

# **LITTLETON PARKS AND RECREATION**

## **YOUTH BASKETBALL MANUAL & CODE OF CONDUCT**

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### **Introduction**

This manual is designed for the specific use of the Littleton Parks and Recreation Department youth basketball coaches. It is our hope that the philosophy of the Littleton Parks and Recreation youth basketball program will be respected by our coaches, participants, parents, and spectators. Every coach should strive toward the goals of the program by meeting the objectives and following the coaching guidelines. As a coach within the Department, you are accepting the responsibilities for yourself and your team. The rules for the youth basketball program are listed in this manual for your convenience. After reviewing the document, if you have questions, please contact the Parks and Recreation Department Program Coordinator.

### **Philosophy**

All participants are urged to do their best while experiencing a sense of competition throughout the season. Winning has its place, but it must be met with the ability to allow kids to develop and utilize their skills. Attendance, attitude, and effort are factors that impact a player's allotted playing time. A player shall never miss the opportunity to play during a game on the basis of skill or ability. As you coach within our Department, please keep in mind the philosophy of our youth basketball program.

As a coach you may encounter interactions with parents who have youth in the program. It is not a coach's responsibility to feel as though they need to address questions or concerns from parents or spectators. However, as a coach you will experience a player first-hand. If a question or concern arises regarding a player's attendance, attitude, preparedness or effort, please do your best to field those questions or concerns. In the event that a question or concern is not resolved, please direct them to the Parks and Recreation Department at your earliest convenience.

### **Objectives**

- I. Further develop skills learned at the lower level.
- II. Teach more advanced concepts and team play.
- III. Guide the players in selecting positions in which they feel comfortable, while still permitted the alteration of positions if desired.
- IV. Influence positive sportsmanship as the competition level increases.
- V. The programs are for the players and not the adults involved in the league. Keep in mind the player's emotional and physical wellbeing over the desire of winning.

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### **Coaching Goals**

The main goal of a coach within the Department is to give each individual the opportunity to play basketball in a friendly and professional atmosphere while providing a high quality program and instruction. Since competition will start to arise throughout the season, coaches are expected to help their participants build a sense of positive sportsmanship for other players in the league while maintaining enjoyable learning experiences. All coaches should review and utilize the coaching objective as outlined below.

### **Coaching Objectives**

- I. Allow participants to develop the basic skills and techniques used in the sport of basketball.
- II. Allow participants to develop an understanding of the rules and regulations surrounding the sport of basketball.
- III. Use positive reinforcement to help participants develop and progress their skills.
- IV. Ensure the safety of all the participants and document any illness or injury that occurs under the supervision of a coach.
- V. Help participants develop character, sportsmanship, and positive social skills.
- VI. Encourage your participants, coaches, and spectators to have fun.

### **Coaching Responsibilities**

- I. All coaches must be present at all scheduled practices and/or games. If a coach is unable to be in attendance, it is their own responsibility to find a qualified individual to take their spot if requested by the other coach. All coaches must pass a background check and complete all necessary Human Resource forms, prior to being able to coach. No coach should ever be alone with a child.
- II. All coaches must arrive no later than 10 minutes before the practice start time and are mandated to stay until the last child is picked up at the end of practice.
- III. A contact form of players and their emergency contacts will be provided to all coaches by Parks and Recreation. It is the coaches responsibility to call a parent if their child is in need of assistance that they can not accommodate.
- IV. If a child endures an injury or illness under the supervision of a coach, the coach must document all necessary information with an “incident report” and notify Parks and Recreation.

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- V. Prior to the start of any practice or game, coaches are expected to make sure all players are properly equipped prior to starting, this includes ensuring all players remove all jewelry. If a child is unprepared, coaches may delay their playing time until they are safely equipped for play. If this becomes a common practice, coaches should notify a parent/guardian and the Parks and Recreation Department.
- VI. As a coach you are responsible for ensuring that you have instructed participants on the rules of the game and proper technique to the best of your coaching ability.
- VII. All coaches must demonstrate understandable and appropriate language when coaching or spectating. Please remember when you coach for the Department, you are a direct reflection of our programs.
- VIII. All participants must play during each game. If for some reason a player loses the privilege to play due to sportsmanship, attitude, preparedness or attendance, the coach must communicate that to the parent/guardian and the Department as soon as possible. Parents should be notified by the coach or the department if their child's playing time will be impacted by any of the above.
- IX. Safety is one of our main priorities, so as a coach it is your responsibility to provide a safe practice environment for all participants. If the facility you practice at poses a safety threat, please notify the Department as soon as possible.

### **Coach and Parent Information**

#### **Practices:**

Parks and Recreation will reserve and schedule in-house practices for each team, taking into account coach preferences if needed. Practices will be held between the hours of 5:00PM-7:30PM during the school week. The specific times of your practice will be outlined on a calendar prior to the start of the season. In general, each team, aside from k-2, will practice 2-3 times a week during the in-house season. These practices are designed to develop and improve players skills to prepare them for future play.

Travel team schedules will vary week to week depending on the games.

If, for some reason, you would like to practice at the Daisy Bronson Middle School gym, please coordinate that usage request with Judi Hazlett ([jhazlett@littletonschools.org](mailto:jhazlett@littletonschools.org)). Please be advised that you can only have up to 3 practices a week. You may substitute one of your practice times or days with a practice at the DBMS, if approved, but you can not add in another practice. In the event that you do get approved for usage at the DBMS gym, your practice cannot exceed more than an hour and 15 minutes or go past 7:45PM on a school night. All changes in practices must be communicated with Parks and Recreation and to the individual parents.

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### **Weather:**

In the event of inclement weather, the Parks and Recreation Director reserves the right to notify coaches of a cancellation prior to that start of a practice or game. **If school or afterschool activities are canceled, all in-house practices/travel games are also canceled.** Game makeups are at the discretion of the Parks and Recreation Department, but rescheduling canceled practices is left up to the coaches. **If the Department makes the executive decision to cancel/postpone a game or practices due to inclement weather, regardless of the school district's decision, they observe the right to do so.**

### **Teams:**

Each team is required to have a minimum of 5 players to participate in a game. During in-house and travel season, all players must play during each game. For tournament style games, the coaches' discretion may be used for playing time, which could vary from the standards outlined above. Since kids will have multiple years of exposure once they are eligible for a travel team, coaches should take into account the players' desires for positions while playing, but ensure that all participants play in accordance with the playing time regulations. **All players who wish to play on a travel team, MUST play in-house.**

### **Equipment:**

Each player must come prepared for every practice or game. For the travel team, each player will be assigned a uniform with a number that is placed on a roster for each tournament. Please make sure your players are wearing their jerseys. In the event that a player's uniform does not fit them comfortably, or it tears or stains, please reach out to the Department and we will issue your player a new uniform. A parent/guardian must sign an acknowledgement for the assigned travel uniform prior to the player taking the uniform home. All uniforms must be returned at the end of each season. In the event the uniform is lost or damaged, you will be responsible for the cost to replace the lost or damaged uniform. The cost to replace the uniform is as follows:

- Basketball Shorts \$15.00
- Basketball Jersey \$30.00

For both travel teams and in-house, all types of sneakers are acceptable for play, although basketball sneakers may be more comfortable for some participants. Players cannot wear any type of jewelry and must remove any rings, necklaces, earrings, etc. prior to playing.

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### **Conduct of Game:**

***Substitutes:*** coaches may substitute players at stop of play, end of a quarter, or in case of an injury.

***Officials:*** our Department makes a great effort to find officials for all of our games. However, this is not always possible. If there is no official at the start of your game, coaches must officiate or find a parent to volunteer to officiate.

### **Players Code of Conduct**

***[Please note: Multiple offenses of unsportsmanlike behavior will jeopardize an athlete's ability to be on the team.]***

- I. All athletes are expected to conduct themselves in a sportsmanlike manner, both as a player and as a spectator. Unsportsmanlike behavior directed towards another player, team, coach, official, or spectator will not be tolerated. Unsportsmanlike behaviors include but are not limited to swearing, physical altercations, yelling at others, obscene gestures, etc.
- II. Activities by individuals or teams that are meant to humiliate or embarrass other teammates, coaches, officials, or spectators will not be tolerated.
- III. Any player who receives two or more warnings from a coach or an official throughout the season for unsportsmanlike behavior will be required to forfeit their participation in basketball for the remainder of the season.
- IV. Any player who participates in a fight during a game or practice will be required to forfeit their participation in basketball for the remainder of the season.
- V. Any of the misconduct above can result in loss of playing time for any player throughout the in-house or travel season. Misconduct will be documented by the coaches.
- VI. In the event that you have questions or concerns pertaining to your players' playing time, athletic abilities, or conduct, please reach out to the coaches directly. If the incident is not resolved, then please reach out to the department staff.

### **Accident Procedures**

Please follow the steps below in the event of a serious injury:

1. Assess the situation/injury (do not move the player if there is a potential neck or spinal injury)
2. Call the player's emergency contact on file and explain the situation. If a situation offers immediate medical assistance, call 911. Coaches are required to stay with the child until a parent/guardian arrives.
3. If a parent is unable to be contacted and there is a serious injury, call 911.
4. For any injuries, fill out an accident report and submit the report to the Department no later than 24 hours after the incident. Copies of incident reports will be given to all coaches with first-aid kits.

# LITTLETON PARKS & RECREATION YOUTH BASKETBALL

## ZERO TOLERANCE POLICY

Sportsmanship is important and in order to provide a positive and safe environment conducive to developing the skills and knowledge of basketball, the Littleton Parks & Recreation Department has established a NO TOLERANCE POLICY towards unsportsmanlike behavior from PLAYERS, COACHES, PARENTS, or SPECTATORS.

This no-tolerance policy includes but is not limited to:

- **Violence and Fighting:** Any form of physical altercation is strictly forbidden.
- **Abusive Language:** The use of obscene or disrespectful language, profanity, or derogatory comments (including but not limited to sarcasm, taunting, etc.) towards anyone is not allowed.
- **Disrespect to Officials:** Yelling, belittling, criticizing, or arguing with game officials is a serious offense.
- **Harassment and Intimidation:** Any actions intended to harass, intimidate, or disparage opponents, officials, coaches, or other spectators are prohibited.
- **Negative Atmosphere:** Creating an undesirable environment through negative or hostile behavior is not tolerated.
- **Bullying and Discrimination:** Policies are in place to prevent physical, verbal, emotional, social, and cyber bullying, as well as any form of discrimination.
- **Social Media:** Utilizing social media to disparage players, coaches or the referees will not be tolerated.

All the referees and coaches are volunteering their time. Please respect their efforts in putting on quality events while providing the opportunity for the youth to build self-esteem and learn fundamental skills.

If you have any questions or concerns, please contact the Parks and Recreation Department. Our department and coaches work hard to ensure a great time and we're happy to answer any questions you may have.

Thank you,

**Rilee Clark**  
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### **Rules & Regulations for Littleton Games:**

*Games are located at 96 High Street, Littleton NH, in the former Daisy Bronson Middle School building.  
Parking is located across the street diagonal from the gym in the St. Rose of Lima church parking lot.*

**Do not** park along the street or in front of the gym building.

1. Games will consist of 6 - minute quarters - stopped time, w/running time on made baskets
  - 1- minute between quarters
  - 10 - minutes at halftime
2. If there is a 10 - point lead, there will be running time for the last minute of the game.
3. Games that end in a tie may go into overtime. Overtime consists of two 2 - minute halves, running time, 30 - seconds to switch sides after the first 2 - minutes, and no time - outs. If a game is still tied when the clock stops, the tie is the final score.
4. 5 time-outs per game:
  - Two 1 - minute
  - Three 30 - seconds.
5. Games will start with a jump ball - possession will then be shown with an arrow on the score table.
6. Foul shots are to be taken from the foul line.
7. The clock will be stopped during foul shots to ensure the player can properly set up. Once the last free throw shot is thrown, the clock resumes.
8. Team and personal fouls will be tracked throughout the duration of the game. The following rules apply:
  - 5 personal fouls: player is removed from the game for the remainder of the game.
  - 5 team fouls: opposing team receives 2 free throw attempts - team fouls reset after each quarter.
9. Teams must bring their own basketballs to warm up. We recommend that each team label its basketballs clearly. Littleton Parks and Recreation is not responsible for any lost or damaged basketballs.
10. Game basketballs will be supplied by Littleton Parks and Recreation.

# LITTLETON PARKS & RECREATION

## 2026-2027 YOUTH BASKETBALL

I certify that I have read the following documents:

- **MANUAL & CODE OF CONDUCT**
- **ZERO TOLERANCE POLICY**
- **RULES & REGULATIONS FOR LITTLETON GAMES**

I have read the information in its entirety and agree to uphold and represent all standards of the Littleton Parks and Recreation Youth Basketball Program.

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Player's Printed Name

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Parent/Guardian's Printed Name

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Players Signature

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Parent/Guardian's Signature

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Date:

## ***Littleton Parks and Recreation***

# **Release and Waiver of Liability and Indemnity Agreement**

**Child's Name:** \_\_\_\_\_

### **Please read carefully**

#### **Release:**

In consideration of being permitted to participate in any way in the league or organization indicated below and/or being permitted to enter for any purpose any restricted area (herein defined as any area wherein admittance to the general public is prohibited), the parent(s) and/or legal guardian(s) of the minor participant or adult participant named below agree:

1. Participants or The parent(s) and/or legal guardian(s) will instruct the minor participant that prior to participating in the below activity or event, he or she should inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, the participant should immediately advise the officials of such condition and refuse to participate. I understand and agree that, if at any time, I feel anything to be UNSAFE, I will immediately take all precaution to avoid the unsafe area and REFUSE TO PARTICIPATE
2. I/We fully understand and acknowledge that:
  1. There are risks and dangers associated with participation of athletic activities which could result in bodily injury, partial and/or total disability, paralysis and
  2. The social and economic losses and/or damages, which could result from those risks and dangers described above, could be
  3. These risks and dangers may be caused by the action, inaction or negligence of the participant or the action, inaction or negligence of others, including, but not limited to, the Releasees named
  4. There may be other risks not known to us or are not reasonably foreseeable at this
3. I/We accept and assume such risks and responsibility for the losses and/or damages following such injury, disability, paralysis or death, however caused and whether caused in whole or in part by the negligence of the Releasees named
4. I/We HEREBY acknowledge that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledges that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE
5. EACH OF THE UNDERSIGNED further expressly agrees that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the Province or State in which the organization is conducting events and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and
6. On behalf of the participant and individually, the undersigned parents(s) and/or legal guardian(s) for the minor participant executes this Waiver and Release. If, despite the release, the participant makes a claim against any of the Releasees, the parent(s) and or/or legal guardian(s) will reimburse the Releasee for any money which they have paid to the participant, or on his behalf, and hold them

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY, INCLUDING ANY NEGLIGENCE OF THE ORGANIZATION NAMED BELOW, TO THE GREATEST EXTENT ALLOWED BY LAW.

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**Name (print and signature)**

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**Date**