

## Coach Guidelines



First, a very big thank-you for your time, effort and commitment to EDHYB as you venture into the new season as a Head Coach. We have put some guidelines together that should help make your team successful and ensure that every player and parent have an enjoyable experience.

EDHYB's organization consists of a group of Board members that manage and oversee the league as a whole. Each Boy's and Girls Division has a set of Coordinators that focus specifically on the group of teams for that division. It is the Division Coordinators that form the teams and handle the day-to-day running. Maintaining game results, practice session schedules etc. If at any time you have a question or concerns, please contact either your Division Coordinator or a member of the board. It is important that we keep all channels of communication open; our central point is our website ([www.edhyb.com](http://www.edhyb.com)). The website is kept up to date with the latest information on game schedules, scores and standings. It also contains all the contact information for Board members and Division Coordinators.

Consistent with our mission to focus on fundamental skill development, EDHYB is a recreational league; no child is refused participation in EDHYB based on his/her ability or skill level. Strict playing rules are enforced to ensure fair playing time over the first 4 periods of our 5 period games. The league does have a competitive element, allowing coaches some discretion in who plays in the final stage of a game. Also, the league recognizes the winners of our league and playoff format at the end of our season.

**Teams** - Your team has been formulated based on the evaluation scores, grade and height. We try to ensure that every team is as balanced as possible. In some cases, we may have placed players together based on requests, although this is limited to each team, and is never guaranteed.

**Communication** - It is very important that you contact each player as soon as possible to introduce yourself and your team. Please ensure that you have either spoken to or left a message with each player within 48 hours of the Coaches Meeting. If you are using e-mail and do not get an e-mail response, make a call.

Make sure you have everyone's correct e-mail address and contact information. You should set up a distribution list within your e-mail system to start regular communication with each of the players and parents. Solicit help from the parents, appoint a 'Team Mom', and identify coaching assistance for practices and games. You will find your team will be more successful the more involved the parents are. Create a team player roster with each player's name and number in descending order to provide to the officials prior to each game. It is also highly recommended that you have your player rotation by quarter completed prior to the game so you don't leave it until the last minute and inadvertently short someone of his or her time, causing a forfeit. A playing time organizer is available on our website.

**Uniforms** - Uniforms arrive a few days before opening day. It will be a scramble to get uniforms distributed. Make sure you are available to collect them from the coordinator. Match uniforms to each player based on size ordered on the registration forms. Ensure you distribute the uniforms to players as ordered. It is the responsibility of the coach to ensure his team is in full uniform at each game. Shirts should be tucked into shorts. No jewelry, earrings, nose rings, bracelets, watches, necklaces, or rings should be worn.

**Balls** - You will be provided with one composite leather ball for indoor practices and games. On receipt, please use a permanent marker to put the name and division of your team on it for identification. The ball you are provided with is the correct official size for your division. As the 'Home Team' you are responsible for bringing this ball to the games to be used as the 'game ball'. No other ball should be used for official games.

**Scorekeeping** - When you are the 'Home' team you are responsible for arranging for a parent to be the scorekeeper. Please ensure they are aware of the rules and method of scoring and have them ready 5 minutes prior to the start of the game. We suggest you assign a scorer to attend the scorekeeper training or create a 'scorer' schedule before the start of the season and circulate to the parents. We will provide scorekeeper training in November before the first game.

**Practices** - Every year we struggle to get local gym space for practice. We try to provide as much practice time as possible. As such it is very important that if you are assigned a practice slot you attend. If you are unable to use a practice slot, contact your Division Coordinator as soon as you know you let them know. They may be able to arrange a swap, or have another team use it. You are also encouraged to use alternate practice facilities. Many teams will schedule outside sessions at local schools, weather permitting, or purchase private gym space at local sports centers. All additional practice sessions are the responsibility of the team and not EDHYB.

Do not arrive early to practice or start your practice before your designated time. Do not allow your players on to the court before your designated time. Do not interfere with or run through other teams practicing. If there are discrepancies in which teams are scheduled to practice, the practice schedule with the latest edition date will be honored.

Most practice sessions are scheduled in local schools, the janitor is responsible for the opening and closing of the building. At all times, please adhere to any requests made by them. After each practice, the coach is responsible for seeing that all trash, water bottles, etc. are disposed of and that the gym is left clean and tidy. Any team found to leave a practice gym in an unacceptable state risks the cancellation of future practice sessions. You must leave the gym promptly at your completion time. It is vital that we leave the gym on time; if you need a team meeting, please go outside. Failure to comply will jeopardize your team's future practice schedule. It is the responsibility of the coaches for the last practice session to ensure the facility is left in a clean, tidy state, free of trash, water bottles etc.

Following practice sessions and games the **Coach** is responsible for ensuring every player on the team has an authorized parent or guardian to collect them. Please do not leave until every player is collected.

**Games** - To accommodate our tight game schedule, please request your team to be ready to start play at least 5 minutes before the scheduled start time. Every player must wear his or her official EDHYB uniform. Please have your scorekeeper, player roster and game ball ready.

Only water is allowed inside the gyms for players and fans. All other drinks, including Gatorade and snacks must be distributed and consumed outside. Game officials will stop a game if players are seen to be consuming anything other than water. This is true for practices and games for players and parents.

Please remember that EDHYB Officials and our game officials are in charge of all activities that occur within the gym. Any acts of misconduct or unsportsmanlike behavior will not be tolerated, and may result in the expulsion of player, coach, parent or spectator, and in severe cases the forfeit of games. We strongly suggest that you hold an initial Player and Parents' meeting to discuss league rules and instruct on expectations. Coaches are responsible for the conduct of their parents.

We hope you have a great experience this season. If you have a question or need clarification, please contact your Division Coordinator or other appropriate Board Member.

**The EDHYB Board**