



COACHES MEETING INFORMATION PACKET

Welcome to the 2025-2026 Town of Castle Rock Youth Basketball League! Thank you for volunteering your time to this program and the youth of our community. Our program would not be possible without you! If you have questions or concerns at any time during the season, please feel free to contact the Athletics Staff.

Coaching Requirements

1. Background check
2. CDC Heads Up Concussion education training
3. Coach Content Library Resource
4. Code of Conduct
5. Sex Offender Search
6. Sexual Abuse Awareness Training
 - Please complete all required documentation through ANKORED and communication with **Rebecca Erickson** as soon as possible!
 - www.ankored.com
 - [Rebecca Erickson RErickson@crgov.com](mailto:RErickson@crgov.com)

<u>Contact Name & Title</u>	<u>Phone/Email</u>
Game Schedule & Informative Website	www.teamsideline.com/castlerock
Kate Elliott - Athletics Supervisor	720-733-2297/ kelliott2@crgov.com
Troy Remington – Athletics Specialist (5 th – 8 th Grades)	720-733-4487/ tremington@crgov.com
Brad Vanderberg – Athletics Specialist (3 rd – 4 th Grades)	720-733-2236 / bvanderberg@crgov.com
Julie Martin – Athletics Coordinator (K – 2 nd Grades)	720-733-2296 / jmartin2@crgov.com
Recreation Center	303-660-1036
Medical Emergencies	911
Police Non-Emergency Situations	303-660-1000

GOALS - Embodied by the Castle Rock Athletics Department:

1. **Everyone plays:** Our goal is for all kids to play. We mandate that every player who is attending practices on a regular basis and who is not a continuous discipline problem must receive equal playing time.
2. **Responsible Parenting and Coaching:** We strongly encourage our coaches to make the extra effort to understand and offer positive help to our players, rather than negative criticism.
3. **Good Sportsmanship:** We will create a positive environment based on mutual respect, rather than a win-at-all cost attitude. We want participants to learn good sportsmanship and have fun while playing in a recreational atmosphere!
4. **Teach the Fundamentals:** Participants should learn solid fundamentals of basketball.

COACHES CODE OF CONDUCT:

1. Enthusiastically support and practice the “Everyone Plays”, “Responsible Coaching”, “Good Sportsmanship” and “Teach the Fundamentals” goals of the program
2. *Good sportsmanship by coaches, parents and players is extremely important to the Castle Rock Parks and Recreation Youth Basketball Program. The referee is responsible for calling the game and the coach is responsible for the behavior of spectators and team members. Neither the referee nor the children should be subjected to negative comments from anyone. Remember that referees have a difficult job at best and provide a valuable service that contributes to a successful basketball season. All of our referees are Parks & Recreation employees and are part of the program. Keeping this in mind, please be supportive of officials and treat them with respect.*
3. If a coach needs to speak with the referee, he or she should only do so during time-outs and/or half time. This should be done in a positive and professional manner.
 - o Addressing the referees outside of these guidelines is not permitted. Officials may give warnings or issue a technical foul as necessary.

TECHNICAL FOULS:

- o Only one **WARNING** will be given, or no warning if action warrants.
- o **FIRST** non-administrative technical foul may result in any of the following:
 - i. Sit on the bench for the remainder of the game
 - ii. Loss of verbal privilege to address the court
 - iii. Ejection from the game
- o **SECOND** cumulative non-administrative technical foul
 - i. Automatic ejection from present game plus a minimum of (1) additional game.
 - ii. If behavior/foul is severe enough though, the coach may be suspended indefinitely.
- o **THIRD** cumulative non-administrative technical foul
 - i. Coach will most likely be suspended from coaching for the remainder of the season.

- ✓ Only (2) coaches allowed on the bench (one head + one assistant).
- ✓ Only one coach is allowed to verbally coach players on the court and/or stand from bench area. The second coach should only coach the players on the bench and may not stand up to verbally coach players on the court. Spontaneous, positive enthusiasm is acceptable. Head and assistant coaches may “swap” who stands/coaches the floor (but not every 2 minutes!).
- ✓ Deal with the children in a positive manner.
- ✓ Demonstrate leadership through example. Conduct yourselves in a controlled manner on the court.
- ✓ Limit sideline coaching to positive encouragement-the players need a chance to play their own game.
- ✓ Make fun and technique development your first priorities.
- ✓ *Remember that you are coaching youth sports and the game is for children and not for adults! If this part of the job is not most important for you, then please reconsider serving as a lead or an assistant coach!*
- *Ejection from the game will result in immediate removal from the present game and facilities. Additional game(s) suspension may also be administered depending upon the severity of the unsportsmanlike conduct.*
- **Elastic Power:** The Castle Rock athletics staff reserves the right to establish guidelines for any and all rules or infractions not covered in the above league rules. We reserve the right to refuse participation to any individual or coach if they do not obey the rules and regulations and/or keep within the spirit of sportsmanship.

TEAM COMMUNICATION

Clear communication with team parents is essential for a great season. Hold a parent meeting at your first practice and cover the following information: introductions, coaching philosophy, goals for the season (yours and theirs), logistics (practice/game schedules, phone/email lists), ask for parent volunteers (team mom, scorekeepers, assistant coaches), and answer any questions the parents may have.

SAFETY

Participant Safety: During program hours, it is the responsibility of the designated volunteer to remind participants about their responsibility for their own safety and to be aware of situations that might be a potential safety threat. Report any concerns to the facility supervisor.

Facility Safety: Facility Supervisors and designated volunteers are responsible for the safety of the facility and equipment used for the program. Report any damage or unsafe situation to the Athletics Staff. Most practices will be held at local school gymnasiums. It is the coach’s responsibility to make sure that players stay within designated areas.

SUPERVISION

On game days, a program supervisor staffs each gym. These individuals are the direct supervisors over the volunteers and the program. Each supervisor is responsible for his/her assigned areas as well as ensuring the safety of every participant, volunteer and spectator during the program activities. Each supervisor will have a Safety Kit at the game sites.

Coaches will act as supervisors during all practice times. It is the coach's responsibility to ensure the safety of all participants. Staff/school supervisors will be present at all activities at the elementary schools and the middle school.

1. As a coach, the health and safety of your team members are entrusted to your care. You must provide adequate supervision to avoid foreseeable injuries and accidents.
2. Be sure your players arrive at the scheduled time, not before as supervision is not available.
3. Carefully plan your practices and drills so that players progress and learn new skills at a safe pace.
4. Be sure players are physically capable of performing the required skills.

Also, be sure your players remain in designated areas during practice and/or games.

Players are not allowed to go through the halls at the local schools. They must remain in the gymnasium except to use the restroom.

ACCIDENT REPORTS

Accident Reports are to be filled by a Recreation staff member whenever there is an accident during a game. If an accident, major or minor, occurs at practice, notify the sports office with all the details as soon as possible.

DISCIPLINE

There may be situations when a young athlete is acting up or causing disruptions with the team. This young athlete must be dealt with in private and with caution. If this does not help the situation, the next step would be to involve the parents. If it is necessary to discipline a participant at one of the Castle Rock Park and Recreation Program activities, be sure that you find out all the facts before acting. Before taking any disciplinary actions, communicate with the Athletics Supervisor and the parents of the child with the discipline problems. Communication is the key. Do not be too severe in your management of the participants.

ALCOHOL AND TOBACCO

Volunteers are not allowed to drink alcoholic beverages or use tobacco while on duty or while participants are present at the program. Remember, you are setting examples for all youth when you come into contact with them.

PARTICIPATION

Each player who is attending practices on a regular basis and who is not a continuous discipline problem, must play at least half of each game. Coaches are required to keep playing time of players as equal as possible, regardless of ability. Players that consistently miss practice and/or have discipline problems may have their game time reduced as a last resort. Prior to this, discuss the situation with the child's parents and the Castle Rock Parks and Recreation Program Athletic Staff. If a player's game time is being limited, it is the responsibility of the coach to tell the league supervisor, opposing coach and scorekeeper prior to the game. If it is suspected that a player is not getting equal time, please inform the league or athletic supervisor of this action.

A NOTE ON THE LEAGUE

The Castle Rock Parks and Recreation Department reserves the right to establish guidelines for any and all rules not covered in the high school or league rules. The department also has the right to refuse participation to any player, coach, parent or spectator if they do not obey the rules and regulations and keep within the spirit of sportsmanship that have been outlined here.

FACILITY LOCATIONS:

This is a tentative guide for practice and game locations. The Athletics Department makes every effort to keep teams in or near their home neighborhood. This is not always possible, especially in the Meadows where the number of teams exceeds the hours of gym space, we are granted from the school district. Keep in mind that boys and girls in any grade may practice/play at any of these locations!

1. **Castle Rock Recreation Center (CRCRC)** - 2301 Woodlands Blvd. (Woodlands)
2. **Castle Rock Middle School (CRMS)** - 2675 Meadows Blvd (Meadows)
3. **Mesa Middle School (MMS)** - 365 Mitchell Street (Founders)
4. **Flagstone Elementary** - 104 Lovington Street (Castlewood Ranch)
5. **Meadow View Elementary** – 3700 Butterfield Crossing Dr. (Meadows)
6. **Clear Sky Elementary** - 1470 Clear Sky Way (Meadows/Red Hawk)
7. **Rock Ridge Elementary** - 400 N. Heritage Rd (Founders)
8. **Soaring Hawk Elementary** - 4655 Tanglevine Drive (Meadows)
9. **South Ridge Elementary** - 1100 South Street (South)
10. **Castle Rock Elementary** – 1103 Canyon Drive (Woodlands)
11. **Sage Canyon Elementary** – 2420 Autumn Sage (Castle Oaks)

Facility Use Guidelines – COACHES we NEED your HELP!!

Please help us maintain a solid relationship with the school district by obeying the following rules and making sure your family members are accounted for and behaving appropriately. We must emphasize the importance of following the facility guidelines that the Douglas County School District has set forth. We are granted use of school facilities with the understanding that we respect and care for school property and functions. Please be mindful and respectful of these obligations during the upcoming season. Your cooperation is greatly appreciated!

- Participants are not allowed into the facility until the gymnasium is vacated from all school functions.
- Arrive to practices no more than 5-10 minutes early. Respect teams practicing before you - **do not enter the gym until your scheduled practice time!**
- Water ONLY!! No food, Gatorade, or soft drinks in the facility – this includes coffee on Saturday mornings!
- No one is allowed to play and/or roam in the hallways. Everyone should remain in the gym during practices/games.
- An adult must accompany children at all times - especially to the bathroom.
- Pick up all trash and place in trashcans (make sure your bench area is clean after every game and gym is clean after practice).
- No balls are allowed outside of the gym. Only participants & coaches are allowed to use balls.
- If something happens in the bathroom (plugged toilet, etc.), please notify an official or gym supervisor.
- During wet/snowy conditions wipe your feet thoroughly to help maintain a clean floor.
- You must respect all school staff employees and do as your told, no questions asked!
- ❖ **At the Castle Rock Recreation Center:** remain upstairs with your team until your exact scheduled practice time. Do not go down early! There is nowhere to wait and it's not safe for kids in/near the weight room.

GAME RULES

Basic High School rules will apply in all game situations, except for the following rules.

FORFEITING GAMES/NOT ENOUGH PLAYERS:

- In the event a team has fewer than (5) players at game time teams should share players, or play “4-on-4” or “3-on-3” as necessary. At the 4th - 8th grade level, the game will be recorded as a forfeit in the standings, but the game will still be played. In this situation, the game may not be officiated.
- All Divisions are expected to play 5 vs. 5 on the court.

GAME CLOCK:

- Games will consist of four quarters with a running clock.
 - ***K through 3rd Grade Divisions:*** Will play four quarters of 8 minutes each.
 - ***4th through 8th Grade Divisions:*** Will play four quarters of 10 minutes each.
- **Half time is a maximum of three minutes!**
- **STOP CLOCK SITUATIONS – 5th through 8th grade divisions only:** In the fourth quarter when the point spread is 9 points or less, we will stop the clock under the 2-minute mark on all dead ball situations. Once the score is above 9 the clock will run.

TIME OUTS:

- ✓ Each team has two (2) one-minute time outs per half. Time outs cannot be accumulated.

OVERTIME PERIOD:

- ***K through 3rd Grade Divisions:*** No overtime. A tied game simply results in a tie.
- ***4th through 8th Grade Divisions:*** A game will end in a tie. Overtime period only during tournament games necessary to determine a winner.

PLAYING TIME:

- ✓ All players should still be playing as close to equal playing time as possible!
- ✓ If team has less than (10) players, playing time should still be closest as equal as possible – coaches must rotate who stays in.
- ✓ A coach is not required to give a player equal playing time for the following reasons:
 - Player is injured or is coming off of an injury
 - Parent's request
 - Player has not attended scheduled practices without parent's prior notification
 - Continued discipline problems.

- ✓ The coach **MUST** notify the officials, league supervisor, opposing coach and scorekeeper prior to the game when a player will not be playing his/her equal time.

SUBSTITUTIONS:

- ❖ ***K through 3rd Grade Divisions:*** The game will stop at the half way mark of each quarter to substitute players. The clock will stop for a maximum of 30 seconds for defensive match-ups.
 - The officials may assist players in locating their opponent during substitution time.
- ❖ ***4th through 8th Grade Divisions:*** Open substitutions are now permitted on dead ball situations. Coaches are still expected to maintain as equal playing time for all players as possible!

RIM HEIGHT/BASKETBALL SIZES/FREE THROW DETAILS

	Rim Height	Free Throws	Ball Size
Kindergarten	7.5' Rim	Not Shot	Size 4 Rubber
1st Grade	8' Rim	Not shot	Junior 27.5
2nd Grade	9' Rim	Not shot	Junior 27.5
3rd Grade	10' Rim	Not shot	Junior 27.5
4th Grade	10' Rim	Yes; See Below	Women's 28.5
5 th Grade	10' Rim	2FT; No Line Violation	Women's 28.5
5/6 th Girls	10' Rim	2FT; No Line Violation	Women's 28.5
6 th Grade	10' Rim	2 FT; Line Violation Called	Regular 29.5
7 th /8th Grade	10' Rim	2 FT; Line Violation Called	Regular 29.5

- **4th Grade Division:**
 - Shoot free throws from a distance of 2 feet shorter than regulation.
 - Shooting Foul Only: The second shot of a shooting foul will be shot. The first shot is automatically counted as a point and will not be shot.
 - Non-Shooting Fouls: Regulation rules for all bonus & double bonus fouls.
- **5th - 5/6th grade girls Grade Division:**
 - Shooter may step across the free throw line as they are shooting – **not a violation!**

PLAYER FOULS ACCUMULATION:

- ✓ Players are allowed five (5) personal fouls per game.
 - Once a player has accumulated 5 personal fouls, they must be replaced and cannot re-enter the game at any time.
- ✓ A team will enter the **BONUS** on the **seventh team foul** of the opposing team and **DOUBLE BONUS** on the **tenth team foul**.
- ✓ **4th through 8th Grade Divisions:** Normal shooting situation “one and one” during **BONUS**, and two shots taken during **DOUBLE BONUS**.
- ✓ Shooting fouls are automatically 2 or 3 free throws (depending on where foul happened);
 - **4th Grade Division:** first shot is automatically counted as a point & second free throw will be shot.
- ✓ **Technical or Flagrant Fouls WILL NOT BE SHOT:**
 - Two points will be awarded. The fouled team maintains possession. Player technical, intentional and flagrant fouls count as both individual and team fouls. If an offensive player control foul (charge) occurs, the foul counts towards both the individual and team foul, but there are no free throws shot.

JUMP BALL:

- A jump ball will begin the game and all overtime periods.
- Teams will use the alternating possession arrow during the game.
 - **Exception: If the point spread is 15-points or greater at the time of the jump ball, the losing team will automatically gain every possession.**

DEFENSE/DOUBLE TEAMING:

- ❖ **K through 2nd Grade Divisions:** Defenders must be approximately 5ft behind the half-court line prior to picking up their man. Officials will determine which line on the court they will use. **No stealing the dribble or pass in K-1st grade!**
- ❖ **3rd and 4th Grade Divisions:** Defenders must be behind half court
- ❖ **K through 4th Grade Divisions:** Must play man to man defense
- ❖ **5th through 8th Grade Divisions:** Can play man to man or zone

FULL COURT PRESS:

- **5th through 8th Grade Divisions:** Full court man to man defense is allowed only in the 4th quarter.
 - **Exception:** when a team has a 15-point or greater lead, **no press is allowed.**
 - **Full court press can be man to man, or zone defense.**
- **K through 4th Grade Divisions:** **No full court defense is not allowed in K-4th grades.** During the last 30 seconds of a game, if the winning team calls a time out, the throw-in may not go to the backcourt.
 - If the time-out was called while the ball was in the backcourt, the throw-in will be at half court. This is to prevent unsportsmanlike delay of game by the winning team.

THREE-POINT SCORING:

- ✓ 3rd -8th Grades Will be allowed if court features a designated three-point line/arc.

LANE VIOLATIONS:

- ✓ No lane violations will be called against kindergarten through 2nd grade divisions.
- ✓ **3rd and 4th Grade Divisions:** 5 second count after a warning.

- ✓ **5th through 8th Grade Divisions:** 3 second count with/without warning.

SCORING/STANDINGS:

- **K through 2nd Grade Divisions:** Score and standings are not kept.
- **3rd Grade Divisions:** Score is kept, but not standings as no postseason tournament is offered.
- **4th through 8th Grade Divisions:** Score and standings are kept. Standings will be utilized for bracketing purposes for end of season tournament.

MERCY RULE EFFECT:

- If a team is winning by 20 points or more the following restrictions go into effect:
 - **Three Pass Rule:** Winning team must complete (3) offensive passes before attempting a shot on goal. Passes must be in the front court and executed as part of a play or an attempt to run a play.
 - **Jump ball possessions** go to losing team
 - **3rd Grade Divisions:** Score resets 0-0 at halftime (3rd grade only).

JEWELRY:

- ✚ Jewelry is not allowed on a player during a game or practice. This includes: watches, necklaces, rings, and/or earrings. Jewelry may not be covered it **MUST BE REMOVED**.
- ✚ Note: Medical alert bracelets must be taped to the body so the medical alert information remains visible.

TOWN OF CASTLE ROCK – YOUTH ATHLETICS ELASTIC POWER:

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