



Dear Youth Basketball Coaches,

It is time to start thinking about the 2018-2019 PARD Youth Basketball season. This program, like most youth organizations, is run by volunteers. Without exceptional people like you willing to donate their time and experience to these children, this league wouldn't be the success it is today.

Some of the guidelines for the upcoming season have changed, so please be sure to read the enclosed information thoroughly.

- **Each child must have a completed registration form by Nov. 2.**
- **A copy of each child's birth certificate is due at the time of registration. PARD will not accept any registrations without a birth certificate.**
- **All coaches are required to complete and return a coaching application to the PARD office no later than Nov. 2.**

Send completed forms to the PARD Office:

PARD Youth Basketball
PO Box 1952
Longview, TX 75606
903-237-1389 FAX
longviewtexas.gov.parks

Enclosed you will find, which are also on-line (longviewtexas.gov/youth-athletics):

- Youth Basketball Registration Information – 2 pages
- Youth Basketball Guidelines
- Youth Basketball Team Information Form
- Coaches Background Check Policy – 2 pages
- Youth Basketball Volunteer Coach Application
- Youth Basketball Flyer
- Youth Basketball Registration Form

Once again, thank you for volunteering your time. If you have any questions about the coming season, please feel free to contact our office.

Sincerely,

Harry Eneman / Loren Houser
PARD Athletics
903-237-1270



Youth Basketball Registration Information

Coaches & Background Checks

We will be doing **MANDATORY background checks on ALL coaches**. All coaches must sign a waiver allowing us to do this check. You will also be required to present your driver's license and social security numbers to the PARD office. These numbers will be submitted to the City of Longview Human Resources Department to complete the background check. PARD reserves the right to disqualify potential coaches based upon the results of background checks. Anyone failing to turn in this information to our office by **November 2, 2018** will NOT be allowed to coach a team in the PARD Youth Basketball program.

Team Information

In order to comply with TAAF regulations, PARD no longer has a Competitive League for Youth Basketball. All teams participating in the PARD League are considered Division II or Division III. Below are the specifications of each division.

Division I – (Non-PARD) – A Division I team is not required to play in a TAAF/PARD sponsored league. It is a hand-selected or all star team.

PARD Division II – a Division II team is any team where the coach has personally selected 5 or more players on the team, regardless of skill level. **Division II teams are required to have at least 8 players. The maximum number of players per team is 12.**

PARD Division III – Division III is any team with 4 or fewer players personally selected by the coach, or a returning team with 4 or fewer players from the same team in the previous season. **Per TAAF rules, Division II teams are limited to no more than 10 players.**

PARD will not allow teams to have more than the maximum number of players on a team. If a coach has players that he/she would like to register together as a team, he/she must have a minimum of 6 players registered by the registration deadline. The coach will then be responsible for the 2 player additions by the December 1 deadline, in order to meet the required number of 8 players. **REMEMBER: Any team with more than 4 returning players from the previous year's roster will automatically be a Division II team.**

Shirts and Games - PARD will assign a color to each team and provide them with t-shirts to be utilized as jerseys during league play. Teams may furnish their own jerseys at the team's expense. Each team will play a 7 game season.

Awards - PARD will give awards to all 5 & 6 year old league participants, and to the 1st place team in each age group and division for participants ages 7-14.

Practice Gyms

PARD provides each team one, one-hour practice per week. Practice times begin at 6, 7, 8 and 9 PM. Request the top 3 choices for practice location and time on the Team Information Form. Preferences are given to younger teams for the earlier times. If you have access to another location (church gym, private gym, etc.) you are welcome to schedule additional practices on your own as you see fit. **PLEASE NOTE: IF YOU MUST CANCEL YOUR PARD PRACTICE TIME FOR ANY REASON, PLEASE CALL THE PARD OFFICE AND LET US KNOW IN ADVANCE. 903-237-1270.**

Player Registrations

Registration Deadline is November 2. During the registration period, parents that register the child will be required to turn in the completed registration form, birth certificate, and payment.

Player Addition Forms – November 5 – November 30 - must be turned in by the coach, along with a copy of the child's birth certificate and full payment (\$80) for the player's entry fee into the league. **PARD will NOT accept player add forms submitted by parents.** PARD reserves the right to add players to teams in order to place participants that registered on time. If PARD places players on your team, no more than 4 will be added.

PLEASE NOTE: Make sure to take the division rules into consideration when adding players to your team. If your team is considered a Division III team, AT NO TIME will you be allowed to have more than 4 players returning to your team from the previous year's roster. If you have more than 4 returning players after you have submitted your player adds, YOUR TEAM WILL BE MOVED TO DIVISION II. NO EXCEPTIONS.

Waiting List - November 5 – November 30 -- anyone wishing to register that is not a player addition turned in by a coach will be placed on a waiting list. In order to be placed on the waiting list for the 2018-2019 season, the player must complete the waiting list registration form, pay the waiting list registration fee of \$80, and submit a copy of their birth certificate. PARD will add players to teams on an as needed basis. In the event we are unable to place a player on a team, the full registration payment will be refunded without processing fees.

Refund Policy - All refunds must be requested by December 7, 2018. A \$5.00 processing will be deducted. Refund checks in the amount of \$10 or less will not be processed. **PLEASE NOTE: Refunds for credit cards will be processed back to the card that was used to make the registration. Refund checks are sent to the household the child is registered under.**

Youth Basketball Guidelines

LEAGUE INFORMATION

- A completed registration form, birth certificate and payment is required from each child. **NO EXCEPTIONS WILL BE MADE.**
- Team Age Structure (ages 5-14), 5 & 6 yr old Beginner's League, 8 & under, 10 & under, 12 & under, 14 & under. The age group your child plays in is determined by the child's age as of September 1, 2018. **EXAMPLE:** If your child turns 11 on September 2, they could play in the 10 & under age group since as of September 1, 2018, they were still 10. However, a child may "play up" in an older age division with permission from the PARD office.
- PARD provides teams a one hour per week practice time in our facilities. Practice is held once a week in the evening hours starting early December. Individual coaches may schedule additional practices in other facilities as they deem necessary.
- The coach of your child's team will call you to introduce him/herself and inform you of practice information. If you are not contacted by a coach, call the PARD Office.
- A game T-shirt is provided as part of the registration fee.
- League games are played on Saturdays beginning January 5th with a minimum of 7 games.
- The minimum number of players on a team is 8 (before the season starts) and the maximum number of players on a team is 12. Beginning November 5, player additions will only be taken at the discretion of the PARD office. No player additions (see below) will be considered after November 30, 2018.
- Leagues will be open to 7th & 8th graders, including members of organized school teams. 9th – 12th graders participating on varsity teams are ineligible to participate in this program. Participants in 9th grade and J.V. teams will be allowed to play.
- In the event of inclement weather during the season, parents/coaches may call the Athletic Recorder at 903-237-1118. All game cancellation information will be available through this phone number.

PLAYER ADD POLICY

- Player Add Dates: November 5 – November 30, 2018. **NO ONE WILL BE ALLOWED TO REGISTER AFTER THE DEADLINE DATE!**
- All player add forms must be turned in by the coach of the team. Player add forms are not accepted from the parent of the child. Full payment of \$80 and birth certificate is due when the form is submitted.
- Teams will be limited to 4 player adds. Coaches: **PLEASE** keep the division rules in mind when adding players. PARD reserves the right to add players to teams in order to place participants that registered on time. Any player(s) added to a team by the PARD office will not count towards the player add limit.

WAITING LIST POLICY

- Beginning November 5, anyone wishing to sign up that is not a player add submitted by a coach will be added to a waiting list.
- The player must complete the waiting list registration form, pay the waiting list registration fee of \$80, and submit a copy of their birth certificate.
- PARD staff will assign waiting list participants to teams **AS NEEDED** only!
- If PARD staff are unable to place your child, the parent/guardian will receive a full refund.

REFUND POLICY

- Refunds must be requested by Friday, December 7, 2018.
- A \$5 administrative fee will be deducted from all participant initiated refunds.
- Refund checks in the amount of \$10 or less will not be issued.



Youth Basketball Team Information Form

1 for each team

Age Group/Gender:

_____ (boys/girls 6U,8U,10U, 12U, 14U)

TO BE COMPLETED BY COACH OF TEAM

TEAM NAME: _____ COACH'S NAME: _____

Cell Phone: _____ Alternate Daytime Phone: _____

Is this a team formed by the coach? ___ Yes ___ No

Are you willing to take on additional players? _____ Yes _____ No If yes, how many players? _____

Practice Preference – See Gym List at Bottom of Page

	Location	Day	Time
1 st Choice			
2 nd Choice			
3 rd Choice			

T-Shirt Color will be chosen by the PARD office and distributed to teams before the start of the season.

T-Shirt Size for Coach: _____ T-Shirt Size for Asst. Coach: _____

ALL NUMBERS WILL BE WHITE, EXCEPT ON WHITE T-SHIRTS – NUMBER WILL BE BLACK

Please list all players on your team:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments/Special Requests: _____

Will you be purchasing your own jerseys? If so, what color? _____

<p>GYMS & AVAILABILITY</p> <p><i>Forest Park Gym (Eastman Rd) – Monday, Tuesday, Wednesday</i></p> <p><i>Broughton Recreation Center (MLK Blvd.) – Tuesday</i></p> <p><i>Paula Martin Jones Rec Center (Avalon @ High St) – Monday, Thursday, Friday</i></p> <p><i>P. T. Middle School Gym (PT Pkwy, beside Lear Park) – Monday, Tuesday, Wednesday, Thursday & Friday</i></p>



Coaches Background Check Policy

I. Purpose

The purpose of this policy is to require background checks on all organizational officers and/or directors, instructors, coaches and assistant coaches of youth leagues using Longview Parks and Recreation Department (PARD) facilities and PARD operated leagues in order to preserve the safety and well-being of children served by such organizations. Youth organizations shall not permit individuals to work with children if they have demonstrated past conduct incompatible with service to or care of children. Each youth organization shall be responsible for ensuring that its volunteers comply with this policy.

II. Implementation for PARD operated leagues

- A. In order to coach in any City of Longview league, all individuals must submit to a background check and execute a release of information form. Failure to complete the release shall disqualify the individual. All individuals must provide truthful, correct and complete information. Failure to do so may result in disqualification.
- B. Background checks are coordinated by City of Longview's Human Resources Division and submitted to the Texas Department of Public Safety for a criminal records check.
- C. Human Resources will provide a copy of the report to PARD staff to determine coaching eligibility.

III. Disqualification

- A. All offenses will be reviewed and assessed. No individual shall be permitted to participate if the background check shows the person has been convicted of the following crimes:
 - 1. Felony
 - 2. Violent or threat of violent misdemeanor
 - 3. Crime against a minor
 - 4. Weapons offense

5. Theft
6. Burglary
7. Class A or B misdemeanor within past 5 years

B. All pending charges and convictions for other crimes revealed through a background check shall be reviewed on a case-by-case basis to determine if the individual poses a safety risk to the children in the program.

IV. Notification

If an individual is disqualified to coach based upon the background check report, PARD shall do the following:

- A. Send the individual a letter notifying him/her application has been denied.
- B. Include a copy of the disqualifications and a copy of the background check report used to disqualify the individual.

V. Appeal

An individual ruled ineligible may appeal the decision to the PARD Director.

- A. The individual shall contact the Director and provide proof of inaccurate or false information or the individual is not the same individual as the applicant.
- B. A written request to re-run the background check may be submitted with the cost of borne by the individual.
- C. Among the factors that may be considered include:
 1. Nature and character of past conduct
 2. Length of time since the offending conduct
 3. Rehabilitation of the individual
 4. How such conduct affects the integrity of the program
- D. The decision of the PARD Director is final.

VI. Confidentiality

All persons receiving background check information regarding an individual shall maintain confidentiality of such information in accordance with applicable law. PARD shall destroy all background information after a final decision has been made regarding the eligibility of an individual.

YOUTH BASKETBALL VOLUNTEER COACH APPLICATION CITY OF LONGVIEW PARD

TO BE COMPLETED BY ALL COACHES. DUE BY NOVEMBER 2, 2018.
Please Print

Name _____ Date of Birth ____/____/____
Last First Middle

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ E-mail Address _____

Applicant's Employer _____ Occupation _____

Team Name _____ Are you the head coach? or an assistant coach?

Age group you wish to coach _____ Boys Girls

Do you give your consent to the Longview PARD to give out contact information to parents and other coaches?
 Yes No

Have you ever been convicted of, or currently under indictment for, a felony crime?
 Yes No If yes, what year? _____ Please explain _____

As a coach for the City of Longview, PARD Youth Open Basketball Program, and the applicant named above, I certify that the above information is true and correct to the best of my knowledge. I understand that the information I have provided may be verified, and I give my permission to the Longview Parks and Recreation Department to make inquiry of others concerning my suitability to act as a Youth Coach (background checks). I understand that serving as a coach for this program is a volunteer position, and as a volunteer I will not be paid for my services.

As a coach for this recreational activity, I agree to abide by all the rules, regulations and policies set forth by the City of Longview, Parks and Recreation Department. I understand that the activities and services I wish to participate in may have an element of danger, and I take full responsibility for my actions and physical condition. I agree to indemnify and hold the City of Longview, or school district, and their employees, volunteers, representatives, successors and assigns, harmless from any liability, loss, cost, or expense (including but not limited to, attorney's fees, medical and ambulance costs) that may be incurred because of my participation in City of Longview activities.

I understand that among those able to participate in this program, no one may be discriminated against because of race, color, national origin, sex, age, disability, religion or political belief.

Also, I understand that if at any time PARD administration deems it in the best interest of the program; I can and will be relieved of my coaching duties.

I affirm that I have read the above and that the information I have given is true and complete.

Signature _____ Date _____

Coach's DL# (required): _____ Coach's SSN (required): _____

PARD Youth Basketball 2018 - 2019

REGISTRATION FEES

REGISTRATION

Deadline: November 2nd

Fee: \$70

Wait List

Deadline: November 30

Fee: \$80



Dates to Remember

Nov 2: Coaches applications must be turned in

Nov 30: Last day to add a player

Jan 5: Season starts

City of Longview Parks & Recreation
130 E. Timpson St.
Mailing Address: PO Box 1952, Longview, TX 75606
Athletic Office 903-237-1270 Fax Number 903-237-1389
www.longviewtexas.gov/parks

YOUTH BASKETBALL REGISTRATION FORM

Mail to: Youth Basketball Registration - PO Box 1952 - Longview, TX 75606

Phone: (903) 237-1270 - Fax: (903) 237-1389



THIS FORM MUST BE FILLED OUT COMPLETELY TO BE VALID

PARTICIPANT INFORMATION

Player's Name	Birth Date	Age as of 9-1-18	Male/ Female	School	Grade	Fee
						\$

NOTE: Children may play on only one PARD team

Deadline November 2nd

My child's t-shirt size is: Youth - YS - YM - YL OR Adult - S - M - L - XL - 2XL

My child's team last year:

Coach from last year:

Would you like your child to play on the same team or have the same coach?

SPECIAL REQUEST:

How many years has your child played with PARD? How many years has your child played organized basketball?

How would you rate your child's athletic ability? Excellent / Good / Fair

PLEASE CIRCLE ONE: My child is TALL / AVERAGE / SMALL for their age.

PARENT/GUARDIAN INFORMATION

FIRST NAME

LAST NAME

STREET ADDRESS

CITY

STATE

ZIP

HOME PH ()

MOBILE PH ()

EMAIL ADDRESS:

PERSONAL RELEASE STATEMENT: I/We the parent(s) of the above named child hereby give my/our approval for their participation in the City of Longview Parks and Recreation Department's Youth Basketball Program and all associated activities. I/We assume all risks and hazards incidental to such participation, including transportation to and from scheduled activities. I/We do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Longview, Parks and Recreation Department, Longview ISD, Pine Tree ISD and all other parties associated with conducting of activities for this basketball program from any claim arising out of any injury to my/our child. My signature confirms that I have read and understand the information contained above.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

I or my spouse will serve as a coach: YES NO **or help as an assistant coach:** YES NO

METHOD OF PAYMENT

CHECK #

Check Payments Require

DL#

DOB

CASH

MONEY ORDER #

AMEX

MASTER CARD

VISA

CARD NUMBER

EXPIRATION DATE

CARDHOLDER NAME (PRINT)

SIGNATURE