



**Stow Youth Basketball Association**

**Safety Plan**

**By-Laws**

**Code of Conduct**

**Stow Youth Basketball Association**

**[www.stowhoops.org](http://www.stowhoops.org)**

**Stow, MA 01775**

**Safety Program  
Table of Contents**

- 1. Emergency Contact List**
- 2. Safety Program Overview**
- 3. Child/Parent/Volunteer Application Form**
- 4. CORI Application Form**
- 5. First Aid Guidelines**
- 6. Accident Notification Form**
- 7. Basketball Court and Equipment Check;  
Guidelines**
- 8. SYBA By-Laws Code of Conduct**

# **1. Emergency Contact List**

# Stow Youth Basketball Association

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

Stow, MA 01775

## Emergency Contact List

Coaches must report all injuries and accidents immediately to the Safety Director and the Commissioner. An Injury form must be filled out within 24 hours of the incident and filed with the Safety Coordinator.

### Stow Emergency Phone Numbers 911 (FOR ALL EMERGENCIES)

- Fire department 978-897-4537
- Police Department 978-461-2029

Emerson Hospital – 978-287-3690

Weather Forecast- 617-976-1212

Practice/game cancellations [www.stowhoops.org](http://www.stowhoops.org) and [www.nrsd.net](http://www.nrsd.net)

### SYBA Board Members

| Title                  | Name          |
|------------------------|---------------|
| Commissioner           | Ed Marsteiner |
| Assistant Commissioner | Ken Burrows   |
| Treasurer              | Dave Ahlquist |
| Secretary              | Troy Hatlevig |
| Safety Director        | Ed Hastings   |

| Title                               | Name            |
|-------------------------------------|-----------------|
| Equipment and Uniforms              | John Olszak     |
| Central Mass /Nashoba Hoops Liaison |                 |
| Recreation Department Liaison       | Laura Greenough |
| Bombers Coordinator                 |                 |
| Bombers Coordinator                 | Ed Marsteiner   |
| Summer League Coordinator           | Ed Marsteiner   |
| Girls Program Coordinator           | Bill Jones      |
| Boys Program Coordinator            | Bill Jones      |
| Referee Information and Coordinator |                 |
| Website Administrator               | Scott Hunter    |

**\*\* All board members may be contacted our [www.stowhoops.org](http://www.stowhoops.org) website and clicking on SYBA board or:**

**<http://www.stowhoops.org/Contacts.asp?n=70521&snid=eBM%40R%3FE7%5C&org=stowhoops.org>**

## **2. Safety Program Overview**

# Stow Youth Basketball Association

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

Stow, MA 01775

Safety Program-SYBA

1. The SYBA (Stow Youth Basketball Association) has an active Safety Director on file. Safety Director Ed Hastings's email is on the [www.stowhoops.org](http://www.stowhoops.org) board member website.
2. The SYBA safety plan for all coaches is posted to the SYBA website [www.stowhoops.org](http://www.stowhoops.org) under documents.
3. The SYBA has a weather dependent emergency plan: Outdoor basketball courts which are subject to weather refer to [www.weather.com](http://www.weather.com) and make a common sense decision. Indoor courts are subject to school closing policies and the Stow Recreation Department. Coaches will be advised if there are no practices/games due to weather.
4. All injuries are reported to the SYBA Safety Director and the Commissioner.
5. All volunteers are checked through CORI and are voted on by the board. All volunteers are checked through the statewide Sex offender Registry.
6. Training and fundamentals have been provided for the coaches. All coaches were explained the importance of teaching fundamentals.
7. The coaches can find additional coaching training instruction on the SYBA website [www.stowhoops.org](http://www.stowhoops.org) . All equipment will contain a First Aid kit/bag.
8. Coaches will be required to walk the court before every game to make sure it is free of hazardous conditions, and that it is safe to play on. Any problems with the court should be reported immediately to the Commissioner and Stow Recreation department. Hazardous conditions should be documented.

**By understanding and following the basketball safety tips below coaches will be able to:**

- Provide their players with a safe environment for practices and games.
- Provide first aid to their players for minor injuries.
- Protect themselves from any liability issues related to player injuries.

## **Basketball Safety Tips & Guidelines**

1. Coaches should require all players to have a preseason physical examination. This will help determine if the athlete is in the proper physical health needed for basketball.

2. Coaches should have all parents sign an informed consent form. This states that the parents are giving their child permission to participate in basketball and also be treated in case of an injury. This form helps protect the coach, player, and parents.

3. Coaches should stress to the players and their parents the importance of proper nutrition. They should provide guidelines for a healthy eating plan as well as proper water consumption.

4. Coaches should properly condition their players to help prepare their bodies for the game of basketball. This would include proper stretching, running, and other aerobic activities. Weight training can also be included for higher levels of competition.

5. Coaches should check the condition of the equipment, training aids, and basketball court before practices and games begin. This should be done before any of the players step on the court. Any damages to the equipment or court should be addressed immediately.

6. Coaches should always have their players match up against teammates that are similar in size and physical maturity. One of the most common ways for smaller players to get hurt is by being matched with teammates that are too big and strong for them.

7. Coaches should always be in a position to properly supervise their players during practices and games. Obviously, coaches should never leave their players unattended on the basketball court.

8. Coaches should keep accurate record of all their practice plans and game schedules. They should document any injuries that may have occurred during those times. This will help protect them from any liability issues.

9. Coaches should provide their players with proper warm-up activities at the beginning of practices and games. These activities usually include running or jogging followed by stretching. This will help loosen the players' muscles and prepare their bodies for action.

10. Coaches should provide their players with the proper cool-down activities at the end of practices and games. These activities usually include a 5-10 minute jog or walk around the court. This will settle the players' heart rate and help prevent any stiff or sore muscles.

## (Basketball Safety Tips)

11. Coaches should provide their players with an adequate amount of water before, during and after practices and games. Proper hydration is an important key to keeping the players' muscles loose and allowing them to perform at their highest level. Coaches should include 1-2 water breaks in their practice plans.
12. Coaches should properly plan their practices to ensure that the players are participating in activities that are appropriate for their age and level of competition.
13. Coaches should constantly monitor and evaluate their players during practices and games. They should watch for physical signs that might indicate a player is injured.
14. Coaches should have the proper training and certifications in first aid and CPR. This will prepare them to deal with minor injuries and teach them the proper procedures for dealing with major injuries.
15. Coaches should make sure they have proper liability insurance to protect themselves in any player injury situations.

As I stated above, injuries do occur during basketball practices and games. As much as we all wish they didn't happen - they are a part of the game. The best way of dealing with the various basketball safety issues is to be aware of them and be properly prepared to deal with them.

The basketball coaches that take the necessary steps to prepare themselves by following the basketball safety tips above will be providing their players with a safe and enjoyable basketball environment. While at the same time they will be protecting themselves from any liability issues.

\*\*\*\*\*

I hope you found these **Basketball Safety Tips** to be helpful and informative. Player safety is a huge concern for everyone involved in the game of basketball.

It is the coach's responsibility to make sure that each player is provided with a safe basketball environment and experience. The only way to do this is through proper knowledge and planning.

If you need more valuable information on these basketball safety tips or other basketball topics, I would suggest you purchase some good [basketball books](#)<sup>1</sup> and [videos](#)<sup>2</sup>. These will provide you with a wealth of knowledge about the game of basketball.

---

<sup>1</sup> <http://www.ultimate-youth-basketball-guide.com/basketball-books.html>

<sup>2</sup> <http://www.ultimate-youth-basketball-guide.com/basketball-videos.html>

### **3. How to sign up players/volunteers**

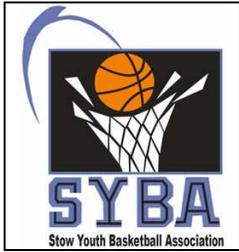
# Stow Youth Basketball Association

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

Stow, MA 01775

- **Parents must register players on-line or call the webmaster for assistance.**
- **Volunteers must fill out the online application as well as download or ask for a CORI form to fill out and a copy of a valid license is needed.**
- Identification (ie valid license or passport) from the volunteer needs to be seen by an SYBA board approved member ICORI submitter. All information will be kept confidential. A copy of the CORI form and License will be kept in an SYBA safe.
- The volunteer will be contacted for approval by the SYBA.
- **CORI's done for other organizations/schools do not count as no information can be shared among different groups.**
- **CORI form attached and can be viewed and downloaded on the [www.stowhoops.org](http://www.stowhoops.org) website.**
- CORI's are only good for one year.

### **3. CORI Application Form**



# CORI REQUEST FORM

**STYBA  
FE2247**

The Stow Youth Basketball Association has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data.

As an applicant/employee for \_\_\_\_\_, I understand that a  
*Enter volunteer position title*

Criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
*Applicant/Employee Signature*

| <b>Applicant/Employee Information (Please Print)</b>   |   |   |
|--|---|---|
| <b>Last Name:</b>  | <b>First Name:</b>  | <b>Middle Name:</b>                         |
| <b>Maiden Name or Alias (if applicable):</b>   |   | <b>Place of Birth:</b>                      |
| <b>Date of Birth:</b>  | <b>Social Security Number (last 6 digits only):</b><br>XXX - ____ - _____ | <b>*ID Theft Index PIN: (if applicable)</b> |
| <b>Mother's Name(first, last):</b>   | <b>Mother's Maiden Name:</b>  | <b>Father's Full Name (first, last):</b>    |
| <b>Current and Former Street Addresses:</b>  |   |   |
| <b>Email:</b>  |   |   |
| <b>Sex:</b>  | <b>Height (feet and inches):</b>  |   |
| <b>Eye Color:</b>  | <b>State Driver's License Number (include state of issue):</b>            |   |
| <b>The information above was verified with the following form of Government-issued photographic identification(MA license and/or other):</b> |   |   |

**Requested By:** \_\_\_\_\_

*(Signature of !CORI authorized employee)*

\*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

## **5. First Aid Guidelines**

# Stow Youth Basketball Association

[www.stowhoops.com](http://www.stowhoops.com)

Stow, MA 01775

- The SYBA requires every coach to carry a first aid kit and contact information on all participants to every practice and game.
- The first aid cabinet, tissue box, wipes and a garbage bag are always good to have at the bench during practices and games.
- Extra ice packs are available in the equipment cages at Center School and Hale Middle School, inquiries for more please contact the safety director anytime during the season.
- Injury Reports should be filed out on any players who have been injured during games and practices. Coaches should submit this report to the safety director as soon as possible. The Coach and Safety Director should both follow up with the injured player.
- The Safety Director will inform the SYBA board of all injuries.

# Sprain or Head Injury

Please use the **R.I.C.E. Method (Rest, Ice, Compression, and Elevation)** to treat a sprain or head injury.

- **Rest** the sprained joint by not putting weight on it. If necessary use a cane or crutch on the uninjured side to lean away from the injury.
- **Ice** the sprain or head injury with an ice pack.
- **Compress** the sprain-hold the ice firmly to the injured area.
- **Elevate** the sprain or head injury above the level of the heart as often as possible during the first 48 hours.

**Concussions** are serious head injuries. If a player has a head injury during practices/games it is better to sit out the rest of the time and evaluate the situation.

**Coaches may observe signs and symptoms:**

- Player may appear dazed or confused. May even lose consciousness (even briefly).
- Player may forget instruction or may not understand what position s/he is playing.
- Shows mood, personality and/or behavioral changes.
- Moves clumsily.
- May not be able to recall events prior to or after the injury.

**Athletes may report:**

- Headache or pressure in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurred vision
- Sensitivity to light or noise
- Concentration or memory problems
- Confused
- The player may not “feel right” or is sluggish, hazy, foggy or groggy.

## Concussion SYBA Action Plan:

- If a player is experiencing one or more of the signs or symptoms of a concussion than remove the player from the court.
- Let the parent know the situation and have them bring the player to a health care professional who is experienced in evaluating head injuries. As a coach do not try to judge the extent of the injury yourself.
- The fact sheet on concussions is posted to the SYBA website [www.stowhoops.org](http://www.stowhoops.org) direct the parents there for information on signs and symptoms of a concussion.
- After the player has been evaluated by a health care professional and is symptom free then it is okay to return to play.

***“It’s better to miss a game than a whole season.”***

More information go to: [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

## **6. Accident Notification Form**



## Participant Injury Form

Non-profit  
organization

### S.Y.B.A. Participant Injury Information

This form must be completed by an authorized coach or supervisor.

Name: \_\_\_\_\_ Parents name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

#### Participant Injury General Information

Gender (circle one): male or female

Age of injured: \_\_\_\_\_

Grade in school: \_\_\_\_\_

Email address of parents: \_\_\_\_\_

Current S.Y.B.A. program enrolled: \_\_\_\_\_

**Type of Injury:** \_\_\_\_\_

**Explain Briefly What Happened:**

\_\_\_\_\_

\_\_\_\_\_

**Day, Date and the Time of injury** when it occurred: \_\_\_\_\_

Specify facility location of where the injury occurred: \_\_\_\_\_

Did the injury occur during a scheduled practice or competition? \_\_\_\_\_

Include objects that may have caused the injury-facility equipment, another person body, etc.: \_\_\_\_\_

\_\_\_\_\_

Was first aid given? Explain what was done and who administered the first aid. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the injured transported to another facility? If yes, explain who transported the participant and where they were taken. \_\_\_\_\_

\_\_\_\_\_

#### Witness to the injury

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

Phone number: \_\_\_\_\_

#### Coach/supervisor of the program/ person completing this form

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

Phone number: \_\_\_\_\_

# **7. Basketball Court and Equipment Guidelines**

**Stow Youth Basketball Association**

**Stow, MA 01775**

**[www.stowhoops.org](http://www.stowhoops.org)**

## **Basketball Court and Equipment Check Guidelines**



**Hey SYBA Coach Have You:**

- ✓ **Walked the basketball court for debris/foreign objects.**
- ✓ **Inspected equipment.**
- ✓ **Made sure a First Aid Kit is available.**
- ✓ **Made sure a working telephone is available.**
- ✓ **Held a warm up drill.**
- ✓ **Reported hazards to Stow Recreation Dept.**
- ✓ **Filed an Injury form for all accidents.**
- ✓ **Cleaned up court area after the practice/game.**

**Thank you 😊**

## Overview

Basketball is a fast-paced game that requires running, jumping and blocking. As a result, players can be at an increased risk for injury. Basketball players are required to wear little, if any, protective gear. The National Basketball Association has few rules when it comes to player safety equipment. Amateur and youth leagues vary by organization. While safety equipment may not be required, there are measures you can take to protect yourself from injury.

### **Basketball Shoes**

All basketball players are required to wear sneakers while on the court. A properly fitting pair of basketball shoes can go a long way when it comes to the safety of player's feet, ankles and lower legs. Properly fitting shoes protect the foot and ankle from turning in or outward. All basketball shoes should have a nonskid, sturdy sole. For players with a history of foot or ankle injuries, a high-top shoe can provide additional support. Players should have their shoes laced at all times on the court.

### **Attire**

The NBA does not allow players to wear T-shirts under their jerseys. To avoid the temptation of tugging or grabbing other players by the jersey, the NBA requires that players tuck their jerseys into their shorts. This rule also applies in most amateur and youth basketball leagues.

### **Mouth Guards**

There are no rules regarding mouth guards in the NBA. According to the KidsHealth, some youth basketball leagues require players to wear a mouth guard, which can be molded to the mouth of a child. Mouth guards can protect against injuries to the teeth, tongue and mouth. Even in leagues that do not require the use of a mouth guard, you can still opt to wear one.

### **Athletic Supports**

The use of a protective athletic cup is generally not required by most leagues, but it can help protect players during heavy physical contact under the basket. You can also purchase supportive athletic shorts that are generally smaller than traditional basketball shorts and will fit underneath a basketball uniform.

### **Other Considerations**

A majority of basketball leagues do not allow players, especially in youth leagues, to wear jewelry on the court. For players with a history of injuries, a supportive brace may be recommended, especially for those with chronic ankle and knee problems. For players with glasses, the use of contacts or glasses made of shatterproof glass or designed specifically for sports should be considered.<sup>3</sup>

---

<sup>3</sup> <http://www.livestrong.com/article/404719-basketball-rules-for-safety-equipment>

## **8. SYBA By-Laws Code of Conduct**

# Nashoba Youth Basketball League

## Coach's Code of Conduct

### **Mission and Purpose:**

The Nashoba Youth Basketball League (NYBL) is dedicated to raising the standard of service to youth in sports through the creation and enforcement of the Code of Conduct. The Code of Conduct defines the expectations for coaches, parents, spectators, officials, and players in the league. NYBL firmly believes that for the sports experience is to be a positive, safe, and an enjoyable learning experience for youth of the league.

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, and expect age appropriate skills from all my players.
- I will direct my players at all times to play by the rules and to show respect for the other players, coaches and the referee.
- I will do my best to provide a safe playing situation for my players.
- I will teach my players in a positive, nurturing manner. I will not berate, intimidate or bully my players into learning.
- I will lead by example in demonstrating fair play and sportsmanship to all my players on and off the field.
- I will exhibit respect for the referees and other coaches. I will speak with the referees and other coaches in a civil, calm manner. I will not openly berate, taunt or otherwise comment negatively on the referees or other coaches.
- I will remember that I am a youth sports coach and that the game is for the children and not the adults.
- I will adhere to the Coaches Code of Conduct while participating in any activity related to this league.

# Nashoba Youth Basketball League

## Player's Code of Conduct

### Mission and Purpose:

The Nashoba Youth Basketball League (NYBL) is dedicated to raising the standard of service to youth in sports through the creation and enforcement of the Code of Conduct. The Code of Conduct defines the expectations for coaches, parents, spectators, officials, and players in the league. NYBL firmly believes that for the sports experience is to be a positive, safe, and an enjoyable learning experience for youth of the league.

- I will commit to do my best to learn the game of basketball and to play well with others on the team.
- I understand this is a team sport and I will make every effort to attend all practices and all games, on time and prepared to play.
- I will follow the rules, participate in fair play and exhibit good sportsmanship on and off the court.
- I will try my best, try to perform well at all times, to win gracefully and accept defeat in the proper perspective.
- I will treat all the players with respect and good sportsmanship whether on or off the court.
- I understand the referee's decisions are not mine to question. I will not make comments about nor talk to the referees about any calls made on the court.
- I will follow my coach's instructions and will treat him/her and any other coach with respect.
- I will exhibit respect for the referees, coaches, and other players. I will speak with the referees, coaches and other players in a civil, calm manner. I will not openly berate, taunt or otherwise comment negatively on the referees, coaches, or other players.

# Nashoba Youth Basketball League

## Parent's Code of Conduct

### Mission and Purpose:

The Nashoba Youth Basketball League (NYBL) is dedicated to raising the standard of service to youth in sports through the creation and enforcement of the Code of Conduct. The Code of Conduct defines the expectations for coaches, parents, spectators, officials, and players in the league. NYBL firmly believes that for the sports experience is to be a positive, safe, and an enjoyable learning experience for youth of the league.

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.