



# COACHES CLIFF NOTES

[www.ayblmaine.org](http://www.ayblmaine.org)

updated 10/13/22

## 1. REGISTER WITH THE LEAGUE / READ THE HANDBOOK

- The Coaches Profile is attached in this document and also appears on Page 22 in the League Handbook. Please fill that out in full and mail to the League Office.
- Read and familiarize yourself with the League Handbook and it's rules/policies. Many of your initial questions are covered within that document. Please take special note of sections such as Rules for specific age groups, Player Eligibility and Conduct Expectations. This can prevent problems for you and your players.

## 2. ASSEMBLE YOUR TEAM / PARENT'S MEETING

- Assemble your team by selection or holding tryouts. AYBL encourages but does not require that you hold tryouts.
- Once you select your team - be sure to hold a Player/Parent Meeting ASAP. Be upfront with parents about League Policies, costs and your expectations. This helps give all parties an opportunity to decide if they are comfortable with the arrangement.
- A general commitment is at least one practice and game per week. You may coordinate through your Area Coordinator the scheduled gym times. Home teams are responsible for scheduling their games and coordinating coverage for officials etc.

## 3. REGISTER PLAYERS

- Enclosed are the four forms you will need to register each of your players. Those forms also appear on pages 23-26 of the League Handbook. All players MUST fill out all four forms to be official registered with the League.
- The Registration Form must be turned into the League Office or your Area Coordinator along with the \$60 per player to cover uniform costs and registration fees. The other three forms - you keep with you during practices/games.
- Once a player is registered - they are covered under our League insurance. A copy of that Policy is enclosed in this document and is available on our website.
- Enter your roster onto the website. Your Area Coordinator will supply you with your team password and can assist you in how to do this. Please be sure to include the uniform number and town your player lives in.
- From your Registration form, the League Office will generate you a Uniform Order Sheet. The League has a preferred vendor with discount buying power. A copy of the Uniform Order Sheet is enclosed in this document.

## 4. SCHEDULE GAMES

- Again, it is your responsibility to schedule and coordinate your home games. You MUST enter your scheduled game on the website at least 24 hours prior to the scheduled contest so it can be verified by the League.
- You will need to schedule officials, a scorekeeper and scorebook volunteer and you must use a gym that has the proper dimensions and court requirements.
- You may charge admission to your games to offset gym cost if necessary. At an away game - you only need to provide a scorebook volunteer.
- Enter scores upon the game completion for your home games. Please enter the score by quarter and the final score - not the running score. Home book prevails in case of a dispute.
- The League will inform you of your required games prior to the start of the season. A good rule of thumb is one home game and one away game with each League opponent.

Additional information can be obtained by looking in the AYBL Handbook or contact your Area Coordinator to help you. Thank you for volunteering your time to AYBL and the kids.

## PLAYER REGISTRATION/RELEASE FOR MEDIA FORM

<b>Registration/Insurance</b>	\$ 20.00	<b>Three most desired Jersey Numbers: no digit can exceed 5</b>		
<b>Jersey (if required \$30.00)</b>	+	size:	1st Choice	2nd Choice
<b>Shorts (if required \$20.00)</b>	+	size:	3rd Choice	
<b>Local Resources (if required)</b>	+	<b>Team Name</b>		
<b>Total Payment</b>		<b>Division</b>		
<b>Check/Money Order #</b>		3/4 or 5/6 or 7/8		
		<b>Gender</b>		
		Boys or Girls		
<b>Available Jersey Sizes:</b> YS, YM, YL, MS, MM, ML, MXL, MX2, MX3, WS, WM, WL, WXL, WX2, WX3 <b>Available Short Sizes:</b> YS, YM, YL, AS, AM, AL, AXL, A2X, A3X				
<b>Total Paid to League (Completed by Coach)</b>		<b>Date Registration Received by League</b>		for office use only: / /

Exactly as it will appear on the jersey:

FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST:

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMERGENCY#1: \_\_\_\_\_ EMERGENCY #2: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ WORK #: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ WORK #: \_\_\_\_\_

SCHOOL ATTENDING: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

### REGISTRATION AGREEMENT

I/We \_\_\_\_\_ parents(s) / guardian of \_\_\_\_\_ do hereby understand the terms of enrollment of my child.

**REGISTRATION FEES:** All fees must be paid before my child can practice and receive his or her uniform and insurance.

**MAKE ALL CHECKS/MONEY ORDERS PAYABLE TO:**

**REFUNDS:** No refunds will be given after uniforms have been ordered/purchased. If a refund is requested before such time as stated, I understand that a 20% administration fee will be charged and deducted from any fees that I have already paid.

**RETURNED CHECKS:** A \$25.00 charge will be assessed for individual players. Additionally, my child will not be considered registered until all fees have been paid.

I hereby assume all risk and hazards/incidents to such participation, including but not limited to any known or unknown illnesses and transportation to and from said activities. I waive, release, absolve, indemnify and agree to hold harmless The Aroostook Youth Basketball League and affiliated associations, leagues, the organizers, supervisors, sponsors, officers, directors, coaches, participants, and persons transporting participants to and/or from such activities from any claims rising out of injury.

**RELEASE FOR MEDIA:** In permitting my child to participate in the Aroostook Youth Basketball League, I am specifically granting my permission, to the Aroostook Youth Basketball League to use my child's likeness, name, voice, or words in either television, radio, film, newspaper, magazines and other media and in any form, for the purpose of advertising or communicating the purpose and activities of the Aroostook Youth Basketball.

I also am specifically granting my permission, to the Aroostook Youth Basketball League to use my child's name on the League Website for the purpose of displaying the team roster, statistics, game summaries, and awards. I also understand my child's name may be used in message board discussions related to the League Website. I am also granting my permission for my child to be photographed or recorded by any spectators, photographers or others at any AYBL event and release AYBL and its coaches, directors, officers and members from any and all claims arising from said photographs or recordings.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## MEDICAL INFORMATION/RELEASE FORM

CHILD'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ WORK #: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ WORK #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHILD'S DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHILD'S DENTIST: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

MEDICATIONS: \_\_\_\_\_

DISABILITIES OR PRE-EXISTING CONDITIONS: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

I/We do hereby state that (I am/We are) the (parents/legal guardians) of the above named child, a minor who resides with (me/us) at the above address and do hereby authorize: The Aroostook Youth Basketball League coach or representative to consent to any X-ray, examination, anesthetic, medical or surgical diagnosis or treatment and/or special supervision and on the advise of any physician licensed to practice in the State of Maine when the need for such treatment is immediate and when responsible efforts to contact (me/us) are unsuccessful. I do hereby assume all risk and hazards, incidents to such participation, including transportation to and from said activities. I waive, release, absolve, indemnify and agree hold harmless The Aroostook Youth Basketball League and affiliated associations, leagues, the organizers, supervisors, officers, directors, officials, sponsors, participants, and those persons transporting to and from such activities from any claim arising out of an injury or situation that occurred during an AYBL event.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## -NOTICE-

Coaches and parents have a responsibility to provide the best possible experience for the youth in sports programs. However, the players also have certain responsibilities related to their participation. The Player's Code of Ethics should be read and signed by each team member.

### PLAYER'S CODE OF ETHICS

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Player's Code of Ethics Pledge.

- I will encourage good sportsmanship from fellow players, coaches, parents, and officials at every game, practice or other youth sports events by demonstrating good sportsmanship. I will not curse or swear at anytime while in a AYBL sponsored event.
- I will attend every practice and game that I can and will notify my coach if I cannot.
- I will expect to receive fair and earned playing time.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will treat other players, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability, and I will expect to be treated accordingly.
- I will remember that sports are an opportunity to learn and have fun.
- I will remember to respect the facilities and always bring clean sneakers with me to play in so no damage may occur to the gym floor.
- I will adhere to any and all Covid protocols that may be in effect during the duration of the season and understand that the Covid protocols could vary from facility to facility.

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PLAYER SIGNATURE

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DATE

**-NOTICE-**

Coaches and parents have a responsibility to provide the best possible experience for the youth in sports programs. Therefore, this Parent's Code of Ethics should be read and signed by each player's parent.

**PARENT'S CODE OF ETHICS**

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports following this Parent's Code of Ethics Pledge.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports events.
- I will encourage and place the emotional and physical well-being of my child ahead of personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and other officials with respect regardless of race, sex, creed, or ability.
- I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching or providing transportation.
- I will adhere to any and all Covid protocols that may be in effect during the duration of the season and understand that the Covid protocols could vary from facility to facility.

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PARENT/GUARDIAN SIGNATURE

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DATE

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PARENT/GUARDIAN SIGNATURE

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DATE

## COACHES PROFILE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp: \_\_\_\_\_

Auto Insurance Company: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

What area/division are you volunteering for?

Will you have a child or a relative in this program?

if yes who? \_\_\_\_\_ Relationship? \_\_\_\_\_

What previous experience do you have in this area? \_\_\_\_\_

Do you have any training/certification in First Aid? Yes No

Do you have any training/certification in CPR? Yes No

Have you ever attended a coaches training session? Yes No

If yes, please describe: \_\_\_\_\_

How would you describe yourself as a youth sports coach? \_\_\_\_\_

Have you read the AYBL handbook and do you agree with AYBL's vision and mission? \_\_\_\_\_

### Additional Information:

Have you ever been convicted of a criminal offense? Yes No

If yes, please explain \_\_\_\_\_

Have you ever charged with child neglect or abuse? Yes No

Has your driver's license ever been suspended or revoked? Yes No

If yes, please explain \_\_\_\_\_

### PLEASE LIST 2 PERSONAL REFERENCES WHO ARE NOT RELATIVES

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

# Aroostook Youth Basketball League - Uniform Order

Team:				Date:	
	Town	Age	Gender		

Jerseys:

Youth 560RY	Quantity
Small	
Medium	
Large	
XLarge	

Adult 560R	Quantity
Small	
Medium	
Large	
XLarge	
2XLarge	
3XLarge	

Women 560RW	Quantity
Small	
Medium	
Large	
XLarge	
2XLarge	

Shorts:

Youth 566PY	Quantity
Small	
Medium	
Large	
XLarge	

Adult 5611P	Quantity
Small	
Medium	
Large	
XLarge	
2XLarge	
3XLarge	

Women 567P	Quantity
Small	
Medium	
Large	
XLarge	
2XLarge	

Name (All Caps - Last Name First)	Jersey Size	Number	Short Size

(Use the Size Abbreviations Listed Below)

YSM - YM - YLG - YXLG • SM - MED - LG - XLG - 2XLG - 3XLG • WSM - WM - WLG - WXLG - W2XLG