

Hello Team Managers or Head Coaches.

Thank you very much for signing up your team(s) in our **Girls Competitive Basketball (Winter 2023-24)** league. I'm happy to welcome you and your team(s) to our upcoming season.

If we haven't already met, please allow me to introduce myself. My name is Steve Schellman. I am the Program Manager of Youth Sports for JC Parks. I look forward to working with you.

I also want to thank you for coaching and volunteering your time to mentor young kids. That is a very noble gesture. Personally, I've found coaching to be very rewarding and a great way to make a difference in our community.

The purpose of this letter is to provide you with quality information so you are well-informed and well-prepared as a coach.

I have broken it down into the various topics below:

**[League Website Information:](#)**

I send out this letter after you have already registered your team, so I assume you have already received all the info. you need from our league website (linked above). If not, please refer back to it or let me know if you have questions.

**[Registered Teams:](#)**

You can see a list of Registered Teams that have also signed up to play in this league at the link above.

**[Payment:](#)**

You have already registered your team, but payment is a separate and second step. If you still need to pay the team fee, please call our front desk at 573-634-6482 or come by The Linc at 1299 Lafayette Street, Jefferson City, MO 65101 on Mon.-Fri. from 8 AM to 5 PM. You must complete this step to secure your early discount (if applicable) and spot in our league. If you have already paid, thank you very much.

**[Team Rosters:](#)**

You have already registered your team, but you must also submit your team roster including all team managers, coaches, and players. To do this, please visit: [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity). Sign in using the same email address you used to register your team. Then find your team and add members of your roster one at a time. You will only need to submit each coach & player's name and one parent's email address. After you have added players to your rosters, parents will receive an automatic email from TeamSideline to register their child. Parents will also check a box to agree to our Waiver and Release of Liability. This is mandatory for all coaches and parents. Rosters are locked on the to be announced due date. Players CANNOT play for more than one team in the same grade/division. Players cannot play lower than their grade/division. In other words, they can play up, but they cannot play down.

**[Background Check:](#)**

We require **all head coaches and assistant coaches** to submit their information for an online background check through the Background Investigation Bureau (BIB). Please share the link above with all your coaches and make sure they complete the background check. Once you are on the BIB site, just click "Volunteer Now" to get started. Once you submit your info., it should only take about 1-2 days to be approved. If you have already submitted a background check with us recently, it will detect a

duplicate email address or social security number and not allow it. This means you already have an active background check on file and are exempt.

**Practices:**

Coaches & teams from our rec. league (Girls Jr. NBA Basketball) usually fill up all of our time slots available at The Linc to reserve practices. Since these teams have less resources, we are allowing them the first opportunity. Once I see how many openings we still have after they are finished, I will follow up with you on our policies and procedures for practices for this league. I know most competitive teams have access to gyms at their school or church and I would recommend that you continue to use those facilities if possible.

**Game Schedules/Conflicts/Special Requests:**

Game schedules are posted about 1-2 weeks before the season starts at [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity). If you have any new schedule conflicts or special requests that you did not submit with your team registration, please email me ASAP. The game schedule is much easier to change before it is published, rather than after. I will try to accommodate all requests, but can't make any guarantees.

**Cancellation Text Alerts:**

In case of cancellations due to inclement weather, please [sign up](#) to receive text alerts from JC Parks via TeamSideline. An email will also be sent to coaches & parents. I will also post all cancellation at: [jcparks.com/cancellations](https://jcparks.com/cancellations). For Sunday leagues, we usually decide on cancellations at about 8 AM. Please do not contact us, it only slows down the process. We will let you know as soon as possible.

**League Rules:**

Complete league rules (linked above) are on our league website and will be on the score table during games. Please be very familiar with the league rules for your grade/division.

**Score/Standings & Awards:**

Score and standings are kept for all grades/divisions at: [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity) along with the game schedules. We will give out awards (i.e. T-shirts, trophies, etc.) for the first-place winners in each division.

**Volunteer Scorekeepers:**

Each team is responsible for supplying one volunteer for each game. We need one volunteer to complete the scoresheet and one to run the clock. Please make sure your volunteer completes the scoresheet accurately. Simple directions on how to run the scoreboard will be on the score table.

**Team Jerseys/Equipment:**

Teams must provide their own reversible (dark and light side) jerseys and basketballs for warm-up. We will supply the game ball. Teams listed as home will wear light side out. Teams listed as away will wear dark side out. All jerseys must be tucked in at all times.

**Jewelry:**

For player safety, jewelry (ear rings, necklaces, bracelets, etc.) are not allowed while playing.

**Officials/Supervisors:**

We will provide 2 Officials for each game. A Facility Supervisor will also be on-hand at The Linc during your games. The Supervisors wear bright-colored shirts so you can spot them easily. If you need any

assistance, please talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP as well. Please be considerate and respectful in all dealing with the Officials & Facility Supervisors.

**Sportsmanship:**

Everyone must always use good sportsmanship and conduct themselves in a professional and respectful manner. This includes all coaches, players, parents, and fans. Head Coaches are responsible for the behavior of everyone associated with their team. We have a zero tolerance policy and will not tolerate poor sportsmanship from anyone. Consequences will include ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience.

Please also respect your opponent and do not run up the score. Please sub different kids in at various positions to help keep the score more competitive when needed.

**Survey:**

At the end of each season, we will email a brief (3-5 minutes, 7-8 questions) online survey to all coaches and parents. Please take the time to offer us constructive feedback so we can continue to improve all aspect of our operations and service.

**Questions:**

I hope this information has been helpful and has answered all of your questions. Please let me know if you have additional questions or need assistance at any time.

**Thanks:**

Thanks again for participating on our league and thank you for your time and efforts as we all work together to provide a safe, fun, and enjoyable youth sports experience for the kids in our community.

Sincerely,



**Steve Schellman, CYSA**

Program Manager, Youth Sports

E [sschellman@jeffersoncitymo.gov](mailto:sschellman@jeffersoncitymo.gov)  
T (573) 634-6493 W [JCParks.com](http://JCParks.com)

Steve Schellman  
JC Parks  
Program Manager of Youth Sports  
Certified Youth Sports Administrator (CYSA)  
573-634-6493  
[sschellman@jeffcitymo.org](mailto:sschellman@jeffcitymo.org)