

YOUTH IN-HOUSE **BASKETBALL**



COACHES **PACKET**

2025-2026

Thank you for volunteering to coach in the Bangor Parks and Recreation In House Basketball Program.

Congratulations! You have just agreed to pursue one of the most rewarding challenges that you can. The youth sport experience is all about children. Being an effective coach requires certain traits. You must possess a strong desire to work with children and to understand the complexities that exist within children of different ages, levels of development and maturity. How can you provide the best environment for children to grow, develop and have fun?

Important contact information:

Office 207-992-4490
Karissa Hatch Office: 207-992-4493
Cell: 207-631-8847 (After hours use ONLY)
Email: Karissa.hatch@bangormaine.gov
Web Site www.BangorParksandRec.com

Coaches

1. Coaches information

- a. All rosters, parent's names, phone numbers, email addresses, emergency contacts, allergies, medical information about players can be accessed in your packet and/or in your account on Bangorparksandrec.com All changes in rosters automatically appear when done.
 - b. All coaches must fill out a volunteer form so background checks can be performed.**
 - i. THIS INCLUDES ANY ASSISTANT COACH. PARENTS CANNOT COME OFF OF THE SIDELINE TO HELP OUT WITHOUT THIS PROCEDURE COMPLETED.**
 - c. Please contact Bangor Parks and Recreation if you will be cancelling practice
 - i. 992-4490 or email karissa.hatch@bangormaine.gov
 - d. If you cannot attend a practice/game, please try to find someone to take your place on that day. Again, they need to have filled out a volunteer form first and go thru the process with us.
 - e. Please be on time to practices and games. We expect players to be on time also.
 - i. Do not leave a practice until all players are picked up
 1. If parent picking up is late, please use your roster to call.\
- Please no trophies
2. Goodies, small token of appreciation to players are ok

2. Expectations of coaches

- a. Always set a good example for players and parents to follow.
- b. Instruct players in proper sportsmanship and practice responsibilities.
- c. Respect the referees, other coaches, players, fans.
 - i. Shake hands with opposing coach before and after every game.
 - ii. Do not question calls, gesture at referees, etc.
- d. Please remember that our basketball league is about learning, fun and safety
 - i. League records are kept

- ii. Check league rules on playing time requirements.
 - e. Teach fundamentals of the game. Learning, not winning is the priority
 - i. Do this by developing creative, structured and FUN practices
 - f. Keep parents informed of changes in games and practices.
 - g. Keep the Rec Department (Karissa Hatch) informed of any changes in practice
 - h. Keep parents informed of any behavioral issues with a player.
3. Information to give to parents/players! A parents letter with as much information as possible about you, your coaching philosophies and expectations is an excellent idea as it is in writing for parents to see have.
- a. Practice night _____
 - b. Practice time _____
 - c. Time of first game _____
 - d. Date of first game _____
 - e. Hand out game schedule (If available)
 - f. Your phone number
 - g. Email if preferred contact method
4. Remind players what to bring to practice and games
- a. Good attitude
 - b. Water bottle
 - c. Sneakers / Jersey
5. Inform parents about the following
- a. Please have child on time for practices and games
 - b. Pick up on time as you cannot leave until all players are picked up
 - c. Players can not have jewelry (earrings, rings, watches, etc.) during games or practices due to safety
 - d. If practice or games are cancelled
 - i. Emails will be sent (via Bangor Parks & Recreation and/or coach)
 - ii. Posted on www.BangorParksandRec.com
 - iii. Coaches are also asked to send out cancellation information. EVEN IF it has been sent out through the Parks and Recreation
 - e. We will attempt to make up any game lost due to weather, but not guaranteed

Signs of a great Youth Coach

- Focus on health, safety, development
- Role models respectful behavior from ALL
- Sets clear and appropriate expectations
- Calming influence
- Creates safe environment
- Focus on fun
- Listens
- Cares

Parent Letter/Email Tips

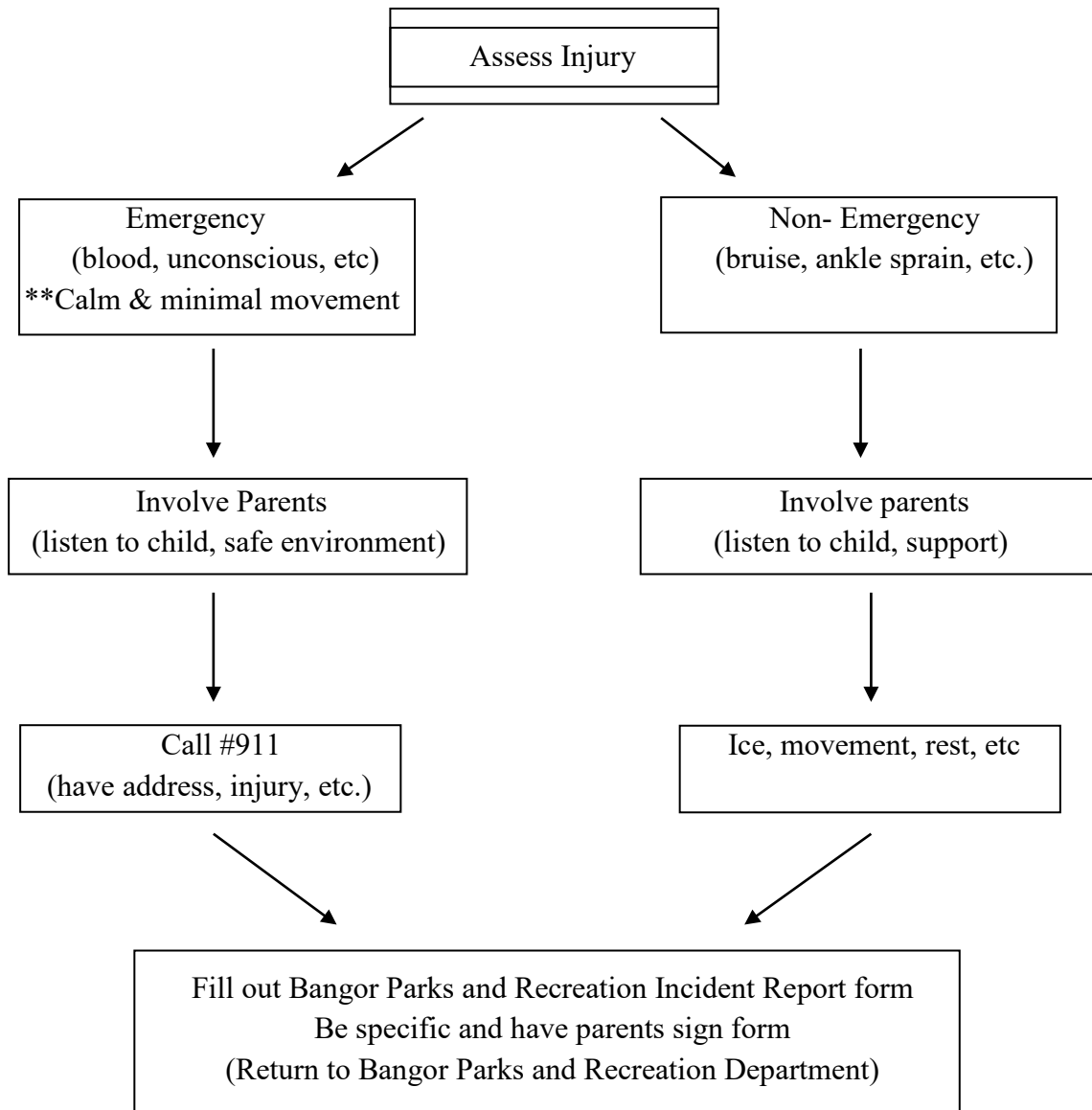
Suggested Topics:

1. Ask Parents to respond to your email - anyone that you do not hear from should be telephoned
2. Coaches names and contact info
3. 1-2 sentences about coach's background
4. How the coaches will communicate with the team
5. Team expectations
 - a. notify coaches when you will be missing a game or practice
 - b. players and spectators are responsible for cleaning up any trash before leaving school facilities
6. Practices - days/times/what to bring
 - a. Games
 - b. days/times
 - c. what to bring
 - d. arrive at games xx minutes before games for warm-ups
7. Bad Weather - check email and the website. If school is cancelled, practices in the schools are also cancelled.
8. Required / recommended equipment for practices and games
 - a. no jewelry, casts
9. Important points to remember:
 - a. **No parents in the bench area**
 - b. **Good sportsmanship!**
Remember - no berating or verbal assault of the referees
 - c. **Applaud and cheer for good plays by either team / no coaching from the sidelines**
 - d. **Have fun and learn!**

What if a player injured

As a Coach what do I do..?

1. Be a calming influence (be supportive)





CITY OF BANGOR
PARKS & RECREATION

IN-HOUSE BASKETBALL

RULES



2-3rd Grade

- Man to Man defense only for the entire game.
- When the defense secures a rebound and has possession the other team must retreat on the other end of the court behind the 3-point line.
- No pressing is allowed at any time.
- Help and recover defense is allowed. Coaches should instruct their kids that if help comes from a teammate, the beaten player must, after recovering find the player he/she was originally guarding unless the teammates have switched guarding offensive players.
- No Screening
- No Stealing/Stripping. If the offensive player with the ball runs into the defensive player and basically gives the ball to them, that is NOT considered a steal.
- Rim height will be eight to eight and a half feet. (8' to 8.5')
- A 28.5 size ball will be used.
- A regulation game will consist of two (2) 20-minute running time halves.
- Half-time will be 5 minutes
- There is no overtime.
- Three (3) 30 second timeouts per team **per game** will be allowed.
- ONE coach is allowed to step onto the court to help coach their team. Only do that when a teaching moment is evident. Clock is still running.
- Equal playing time for each player. (*or as close as possible*)
- Games officials will not be calling every travel and double dribble. But, it will get enforced more and more as the season progresses.
- All players must have their reversible Jersey on. **HOME** team is White / **AWAY** team is Cardinal.
- Players shooting free throws may cross over the free throw line upon the release of their shot. At the coach's discretion players from his/her team may shoot from either the 15' line or 12' line.
- Fouls will not be kept. Please keep each player fouls to a minimum.
- Games, scores & time-outs will be recorded by the table officiate.
- Rules may change as the season moves on and we see fit.

ENJOY THE SEASON!!!



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IN-HOUSE BASKETBALL

RULES



4th-6th Grade / Middle School

- Man to Man defense only for the entire game.
- When the defense secures a rebound and has possession the other team must retreat on the other end of the court -
 - (4/5) 3 point line.
 - (Middle School) Half court
- No full court pressing is allowed at any time.
- (4/5) No direct stealing, can steal on pass or a loose dribble.
- Help and recover defense is allowed. Coaches should instruct their kids that if help comes from a teammate, the beaten player must, after recovering find the player he/she was originally guarding unless the teammates have switched guarding offensive players.
- Rim height will be –
 - (4/5) 9'
 - (Middle School) 10'
- A 28.5 size ball will be used.
- A regulation game will consist of two (2) 20-minute running time halves.
- Half-time will be 5 minutes
- There is no overtime.
- Three (3) 30 second timeouts per team **per game** will be allowed.
- Coaches **MUST** remain on sideline – no stepping on court!
- Equal playing time for each player. (*or as close as possible*)
- Games officials will not be calling every travel and double dribble. But, it will get enforced more and more as the season progresses.
- All players must have their reversible Jersey on. **HOME** team is White / **AWAY** team is Cardinal or Maroon.
- Players shooting free throws may cross over the free throw line upon the release of their shot. At the coach's discretion players from his/her team may shoot from either the 15' or 12'.
- Fouls will not be kept. Please keep each player fouls to a minimum.
- Games, scores & time-outs will be recorded by the table officiate.
- Rules may change as the season moves on and we see fit.

ENJOY THE SEASON!!!

Teaching Tips

1. Be patient. Remember the players are just children who want to have fun. For many, this may be their first experience playing basketball or any organized sport.
2. Work on 1 or 2 things in practice. **Focus nonstop on fundamentals**..... dribbling, passing, shooting, basic basketball rules (taking the ball out, double dribbles, traveling, how to position themselves on defense and offence etc.)
3. Keep activities moving. Minimize putting kids in lines and waiting their turn. Keep everyone involved.... everyone has a ball if possible. Change drill/activity every few minutes if possible. Avoid doing drills, create game/activities to teach.

Characteristics of Drills

Static
Military
Lines
Boring
No Thought
Age Inappropriate

Characteristics of Game/Activities

Dynamic
Organized but unstructured
Free Movements
Fun
Decision Making
Age Appropriate

4. Treat each player as an individual. Please do not compare players to each other. With proper activities and games, you can make sure all players attain success.
5. Allow and encourage the players to make mistakes. This is how learning and development takes place. Challenge yourself and the players to get out of the comfort zone. Some things they may not be able to do this year, but over time they may acquire the skills taught at an early age.
6. Always be **POSITIVE** with the players. We do not want to embarrass anyone.
7. Make sure it is **FUN**! If practices and games are fun, players keep coming back and want to play the game.
 - a. Become a kid yourself to a point coaching
 - b. Smile at least 90% of the time when your are working with them
 - c. ENJOY YOUR TIME WITH THEM
 - d. Children continue with and play sports because it is fun and they are learning. **Winning and losing is way down on the list.....**
8. If you can answer yes to the following 3 questions, you have had a successful game/practice.
 - a. Did they have fun?
 - b. Did they learn something?
 - c. Do they want to come back?

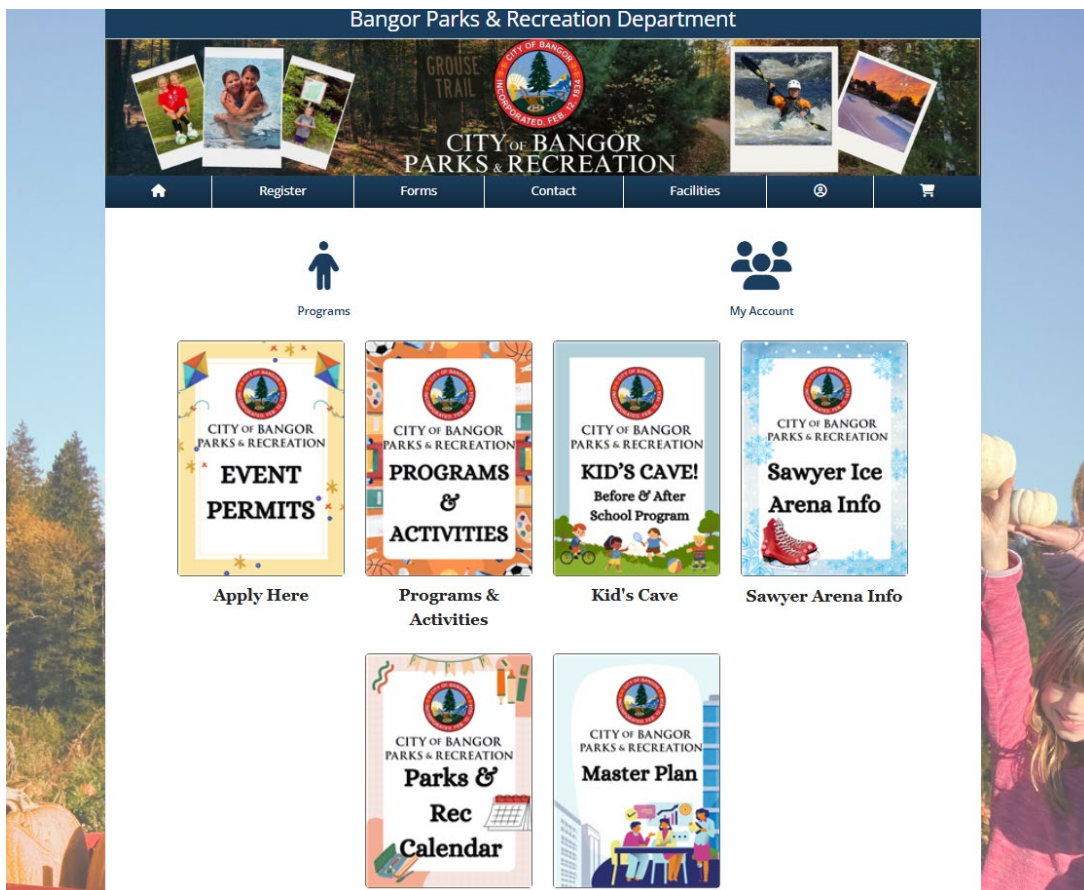


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Accessing Digital Rosters & Programs on Myrec:

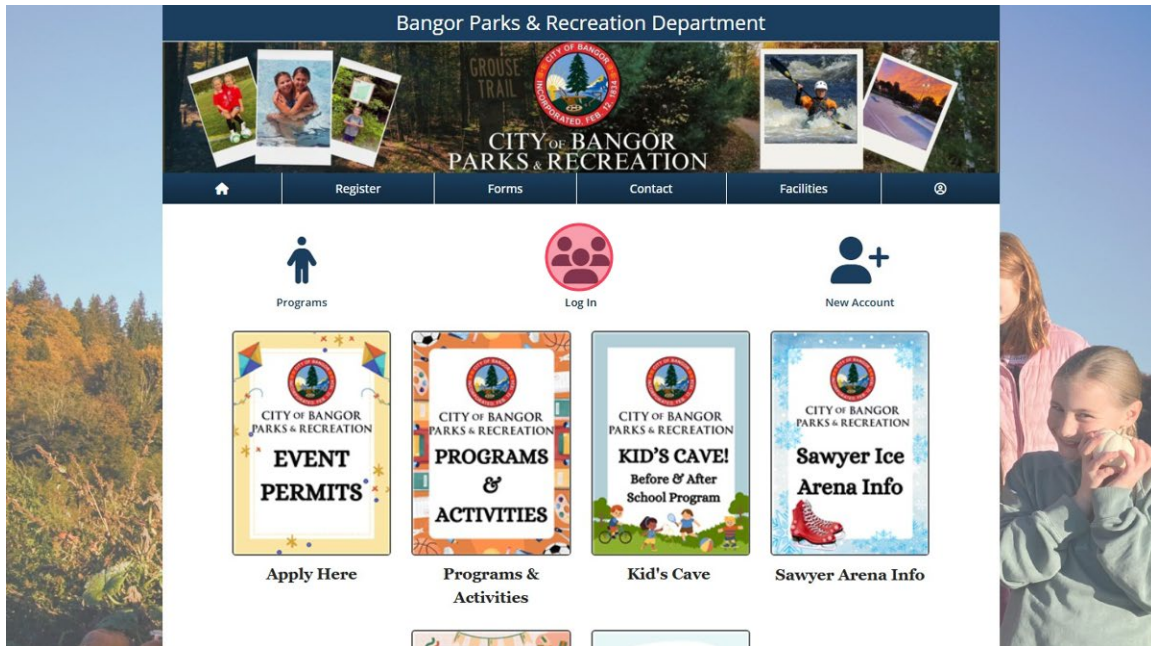
This is a quick guide for coaches. Detailing how to access digital rosters on Myrec. By following the steps highlighted in red below, coaches can quickly navigate: Roster Access, Registrant Contact Information, and Printable Sign-In & Sign-Out sheets.

(www.bangorparksandrecreation.com)

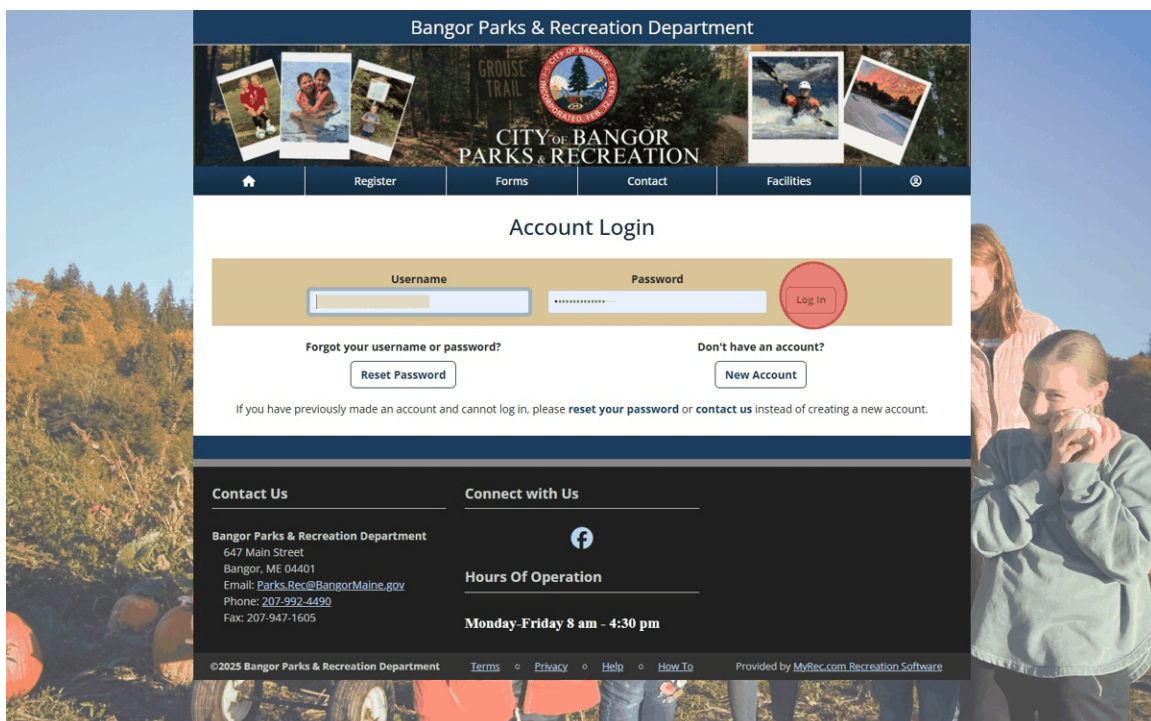


Start:

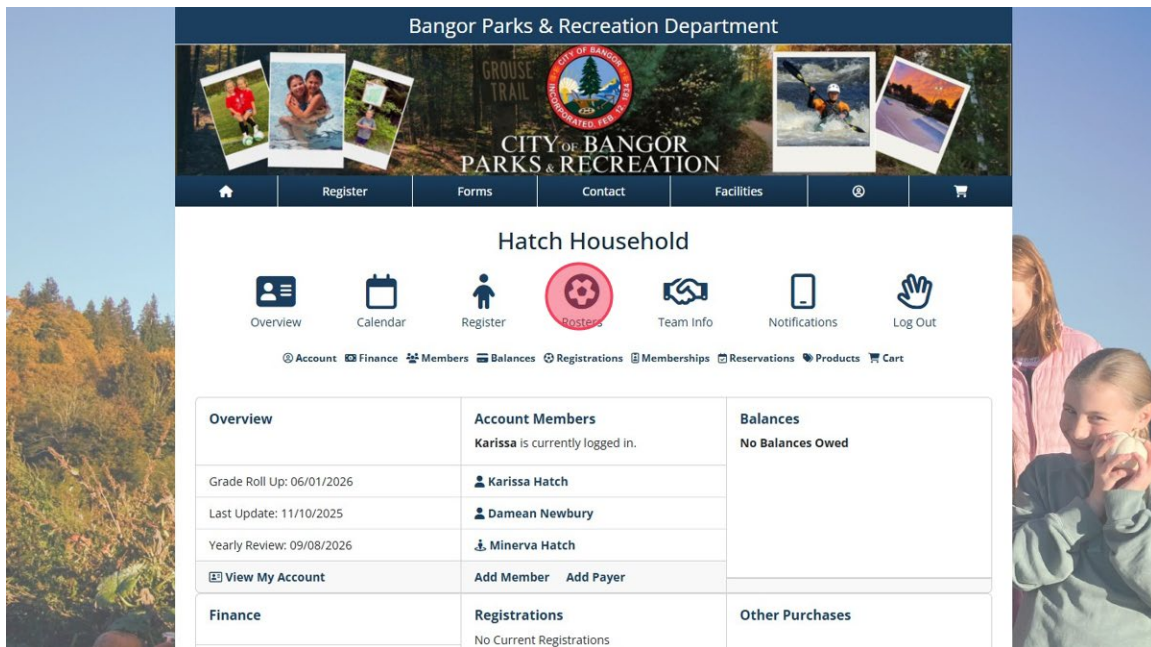
1. Visit www.bangorparksandrec.com and click 'Log In' button.



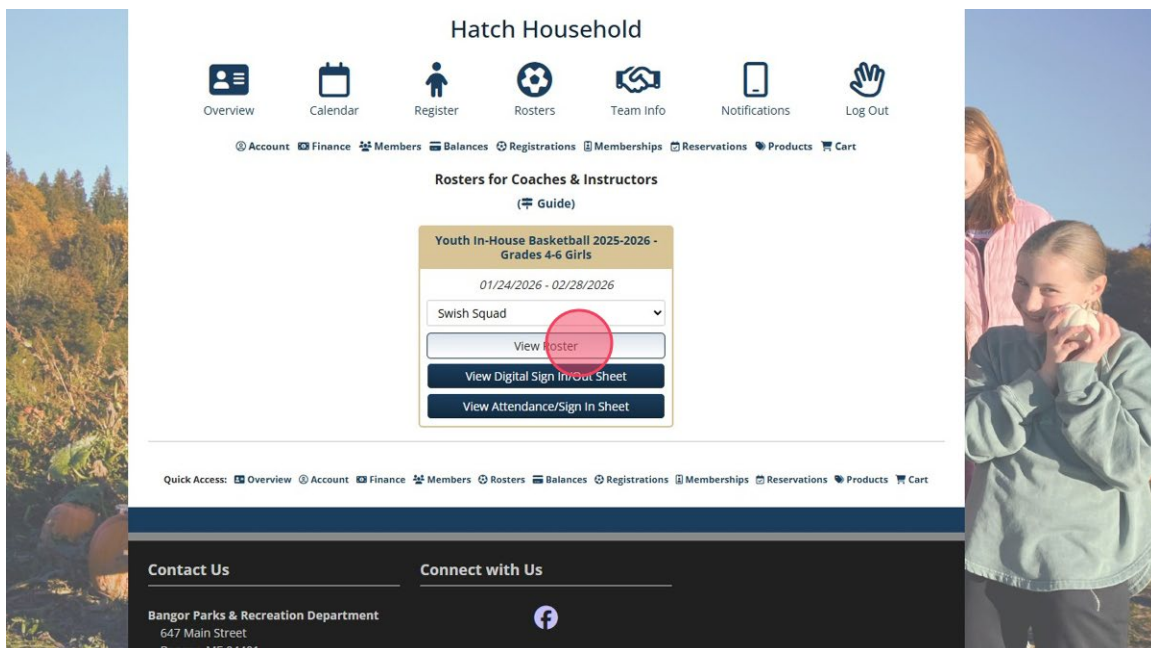
2. Input personal Username & Password Credentials and click 'Log In' button.



3. You be brought to your account home page, click 'Rosters' soccer ball icon.



4. These are the Rosters for activities you coach. Click 'View Roster' button.



5. From here you can filter through registrants on your team.

Print Close

Sort By Last Name Swish Squad -- All Ages -- -- All Grades -- -- All Genders --

☐ Show Activity Q&A ☐ View Waitlist
☐ Show Cash Drop/Drop In ☐ Show Second Parent or Guardian

• [Single Member](#) • [Print](#)

647 Main Street, Bangor, ME. 04401 • 207-992-4490 • <http://www.bangorparksandrec.com/>

There is no roster available for this activity

Print Close

6. You can also Print physical copies of your Sports Activity Roster.

Print Close

Sort By Last Name Swish Squad -- All Ages -- -- All Grades -- -- All Genders --

☐ Show Activity Q&A ☐ View Waitlist
☐ Show Cash Drop/Drop In ☐ Show Second Parent or Guardian

• [Single Member](#) • [Print](#)

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There is no roster available for this activity

Print Close

7. Click 'Close' button to exit roster.

Print Close

Sort By Last Name ▼ Swish Squad ▼ -- All Ages -- ▼ -- All Grades -- ▼ -- All Genders -- ▼

☐ Show Activity Q&A ☐ View Waitlist
☐ Show Cash Drop/Drop In ☐ Show Second Parent or Guardian

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There is no roster available for this activity

Print Close

8. Click 'View Attendance/Sign In Sheet' button.

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Home Register Forms Contact Facilities Account Cart

Hatch Household

Overview Calendar Register Rosters Team Info Notifications Log Out

Account Finance Members Balances Registrations Memberships Reservations Products Cart

Rosters for Coaches & Instructors
(Guide)

Youth In-House Basketball 2025-2026 -
Grades 4-6 Girls

01/24/2026 - 02/28/2026

Swish Squad ▼

[View Roster](#)

[View Digital Sign In/Out Sheet](#)

[View Attendance/Sign In Sheet](#)

Quick Access: Overview Account Finance Members Rosters Balances Registrations Memberships Reservations Products Cart

Contact Us [Connect with Us](#)

9. Click 'Print Page' button to make printable Sign-In & Sign-Out sheets.

Banner on all pages ▾ 7 Blank Columns ▾ Print Portrait ▾

Sort By Last Name ▾ Swish Squad ▾ -- All Ages -- ▾ -- All Grades -- ▾ -- All Genders -- ▾

☒ Show only available dates ☐ Show Days of Week ☐ Show In/Out Cells ☒ Show Phone ☐ Show Cash Drop/Drop In

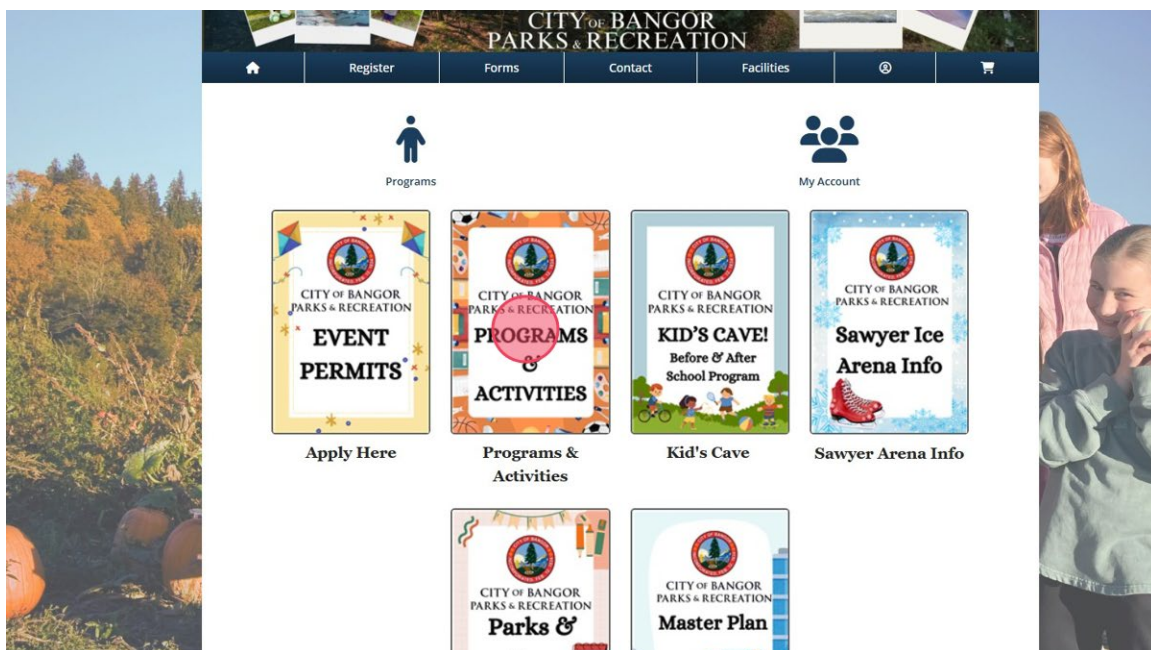
☐ Show Signature Column ☐ Show Time Column ☐ Show Health Check Column ☐ Show Age/Grade

☐ Show Activity Q&A ☐ Show Account Q&A • [Print](#)

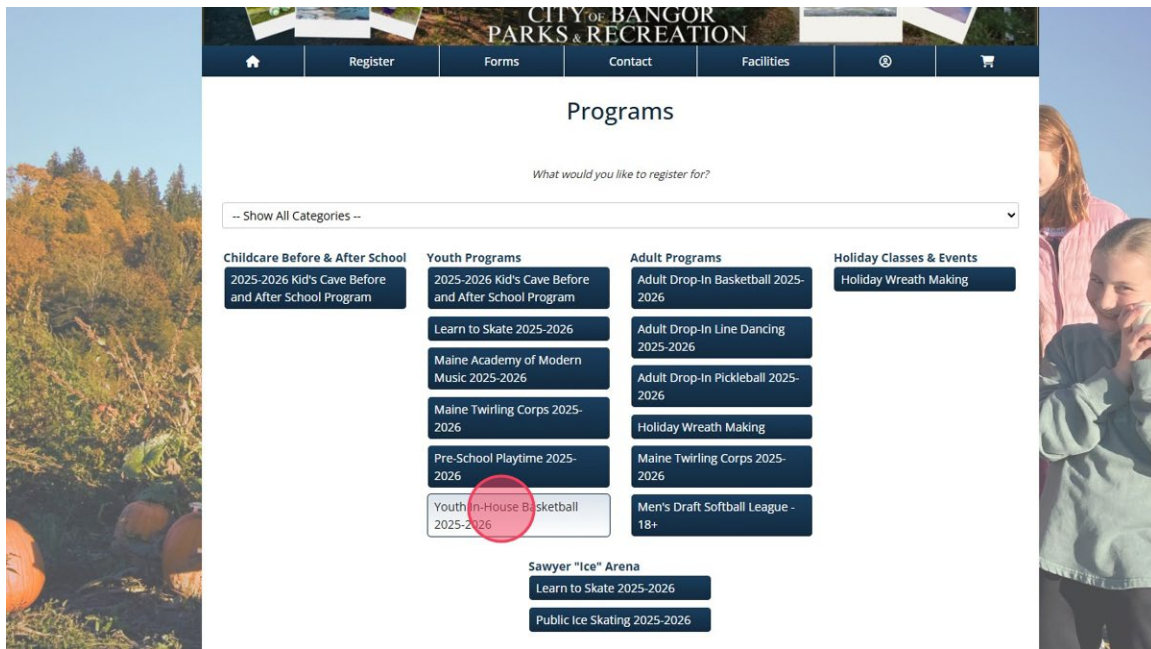
There is no roster available for your selection

[Print Page](#)

10. To view In-House Youth Basketball Program Page click 'Programs & Activities' button.



11. Click 'Youth In-House Basketball 2025-2026' button.



12. This is the Activity Program Page where you can view links and other important information.



End