



Coaches Handbook

2025/2026 Season



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Purpose:

This handbook provides guidance, policies, and resources for all HTB coaches. It ensures consistency, safety, and a positive experience for all players while supporting coaches in their roles.

Coaching Philosophy

HTB is dedicated to creating a positive, inclusive, and safe environment where players can:

- Develop basketball skills and athletic ability
- Build teamwork, leadership, and discipline
- Learn sportsmanship, respect, and confidence
- Enjoy a fun and competitive experience

Coaches are role models and should demonstrate integrity, patience, and encouragement at all times.

Code of Conduct

All coaches must:

- Treat players, parents, officials, and other coaches with respect
- Model good sportsmanship and positive behavior
- Avoid any behavior that could be considered abusive, discriminatory, or inappropriate
- Comply with all HTB policies, including safety, transportation, and communication protocols

Violation of the code of conduct may result in disciplinary action or removal from coaching duties.

Communication Guidelines

- **Official Communication Tool:** All team communication with parents must occur through the **Sports Connect/GameChanger App**.
- **Chain of Command:**
 1. Team issues → Boys/Girls Director
 2. Scheduling or equipment issues → Schedule Manager
 3. Policy or disciplinary issues → Vice President
- Avoid personal messaging for official matters; all official notices should be documented.



Safety & Injury Protocols

- Ensure all practices and games are conducted in a safe environment.
- Follow the **HTB Injury & Conduct Incident Protocol** for any injury or misconduct involving players, parents, or volunteers.
- Complete an **Online Incident Report** within 24 hours of any injury or incident.
- Emergency contacts and procedures should be known and accessible at all times.

Transportation Policy

- Coaches or board members **may not transport any child who is not their own** without prior written consent from the parent/guardian.
- Use the official **HTB Transportation Permission Form** for parental authorization.
- HTB assumes **no liability** for any transportation-related incidents, including but not limited to injury, misconduct, or death.

Team Management

- Prepare and communicate practice schedules in advance.
- Keep accurate attendance records.
- Distribute and maintain equipment responsibly.
- Encourage positive behavior, sportsmanship, and teamwork during all HTB events.

Parent Interaction

- Address minor concerns politely and professionally; escalate unresolved issues to the Boys/Girls Director.
- Do not engage in conflicts with parents during games or practices.
- Keep communication factual, respectful, and focused on the child's development and team objectives.

Game & Practice Responsibilities

- Arrive early to set up equipment and ensure a safe playing environment.
- Warm up players appropriately and provide clear instructions.
- Enforce HTB rules consistently and fairly.
- Maintain a positive, encouraging attitude, even during competitive play.



HTB Coach Assignment Policy

Purpose

The purpose of this policy is to ensure that all HTB athletes receive the highest level of coaching, attention, and support by establishing clear limits on the number of teams an individual coach may be assigned to within a season.

Guiding Principles

- **Quality over Quantity** – Limiting the number of teams a coach oversees ensures they can dedicate appropriate time and energy to their players.
- **Fairness & Opportunity** – This policy helps create more opportunities for qualified individuals to participate in coaching roles.
- **Consistency** – Athletes benefit most when coaches are consistently present and engaged throughout the season.

Policy

1. **Head Coach Assignment**
 - A coach may serve as the **head coach of only one (1) HTB team per season.**
 - This ensures the coach can fully commit to the leadership, planning, and communication required for that team.
2. **Assistant Coach Assignment**
 - A coach may serve as an **assistant coach for one (1) additional team per season**, but only with prior approval from the HTB Coach Selection Committee.
 - Approval will be based on:
 - Scheduling feasibility (to prevent conflicts).
The coach's ability to balance responsibilities effectively.
 - The overall needs of the program.
3. **Prohibited Assignments**
 - A coach may not serve as head coach for multiple teams in the same season.
 - A coach may not serve as assistant coach for more than one additional team.
4. **Review & Oversight**
 - The HTB Coach Selection Committee will review all coaching assignments to ensure compliance with this policy.

If conflicts or performance concerns arise, the committee reserves the right to adjust coaching assignments mid-season.



HTB Coach Selection Policy

Purpose

The purpose of this policy is to establish fair, transparent, and consistent guidelines for the selection of coaches within the HTB program. Our goal is to provide athletes with the highest quality instruction, mentorship, and developmental experience while minimizing potential conflicts of interest.

Guiding Principles

1. **Athlete Development First** – Coaching selections will prioritize the development, well-being, and enjoyment of all athletes in the program.
Fairness and Transparency – The process for selecting coaches will be open, equitable, and clearly communicated to families.
2. **Excellence in Coaching** – Coaches should model sportsmanship, integrity, and leadership both on and off the court.

Selection Criteria

When selecting coaches, HTB will evaluate candidates based on:

- Knowledge of basketball and ability to teach age-appropriate skills.
- Commitment to player development over winning.
- Positive leadership and mentorship qualities.
- Strong communication and organizational skills.
- Ability to uphold HTB's values and code of conduct.

Preference for Non-Parent Coaches

- **Whenever possible, HTB will prioritize the selection of non-parent coaches.**
- The intent is to reduce potential conflicts of interest, avoid perceived favoritism, and ensure an environment of fairness for all players.
- If qualified non-parent coaches are available, they will be selected ahead of parent applicants.



Use of Parent Coaches

- In the event that qualified non-parent coaches are unavailable, HTB may select parent coaches.
- Parent coaches must meet the same standards and expectations as non-parent coaches.
- To further reduce potential conflicts of interest, parent coaches may be assigned to teams without their child whenever possible. If unavoidable, HTB will take steps to ensure fair treatment of all athletes on that team.

Selection Process

1. **Application/Interest Form** – Candidates submit interest to the HTB board or designated selection committee. Each coach interested in coaching must fill out a coaching application each season.
Review & Screening – Candidates are evaluated against the selection criteria.
2. **Interviews/Discussions (if needed)** – The committee may conduct interviews to assess fit.
3. **Final Selection** – HTB leadership will finalize coaching assignments, prioritizing non-parent coaches when available.

Accountability

- All coaches must sign and uphold the HTB Coaches Code of Conduct.
- Performance and conduct will be reviewed throughout the season.
- HTB reserves the right to reassign or remove a coach if expectations are not met.
- Should a coach be unable to continue coaching for any reason, written notice must be made to the Program Director. The Coach Selection Committee will then meet to discuss coaching assignments for the remainder of the season.



Coaches Code of Conduct

Purpose

As an HTB coach, you play a vital role in shaping the character, sportsmanship, and overall experience of every player. This Code of Conduct outlines the standards of professionalism, behavior, and responsibility expected of all HTB coaches.

By agreeing to serve as a coach, you commit to upholding these values and representing HTB with integrity, fairness, and respect at all times.

1. Leadership & Role Modeling

- I will be a positive role model for my players, demonstrating respect, integrity, sportsmanship, and fair play at all times.
- I will place the well-being, safety, and development of every player above my personal desire to win.
- I will lead by example, showing composure, patience, and professionalism during practices, games, and all interactions with players, parents, officials, and opposing teams.

2. Player Development & Playing Time

- I will organize practices that are fun, structured, and focused on player development, teamwork, and fundamental skills.
- I will emphasize teaching proper techniques, basketball IQ, teamwork, and confidence over simply winning games.
- **Minimum playing time:**
 - **Regular Season and Tournaments:**
 - 4 minutes per half
 - **Playoffs:**
 - 4 minutes per game
- Full guidelines can be found in our Playing Time Policy - *Policy #2025-004*
- I will be consistent, fair, and transparent in decisions regarding player roles and playing time.

3. Communication & Parent Relations

- I will communicate clearly and respectfully with players, parents, and other coaches.



- I will listen to parent concerns and address them at appropriate times (e.g., after practice), never during games or in front of players.
- I will escalate unresolved issues to the **Boys or Girls Director**
- I will use only **HTB-approved communication platforms** (e.g., Sports Connect/Stack Team app) for all team communication.

4. Conduct, Safety & Accountability

- I will ensure the physical and emotional safety of all players during HTB events.
- I will not use, or be under the influence of, drugs, alcohol, or tobacco during practices, games, or any HTB activity.
- I will ensure that all players are supervised until they are picked up after practice or games.
- If players display unsafe, disrespectful, or inappropriate behavior, I will inform their parents/guardians and the Boys or Girls Director promptly.

5. Transportation & Boundaries

- I will not transport players who are not my own children **unless**:
 - I have written consent from the player's parent/guardian **and**
 - Approval from the HTB Board of Directors.
- I will maintain appropriate professional boundaries at all times.
- I will not engage with players on social media or through private messaging outside of official team communication channels.
- I will report any inappropriate social media behavior, language, images, or content involving players, parents, or coaches.

6. Game Conduct & Sportsmanship

- I will control my emotions and those of my players, assistant coaches, and parents during games.
- I will never verbally abuse, threaten, or physically endanger any player, coach, spectator, or official.
- I will respect the decisions of referees and league officials, recognizing that mistakes are part of the game.
- I will promote good sportsmanship by congratulating opponents and emphasizing respect at all times.



7. Incident & Injury Reporting

- I will report all incidents—including player injuries, parent conflicts, technical fouls, or any inappropriate conduct—within **24 hours** to the HTB Board of Directors.
- I will complete an **online HTB Incident Report** for any injury, behavioral issue, or ejection occurring during HTB events.

8. Compliance & Accountability

- I will abide by all HTB policies, including:
 - Player Eligibility Policy
 - Social Media & Technology Policy
 - Volunteer & Background Screening Policy
 - Anti-Harassment & Bullying Policy
 - Discipline & Appeals Policy
- I understand that violations of this Code of Conduct may result in disciplinary action, including suspension or removal from my coaching position.



Player Eligibility Policy

Purpose

Haverhill Travel Basketball (HTB) strives to provide athletes with a fair, competitive, and developmentally appropriate playing experience. This policy outlines the eligibility requirements for all players participating in HTB programs, including grade level requirements, residency, and exceptions.

1. General Eligibility

To be eligible to participate in HTB programs, players must:

- All players **MUST** be a resident of Haverhill
 - Players in the **girls** division are also eligible if they attend school in Haverhill.
- Register by the stated deadlines and provide accurate information during registration.
- Submit all required forms and fees by the designated due dates.
- Be in good standing with HTB, having no outstanding disciplinary issues or unresolved obligations.

2. Player Grade Level Policy

HTB is committed to ensuring consistency and fairness in team formation. The following grade-level rules apply:

Grade-Level Requirement

- All players must participate at their current school grade level.
- Players are **not permitted to play up into a higher grade level**, regardless of skill or ability.

Exception for 3rd Grade Players

- 3rd grade players may try out for a 4th grade team if they wish.
- Preference will always be given to current 4th grade players when forming teams.
- If a 3rd grade player is selected for a 4th grade team, they must continue to play at the 4th grade level the following season, regardless of grade advancement.

Approval of Additional Exceptions

- Any exceptions to this policy must be reviewed by the **Team Selection Committee**.



- A recommendation from the committee must be presented to the **HTB Board of Directors** for a vote of the exception.
- Exceptions will only be granted if approved by a **majority vote of the Board of Directors**.

Rationale

This grade-level policy is designed to:

- Promote fairness and consistency in team selection.
- Ensure players develop alongside peers in the same grade level.
- Create balanced competition across all teams and age groups.

3. Academic & Conduct Eligibility

- Players are expected to maintain **satisfactory academic performance** in school. HTB encourages basketball to be a privilege earned by responsible classroom behavior.
- Players must follow the **HTB Player Code of Conduct**. Violations may result in suspension or removal from the program.

4. Commitment Expectations

- Players are expected to attend scheduled practices, games, and tournaments. Excessive unexcused absences may impact playing time or roster status.
- Players may participate in other sports; however, HTB strongly encourages commitment to the travel basketball season to ensure team consistency.

5. Injuries & Medical Eligibility

- Any player recovering from an injury must provide medical clearance from a licensed healthcare provider before returning to practices or games.
- HTB reserves the right to withhold playing privileges if a player's health and safety are in question.



Volunteer Background & Screening Policy

Purpose:

Haverhill Travel Basketball is committed to providing a safe environment for all players, volunteers, coaches, and participants. This policy ensures that all individuals working with children or representing HTB are properly screened and qualified for their roles.

1. Scope

This policy applies to all:

- Coaches
- Board members
- Volunteers assisting with practices, games, clinics, tournaments, or other HTB events
- Anyone with regular access to players or organizational information

2. Background Screening Requirements

All volunteers, coaches, and board members must complete the following prior to participation:

- A comprehensive **criminal background check (CORI)**.
- **Sex offender registry check (SORI)**.
- Verification of any previous involvement with youth programs, if applicable.

HTB reserves the right to refuse participation to any individual whose background indicates potential risk to players or the organization.

3. Volunteer Responsibilities

- Complete all required screening forms and provide accurate information.
- Maintain the confidentiality of player and organizational information.
- Comply with all HTB policies, including Safety, Code of Conduct, and Injury & Conduct Incident Protocols.
- Report any concerns about safety, misconduct, or policy violations immediately to HTB leadership.

4. Annual Renewal & Updates

- Background screenings must be renewed **annually** or as required by HTB leadership.
- Volunteers must promptly report any arrests, convictions, or incidents that could affect their eligibility to serve.



- HTB reserves the right to repeat screenings at any time based on safety concerns or organizational requirements.

5. Consequences of Non-Compliance

- Individuals who fail to complete required background screenings or violate this policy will be **prohibited from participating in HTB activities**.
- HTB reserves the right to remove any volunteer, coach, or board member at any time if their actions or background pose a risk to players or the organization.



Discipline & Appeals Policy

Purpose:

Haverhill Travel Basketball (HTB) is committed to maintaining a safe, respectful, and positive environment for all players, coaches, parents, volunteers, and officials. This policy establishes procedures for addressing violations of HTB rules, codes of conduct, and policies, as well as a fair process for appeals.

1. Scope

This policy applies to all participants, including:

- Players
- Parents/guardians and family members
- Coaches
- Volunteers
- Board members

2. Grounds for Disciplinary Action

Disciplinary action may be taken for, but is not limited to, the following:

- Violation of HTB Codes of Conduct (Player, Parent, Coach, Volunteer)
- Harassment, bullying, or abusive behavior
- Unsportsmanlike conduct
- Disrespect toward officials, coaches, players, or spectators
- Social media or technology violations
- Failure to follow safety or injury protocols
- Criminal, dangerous, or illegal behavior while participating in HTB activities

3. Possible Disciplinary Actions

Depending on the severity of the violation, consequences may include:

- Verbal or written warning
- Suspension from practices, games, or events
- Removal from a single event or tournament
- Season-long suspension
- Permanent removal from HTB programs

Disciplinary actions will be determined by HTB coaches, directors, or the Board of Directors, depending on the nature and severity of the incident.



4. Reporting Process

- Any participant may report an incident to an HTB coach, director, or board member.
- Coaches must submit an **Incident Report Form** for all injuries, conduct issues, or disciplinary concerns.
- All reports will be reviewed by the HTB Board of Directors or its designated committee.

5. Appeals Process

Participants who receive disciplinary action may request an appeal.

- Appeals must be submitted in writing to the HTB Board of Directors within **7 calendar days** of the disciplinary decision.
- The appeal must include the reason for the request and any supporting information.
- The HTB Board will review the appeal at the next scheduled meeting (or sooner, if deemed necessary).
- The Board may uphold, reduce, or overturn the disciplinary action.
- The decision of the HTB Board is final.

6. Interim Action During Appeal

During the appeals process, the original disciplinary action will remain in effect until a final decision is made.

7. Confidentiality

All reports, investigations, and disciplinary actions will be handled as confidentially as possible, with information shared only with individuals who need to know.



Anti-Harassment & Bullying Policy

Purpose

Haverhill Travel Basketball (HTB) is committed to providing a safe, positive, and respectful environment for all players, coaches, parents, volunteers, officials, and spectators. Harassment and bullying of any kind will not be tolerated. This policy outlines expectations, definitions, and procedures for addressing incidents.

1. Definitions

Harassment

Harassment is unwelcome conduct, whether verbal, physical, written, or digital, that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- Verbal abuse, insults, or threats
- Offensive jokes, slurs, or derogatory comments
- Unwanted physical contact or intimidation
- Sexual harassment, including inappropriate comments, gestures, or advances

Bullying

Bullying is repeated aggressive behavior intended to cause harm, discomfort, or humiliation to another individual. Bullying may include:

- **Verbal:** Name-calling, teasing, threats
- **Physical:** Hitting, pushing, damaging property
- **Social/Relational:** Excluding, spreading rumors, embarrassing someone in public
- **Cyberbullying:** Sending mean or threatening messages, posting harmful content online, or misusing social media to target others

2. Prohibited Conduct

HTB strictly prohibits:

- Harassment or bullying of any participant, including players, coaches, parents, board members, or officials
- Retaliation against anyone who reports harassment or bullying in good faith
- Use of social media, texting, or other electronic communication to harass, bully, or intimidate



3. Reporting Procedures

- Any player, parent, coach, or volunteer who experiences or witnesses harassment or bullying should immediately report the incident to a coach, director, or HTB Board member.
- Coaches are required to complete an **Incident Report Form** for all reports.
- Reports may be made verbally or in writing and will be taken seriously regardless of format.
- Anonymous reports will be accepted, though they may limit HTB's ability to fully investigate.

4. Investigation

- The HTB Board of Directors (or designated committee) will review and investigate all reported incidents promptly.
- Both the accused and the accuser will have the opportunity to share their perspective.
- Investigations will be handled confidentially to the extent possible.

5. Disciplinary Action

If harassment or bullying is confirmed, HTB may impose disciplinary action, including but not limited to:

- Verbal or written warning
- Temporary suspension from practices, games, or events
- Removal from the season
- Permanent removal from HTB programs

6. Protection from Retaliation

HTB prohibits retaliation against any individual who makes a good faith report or participates in an investigation. Retaliation itself will be treated as a serious violation of this policy.



HTB Playing Time Policy

Purpose

The purpose of this policy is to provide clarity and fairness regarding playing time during games while encouraging consistent attendance, effort, and commitment to the team.

Minimum Playing Time

- HTB guarantees that, under normal circumstances, **every player will receive a minimum of 4 minutes of playing time per half** during games.
 - *Playoff games - during playoff games the minimum playing time is 4 minutes **per game** and up to the coaches discretion for when those 4 minutes are played.*
- This ensures that all players have meaningful opportunities to participate and develop their skills in game situations.

Attendance & Commitment

- **Practice Attendance is Mandatory:** Players are expected to attend all scheduled practices unless excused in advance.
- **Impact of Missed Practices:**
 - Playing time may be reduced or adjusted if a player misses practice without prior notice or a valid reason.
 - Effort, engagement, and commitment during practices are considered when determining game playing time.

Notice for Absences

- If a player will miss a practice, they must **inform their coach at least 2 hours prior** to the scheduled start of practice.
- If a player will miss a game, they must **inform their coach at least 2 hours prior** to the scheduled start of game but when possible let the coach know prior to the day of the game.
- Proper notice allows coaches to plan effectively and ensures fairness for all players.

Exceptions & Discretion

- Coaches maintain discretion to adjust playing time for reasons including, but not limited to:



- Safety concerns (injury, illness, or fatigue)
- Behavioral issues or violations of team rules
- Extraordinary circumstances approved by the Program Director

Enforcement

- Coaches are responsible for tracking attendance and ensuring playing time is allocated fairly in accordance with this policy.
- Any concerns or disputes regarding playing time should be directed respectfully to the coach first, then escalated to the Program Director if unresolved.

This policy balances **equal opportunity** with **accountability**, reinforcing that commitment to practice and team responsibilities is just as important as performance in games.



Transportation of Minors Policy

Purpose:

The safety and well-being of all children participating in Haverhill Travel Basketball programs is our top priority. This policy establishes clear guidelines regarding transportation of minors by coaches or board members who are not the child's parent or legal guardian.

Scope:

This policy applies to all coaches, board members, volunteers, and staff involved in transporting children to and from games, practices, or other program-related activities.

Policy:

1. Parental/Guardian Consent Required

- Coaches or board members may **not transport any child who is not their own** without prior written consent from the child's parent or legal guardian.
- Written consent must specify the child's name, dates/times of transportation, destinations, and the name of the adult authorized to transport the child.
- Consent forms must be submitted to and kept on file by Haverhill Travel Basketball for the duration of the activity or season.

2. Transportation Guidelines

- Transportation must be conducted safely and responsibly, adhering to all traffic laws.
- Vehicles used must be properly insured, well-maintained, and equipped with appropriate safety restraints.
- Whenever possible, another adult should accompany the coach or board member when transporting a child.

3. Prohibited Actions

- No child shall be transported without prior written parental consent.
- Unauthorized deviations from the approved route or schedule are strictly prohibited.

4. Emergency Situations

- In case of an emergency where transportation is necessary and parental consent cannot be immediately obtained, the coach or board member must attempt to contact the parent/guardian as soon as possible and document the situation.
- All emergency incidents must be reported immediately to Haverhill Travel Basketball leadership.

5. Record-Keeping and Compliance



- All consent forms must be maintained on file for review by the board and Director of Risk and Safety.
- Failure to comply with this policy may result in suspension, termination, or other disciplinary action as determined by the Haverhill Travel Basketball Board of Directors.



Volunteer Guidelines & Expectations

Purpose:

Volunteers are a critical part of HTB's mission. These guidelines ensure that all volunteers understand their responsibilities, act in a professional manner, and help maintain a safe, positive, and supportive environment for players, families, and staff.

1. Roles and Responsibilities

Volunteers may assist with:

- Practices, games, tournaments, and clinics
- Equipment distribution and maintenance
- Scorekeeping, statistics, or other administrative tasks
- Team support (water, snacks, transportation logistics when authorized)

Volunteers must:

- Follow instructions from coaches, directors, and HTB leadership
- Model respect, sportsmanship, and positive behavior
- Maintain safety standards and report hazards or unsafe situations immediately

2. Behavior Expectations

- Treat all players, coaches, parents, officials, and other volunteers with respect.
- Avoid favoritism or bias toward any player or family.
- Refrain from negative comments, harassment, or inappropriate behavior.
- Respect all HTB policies, including Codes of Conduct and Social Media Policy.

3. Safety & Reporting

- All volunteers must complete required background screening prior to participation.
- Immediately report any safety concerns, injuries, or misconduct to a coach or HTB leadership.
- Ensure children are supervised at all times while under HTB care.

4. Confidentiality

- Volunteers may have access to player, family, or organizational information.



- Personal or sensitive information must remain confidential and only be shared with HTB leadership as necessary.

5. Commitment

- Arrive on time and be prepared for assigned duties.
- Notify HTB leadership if unable to attend or fulfill volunteer responsibilities.
- Follow HTB schedules and assist in creating a positive environment for all participants.

6. Consequences of Non-Compliance

- Volunteers who fail to follow guidelines or policies may be removed from HTB activities.
- HTB leadership reserves the right to suspend or remove any volunteer whose behavior jeopardizes the safety, integrity, or well-being of players or the organization.



Injury & Conduct Incident Protocol

Purpose:

The safety and well-being of all players, coaches, and participants is HTB's highest priority. This protocol ensures that any injury or conduct-related incident during HTB events is documented, addressed, and reported appropriately.

Scope

This protocol applies to all:

- Players
- Coaches
- Board members
- Parents/guardians
- Volunteers

During **all HTB activities**, including practices, games, tournaments, and other program-related events.

Reporting Requirements

1. Incident Reporting:

- Any injury, misconduct, or safety incident involving a player, coach, parent, or volunteer must be reported **immediately**.
- All incidents **must be documented** using the [HTB Online Incident Report Form](#).
- Examples include, but are not limited to:
 - Player injuries (sprains, concussions, fractures, etc.)
 - Misconduct by coaches, players, or parents
 - Unsafe conditions or equipment issues
 - Any situation requiring medical attention or emergency response

2. Timeliness:

- The online incident report must be submitted **within 24 hours** of the incident.
- Immediate verbal notification to the **Boys/Girls Director** is also required for all injuries or safety concerns.

Incident Documentation



- The report must include:
 - Date, time, and location of the incident
 - Names of all individuals involved
 - Description of what occurred
 - Immediate actions taken
 - Witness names (if any)
- **Confidentiality:** All reports are confidential and accessible only to HTB senior leadership and the risk and safety committee.

Follow-Up and Resolution

1. The Risk and Safety Committee will review the incident report promptly.
2. Follow-up actions may include:
 - Contacting parents/guardians
 - Referral to medical professionals (if applicable)
 - Internal review and disciplinary measures
3. Documentation of the resolution will be attached to the original incident report.

Responsibilities

- **Coaches/Staff:** Ensure all incidents are reported accurately and promptly.
- **Parents/Guardians:** Notify coaches or HTB leadership immediately of injuries or concerns during events.
- **HTB Leadership:** Monitor incidents, ensure compliance with reporting, and address any safety or conduct issues.

Compliance

Failure to report injuries or conduct issues in accordance with this protocol may result in:

- Suspension or removal of coaching privileges
- Disciplinary action by the HTB Board
- Any additional actions deemed necessary to maintain participant safety



Coach's Guide

Using the Sports Connect Stack Team App

Purpose

The Sports Connect Stack Team App is the **official communication and scheduling tool** for all Haverhill Travel Basketball teams.

All team updates — games, practices, cancellations, and announcements — should go through this app to ensure every family receives the same information in one place.

1. Getting Started

Download the App

- Search “**Stack Team App**” in the **Apple App Store** or **Google Play Store**.
- Download and open the app.

Log In / Create an Account

- Use the **same email** that's connected to your **Sports Connect account** (this keeps your roster synced).
- If you don't already have an account, create one using your name and email.
- Once logged in, your team should automatically appear under “**My Teams**” if your email matches what's listed on the roster.

2. Checking Your Team

- Tap your **team name** to open the team page.
- Review your **roster** and **schedule** to make sure everything looks correct.
- If a player or coach is missing, contact your program director — do **not** manually create new teams.

3. Managing Your Schedule

View Schedule

- Go to the “**Schedule**” tab to see all games and practices.
- Events are automatically pulled from the league's Sports Connect system.
- Updates made by the league (changes, cancellations, etc.) will appear here automatically.

Add a Team Event (optional)

If you need to schedule something like a team meeting or extra practice:



1. Tap “+ **Add Event**” in the Schedule tab.
2. Enter the event details (name, date, time, location).
3. Save — all team members will be notified.

4. Sending Team Messages

All official team communication should happen **through the Stack Team App**.

Send a Message

1. Open your team.
2. Tap the “**Messages**” or “**Chat**” tab.
3. Choose “**New Message**” or select an existing chat.
4. Type your message and send — it will notify all team members and parents.

Tips

- Use clear subject lines (example: “Practice Change – Wednesday 5:30 PM”).
- Avoid side conversations — keep communication team-related only.
- Parents can reply in the chat if needed, but you can mute threads if they get too active.

5. RSVPs / Attendance Tracking

You can easily track player availability for each event:

1. Go to your **Schedule** tab.
2. Tap a game or practice.
3. Scroll to **RSVPs** — players/parents can mark **Going**, **Not Going**, or **Maybe**.
4. Encourage families to update availability early so you can plan lineups.

6. Sending Alerts (Weather, Cancellations, etc.)

For urgent updates:

1. Open your team.
2. Tap “**Messages**” → “**Alert**” or “**Announcement**”.
3. Write your message (e.g., “Tonight’s practice was canceled due to weather”).
4. Send — this notifies all team members instantly via push notification and email.

7. Keeping Information Updated

- Always verify that your **schedule and roster** are current.
- Do not create duplicate teams.
- Contact your league director if you need changes made to official schedules.

8. Communication Expectations



- All **team communication** must go through the **Stack Team App**.
- Coaches should **not** use personal text messages or group chats for official updates.
- Use professional, respectful language at all times.
- Only share information relevant to the team.

9. Support

If you experience issues:

- **Check your app version** — make sure it's updated.
- **Confirm your email** matches the one in Sports Connect.
- If your team doesn't appear, contact either the boys or girls basketball director.

You can also visit:

<https://www.teamapp.com/faqs> for tutorials and troubleshooting.



HTB Communication Guidelines

PARENTS

Purpose

Parents are essential partners in creating a positive youth basketball experience. Open, respectful communication between families and coaches helps ensure players enjoy the season, develop skills, and represent Haverhill proudly.

Who to Contact

Your First Point of Contact: Team Coach (Head or Assistant)

Parents should reach out directly to their **coach** for all team-related questions, including:

- Practice and game schedules
- Attendance conflicts
- Team events and logistics
- Player feedback or concerns

If your coach does not have the answer, they will contact the appropriate program director for clarification.

Communication Expectations

- Use **email or team communication apps** (not group texts or social media posts) for official communication.
- Address all concerns **privately** and **constructively**—not during games or in front of players.
- Allow **24–48 hours** for a response from your coach.
- Maintain a **positive and supportive tone** when discussing player development or team decisions.

Chain of Command for Parents

Parents → Coach → Boys/Girls Director → Vice President → President

If your concern is not resolved after following this path, it may be elevated to the board of directors.

Goal for Parents

To support the players, the coaches, and the program in a way that fosters teamwork, respect, and community pride.



COACHES

Purpose

Coaches play a vital leadership role in the Haverhill Travel Basketball community. They are the first line of communication for parents and the primary influence on the athlete experience. Coaches are expected to lead with integrity, consistency, and professionalism.

Who to Contact

- **Parents → Coaches:** Address team-level questions and concerns.
- **Coaches → Boys or Girls Director:** For program or administrative questions, or if you don't know the answer to a parent inquiry.
- **Coaches → Director of Coach & Player Development:** For help with:
 - Practice planning
 - Coaching strategies and drills
 - Player skill development
 - On-court leadership or support

Responsibilities

- Maintain **clear communication** with parents.
- Provide **weekly updates** about schedules, changes, or expectations.
- Reinforce **positive player conduct** and team standards.
- Bring any unresolved issues to the **Boys or Girls Director** promptly.
- Collaborate with the **Director of Coach & Player Development** to continuously grow as a coach.

Chain of Command for Coaches

Coaches → Boys/Girls Director → Vice President → President

Goal for Coaches

To create a safe, fun, and competitive environment where athletes learn fundamentals, teamwork, and sportsmanship.



BOARD MEMBERS & DIRECTORS

Purpose

Board members and directors ensure that Haverhill Travel Basketball operates smoothly and maintains high standards of safety, organization, and communication. Each director oversees a specific area of responsibility and supports the program's day-to-day success.

Communication Flow

- **Parents** contact **Coaches**.
- **Coaches** contact **Boys/Girls Directors**.
- **Boys/Girls Directors** contact the **Vice President** for operational support.
- **All Directors** contact the **Vice President** for guidance or clarification on program issues.
- The **Vice President** escalates unresolved or program-wide issues to the **President**.
- The **President** addresses matters requiring board action or policy clarification.

Who to Contact for Specific Topics

Financial assistance, sponsorships, payments, or accounting	Treasurer
Fundraising, or donations	Director of Fundraising
Player safety, injuries, or risk management	Director of Risk and Safety
Coaching support, player development, or practice planning	Boys/Girls Director of Coach & Player Development
Program logistics or day-to-day operations	Vice President
Girls program logistics, outside of coaches	Girls Basketball Director
Boys program logistics, outside of coaches	Boys Basketball Director

Expectations for Directors

- Respond promptly and professionally to all inquiries.
- Communicate consistently with your assigned teams or area of oversight.
- Bring unresolved matters or policy-level concerns to the Vice President.
- Support the President and the Board in maintaining the program's mission and values.

Goal for Directors

To uphold the mission and standards of Haverhill Travel Basketball and ensure that every child in Haverhill has the opportunity to play, grow, and thrive through sports.



Chain of Command & Communication Protocol

Purpose:

To ensure that Haverhill Travel Basketball operates smoothly and efficiently, all communication should follow the proper chain of command. This structure helps questions and concerns reach the right person quickly, avoids confusion, and keeps our focus on providing a positive experience for every player and family.

General Communication Guidelines

- All communication should be **respectful, professional, and constructive**.
- Questions and concerns should be directed to the **appropriate person in the chain of command** (see below).
- Please **allow 24–48 hours** for a response to non-urgent matters.
- **Game-day issues** should be discussed **after the game**—never during competition or in front of players.

Chain of Command Overview

Parents

- **First Point of Contact: Team Coach (Head or Assistant)**
Parents should reach out directly to their child's **coach** for all questions or concerns about:
 - Team schedules
 - Practice or game conflicts
 - Player concerns or feedback
 - General team communication

If a coach does not know the answer, they will elevate the question to the appropriate Director.

Coaches

- **Contact:**
 - **Boys or Girls Director** for any program or administrative questions, or if unsure how to respond to a parent inquiry.
 - **Director of Coach & Player Development** for help with:
 - Practice planning
 - Coaching resources or drills
 - Player skill development
 - General coaching support



Boys & Girls Directors

- **Contact: Vice President**

The Boys and Girls Directors should reach out to the **Vice President** for guidance or support with the **day-to-day operations** of the program, or if they receive questions that fall outside their specific role.

Directors

Each director should oversee their respective area. Specific contacts include:

<u>Topic / Concern</u>	<u>Contact Person</u>
Sponsorships, Financial assistance, payments, or accounting issues	Treasurer
Fundraising events	Director of Fundraising
Safety, injuries, or risk management concerns	Director of Risk & Safety

If a Director is unsure of how to handle a situation or needs operational support, they should first reach out to the **Vice President**.

Vice President

- Provides day-to-day operational oversight and supports all Directors.
- Acts as the primary contact for all Directors when questions or issues arise that cannot be resolved within their area.
- May bring unresolved or program-wide concerns to the **President** when necessary.

President

- The **President** should only be contacted after all other channels have been followed.
- The President handles high-level concerns, board-level decisions, and issues requiring board involvement or policy clarification.

Summary Flow of Communication

Parents → Coaches → Boys/Girls Directors → Vice President → President

Coaches → Coach & Player Development Director *(for coaching support)*

Directors → Vice President → President *(as needed)*



Coach Support Contact Guide

Purpose:

To ensure smooth communication and support throughout the season, this guide provides coaches with clear points of contact for different situations related to team management, player concerns, and administrative support.

Team and Player Concerns

Issues: Schedule conflicts, player absences, behavioral concerns, injuries, or general team support.

Contact:

- **Boys Director:** Nick Rose | rosen@haverhilltravelbasketball.org
- **Girls Director:** Amanda Crosby | crosbya@haverhilltravelbasketball.org

Notes: Always report injuries immediately and follow HTB injury protocol.

Scheduling and Game Logistics

Issues: Practice or game times, location changes, transportation coordination, tournament information.

Contact:

- **Schedule Manager:** Deborah Bowden | bowdend@haverhilltravelbasketball.org

Notes: All official game changes must be approved by the Schedule Manager.

Equipment and Uniforms

Issues: Jersey distribution, replacement equipment, practice gear, or team supplies.

Contact:

- **Equipment Manager:** Peter Stoehr | stoehrp@haverhilltravelbasketball.org

Notes: Coaches should inventory equipment at the start and end of the season.



Communication with Parents

Policy: All official team communication should be conducted through the **Sports Connect/Stack Team App**.

Issues: Parent questions, concerns, or requests outside of practice/game context, or that the coach is unsure about.

Contact:

- **Boys Director:** Nick Rose | rosen@haverhilltravelbasketball.org
- **Girls Director:** Amanda Crosby | crosbya@haverhilltravelbasketball.org

Notes: Coaches should not engage in one-off messages outside of the app for official matters.

Board/Administrative Support

Issues: Policy questions, disciplinary actions, season approvals, volunteer coordination, or financial questions.

Contact:

- **Boys Director:** Nick Rose | rosen@haverhilltravelbasketball.org
- **Girls Director:** Amanda Crosby | crosbya@haverhilltravelbasketball.org

Notes: Board contact should be used for escalated issues that cannot be resolved at the team level.

Important Guidelines for Coaches:

1. Always follow the chain of communication—reach out to your designated contact first.
2. Document all important communications regarding player safety, schedule changes, or conflicts.
3. In case of emergencies, contact the appropriate director immediately and notify parents as required.
4. Do not engage in personal arrangements with parents or players outside official HTB channels for transportation, scheduling, or financial matters.



Parent Code of Conduct

Purpose:

Parents and guardians play a vital role in creating a positive, safe, and fun environment for all HTB players. The following guidelines are designed to ensure respect, sportsmanship, and proper support for players, coaches, and officials.

Expectations for Parents/Guardians

1. **Children First:** Remember that children play organized sports for their enjoyment, not to entertain adults.
2. **Control Your Emotions:** Be on your best behavior. Do not use profane language, harass, or threaten players, coaches, officials, or other parents.
3. **Encourage Effort, Not Just Results:** Praise your child's effort and good play, regardless of winning or losing. Children should never feel their worth is tied to performance.
4. **Respect Opponents:** Show respect for the opposing team. Without them, there would be no game.
5. **Positive Guidance:** Never ridicule or scold a child for mistakes or losing. Set a good example for learning and growth.
6. **Condemn Violence and Abuse:** Violence, profane language, and abusive behavior are strictly prohibited.
7. **Respect Officials:** Accept the decisions of referees. They are human and may make honest errors.
8. **Support Coaches and the Team:** Think of ways to help the coach and team positively, without undermining their authority.
9. **Respect Coaches:** Communicate openly and respectfully with your child's coach. Disagreements should be discussed privately, not in front of players.
10. **Do Not Coach from the Stands:** Conflicting instructions confuse players and can negatively impact performance.
11. **Avoid Living Through Your Child:** Allow your child to develop their own athletic experience, not replay your past.
12. **Maintain Priorities:** Support your child in balancing basketball with school, family, and other responsibilities.
13. **Punctuality:** Ensure your child arrives on time for practices and games and is picked up promptly afterward. Coaches cannot leave until all players are accounted for.
14. **Focus on Participants:** Siblings and friends should not attend practices or interfere with the team environment.
15. **Positive Contribution:** Help challenge your child to grow as a player and person, while ensuring the environment remains fun and supportive for all.



Consequences for Violations

Failure to follow these policies may result in:

- Suspension or removal from HTB activities for the parent/guardian.
- Suspension or removal of the associated player from practices, games, or the program.
- Any parent/guardian removed from a game, practice, or HTB event must attend a disciplinary hearing with the HTB Board before returning.

HTB will not tolerate behavior that undermines the safety, respect, or integrity of our program.



Player Code of Conduct

Purpose:

The Player Code of Conduct establishes expectations for all players participating in Haverhill Travel Basketball. It promotes respect, sportsmanship, and a safe, positive environment for all participants.

1. Respect & Sportsmanship

- Treat coaches, teammates, opponents, officials, and spectators with respect at all times.
- Display good sportsmanship, whether winning or losing.
- Avoid negative language, taunting, or aggressive behavior.

2. Commitment & Responsibility

- Attend all practices, games, and team events on time.
- Notify your coach in advance if you cannot attend a practice or game.
- Follow team rules and instructions from coaches.
- Maintain a positive attitude and effort during all activities.

3. Safety & Health

- Follow all HTB safety guidelines during practices and games.
- Report injuries, unsafe conditions, or health concerns immediately to a coach.
- Avoid behavior that could endanger yourself or others.

4. Conduct on and off the Court

- Refrain from any form of bullying, harassment, or inappropriate behavior.
- Respect HTB property, uniforms, and equipment.
- Represent HTB positively at all times, including during travel, tournaments, and community events.

5. Consequences for Violations

Violations of this code may result in:

- Verbal warnings
- Suspension from practices or games
- Removal from team activities or HTB programs
- Any additional action deemed necessary by HTB leadership



HOW TO KEEP BASKETBALL SCOREBOOK

Filling Out The Roster

Start by putting in correct team information. List the players in numerical order, from the smallest number to the largest. Make sure the information is listed accurately.

Recording Fouls

Be very sure of foul calls before recording them. If you are an official scorer or you're keeping the book on behalf of the coaching staff, ask officials for a clarification if you are not sure. The features the numbers 1 2 3 4 5 to the left of the player's name and a box under each number. Draw a line through the 1 for the first foul, a line through the 2 for the second foul and so forth. Chronicle team fouls one by one in the designated area, using the number of the player charged to denote the foul. If you are keeping the book on behalf of the coaching staff, your record-keeping will be vital if there is dispute on foul totals at some point in the game.

Recording Technical Fouls

Learn the technical foul rules at your level of competition; in some cases a technical foul also counts as a personal foul. Record technical fouls in a separate area with a notation on the time, the type of technical foul and which individual received it -- unless it was a bench technical on no one person.

Tracking Time Outs

Tracking timeouts is another critical function if you're keeping the scorebook for a team. Keep a count in the space allotted and add the time of the stoppage under the notation if you can.

Documenting Individual Scoring

For regular field goals, put down a 2 in the player's column for that quarter or half. For 3-point field goals, put down a 3. For a free throw attempt, put down a 0. For a made free throw attempt, put a X inside that 0. For two-shot fouls, connect the 0s with a small "v" underneath them. For one-and-one foul calls, connect the 0s with an inverted "v" on top. If a player misses the front end of the one-and-one, you would put down a 0, attach the inverted "v" on top and leave the second spot blank -- because the player did not get the second shot.

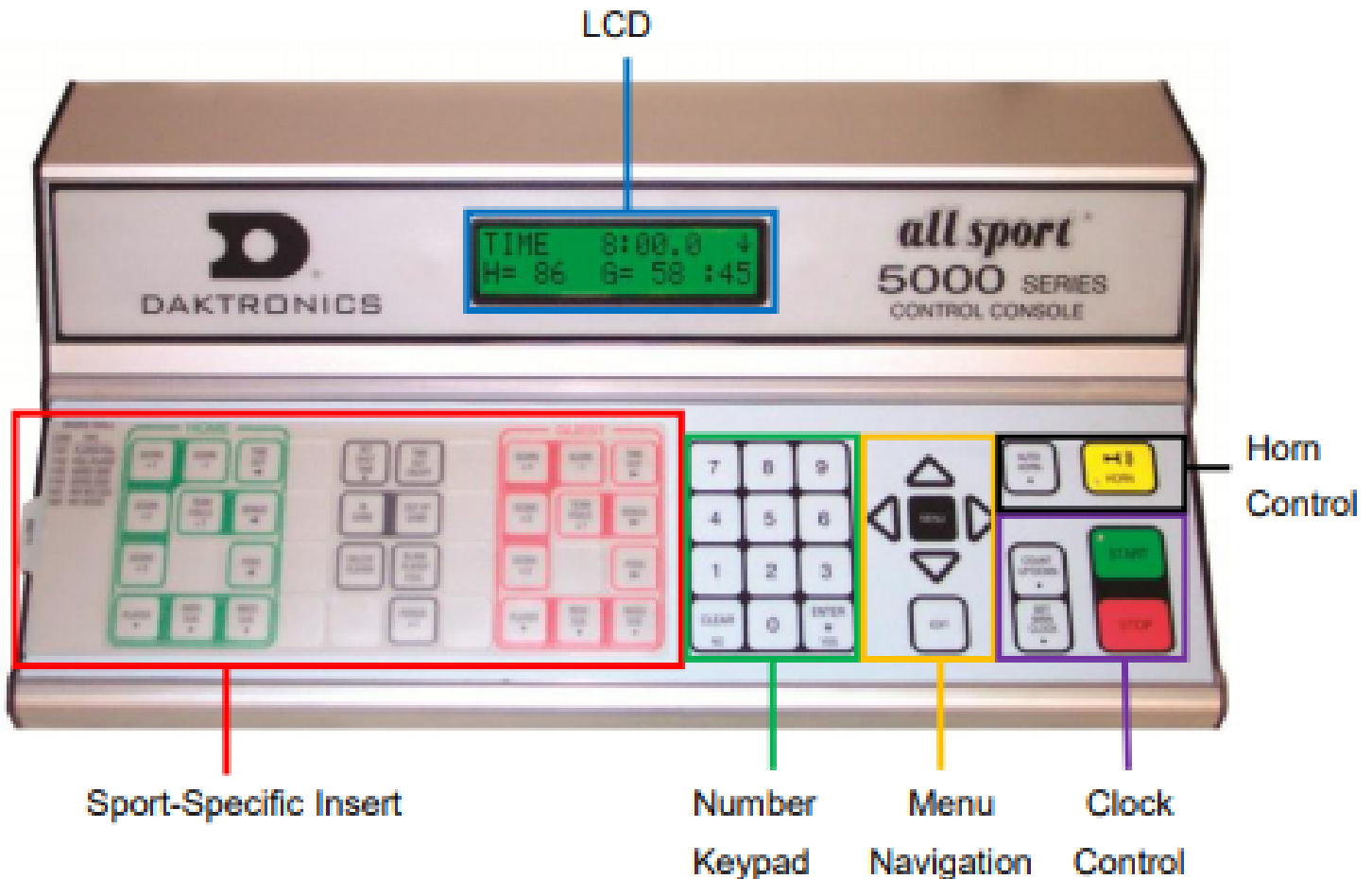
Providing Team Totals

Add up the game totals in the total boxes underneath the individual player summaries.

Recording Running Score

Keep a running score if your scorebook has an easy format for that. In the Scorebook, there are numbers 1 through 136 displayed for this purpose. If a player makes a basket to give his team 16 points for the game, draw a line through the 16.

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HHS Scoreboard Quick How-To Guide

1. Plug in scoreboard to outlet in bottom of bench side bleachers at half court.
2. Turn on black power button on the back of the console.
3. Code for Basketball is 1101. It should automatically come up when console is turned on, "Prev code 1101 Resume game?" - confirm it is the right code and hit enter. If it is not, type in 1101 and hit enter.
4. Scoreboards will automatically turn on once power to console is on.
5. **To Set Time:** "Set main clock" button (next to red "stop" button), type in however many minutes and then hit "enter".
6. **To Add Points (or delete points):** use appropriate boxes - green for "Home" team, Red for "Away" team, depending on how many points where scored.
7. **To STOP the Clock:** Every time the referee blows their whistle, stop the clock - **RED Button**.
8. **To START the Clock:** When the referee puts his hand down (signaling start of play), start the clock - **GREENSTART Button**.
9. **To Sound the HORN:** If you need to sound the horn while play is stopped, hit the **YELLOW horn button**.



HTB Tryout Policy

Purpose

The purpose of this policy is to provide a fair, transparent, and consistent process for evaluating athletes during HTB tryouts. Our goal is to ensure players are placed on teams where they can best develop, compete, and enjoy the game of basketball.

Guiding Principles

1. **Fairness & Objectivity** – Every athlete will be evaluated using the same criteria and process.
Development First – Placement decisions prioritize player growth, not only immediate team success.
2. **Transparency** – Athletes and families will understand how tryouts are conducted and how decisions are made.

Tryout Format

- **Multiple Sessions:** When possible, tryouts will consist of more than one session to allow athletes multiple opportunities to be evaluated.
- **Skill Stations & Game Play:** Athletes will be evaluated in both structured drills and live game play to demonstrate their abilities.
- **Standardized Evaluation Forms:** All evaluators will use a consistent scoring system to assess athletes.

Skills Evaluated

Evaluators will assess players on the following:

- **Fundamentals:** Dribbling, passing, shooting, and finishing.
Defense: On-ball defense, help defense, effort, and positioning.
- **Basketball IQ:** Court awareness, decision-making, and understanding of the game.
- **Athletic Ability:** Speed, agility, quickness, strength, and conditioning.
- **Attitude & Effort:** Work ethic, coachability, and teamwork.

Evaluators

- **No Self-Evaluation:** Coaches may not evaluate athletes within their own grade level.
- **Cross-Level Evaluations:** Coaches are permitted to evaluate athletes from other grade levels.



- **External Evaluators:** Whenever possible, HTB will use independent evaluators (non-parents and/or non-coaches) to provide additional objectivity.

Selection & Placement

- Evaluation scores and notes will be compiled by the HTB Team Selection Committee.
- Final placement decisions will be made by the committee, using evaluator feedback as the primary basis.
- HTB reserves the right to consider additional factors such as roster balance and team needs.
- Team rosters are subject to change until the first season game of the year. After the first game of the season, rosters are final and any changes requests will need to go through the MVBL or RVBL board for approval first, then to the HTB's Team Selection Committee for approval.

Communication

- Players and families will be informed of team placements within a reasonable time after the final tryout session by either the Girls or Boys Director respectively.
- For those players that are not selected to a team the Girls or Boys Director respectively will reach out via email to inform the parent. The directors will provide additional information on other programs within the area for the player to develop skills and tryout again next year.
- Additionally over the course of the following few weeks from team selection emails being sent out, rosters are subject to change, and players that were not assigned to a team may receive a request to join.
- Feedback may be provided upon request, with the focus on areas for growth and development.



Social Media & Technology Policy

Purpose:

Haverhill Travel Basketball (HTB) recognizes the importance of social media and digital communication. This policy provides guidelines for appropriate use of technology and online platforms to ensure a safe, respectful, and positive environment for all players, families, coaches, volunteers, and board members.

This policy applies to all digital forums, including but not limited to: **Facebook, Instagram, X/Twitter, YouTube, TikTok, Snapchat, group chats, and any other online or electronic communication platforms.**

1. Acceptable Use

All members, including parents/guardians, players, and family members, must refrain from posting or sharing any content that:

- Discloses personal information of others without consent (e.g., names, addresses, phone numbers, email).
- Contains vulgar, obscene, indecent, or offensive language or images.
- Embarrasses, humiliates, or targets another person.
- Defames, slanders, threatens, or abuses others.
- Contains bigoted, hateful, or racially offensive statements.
- Advocates or discusses illegal activity with the intent to commit it.
- Includes verbal or written abuse, negative commentary, or complaints about coaches, directors, officials, players, parents, volunteers, or board members.
- Is otherwise deemed inappropriate by HTB leadership.

2. Expectations for Online Conduct

- Maintain respectful, positive, and professional communication at all times.
- Do not post conflicting messages or instructions that could interfere with team operations or player development.
- Use social media responsibly to support HTB, teammates, and the broader basketball community.

3. Consequences for Violations

- Any violation of this policy may result in immediate suspension from all HTB activities, including practices, games, clinics, and events.
- A disciplinary hearing with the HTB Board will be scheduled to review the incident and determine further consequences.



- HTB reserves the right to take additional actions as necessary to protect the integrity and safety of the organization.

4. Acknowledgment

By signing the HTB registration form, parents/guardians and players acknowledge that:

- They have read, understand, and agree to comply with this Social Media & Technology Policy.
- They have reviewed the policy with all relevant family members.
- They agree to uphold all terms of this policy.

HTB Resources & Contacts

Name	Role/Position	Email
Eric Michitson	President	michitsone@haverhilltravelbasketball.org
Alison Gulubicki	Vice President	gulubickia@haverhilltravelbasketball.org
Deborah Bowden	Secretary	bowdend@haverhilltravelbasketball.org
Nick Rose	Boys Basketball Director	rosen@haverhilltravelbasketball.org
Xavier Veras	Boys Director of Coach & Player Development	verasx@haverhilltravelbasketball.org
Amanda Crosby	Girls Basketball Director	crosbya@haverhilltravelbasketball.org
Eric Montague	Girls Director of Coach & Player Development	montaguee@haverhilltravelbasketball.org
Doug Crook	Director of Risk & Safety	crookd@haverhilltravelbasketball.org
Peter Stoehr	Treasurer	stoehrp@haverhilltravelbasketball.org
Meghan Reid	Director of Fundraising	reidm@haverhilltravelbasketball.org
Stephen O'Connell	Member at Large	oconnells@haverhilltravelbasketball.org
Carlos Nunez	Member at Large	nunezcc@haverhilltravelbasketball.org



Thank You for Coaching with HTB!

Your dedication, time, and passion make a real difference in the lives of our players. Every practice, game, and conversation helps our athletes grow—not just as basketball players, but as young people developing confidence, teamwork, and resilience.

Key Reminders

- **Safety First:** Always prioritize the well-being of every player, coach, and participant.
- **Positive Leadership:** Model respect, integrity, and sportsmanship on and off the court.
- **Communication:** Follow the chain of command and use official HTB channels for team communication.
- **Accountability:** Document incidents, injuries, or concerns promptly and thoroughly.
- **Enjoy the Journey:** Celebrate the small wins, learning opportunities, and the joy of the game.

We're Here to Support You

Remember, coaching is a team effort. HTB leadership, board members, and fellow coaches are available to provide guidance, resources, and support whenever needed. Don't hesitate to reach out.

Thank you for your commitment, energy, and dedication to Haverhill Travel Basketball. Together, we empower our players, inspire champions, and create a community built on trust, respect, and passion for the game.

“Coaching is not just about winning games—it’s about shaping lives.”

Acknowledgment

I have received, read, and understand the Haverhill Travel Basketball Coaches Handbook. I agree to comply with all policies and procedures outlined herein.

Coach Name: _____ **Date:** _____

Signature: _____