be held on an ad-hoc basis. Coordinators WILL participate in the Tryout evaluations.

Our teams will play in the following leagues:

3rd grade: Boys and Girls - CYO

4th grade: Boys and Girls – CYO

5th grade: Boys and Girls – CYO

6th grade: Boys in the WCAA - JV division and Girls in the WCGAA - JV division

7th grade: Boys and Girls – CYO

8th grade: Boys in the WCAA-Varsity division and Girls in the WCGAA-Varsity division

If there is sufficient interest, we also have the option to field 6th and 8th grade CYO teams however we are required by the WCAA and WCGAA to field JV and Varsity teams in those leagues in order to participate. Participation in the WCAA and WCGAA leagues take precedence in our program over CYO at the 6th and 8th grade levels.

HEAD COACHES

1. The Program will solicit volunteers who will be approved by the coordinators, school principal and pastor.
2. Guidelines for selecting a head coach
 - a. Time in the Program as a Head or Assistant Coach
 - b. Knowledge of the game
 - c. Children in the program
3. If necessary, the Coordinators will have the final decision on the Head Coach selection based on the spirit of the guidelines and the benefit of the program.
4. Coaches are required to complete a volunteer registration form annually.
5. Coaches are required to complete the Safe Environment Course annually.
6. Head Coaches will select their Assistant Coach subject to the Coordinator's approval. League rules allow only two coaches per team on the bench during games.
7. Where possible, coaches are encouraged to coach their teams from year to year as incumbent coaches will have priority over other interested volunteers.

ASSISTANT COACHES

Assistant Coaches are selected by the Head Coaches and there may be more than one Assistant Coach per team. During games only one assistant coach may be on the bench unless the Head Coach is not present in which case two Assistant Coaches can be on the bench.

1. Assistant Coaches are required to complete a volunteer registration form annually.
2. Assistant Coaches are required to complete the Safe Environment Course annually.

ATTENDANCE

Players are expected to attend all games and practices at the specific designated times. With so many teams, gym time is limited, so players are expected to be punctual. Parents are responsible for the transportation to and from all games and practices. If there are scheduling conflicts with a player, he or she is responsible for working it out with the head coach. It is at the coach's discretion as to how much playing time each player will receive subject to the rules which are fully described in the PLAYING TIME SECTION.

The coach shall have the authority to sit a player or cut that player's time if in the coach's discretion that player has missed too many practices or games without a legitimate excuse. The coach should speak directly to the parents in these instances.

PRACTICE

Head coaches will select a weekly practice time and all players are expected to attend regularly. Practices are one and a half hours long after school and generally run from late September until season's end in February. Coaches have the option to occasionally schedule additional practices where Gym time is available. These additional practices should be held at times that are convenient for the majority of the players.

- ALL PRACTICES MUST HAVE TWO ADULTS IN THE GYM AT ALL TIMES AND THE PRACTICE MUST BE RUN BY ONE OF THE OFFICALLY REGISTERED HEAD COACHES AND/OR ASSISTANT COACHES FOR THAT TEAM.
- *Any team violating these rules may lose their ability to practice. We ask and URGE that parents alert the coordinators if there is only one adult in the gym for a practice as this is a major violation of our program's rules in accordance with the doctrines established in the Safe Environment Course.*

LEAGUE PLAY

All teams are entered in a Westchester County Catholic League. All coaches and teams must adhere to the league rules set forth by that particular league.

PLAYING TIME

The coaches shall have authority over the apportionment of playing time among their players. There are a variety of reasons why playing time might be limited at any level, including attendance, academic considerations and disciplinary problems. Parents who might not want to participate if their child's playing time might be limited, should discuss this with the head coach as soon as possible. Although coaches have the ultimate authority in playing time, the Program supports and actively reinforces the general guidelines as follows:

3rd/4th Grade – Instructional. Coaches should be teaching fundamental skills and try to divide the playing time as evenly as possible among all the players. Winning games is secondary to teaching at this level. All players are guaranteed 6 minutes per game.

5th/6th Grade – Semi-Competitive Play. Coaches introduce plays and more intricate practices. All eligible players will receive a minimum of 6 minutes playing time per game. Winning games becomes more important, but player rotation is still a more important criteria.

7th/8th Grade – Competitive Play. Coaches expect players to know plays and hone their skills. Talent becomes a primary criteria for playing time. There is no minimum playing time at the varsity level (generally 8th grade only), teams are playing to win. Purely 7th grade teams will still have the 6 minute minimum playing time commitment.

The sports programs are an extension of the academic and religious programs in the Transfiguration Parish. The idea is to teach the game and prepare the players for the games. As the children get older, they are presented with more and more challenging aspects of the game. There are many other programs, at other parishes, that are competitive from the first day, and a premium is placed on winning above all else. The Transfiguration Basketball Program is trying to teach and develop all the children. The hope is that all the players improve as the years pass. As the children get older, then the Program's focus increases more on results. By the time the children are in the 8th grade, the coach's attention shifts to preparing the players for high school. High school athletics, like academics, are highly competitive and it is the Program's responsibility to provide the children with the base for this environment.

PARENT PARTICIPATION

Each family of a player must work at assigned home games. The person working must be responsible and be at least of high school age.

Each team should have a Parent Team Manager, whose responsibilities will include the scheduling of assignments for all home games. The Parent Team Manager will see that these assignments are distributed equally and fairly to each family. These duties include admissions, concession stand, running the game clock, and keeping the official scorebook. Please note that the people running the clock and scorebook are technically part of the officiating crew. The home scorebook is the official record of the game so it is important these people understand what they are doing. In the event a parent cannot fulfill his or her particular assignment for any given date, that parent will be responsible for arranging a substitute and notifying the Parent Team Manager. The Parent Team Manager will distribute the name, telephone numbers, and e-mail addresses of all team members. All parents are responsible for setting up the gym for the first game of the day and cleaning up the gym, especially after the final game of the day.

All parents must be aware and responsible for their own children that are spectators to the game. Children are not supposed to be unsupervised and roaming the school or playground during the game. Furthermore, all parents are expected to look out for the

school and call attention to any unsupervised children in the hallway or outside. Unfortunately we have incidences of petty vandalism during games when children have climbed over the gate in the hallway and entered the classrooms.

Any parents that will have any direct contact with the children in the program (eg: assisting with practices at the coaches invitation) must also complete the Safe Environment Course. Fulfilling the above mentioned parental game responsibilities (eg: Admissions, Concession Stand, etc.) will NOT require completion of the Safe Environment Course.

PARTICIPATION FEE

The Participation Fee is \$70 per player. The Fee covers the cost of uniforms, equipment, league fees, referee fees, tournament fees and any required maintenance or minor improvements to the gym. The fee must be paid on Registration Night, or if not possible, before the first practice. The player will not be eligible to practice or play in the program until the registration documents and fees are paid. Fees will be refunded if a player leaves the team or school before the third league game of the season. Fees will not be refunded after this.

UNIFORMS

Uniforms are provided by the Program at the beginning of each season. It is the responsibility of each player to maintain and clean their uniform throughout the season. Uniforms will be collected at the end of each season and they should be returned “washed” in a ziplock bag with the player’s name written on the bag. If a uniform is damaged or lost, the player is responsible for reimbursing the Program for the cost or they will not be allowed to register in the following year.

HOME GAMES

An admission fee will be charged for all home games. Everyone entering the gym before and during games must pay the admission fee, except for players and coaches of both teams, Program administrators, and members of the clergy. A concession stand will be run at all home games as well, where refreshments can be purchased.

BEHAVIOR

All coaches, players, and spectators are expected to demonstrate proper sportsmanship behavior at all times. The use of foul or abusive language is not acceptable. Please respect all players, coaches, and officials when participating in our program.

Complaints received from other schools, parents, coaches etc. will be forwarded to the Coordinators to determine the validity of the complaint. The Coordinators will contact those individuals involved and take whatever action is necessary in a timely manner.

YOU ARE REPRESENTING TRANSFIGURATION AT ALL TIMES !!!

COMPLAINTS / PROBLEMS / DISPUTE RESOLUTION

If a parent or coach has a problem or complaint about someone else within the program, the first thing you should try and do is address the issue directly. Please try to calmly discuss the issue, while always remaining respectful of the other party and their opinion. These discussions should be held in private, away from other adults, and never when the children are present. If a resolution cannot be reached, then the Coordinators should be contacted as moderators. All three Coordinators will discuss any issues, complaints or problems that arise and will make a decision according to the majority opinion of the Coordinators and in conjunction with the School Principal and Pastor where necessary. Please do not contact the Coordinators, Pastor, or Principal until you have tried to resolve the issue first. Remember we are all adults and should act accordingly.

Written complaints must be signed so that that a proper response can be afforded to the person(s) making the complaint. Anonymous complaints will not be acknowledged.

Any problems between members of Transfiguration and any other parish/school should be communicated immediately to the Coordinators who will then address the issues and problems with the Administrators of the other Program involved.

PROGRAM ACCEPTANCE/MEDICAL INSURANCE/CODE OF CONDUCT

A parent of each participating player must complete a Program Acceptance Form, Medical Coverage Affidavit and Code of Conduct form in order to participate in the program

TRANSFIGURATION BASKETBALL PROGRAM
Program Acceptance &
Medical Coverage Affidavit and Release

I have read the Transfiguration Basketball Program Manual and Athletic Code of Behavior; and I acknowledge and accept the terms and conditions described therein with respect to participation in the Transfiguration Basketball Program (the "Program")

I hereby acknowledge my responsibility to ensure that appropriate medical insurance coverage has been provided to cover my participating child, whose name is listed below, regarding any injury or illness sustained during or as a result of participation by such child in the Program during the current 2005/2006 season. Further I confirm that such coverage is in place as of this date, and that it is my intention to maintain such coverage throughout the current season.

In my absence, I give permission to the coaches and Program Administrators to obtain emergency medical care for my child if, in their sole discretion, such care is warranted. I relieve the Coaches, Administrators, the Program Committee, Transfiguration parish and the Archdiocese of New York from any and all liability relative to injuries sustained and/or medical expenses incurred while my children participate in the Program.

Print Name of Parent/Guardian: _____

Parent or Guardian's Signature: _____

Date: _____

Print Name of Participating Child

Name: _____

Check One: Transfiguration School

Transfiguration Parish School of Religion

Grade: _____ Date of Birth: _____ Uniform Size: _____

Print Address:

Street / City / Zip Code: _____

E-mail Address: _____

Telephone Number: _____

TRANSFIGURATION BASKETBALL PROGRAM

Medical release Information

IN CASE OF EMERGENCY LIST TWO INDIVIDUALS:

Name: _____ Relationship: _____ Tel #: _____

Name: _____ Relationship: _____ Tel #: _____

IF FAMILY PHYSICIAN CANNOT BE REACHED, I HEREBY AUTHORIZE:

Player's Name

Date of Birth

TO BE TREATED BY ANOTHER QUALIFIED, LICENSED PHYSICIAN WHO IS AVAILABLE.

Family Physician: _____ Tel #: _____

Address: _____ City: _____ State: _____

Allergies/Medical Conditions: _____

Date of Last Tetanus Toxoid Booster: _____ Blood Type: _____

My child has no physical or mental health problems that will prevent him/her from playing basketball. He/she has had a physical exam within the last year (12 months).

I have read and understand the enclosed "Program Acceptance, Medical Coverage Affidavit and Release Form" and agree to its conditions on behalf of my child.

Parent or Guardian Signature: _____ Date: _____

TRANSFIGURATION BASKETBALL PROGRAM

ATHLETE AND PARENT CODE OF BEHAVIOR

Athletic Code of Behavior

The Transfiguration community encourages each student to become a healthy, well-rounded, educated individual. It recognizes that there are influences and attitudes that hinder such growth and negatively affect the behavior, learning, and total development of the individual. Participation on an interscholastic team in the Transfiguration Basketball Program is a privilege, not a right. The goals of the Transfiguration Basketball Program include the focus on education, sportsmanship, and competitiveness in a wholesome, Christian atmosphere. The following Code of Athletic Behavior summarizes our expectations for Transfiguration athletes.

1. Academics

Student athletes are expected to maintain appropriate academic standards and fulfill class attendance requirements. This applies to both the Transfiguration School students and to the students attending the Parish School of Religion.

Students experiencing academic or class attendance problems will be identified to the Program Coordinators by the School Principal or Parish School of Religion Director when there is a need to suspend the student athlete's playing privileges until the problem(s) are rectified.

2. Health

The use of illegal drugs, alcohol, and tobacco products are a detriment to health and athletic performance. The use of these substances by any student athlete will not be permitted either in or out of school.

3. Conduct

Student athletes are expected to conduct themselves, at all times, in accordance with school rules and in a manner that will reflect positively on their teams, their school, their parish, their families, and themselves, and reflect concern for the feelings, rights, and safety of others.

4. Consequences of Code Violations

A committee, consisting of the Principal or CCD Director, Program Coordinators, and Head Coach will be convened to review the situation. The athlete and parents will have the opportunity to explain the circumstances. The committee will then determine what action Transfiguration will take in response to the situation

Athletic Code of Behavior

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5. Parents' Responsibility

- Agree not to host or allow a party in their home for the team members under the auspices of a Transfiguration Team Party. All such parties should be held at the school or in a public venue.
- Read and discuss this code with your child, stressing the importance of following such a Code of Behavior
- Support and enforcement of the Code of Behavior
- Lead by example in your words and behavior.
- Report any behavior which violates the Code of Behavior. Communicate with the Head Coach, Program Coordinators, Principal who will assess the most appropriate method to reinforce the conditions of the Code of Behavior.

As a student athlete in the Transfiguration Basketball Program, I have read and do understand the above Athletic Code of Behavior.

Student Athlete Signature: _____

Parent/Guardian Signature: _____