



# **Elite Teams Policies & Procedures Handbook**

**Skills for Basketball - Skills for Life - Skills for Success**

The following outlines the policies and procedures by which Pro Skills Basketball, LLC and its Elite teams will operate. It is intended to provide a resource for parents, players, and coaches to reference throughout the season.

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# 1.0 Club Overview

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## 1.1 Introduction and Welcome

Thank you for your interest in Pro Skills Basketball (PSB) Elite teams. We understand that you have several options when choosing a club team, and we look forward to you joining our PSB family. We hope that our unparalleled experience and expertise will help guide you through the world of competitive youth basketball.

The following document is intended to outline the club policies and procedures by which PSB and its coaching staff will operate. It is intended to be a resource for players, parents, and coaches to reference throughout the season. Please read and understand each section as all players, parents, and coaches will be required to sign consent to these policies and procedures for the current season.

## 1.2 History

Pro Skills Basketball, LLC was founded in 2009 by Logan Kosmalski and Brendan Winters and started as a week-long summer basketball camp. Since then, PSB has expanded to include training, clinics, camps, club teams, and team events around the country.

PSB club teams were started in the spring of 2012 as the competitive club team branch of Pro Skills Basketball and began with 5 boys teams based in north Charlotte, NC. Since then, the club has grown to include boys and girls teams from 9U-17U (3rd-11th grade) in north and south Charlotte as well as formed a 501c3 non-profit that provides financial aid to players in need.

In 2013, our first “graduating class” of 17U Elite players included 3 D1 level college players while all the others went on to play at the D2, D3, and junior college levels. Since then PSB Elite has helped over 50 players move on to continue their basketball careers at the college level.

For 2018, PSB has added “academic” focused teams to it’s 16U and 17U Elite team offering as we believe we have a great opportunity to help players with good grades and test scores use basketball to attend the best academic colleges and universities possible.

## 1.3 Mission

The mission of PSB Elite teams is to help serious, advanced-level high school players who want to play in college achieve that goal. We do this through increasing basketball skills and IQ, running a team system that gives players the best chance to be successful, and playing in

tournaments that maximize players chances of being recruited. On top of that, we also work to educate players and parents on the college basketball recruiting and admissions process.

## 1.4 Directors & Coaches

### **Brendan Winters, Co-Founder of PSB, Director of PSB Charlotte, PSB Elite Director**

Brendan co-founded Pro Skills Basketball alongside Logan Kosmalski. Brendan grew up throughout the U.S. as his father was an NBA player and coach. He played basketball at and graduated with an English degree from Davidson College and remains one of their all-time leading scorers. After college, he went on to play in Europe, including France, Germany, Hungary, and Greece. In 2011 Brendan retired and began working on and coaching with Pro Skills Basketball full-time.

### **Jason Snow, Director of PSB Charlotte - North**

Jason began coaching with Pro Skills Basketball in 2013. He grew up in Ohio and played college basketball at Mercyhurst in Pennsylvania. After his college career, Jason played professionally in Mexico for one year. Since then, Jason has been back in the US coaching youth basketball in various organizations around the US.

### **Colin Robbie, Director of PSB Charlotte - South**

Colin began coaching with Pro Skills Basketball in 2016. Colin graduated from Liberty University with a degree in Sports Administration and a minor in Coaching. After college, Colin began his coaching career in New Jersey at Timothy Christian School. He is currently a coach at Charlotte Christian School.

### **Sim Frazier, PSB Elite Assistant Director, 11th Grade/17U Coach**

Sim has been head coach of the 17U Elite for the past 3 years. A former junior college and D2 player, Sim has over 10 years of experience coaching on the travel circuit as well as experience coaching at both the high school and middle school levels.

### **Colin Wade, 11th Grade/17U Academic Coach**

Collin grew up in Texas and played collegiately at Stephen F Austin State University. After coaching at The Covenant School of Dallas and for the Dallas Heroes Club team, he moved to Charlotte in 2009. He is currently in his fifth year as the head coach of the JV boys team at Charlotte Christian School.

### **Reggie Hairston, 10th Grade/16U Coach**

Reggie began coaching with PSB in 2014. Growing up in West Virginia and Charlotte, he was constantly around basketball as his father was a high school basketball official. Reggie graduated from Appalachian State University and during his time as a student was a NC Certified Official and Officiated local D2 Men's games. He began his coaching career at Davidson Day School and Christ The King high school.

### **Patrick McCarthy, 10th Grade/16U Academic Coach**

Patrick McCarthy started coaching with PSB in 2015. After his high school playing career ended, Patrick started his coaching career while a student at UNCW by working with local high school programs and a travel team. He brings over 10 seasons of coaching experience and has helped dozens of high school players get to the next level.

### **Nick Jones, 9th Grade/15U Coach**

Nick began coaching with PSB in the spring of 2017. He grew up in Greensboro and attended East Carolina where he was a Graduate Assistant for the Men's Basketball Program from 2013 to 2015. Since then Nick has worked various college camps and has been at Myers Park HS in Charlotte as a Business Teacher and assistant boys varsity coach.

### **Lena Estey, Administrative Assistant**

Lena joined PSB in October of 2018 as Charlotte's administrative assistant. Lena is responsible for much of the email and phone communication as well as team membership registration and payment processing among other duties.

### **Jill Barnes, Travel Coordinator**

Jill joined PSB in February of 2017 and has helped with various administrative tasks since then. With our Elite teams, Jill is responsible for coordinating team travel, including booking hotel blocks, collecting hotel payments, etc.

## **1.5 Locations**

PSB Elite teams are primarily located in central Charlotte, specifically the Myers Park area. However, these teams practice in various school and rec. center gyms throughout Charlotte and surrounding areas.

## **1.6 Methods of Communication**

**Email:** [charlotte@proskillsbasketball.com](mailto:charlotte@proskillsbasketball.com) (Lena) - for membership questions/payments  
[jill@proskillsbasketball.com](mailto:jill@proskillsbasketball.com) - for travel/hotel questions/payments  
[brendan@proskillsbasketball.com](mailto:brendan@proskillsbasketball.com) - for general questions regarding Elite team program

**Phone:** 704.288.1710

**Mail:** 10610 Metromont PKWY, Charlotte, NC, 28269

**Website:** [PSB Charlotte Teams](http://PSBCharlotteTeams.com)

**Twitter:** [@ProSkillsCLT](https://twitter.com/ProSkillsCLT)

**Facebook:** [www.facebook.com/ProSkillsBasketball](http://www.facebook.com/ProSkillsBasketball)

## 2.0 Club Philosophy

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PSB Elite teams are not for everyone, but rather are for serious, advanced-level players who want to and are willing to work to play basketball in college. These teams are more intense and competitive than our other local club teams, but along with that, more of a commitment is required from players, parents, and coaches.

However, with that said, we are not a cut-throat, win-at-all costs program. Our goal is to simply be a vehicle for our players to use to improve and get recruited by schools appropriate for their skill and talent level.

### 2.1 We Are Not Cut-Throat

We are not a so called “cut-throat”, win-at-all-costs club that simply tries to recruit the most “talented” players possible and then roll the ball out and expect our players to “out-talent” the other team. We will practice and work on individual and team skills with players who are committed to getting better, working hard, and playing unselfishly.

### 2.2 We Are Not Recreational

PSB Elite is not a recreational, equal-play, trophy-for-all-participants club that does not care about winning and losing. Our teams compete and play to win. Teams are limited to 10-12 players and all players will get an opportunity to play in games, but the coach will determine the amount of playing time by those players that give the team the best chance to compete and/or win. Players will not simply be given playing time; they must earn it in practice and games.

### 2.3 Coaching

Hiring high quality coaches to teach our players the game is perhaps the core foundation of PSB. Our coaches are screened and interviewed before being hired and our directors oversee and critique their performance. PSB requires that our coaches be experienced, knowledgeable, positive yet demanding, passionate, thoughtful, prepared, able to communicate, and most of all willing and able to teach.

### 2.4 Winning vs. Success

“While society often perceives winning as the most prized outcome of sport, a single focus on winning by the coach can subordinate every other worthy outcome of an athlete’s participation in sports. There is nothing wrong with wanting to win, and [PSB] prepares, trains, and expects to win. Given the choice, all teams would choose to win, but not at all costs. There is a difference

between being focused and being obsessed. The means of developing a team is more important than the win-loss record. Winning is not the only important outcome for [PSB].

[PSB] teaches that the opportunity for success is available to everyone. Focusing on such traits as commitment, hard work and determination, rather than solely on the competition outcome promotes player growth. Each player performs a unique team role equally critical to overall team success. Focus on success, rather than the score, nurtures the student and ultimately leads to winning.”<sup>1</sup>

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<sup>1</sup> Lake Norman Volleyball Club “Policies and Procedures Handbook”

## 3.0 Membership Process

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PSB is open to any advanced level players who wish to tryout

### 3.1 Team Divisions

PSB expects to field 5 Elite teams in 9th-11th grade. There will be one team in 9th grade, two teams in 10th grade, and two teams in 11th grade with one of the teams in each of 10th and 11th being an “academic” focused team.

#### 3.1.1 9th Grade/15U Elite - Jones

This team is open to any players in 9th grade or younger and will be coached by Nick Jones.

#### 3.1.2 10th Grade/16U Elite - Hairston

This team is open to any players in 10th grade or younger and will be coached by Reggie Hairston.

#### 3.1.3 10th Grade Elite/16U - McCarthy (Academic)

This team is open to any academic oriented players in 10th grade or younger with a *3.5 GPA or higher* and will be coached by Patrick McCarthy.

#### 3.1.4 11th Grade/17U Elite - Frazier

This team is open to any players in 11th grade or younger and will be coached by Sim Frazier.

#### 3.1.5 11th Grade/17U Elite - Wade (Academic)

This team is open to any academic oriented players in 11th grade or younger with a *3.5 GPA or higher* and will be coached by Colin Wade.

### 3.2 Tryouts

The tryouts for our teams will be held in the middle and end of February for the spring/summer season.

#### 3.2.1 Overview

Tryout information will be posted to our website and all relevant published materials annually by February 1st. Attendance at one tryout session is required to be eligible for selection. PSB will run a fast-paced tryout of drills and scrimmaging in order to maximize the opportunity for players to display their skills.

### 3.2.2 Registration Process

Registration is available online through our website annually by February 1st. The non-refundable tryout fee of \$20 per player can be paid online. Though not required, online registration is encouraged. Players should register according to their **grade**.

### 3.2.3 Tryout Process

Arrive 15-20 minutes prior to the scheduled tryout time. Due to the capacity restraints, ALL tryouts are closed to spectators, however, PSB will hold a parent meeting for 10-15 minutes immediately after the tryout commences. After the meeting, parents are expected to clear the gym. Tryouts will begin with a brief introduction and explanation followed by warm ups. After, our coaches will put the players through various drills and then divide them up into teams for scrimmaging. PSB evaluates players on many skills throughout the process including fundamentals such as shooting and ball handling as well as intangibles such as effort, IQ, attitude, etc. It is strongly encouraged that players attend both tryout sessions in order to highlight their overall ability.

### 3.2.4 Parent Expectations

Parents are solely responsible to ensure their child is properly registered and outfitted for tryouts. This includes accurate contact information, waivers, and tryout fee. Failure to do so may hamper your athlete's ability to make a team. General club information handouts concerning practice locations and times, tournaments, player fees, etc. will be provided before and at tryouts along with a brief parent meeting. If a parent has any questions regarding the coaching staff, practice/tournament schedule, player fees, or the Club in general, please send an email prior to tryouts or ask at the parent meeting. Again, ALL tryouts are closed to spectators. Please arrange transportation accordingly.

### 3.2.5 Coach Expectations

All coaches need to arrive 30 minutes prior to the start of tryouts to allow ample time to configure gym space. The Club requires additional coaches to check-in athletes and facilitate the tryout process. Coaches must record comparative notes on players so they can make selections based upon skill and overall team goals. PSB advises each coach to consider the appropriate number of players which may exceed the team limit (10) in preparation of any players that may decline the roster. Understand that tryout numbers are often very large and time very limited, so as such, do not take time to coach, correct, or thoroughly explain drills. Set up the drills or scrimmages quickly, start them, and then observe and record. Upon conclusion of tryouts, all coaches need to meet for a mandatory post tryout review to discuss potential team(s) and team candidates.

## 3.3 Team Selection

### 3.3.1 Notification Process

PSB will send out an initial email to all tryout participants within 48 hours after the final tryout session. If you do not receive an email, please check your spam folder. If not

there, please email [charlotte@proskillsbasketball.com](mailto:charlotte@proskillsbasketball.com). This email will contain the basic details about the team, including selected roster, "alternate" players, coach, practice time/location, etc. Selected players will be given 24 hours to confirm or deny their roster spot, however it is our expectation that if a player does make a team, that player be ready to accept their spot immediately. If PSB does not receive an email back from a selected player within the 24 hour period, we will attempt to reach that player by phone. However, if PSB still cannot reach that player within a reasonable time frame, that player's spot will be forfeited and given to an alternate. PSB is not responsible for chasing down selected players. It will be stressed to players and parents at tryouts that PSB will communicate the roster with them through the email they used to sign up and to be vigilant in checking it in the 48 hours after the final tryout session.

### 3.3.2 Acceptance

It is PSB's expectation that all players at tryouts will accept their roster spot on *any* team should one be offered to them. **If at any time during the tryout period, a player does not wish to be considered for a team, please let PSB know immediately.** Once all players have accepted their roster spot, a more detailed email will be sent out with all team information, including practice time, days, and location, tournament schedule, coach info, player fees, registration instructions, team gear, etc. Players/parents will then be given 72 hours to sign our "Policies and Procedures Handbook" and purchase their team membership as well as their team gear from the webstore. Failure to do any of the above may result in the forfeiture of that player's spot on the team.

**Once parents of players sign our "Policies and Procedures Handbook", accept the membership contract and make their first membership payment, a player's acceptance is final and is responsible for payment of the entire seasons dues regardless of whether they choose to pay monthly or in full. There will be NO refunds or "stop payments" given for any reason, including quitting. Please see our injury policy with regards to refunds or stop payments.**

## 4.0 Club Dues

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### 4.1 Description of Dues

PSB recognizes that competitive basketball is an investment in your athlete's development. Each year, PSB Elite players graduate to play for collegiate programs. We are the best at what we do, and we have chosen to do this for a living, so no decision, including player fees, is taken lightly and without much consideration.

DIVISIONS	MONTHLY DUES	SEASON LENGTH	TOTAL INVESTMENT
High School (grades 9-11)	\$220/month	March-July	\$1,100

### 4.2 Payment Policy

PSB offers 2 payment options to accommodate families. Parents may choose to pay the entire season's dues up front or choose to be auto-billed monthly with the first and last month's payment due upfront. This must be set up within 72 hours of a player's acceptance of their spot on a team.

#### 4.2.1 Method of Payment

All membership payments are made through our secure online registration software, League Apps. Cash and check are not preferred.

#### 4.2.2 Late Policy

Accounts are considered late one week after monthly payment is due and will be charged an additional \$25 late fee. Players with an outstanding balance will not be allowed to practice or compete until paid in full. Special arrangements will need to be approved by a director.

#### 4.2.3 Refund Policy

PSB has a strict no refund policy once players sign our "Policies and Procedures Handbook", accept the membership contract and make their first membership payment. After this, players unable **or unwilling** to complete the season for **any** reason will not be given a refund and will still be responsible for the entire season's dues, including all future monthly payments.

#### 4.2.4 Injury Policy

If a player gets injured and is going to be out 6 weeks or longer then said player can provide PSB with a doctor's note, and PSB will put a stop payment on *future* payments until that player is healthy and able to return. Refunds for past payments will not be given.

### 4.3 Financial Aid

Our 501c3 non-profit financial aid fund exists to financially help qualified players in need have the opportunity to play with PSB. However, please note that there is a limited amount of aid available. PSB bases our financial aid model off the public school "free/reduced price lunch" program. Players that qualify for the free school lunch program are eligible for a 75% discount on club dues. Those players that qualify for the reduced price school lunch program are eligible for a 50% discount on club dues.

To apply, players must turn in their official school lunch letter showing they qualify for either the free or reduced price lunch program as well as fill out the application on our website [here](#). All application materials must be turned in to PSB before tryouts.

#### 4.3.1 Fundraisers

PSB will raise money to help relieve as much of the financial investment as possible through mandatory participation in a Snap-Raise fundraiser and optional participation in a golf fundraiser.

##### 4.3.1.1 Snap-Raise Campaign

**All** teams and players will participate in our [Snap-Raise](#) campaign. Snap-Raise is a popular tool that many high schools and other organizations around the country use to make fundraising easier. Snap-Raise will schedule time to come into team practices at the beginning of the season to make fundraising videos and then each team player will be responsible for emailing that video out to 20 contacts. A member of the Snap-Raise team will attend the parent meeting at the beginning of the season and talk more about the campaign. **Twenty-five percent of the money raised will go towards our 501c3 non-profit financial aid fund, and 75% of the money will go towards team travel.**

##### 4.3.1.2 PSB Charity Golf Classic at Topgolf

On Sunday afternoon, May 20th, PSB will hold our 4th annual PSB Charity Golf Classic, but this year, it will be at Topgolf instead of a normal 18-hole course. This event is optional for PSB players and parents but will be a day of fun, food/drinks, Topgolf, a raffle, and an auction. Everyone (players, parents, friends family, young, old, male, female, golfers, non-golfers, etc) is welcome. There is

something for everyone. One hundred percent of the proceeds will go towards our 501c3 non-profit financial aid fund.

## 4.4 Additional Dues

### 4.4.1 Sign Up Fee

Upon the purchase of the team membership, an additional one-time \$25 “sign-up fee” is charged, which includes the below items.

#### 4.4.1.1 Game Uniform Rental

All players are responsible for renting a game uniform that will be returned to the team coach at the end of the season.

#### 4.4.1.2 Season Kick Off Event

Each season, PSB brings in individuals or a group to conduct the very first workout of the season with the players while parent meetings are held simultaneously. We will also be holding an educational recruiting seminar for players and parents.

### 5.5.2 Team Gear Purchase

PSB will get as much free team gear as possible to give to the players, but some purchases of team items may be needed.

### 5.5.3 Travel Costs

Our teams will travel when needed in order to play in the best tournaments, so often times transportation and lodging is needed. These costs will be split amongst team players. More on this in a later section.

## 5.0 Practice and Tournament Expectations

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### 5.1 Grades 9-11

#### 5.3.1 Practice

Elite teams will practice for at least 3 hours per week. We will try to hold practices between 7-9pm at a local gym Monday-Thursday and repeating same day, time, and location each week. **However, if a team has many players from out of town, that team may practice instead on “off” weekends.**

Practices will focus on advanced skill-work, team drills and concepts, and high-intensity, controlled scrimmaging. Practice will begin the first week of March and go through the last full week of July. **Players will be off for the last 2-3 weeks in June in order to participate in their school practices and summer games.**

#### 5.3.2 Tournaments/Showcases

Teams will play in 1-3 tournaments/showcases per month for a total of 8-10 for the spring/summer season. The first tournament will take place end of March or early April and the last tournament will be the final live period at the end of July. Teams may also be entered into individual showcase events instead of a team tournament.

##### 5.3.2.1 “Live” Events

Elite teams will play in every NCAA “live period”. NCAA live period events are typically held twice in the spring and three times in July and take place Wednesday or Thursday evening through Sunday, and college coaches are allowed to come watch players. In these cases, players may be required to miss school. In such an event, advance notification will be provided so players can make the appropriate arrangements. Please note, travel costs (transportation & lodging) are not included in the Club membership and are an added cost the player.

##### 5.3.2.2. Showcase Events

Sometimes instead of team tournaments, a team may instead attend a showcase event for individual players. These showcases may include, but are not limited to academic showcases, college “elite” camps, etc.

### 5.4 Additional Competition Team Policies

#### 5.4.1 Eligibility Paperwork

All players will be required to turn in a copy of their birth certificate and a copy of their report card to the team coach before the first tournament. The coach will then keep all

players eligibility paperwork in a binder to be used to show proof of age and grade at tournaments.

## 5.4.2 Travel Costs

Players are responsible for the additional costs of travel, including transportation and lodging. Oftentimes, teams are able to carpool to tournaments, so there are no transportation costs, but large van rental is sometimes necessary. There are, however, almost always lodging costs.

### 5.4.2.2 Player Rooms

PSB will reserve a block of rooms and pair players together with roommates. Each player will be responsible for their equal share of the team cost of transportation and lodging and payment will be made through our online system. We believe that older players need to learn the responsibility of sharing a room with a teammate and also that this is a great way to emphasize team bonding and communication.

### 5.4.2.3 Parent Rooms

PSB will reserve a separate block of hotel rooms for parents, and parents may reserve and pay for their discounted hotel room separately from the team *if they wish* to attend the tournament.

## 6.0 Parent Expectations

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Parents' most important role is to support their child, team, coach, and club. Players will undoubtedly have a hard practice or a rough tournament, and it is the parents' job to support the overarching goals the team is striving to achieve. Please remember, **“your child’s success or lack of success on the court does not indicate what kind of parent you are. But, having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and who tries their best is a direct reflection on your parenting.”**

### 6.1 Overall Commitment

Parents will support their players by positively cheering, not coaching or reffing. Parents will assume financial responsibility and pay in a timely manner. Parents will do their best to ensure players arrive to events on time. Lastly, parents will be amicable to all parents, players, coaches, and referees.

### 6.2 Parent Code of Conduct

1. I understand that I am representing Pro Skills Basketball, and I will always do my best to positively represent the organization and its values.
2. I promise to let the coaches coach and will not coach my child or child’s team from the sidelines during practices or games.
3. I promise to let the referees ref and will not yell at them or berate them before, during, or after games.
4. I will do my job as a parent, which means that I will not speak negatively about any coach or player, but rather positively encourage and support my child and my child’s teammates and coaches.
5. I will abide by the “24 Hour Rule”, which means I will not speak to my child’s coach about playing time or game strategy within 24 hours after a game ends.

### 6.3 Communication with Coaches and Directors

Should any questions or concerns arise pertaining to your child’s status with regard to their team, parents should follow the process of discussion described below in order to understand the situation:

1. If players have concern(s), they are encouraged to first reach out to the coach for a one-on-one phone call or meeting.

2. If there is still concern following the player-coach meeting or phone call, then parent(s) and player(s) will set up a mutually agreed upon phone call or meeting with the head coach.
3. No discussion will take place during practice times or on game days. Although this might require patience, please realize the coach is responsible for the entire team and should not be expected to focus on one individual at crucial team events.
4. If concern(s) still exist on behalf of any party, a phone call or meeting involving the PSB Manager, head coach, player(s) and parent(s) may be warranted to seek resolution. Only after such meeting will the matter be resolved and closed.

All problems and concerns are vetted only in a scheduled phone call or meeting. All outcomes will be confidential and private. Please refrain from sending inappropriate or accusatory emails to any PSB staff, coaches, team representatives or fellow parents.

## 7.0 Player Expectations

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Players are expected to maintain a club and team-first attitude. Players should expect to learn and continue to build upon their fundamentals. Likewise, players will learn about the strategic basketball game, including offensive and defensive systems. Most of all, players and teams are expected to **“play tough, play smart, and play together”**.

### 7.1 Overall Commitment

Players are to attend all practices, tournaments, and team/club events.

### 7.2 Player Code of Conduct

1. I understand that I am representing Pro Skills Basketball, and I will always do my best to positively represent the organization and its values.
2. I will demonstrate good sportsmanship, which means I will be respectful of all players, coaches, referees, and parents.
3. I will not whine, complain, make excuses, or pout when things do not go my way.
4. I promise to be as enthusiastic about the success and accomplishments of my teammates as I am of my own.
5. I will abide by the “24 Hour Rule”, which means I will not speak to my coach about playing time or game strategy within 24 hours after a game ends.

### 7.3 Communication with Coaches

Players should email, call, or text coaches to set up a time outside of practice and tournaments to discuss skill development, playing time, team chemistry or other issues that may arise. Coaches will talk or meet with players in a public, neutral area to discuss the player’s concerns. Coaches will give direct feedback to players to use as a guideline for resolving the issue. Players are expected to reply to coach emails within a timely manner.

## 8.0 Coach Expectations

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Coaches are the foundation of Pro Skills Basketball and our club teams, and with this comes a huge amount of responsibility. Coaches are expected to be prepared for practices and games and constantly be teaching their players in a demanding, yet positive manner. Winning is not the priority, but coach to win. However, coaches should also never sacrifice the development an individual player or the team for the sake of winning. Coaches are to help build the basketball and life skills of players first and foremost.

### 8.1 Overall Commitment

Coaches are expected to attend all practices and games.

- Coaches should arrive at least 15 minutes early to practices and be prepared run effective and challenging practices.
- Coaches should arrive at least 20 minutes early to games in proper PSB coaching attire as well as with 1-2 basketballs and a coach's dry erase board.
- If coaches are going to miss a practice, game, or tournament, notify a manager so PSB can find a replacement coach. Note: Absences from practices and games will be deducted from monthly salary.
- Coaches are responsible for handing out and re-collecting **all** game uniforms.

### 8.2 Coach Code of Conduct

1. I understand that I am representing Pro Skills Basketball, and I will always do my best to positively represent the organization and its values.
2. I understand that the goals of PSB club teams are for each player to improve and (hopefully) have fun, and these goals take precedent over my desire to prove my coaching prowess and win championships.
3. I will treat all players, parents, coaches, and referees with respect at all times.
4. I will do my best to teach and motivate my players in a demanding, yet positive and (mostly) fun environment.

5. I will abide by the “24 Hour Rule”, which means I will not speak to my coach about playing time or game strategy within 24 hours after a game ends.

## 8.3 Communication with Director, Managers, Parents, and Players

Email will be the primary form of communication, however texting or calling may be required in some cases. **Over-communicate** to parents and players.

### 8.3.1 Director & Managers

Coaches will communicate with managers on a regular basis regarding player and team updates, issues, suggestions, etc as well as their own potential practice, game, or tournament conflicts. If a major issue, coaches will communicate with the director.

### 8.3.2 Parents

It is the responsibility of the coach to effectively outline practice, tournament, and team expectations with all parents. Promptly send details regarding tournament schedules, arrival times, game times, break times, and dismissal times.

### 8.3.3 Players

Give players consistent feedback regarding their skill development and play throughout the season. If a meeting is necessary, coaches should meet in a public, neutral place.

# 9.0 Grievance Policy

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## 9.1 24-Hour Rule

All grievances need to wait at least 24 hours before reaching out to coaches to set up a phone call or meeting. Taking time to let initial feelings subside allows for logical, controlled discussion.

## 9.2 Playing Time

Equal playing time is NOT guaranteed. All players will get a chance to play and potentially earn more minutes, but the majority of minutes will go to those players who earn it and give the team the best chance to compete and/or win.

## 9.3 Winning

Winning is not guaranteed. In fact, some teams may lose more games than they win. PSB will do it's best to find tournaments and games with teams of similar skill level, but this can oftentimes be difficult and is never guaranteed. No matter the win-loss record of the team, coaches, players, and parents will remain positive and stay focused on constant improvement.

## 9.4 Absences

If a player misses more than 6 practices, a meeting will take place with the player, parent, and coach to discuss the future of the player on the team.

# 10.0 Risk Management

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## 10.1 Insurance Policy

All club members are required to have accidental/medical insurance that will cover them in the event of injury or illness.

## 10.2 Release Liability

By signing this Club Policies and Procedures Manual, coaches and parents agree to the below Release and Waiver.

*I hereby agree to indemnify and hold harmless Pro Skills Basketball, LLC its parent, subsidiary and affiliated entities and/or any officers, partners, members, directors, coaches, employees, servants, agents, licensees and assigns of any of the foregoing, from and against any and all suits, awards, claims, damages, liabilities, costs and expenses (including reasonable attorney fees and related costs) arising out of injury or damages to participant in connection with his/her participation in any Pro Skills Basketball program or event. I hereby authorize Pro Skills Basketball, LLC to act for me according to their best judgment in any medical emergency situations.*

*Participant agrees that any pictures, audio, or visual recordings taken of him/her in connection with the seminar can be used for publication, promotion, articles, shows and advertisement without additional consent and without compensation at this time or any other time.*

## 10.3 Safety Policies and Procedures

The development of the PSB Safety Policies and Procedures is not meant to be punitive, but rather designed to protect everyone involved. The below points are to be enforced among directors, coaches, players, and parents.

- Directors and coaches will avoid being alone with a player in non-public settings, including but not limited to, cars and hotel rooms.
- At no time will a director, coach, or parent verbally, physically, or sexually abuse a player.
- Directors and coaches will not buy gifts or give money to players.
- Directors and coaches will avoid fraternization with players in non-sanctioned settings.

- Profanity is prohibited.
- Parents and/or guardians of players ejected from games will require written notification by the coach to the director within 24 hours of the incident. Such incidents will be investigated, and suspension or expulsion from the club will be considered.
- Other incidents of inappropriate behavior by coaches, parents, and/or players including physical or verbal altercations, threats, and related activities at games or team events will be reported to the director within 24 hours, and suspension or expulsion from the club will be considered.
- Player and parent personal information including phone number, email, home address, etc. will not be disseminated without prior consent from said player or parent.

## 10.4 Emergency Procedure

In the event of an emergency, the coach on-site will contact all appropriate medical and protection agencies and then notify the director.

## 10.5 Grounds for Club Membership Termination

Every effort will be made to ensure the positive experience for all players and parent members involved. Player dismissal is a right reserved by the organization for use as a last resort when all other resources of conflict resolution have been exhausted. Any player dismissed by authority of the director through the infraction of the stated organization rules (player or parent) will still be held liable for any and all outstanding membership fees and club dues as outlined at the beginning of the season and will not be entitled to a refund of any such fees paid to the organization.

# 11.0 Parent/Player/Coach Signature Page

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## Acknowledgment and Receipt of Policies & Procedures Handbook

I, \_\_\_\_\_, (PSB coach, PSB guardian/parent of minor participating player, PSB participating player 18 years in age) acknowledge that I have received a copy of the PSB Select Policies & Procedures Handbook. I understand that I have an obligation to familiarize myself with the contents and provisions of this handbook and any other policy manuals, work rules, practices and/or procedures to PSB. I understand that nothing in this Policies & Procedures Handbook constitutes a guaranteed employment or membership.

I further acknowledge that this handbook is the property of Pro Skills Basketball.

### Coach

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

### Guardian/Parent of Minor Participating Player

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

### Participating Player 18 Years in Age

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