

Homenetmen Ararat
Basketball Division



Operational

Policies, Responsibilities,
Procedures, & Guidelines

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1. Glendale Ararat Chapter's Mission

Homenetmen Ararat's mission is to prepare exemplary and law abiding citizens by providing physical and health education, endowing the mind and soul of the members with the finest spirit of sportsmanship and developing an understanding of responsibility and honor as they strive for individual and collective excellence.

2. Basketball Program Objective

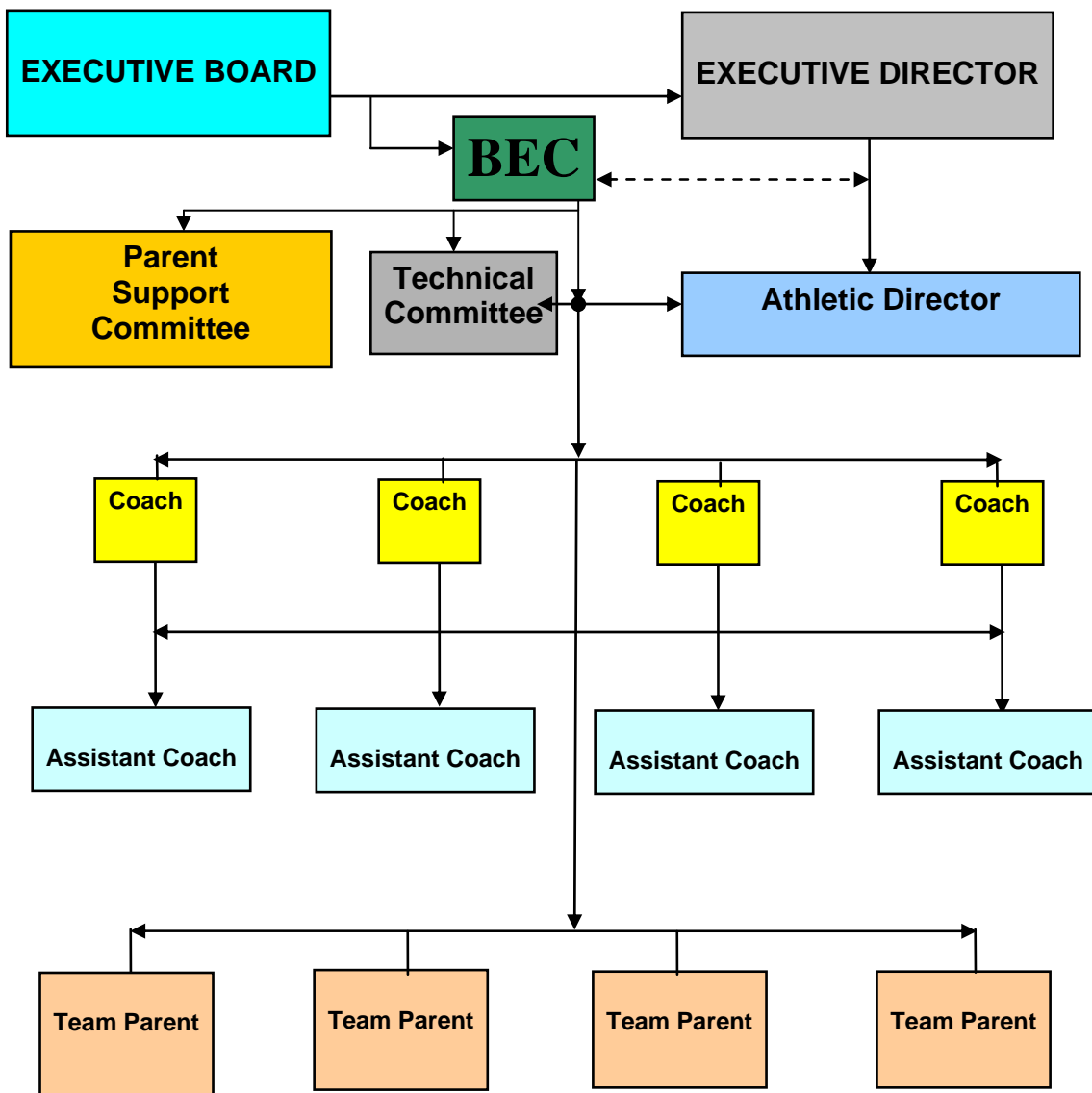
Homenetmen Glendale "Ararat" Chapter's Basketball Division follows the Chapter's overall objective of serving the Armenian community in Glendale by creating the best family atmosphere for the physical and intellectual growth of our members through athletics.

Basketball is the most popular sport at Homenetmen "Ararat" Chapter. There are approximately 800 boys and girls ages 7 years and up participating in 40 teams. The teams are divided by age, and gender

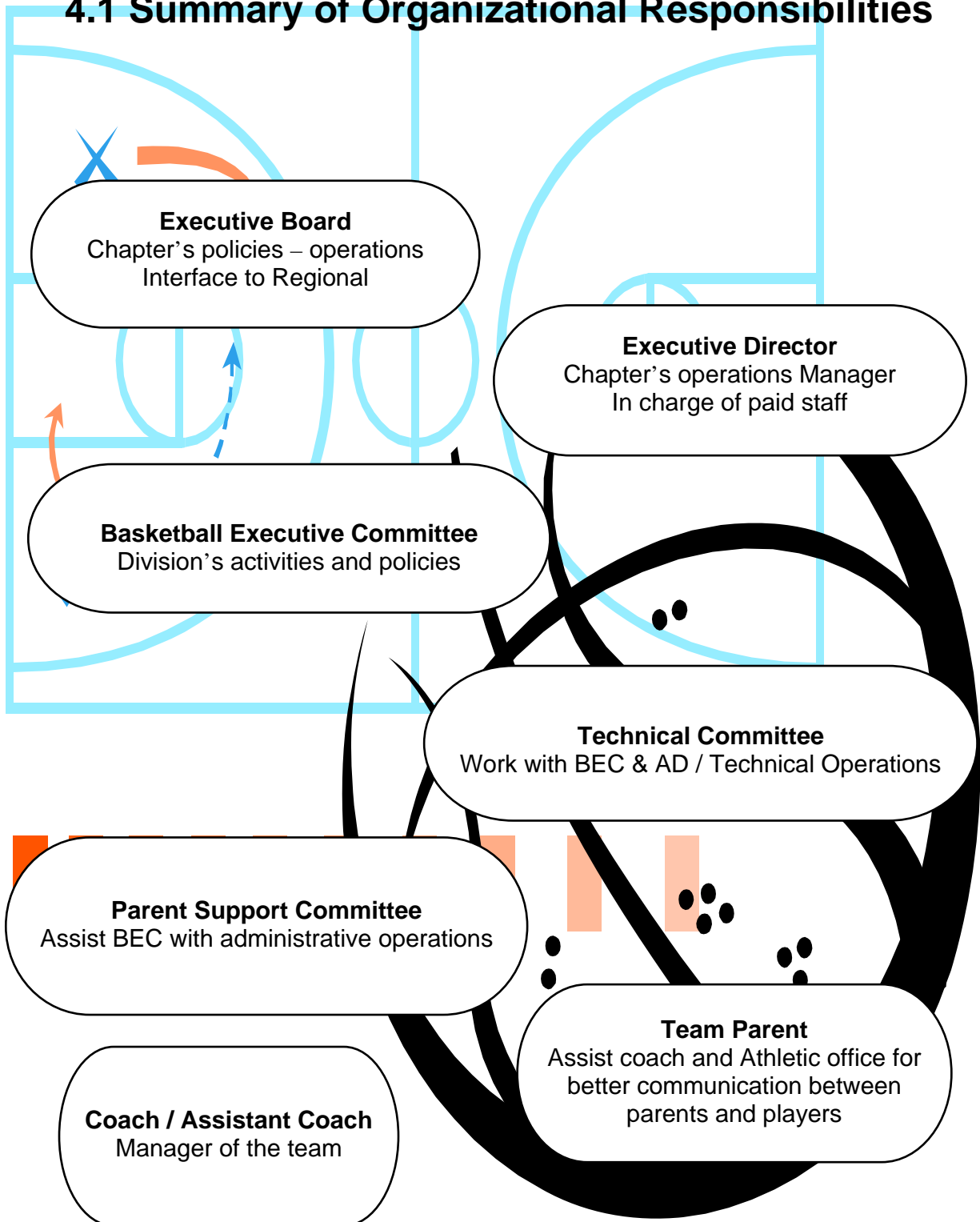
3. Activities

Homenetmen Glendale "Ararat" Chapter's basketball teams participate in the annual Navasartian games, various Homenetmen sponsored tournaments and trips, as well as non Homenetmen organized tournaments. Our Division's biggest achievement is creating year around activities for our youth in a safe environment using volunteer staff, comprised of our experienced leaders, coaches and parents. Young athletes, who join the basketball Division, are trained as basketball players and potential leaders. By creating various leadership opportunities in the field of basketball, our program helps the young athletes develop leadership skills to serve as leaders in the Division and, consequently, the community.

4. Organization



4.1 Summary of Organizational Responsibilities



5. Job Descriptions

- 5.1 BEC (Basketball Executive Committee)
- 5.2 Athletic Director
- 5.3 Technical Committee
- 5.4 Coach / Assistant Coach
- 5.5 Team Parent Committee
- 5.6 Parent Support Committee

5.1 BEC (Basketball Executive Committee)

- Appoint various Technical committees/Federations and Parent Support committees with a corresponding liaison from the BEC.
- Oversee proper implementation of overall division activities such as, practices, tournaments, division & chapter events, roster submission, membership & fee collection and team uniforms.
- Provide Policies, Support, and offer Requirements & Guidelines to all Committees/federations & Coaches (i.e. practice facility use, Dress codes, Uniforms, Tournament limits, trip requirements, player placement guidelines, requiring attendance records).
- Plan a complete annual program and schedule with its corresponding annual budget, based on a pre-approved chapter's Executive Board's budget guidelines.
- Provide various educational programs, as required, for its athletes, coaches, and leaders (i.e. educational seminars and leadership training programs).
- Make disciplinary decisions for improper conducts of athletes and coaches, based on Homenetmen and Ararat Chapter's bylaws.
- Plan various trips & camping (appoint a leader/committee to organize each trip/camping).
- Plan Athletic competitions, such as tournaments and games.
- Organize various appreciation events for its members.
- Prepare annual reports for year-end general meetings.
- Encourage its members to participate in various Chapter's functions and activities.
- Encourage parent participation in various functions (Team Parents, Committees, Trips, Fund Raising events).
- Execution of proper accounting procedures based on Chapter's Exec. Committee's guidelines and ensure proper closure (hashvepak) upon completion or termination of the Athletic event.
- Periodically review and compare programs to pre-approved annual plan & budgets.
- Assist Executive Director in evaluation of Athletic Director's job performance.
- Evaluate the need for additional facilities as required for its athletic activities.

5.2 Athletic Director, roles & responsibilities

- Athletic director is responsible for the overall implementation of organizational and divisional policies & guidelines regarding Ararat Athletics.
- Be present at the athletic office during office hours defined by Executive Director.
- Respond to visitor's needs and problems and report them to the BEC or Executive Director as needed.
- Attend BEC meetings and present weekly status report. Also attend all Basketball Technical committee meetings and other meetings as instructed by BEC.
- Prepare all practice schedules by consulting with coaches and using BEC's guidelines. Improve practice schedules when necessary.
- Maintain up-to-date team rosters, and their respective coaches.
- Monitor and convey all deadlines for upcoming athletic events to BEC, Basketball Technical committees, Athletic Div. Federations, Coaches, and assist them in preparation (i.e. rosters, fee collection).
- Assist TC and BEC in planning tournaments & athletic events.
- Maintain & update inventory of all athletic gears & equipment and report it to the BEC.
- Be present at Navasartian games and any other tournament if required by Division BECs.
- Recommend safety & security measures for the athletes during their practices.
- Review all proposed budgets (Nakhahashivs) & purchase requests before submitting to Executive Director.
- Secures permits for outside facilities and obtain authorizations from Executive Director for the use of internal facilities.
- AD is the coaches' immediate Supervisor.
- All athletic related correspondence should also go through Athletic Director first.
- An Athletic Director cannot be an active coach.
- In absence of Chapter's Executive Director, Athletic director will be in charge of all activities in the organization?
- Monitor all practices & enforce all polices & guidelines to be used during practices.
- Keep track of coaches' attendance record and performance & prepare an annual report, based on those records.

- Immediately relay any related decisions & announcements made in the meetings (BEC, Basketball Technical committees & Athletic Federations to the respected coaches and leaders through email. (this should provide a secondary backup communication mechanism for the B/A divisions).
- Maintain a complete First Aid Kit in the athletic office & outside facilities.
- Collect incident reports of all athletic activities and report important one's to the BEC & Executive Director.

5.3 Technical Committee

A technical Committee will be appointed by basketball executive committee to manage, support, and oversee **technical affairs** of Ararat Basketball teams.

Each technical committee will have members from:

- Representative from Basketball BEC (Lead of the committee)
- Athletic Director
- Coaches from boys and girls programs.
- Other technical leaders

Responsibilities:

- Ensure each team roster is formed based on age and ability of the players in their respective teams and divisions, propose player & coach adjustments if necessary
- Assist BEC in **implementation of technical** guidelines for its teams.
- **Train coaches** by providing technical seminars, and clinics.
- Conduct various technical and educational **clinics for players**.
- Assist AD in **evaluating coaches** Technical and Leadership abilities.
- Assist AD in **recruiting new coaches** and assistant coaches.
- Work with Athletic Director, and Ararat coaches to direct and manage all **player transfers** that includes summer league, transfer from team to team, and placement of transferring members form other chapters.
- Seek non-Homenetmen sanctioned tournaments for all teams. Ensure participation is based on recommended Basketball EC's guidelines.

5.4 Coaches Responsibilities

All coaches MUST attend basketball division's first mandatory kick off meeting to receive their team rosters – 2nd Sunday in January.

- Coaches are required to attend seminars and training sessions organized by Regional Homenetmen as well as Ararat chapter.
- Coaches who do not abide by Homenetmen Ararat's rules and regulations are subject to disciplinary action and or removal from coaching.
- Coaches have the authority to discipline or suspend player. Coach may suspend the player for the maximum of two weeks (4 practices) and or one game. The decision has to be communicated to the Technical committee, and AD. In the case of more serious situation, case will be referred to the BEC, for further disciplinary action.
- Coaches are not allowed to cancel their practices, without a justified reason and prior notification to the AD, and the Team Parent.
- Coaches are not allowed to recruit players from other Ararat teams or from outside, unless it is consulted and approved by the Technical Committee/AD.
- Coaches cannot change the time and or the location of their practices, without permission from Athletic Director. In case of practice cancellation or time change because of an emergency, they need to inform team parent or every team member and AD within reasonable time.
- Coaches cannot allow a non roster player participate at their practices.
- Coaches cannot sign up or participate in any league/tournament without approval from Technical Committee/Athletic Office.
- Coaches could hold meeting with their team at their discretion, however any meeting involving parents has to be informed and approved by Parent Support Committee. A PSC member should attend those parent meetings.
- Coaches cannot forfeit any game. In case of justified forfeit they are responsible to report to Technical Committee/Athletic EC.
- Coaches are responsible to report incidents or inappropriate behaviors, which occur during practices and or competitions, to the Athletic Director and PSC.

- Any practice (F-C division) with less than 8 players is subject to be moved to outside courts. This is to accommodate teams practicing with full rooster.
- Coaches are not allowed to collect any extra fees from team members and or keep separate bank account for their team. (Sponsorship Policy)
- Coaches are responsible to turn their team rosters and participation fees as required to the Athletic Director or TC on a timely fashion, using Team parent's assistance.
- Coaches are responsible to emphasize Homenetmen dress code requirements (i.e. logo), during games and practices.
- Coaches are not allowed to order their own team's exclusive sportswear with any vendors, outside of Athletic division guidelines.
- Organizing any friendly games needs to be coordinated and approved through Athletic Director and TC.
- Coaches are responsible to update changes to their practice team roster and player information and submit them to Athletic Director, using team parent assistance.
- Coaches are responsible to maintain practice attendance record and submit a copy to the Athletic Director, using team parent assistance.
- Coaches need to be aware of chapter's insurance policy and procedures. They also need to obtain parent consent form during trips.
- Coaches need to treat team members fairly regardless of their athletic skills.
- Meeting attendance record will be kept to be used later as input to coaches' performance.

5.5 Team Parent Responsibilities

- Team Parent will be the liaison between the coach & the Parent.
- Team Parent or his/her assistant should be present at all team practices & functions. This person should not interfere with how the practices are being held.
- If the coach & his/her assistant are absent, after obtaining A.D.'s approval, cancels the practice & reports it to the Technical Committee.
- Will assist the coach in maintaining & submitting monthly attendance records to AD office.
- Also will call & contact the absent member's parents to find out about the reason for their absence.
- Will monitor the collection of membership/class dues.
- Prior to tournaments or trips, will assist the coach or the PSC in collecting fees, applications, jerseys, etc.
- Will participate in committees formed to plan athletic trips or camps.
- Will arrange one-day trips, parties or other fun activities to create a family atmosphere for the team & its parents, with reasonable cost to participating athletes and provided guidelines.
- In case of practice or game cancellation, notifies all parents in a timely manner.

5.6 Parent Support Committee *responsibilities*

- Parent Support Committee will be appointed each year to support BEC in overall division activities and assist in recruiting & electing team parents for each basketball team. This committee will have total of 9 members plus a liaison from BEC.
- Assist Basketball BEC with Basketball events, tournaments, trips, fund raising and other activities.
- Parent Support Committee will define its duties and responsibilities for each one of its committee members (i.e. committee Lead, Treasurer, Secretary, Reps to Technical committees, one liaison for each division).
- To facilitate in assembling and electing Team parents for every F-C Division team. (Each team should conduct a parent meeting in the beginning of each year to present team's annual goal/program, elect a team parent and answer parents questions. Team's coach, assistant and the liaison from parent support committee should be present at the meeting).
- To abide and remain within the proposed Athletic BEC's annual approved plan and budget.
- Assure conformity with Basketball BEC's annual goals and scheduled events.
- Plan and organize Basketball Night and other fund raising events based on proposed annual budget.
- To monitor proper representation of players conduct in any and all activities (based on BEC set guidelines).
- To provide adequate orientation and convey chapter's general information to team parents, utilizing their assistance in chapter activities.
- To evaluate team parent's performance.
- To raise the awareness of Homenetmen Ararat Chapter's goals and functions amongst athletes for further developmental approach in the leadership programs within the chapter.

Technical Perspective

Recommendations

- We encourage our less experienced coaches to meet and brainstorm technical and administrative issues with other coaches, specifically with our experienced coaches.

“Experience is what you learn after you know it all”

General technical guidelines for G, F, and E divisions (7 to 12 year old)

- **Teach** proper stretching.
- **Promote** athleticism and good sportsmanship.
- Younger players tend to “*unknowingly*” play very selfishly, and they overestimate their talent on the court. It is very helpful to stop the practices and ask everyone to freeze on the sound of the whistle, and question the players if they see an open teammate for a better shot. This approach teaches them **court awareness**, **floor spacing**, and trust in teammates. After a number of stops ball reversal becomes a second nature for the players of this age.
- **Passing** and **dribbling** must be thought at a young age. It is recommended that some time is spent in every practice to work on the skills required to **move the ball up and down** the court **effectively**. Younger players also tend to call for the ball constantly. It is recommended that any talk, such as asking for the ball, to be considered same as a turn over. After a few of “turnovers” amazingly the mouth stays shut and players focus on movement to receive a pass rather than calling for the ball.
- Players at this age learn by watching rather than listening. **Show** them the proper way of passing, dribbling, and rebounding. Even better, showcase the players that are doing the drill right, and set examples for the rest.
- Finally, it is important for the players to have a basic understanding of their **defensive responsibilities**, as well as **position responsibilities**, such as guard, forward, and center.

General technical guidelines for D, and C divisions (12 to 16 year old)

- **Emphasize ball movement and effective passing;** players at this age tend to rely too much on their dribbling skills. Ball movement provides a number of easy opportunities to score baskets.
- **Proper shooting** must be constantly reminded in shooting drills -Arch, Rotation, Use of finger tips, extension of hand, use of legs.
- **Emphasize team work, coach K** of Duke says that 5 fingers are never as strong as your fist. Teach proper techniques, and **RIGHT WAY OF DOING “THINGS”**. **Dean Smith** says, if you trust your teammate and move the ball around, it eventually will come back to you! Make a note of meaningful assists, and encourage your players to take pride in assist, as much as scoring themselves.
- **Emphasize proper fundamentals.** Pass with two hands, dribble with finger tips, bounce pass, rebounding, boxing out, and everything else that has to do with fundamental basketball.
- Experiment with a number of basic man and zone plays and determine what play gives your team the best result. Do not be bashful to communicate with another coach and get help.

General technical guidelines for B, and A divisions (17 and older)

- Provide appropriate technical assistance for the teams in these age group; Periodical skill level adjustments, practice time flexibility, and assign coaching staff that emphasises teamwork and leadership.
- Stress exemplary and law abiding citizenship.
- Encourage players of this age to assume leadership roles in the basketball program.
- From the pool of the players develop lower division coaching staff.
- Require participation in teambuilding and leadership functions.

Operational Policies & Guidelines

**Revision 07 08 002
(M Y REV)**

- **Basketball Organizational objectives**
- **Practice Guidelines**
- **Trips**
- **Tournament Participation**
- **Fund Raising & Financial Guidelines**
- **Uniforms**
- **Record Keeping/Attendance**
- **WEB Site**
- **Policy Revision Control**
- **Equipment**
- **Transfers**
- **Disciplinary Action**
- **Conflict Resolution**
- **Communication Guidelines**
- **email correspondence and Memorandums**
- **First Time Coach**

Basketball Organizational objectives

Homenetmen Glendale “Ararat” Chapter’s Basketball Division follows the Chapter’s overall objective of serving the Armenian community in Glendale by creating the best family atmosphere for the physical and intellectual growth of our members through athletics.

In addition to the organizational guidelines, basketball division constantly strives to develop new programs for all athletes in its activities.

We understand the need to develop programs for advanced, intermediate, and recreational basketball. Basketball division is committed to develop and organize various activities, such as clinics, camps, and other similar activities to reach our divisional goal.

Practice Guidelines

- Practice cancelation
- Team 1 and Team 2 arrangements and coach's responsibilities
- Jersey requirements
- Coaches dress code
- Coaches evaluation
- Additional practice, and outside practice guidelines
- Food and Drink in the Gym regulations
- Minimum player requirement for practice
- Noise and conflict resolution
- Guidelines for players who play High School Ball and miss practice because of their schedules

Practice Guideline *details*

- In case of practice **cancellation**, coach must notify the athletic office 24 hours prior to cancellation.
- Coaches are strongly advised to manage their practices such that all the team players (**first & second team**) benefit from the practice sessions.
- All players must have presentable clean **practice jersey**.
- **Coach must dress appropriately for practices**; it is strongly encouraged to wear an Ararat T-shirt, and sport shoes.
- Athletic Director is in charge of the coaches practice evaluation.
- No outside practices are allowed, unless prior approval from Athletic office is obtained.
- No food and drink (coffee-soda) are allowed in Gyms (player and /or coach).
- Teams must have minimum of 8 players to be allowed a full court session.
- Coaches are required to manage their team's noise level at all times.
- Athletic office must be the first stop for any conflict report between, coach and a player, coach and coach, player and player, coach and parent.
- High School players are allowed to miss regularly scheduled practices during their season; however, the player is responsible to clearly communicate his/her school schedules with the coach.
- Coaches are encouraged to continue their practices with their non high school players.
- Coaches of the same predicament are encouraged to meet with Athletic office and TC to combine practices as much as possible.

Trips

Policies and Guidelines are based on Age group and Divisions.

- Domestic and International travel guidelines.
- Waiver / Release form
- Parent consent form

Trips – Fresno (E and D division)

- BEC and TC approval required.
- Membership fee paid.
- All players must register for the trip. Parents will receive details of the trip at the time of registration.
- Medical Clearance Signed (A new form must be signed if there does not exist one on file)
- Minimum of two team parents per 12 man roster.
- All players stay with their teams in BEC designated Hotels.
- Girls teams must have 100% participation.
(exceptions will be dealt case by case by BEC)
- First year Boys teams are allowed to take one team.
(exceptions will be dealt case by case by BEC)
- Coaches are the team managers, and team parents involvement in the trip must be advisory role only.
- Coach must clearly communicate playing time expectations to the players/parents prior to registration. It is our recommendation that a player on the team roster plays in a minimum of 2 games.
- Trip supervisor(s), designated by BEC, is(are) the ultimate authority for this trip.
- Players of this age group must travel in the team VAN at all times.
Exception: If parents of the player are travelling with the team, and they are planning to travel to a different destination. In this case the player is allowed to travel with his/her parents.
- Coach/Driver must submit all gas receipts no later than two weeks after return. All receipts that are not collected in that period of time will be rejected.
- All payments for returned receipts will be fully paid no later than 4 weeks after submitting the receipts.
- All refunds are subject to BEC approval.
- No refund request will be acknowledged one week prior to the trip.

Trips – Orange county (G and F division)

- BEC and TC approval required.
- Membership fee paid.
- All players must register for the trip. Parents will receive details of the trip at the time of registration.
- Signed Medical Clearance (A new form must be signed if there does not exist one on file)
- Minimum of four team parents per 12 man roster.
- Girls and boys teams must have 100% participation.
(exceptions will be dealt case by case by BEC)
- Coaches are the team managers, and team parents involvement in the trip must be advisory role only.
- Trip supervisor(s), designated by BEC, is(are) the ultimate authority for this trip.
- All parents must sign a Waiver form prior to the trip.
- Players travel in groups per recommendations from team parent and coach.

Trips – San Francisco (C and B division)

- BEC and TC approval is required.
- Membership fee paid.
- All players must register for the trip. Parents will receive details of the trip at the time of registration.
- Medical Clearance Signed (A new form must be signed if there does not exist one on file)
- Minimum of two team parents per 12 man roster for C-Division, and 1 team parent per team for B-Division.
- Coaches are the team managers, and team parents involvement in the trip must be advisory role only.
- Coach must clearly communicate playing time expectations to the players/parents prior to registration. It is our recommendation that a player on the team roster plays in a minimum of 2 games.
- Trip supervisor(s), designated by BEC, is(are) the ultimate authority for this trip.
- Players of this age group must travel in the team VAN at all times.
Exception: If parents of the player are travelling with the team, and they are planning to travel to a different destination. In this case the player is allowed to travel with his/her parents.
- Coach/Driver must submit all gas receipts no later than two weeks after return. All receipts that are not collected in that period of time will be rejected.
- All payments for returned receipts will be fully paid no later than 4 weeks after submitting the receipts.
- All refunds are subject to BEC approval.

Trips – San Diego (C and B division)

- BEC and TC approval is required.
- Membership fee paid.
- All players must register for the trip. Parents will receive details of the trip at the time of registration.
- Medical Clearance Signed (A new form must be signed if there does not exist one on file)
- Minimum of two team parents per 12 man roster for C-Division, and 1 team parent per team for B-Division.
- Coaches are the team managers, and team parents involvement in the trip must be advisory role only.
- Coach must clearly communicate playing time expectations to the players/parents prior to registration. It is our recommendation that a player on the team roster plays in a minimum of 2 games.
- Trip supervisor(s), designated by BEC, is(are) the ultimate authority for this trip.
- Players of this age group must travel in the team VAN at all times.
Exception: If parents of the player are travelling with the team, and they are planning to travel to a different destination. In this case the player is allowed to travel with his/her parents.
- Coach/Driver must submit all gas receipts no later than two weeks after return. All receipts that are not collected in that period of time will be rejected.
- All payments for returned receipts will be fully paid no later than 4 weeks after submitting the receipts.
- All refunds are subject to BEC approval.

Trips – San Diego (A division)

- BEC and TC approval is required.
- Membership fee paid.
- Coach must clearly communicate playing time expectations to the players/parents prior to registration.
- Trip supervisor(s), designated by BEC, is(are) the ultimate authority for this trip.
- Players / Coach are responsible for room and board.

Trips – Non Homenetmen Games

It is recommended for our teams to participate in at least one, and no more than two non-Homenetmen tournament a year.

- All non-Homenetmen game participation must be approved by Athletic Office and Technical committee prior to registration.
- Calendar year trip guidelines set by BEC must apply.
- Tournament budget can not exceed \$1000.00 per team, and it must be paid by the team.
- Participants must have zero membership fee balance.
- Medical Clearance, and special Waiver forms must be signed for under 18 players.

Trips *International*

- Criteria to be evaluated and selected by BEC and Executive board case by case.
(Exemplary member with above average technical skills)
- Policies and guidelines are to be developed by the basketball organization in charge of the activity.

Special Tournament Participation Guidelines

- All Glendale Ararat Chapter teams are *mandated* to participate in annual Navasartian games.
- TC and BEC must evaluate and approve all requests for teams to play in higher division games. For example, if a C division team is requesting to participate in B division must obtain special waiver. This procedure applies to all Homenetmen sanctioned games.
- When a team participates in a higher division than their age group, they are still mandated to follow the rules and regulations of their own **age division**. For example a C division traveling to San Diego to play in A-division competition must travel per C-Division's trip guidelines.
- Maximum of two outside tournaments are allowed per team. Players of team 1 and team 2 must have equal opportunity to participate in various tournaments. If a coach is taking his first team to an outside tournament, he is mandated by basketball division to create an opportunity for the second team to also participate in a formal competitive game.

Fund Raising & Financial Guidelines

- Raising funds per team are not allowed.
- Raising funds for Division *can only be done according to Glendale Ararat Chapter's financial guidelines.*
- Raising funds for an event *can only be done according to Glendale Ararat Chapter's financial guidelines.*
- Parent Support Committee fund raising *can only be done according to Glendale Ararat Chapter's financial guidelines.*
- All tournament fees must be submitted to the Athletic office based on the deadlines provided to the teams.

Uniforms

- Guidelines for purchasing, choosing numbers, and style of the uniform based on Divisions.
 - Guidelines for A divisions
 - Game time coaches uniform requirements.
-
- All players in G to B divisions are required to purchase and wear Homenetmen Ararat uniforms. These uniforms could be purchased from the front desk at Ararat Center.
 - All players must check with their coaches prior to purchase of any uniform.
 - A-Division teams are allowed to have design changes in their uniforms. All designs must be approved by the Technical Committee / BEC.
 - It is highly recommended for A-Division teams to order similar designs since players at this age change teams regularly!
 - If a lower division team is allowed to participate in a higher division, the uniform requirements of the team remains the same as their age group division.
 - All coaches are required to have coach's shirt during games. Blue Polo with homenetmen logo on the upper left.

Record Keeping

- “Why attendance record is required and what are the benefits of having it.
There are a number of benefits for having the participation record, here are a few examples:
 - Attendance record
 - Insurance
 - Program continuity

- Monthly attendance records must be submitted to Athletic office on 1st practice of the month.

- All deletion and additions to any team roster must be approved by AD and TC.

- No player is allowed to practice with an Ararat team, unless special permission is obtained from the Athletic Office.

- Athletic Office must approve all new member registration in basketball organization.

- If a player misses three consecutive practiced without any prior notification must be immediately reported to the athletic office.

- Keep a Data Base in AD’s office for all players who are participating in high school practices.

WEB SITE

Basketball Division will have a Point Of Contact person for all its WEB data management. This person will be in charge of:

- WEB ACCESS
- INFORMATION INTEGRITY
- DATA BASE MANAGEMENT

It should be the goal of our Division to develop an interactive WEB program where coaches, leaders, and players could exchange information on daily bases.

Equipment

- Basketballs
- Gyms
- Cones
- Net

Basketball division is assigned a yearly budget for equipment. These funds must be used for balls, nets, and other equipments.

Transfers

(Guidelines are subject to change based on newly established developmental basketball league)

- “Guidelines and Rules based on age, new member, and existing members”
- During season transfer guidelines
- End of the season transfer guidelines
- Players who play in higher division
- Summer basketball recruiting
- Player evaluation guidelines

PLAYER TRANSFER GUIDELINES

- **Basketball Transfers could be classified under one of the following categories:**
 - **a- Incoming player from another Homenetmen Chapter.**
 - **b- Summer league player who is invited to become a new member.**
 - **c- Special Circumstances, such as, recruits or internal transfers.**

a- Incoming player from another Homenetmen chapter

- **When a player transfers to Ararat Chapter, Athletic office with recommendations from TC will find the “best home” for the player. This decision will be based on the following criteria:**

- **Which team has the need for a player with his/her skill set?**
- **Age group – division, and Roster requirements.**
- **Familiarity with others and best fit.**

This scenario is not very common, and most transferring players are interested to join a specific team.

b- Summer league player is invited to become a new member, and join a specific team.

- **A specific guideline is designated for this operation.**
- A unique process has been created for summer transfers. Please see the attached flow chart for selection steps.
- Summer league must not be used as recruiting tool since it is merely a supplemental program to our existing basketball program to serve the community. Summer coaches and organizers must not make any promises to summer athletes since their selection depends on a number of variables, and creating false expectations is damaging for the basketball program, and the organization.

c- Special Circumstances

- Special circumstances could be categorized as following:
 - A recruit is requesting to transfer to a specific team.
 - Internal transfer from team A to team B in mid-season.
- Rules and regulations:
 - Athletic office and TC must be notified and approve all transfer requests.
 - In case of the internal transfer, coaches, and the players (**also parents for under 15 players**) must agree on the transfer.
 - Internal transfers and any major team reorganizations will be done at the same time as summer transfers. Mid-season transfers will be dealt case by cases by TC and athletic office.
- TC recommends OPEN SEASON periods for special transfers.
Recommendations:
January 1 to February 1 & August 1 to September 1

Summer / Internal Transfer GUIDELINES

- Pool of available players will be provided to transfer committee from AD office.
 - Transfer commit (TC + AD + coaches of the same division) will evaluate and try out the players.
 - Based on the need of the team players are selected.
 - Names are submitted to AD office.
 - New player is allowed to register and participate in general practices.
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- All summer and internal transfers will be done once a year; right after completion of summer program. Coaches and Athletic office, and TC members will form the transfer committee.
 - TEAMS will be re-ranked based on their last TWO tournament performances (Athletic office, Technical committee, and coaches will be part of the committee that re-ranks the teams).
 - TEAM 1 of the division will pick first, TEAM 2 picks second, and so on so forth. Teams who have complete rosters (based on Ararat guidelines – 18 to 20 players!) have the option to pass on their picks.
 - *(Note: E and Upper teams will not solely be ranked based on their WIN and LOSS records. UPPER and LOWER participation and other special circumstances will also play a major role in determining the rank of the teams. Ararat Athletic office will monitor the qualification of Upper and Lower competitions, and will have an input in the final ranking of the teams)*
 - Once all the Teams have picked, the rotation will go back to the first round pick order, Team 1, Team 2, Team 3, and so on.....
 - New teams will have the last pick of the draft, and a new team can only be established if:
 - 1 - Athletic office and BEC approve the need for additional team.
 - 2 - Teams of the same division are complete (18-20).
 - 3 - A coach and an assistant coach have been interviewed and accepted the responsibility of coaching the team. Once the transfers are completed, \ eventually the option will be given to the coaches to re-think and work on team transfers amongst themselves.
 - If two coaches agree that a player has a better chance of advancement in another team, better fit in another team, or practice time conflict, playing time issues based on the player's position, or personality conflict; the transfer will be approved by Athletic Office / Transfer Committee for the best interest of the kids.

NOTE:

- Once summer transfers are completed, players will be asked to register and go through orientation program, and eventually join their teams for regularly scheduled practices.
- Since this coincides with the beginning of the HABC games (End of September – Beginning of October), the coaches will be given the option to leave out the new player's names from their HABC rosters.
- At the same time TC with the help of the Athletic office will conduct multi-session technical basketball clinics for these new players.

Disciplinary Actions

- Coach is allowed to discipline the player by having them seat out one practice. If a coach decides to extend the punishment he/she must notify the AD office and receive approval for longer than single practice penalty. (*nothing good comes out of long term suspension!!*)
- Coach can not ask the player to leave his gym. In case the player is a distraction, he/she could be sent to the AD office.
- It is highly recommended that the Coach not to discuss the details of the punishment with other parents / players.
- In addition to regional (REC), and team rules, Ararat Chapter could reprimand an individual for any disciplinary action.
- Any coach who receive two technical fouls in one game is subject to suspension by the Homenetmen's regional executive committee (REC), and Ararat Chapter Basketball Division.
- All conflicts between, coach-coach, coach-player, player-player, coach-parent must be reported to 1-AD, 2-TC, 3-BEC.

CONFLICT RESOLUTION

Policy

This policy would assist in determining the procedure at the time of conflict

Purpose

If a conflict has not been resolved within the inner group leadership circle (i.e. troop, team, unit), this would provide a comprehensive framework for resolving conflicts falling in the categories below:

- Between 2 Members
- Between Members and Division Board
- Between Parent and Coach /Troop Leader/Instructor
- Between Members and a Coach/Instructor
- Between Coach and Federation/Technical Committees
- Between Coach/Troop Leader and Division Board
- Between two members of different Division Executive Committees
- Between two members of the same Division Executive Committee
- Between Division Executive Committee and its subordinate committees.

Procedures

Conflict between two Members:

This type of conflict should be heard by the Division Executive Committee and in case of no resolution then Chapter's liaison would have the final word.

Conflict between Member and Division Board:

Chapter liaison listens to grievance of member, and makes a final decision.

Conflict between Parent, Coach /Troop Leader/Instructor:

Basketball and General Athletics parents should direct their complaints to Technical Committees/Federation. If not resolved the Division Executive Board has the final word.

In the case of Summer Day Camp and Summer Basketball, parents should refer to the Camp Leader and Summer Basketball coordinator. If still not resolved, it would be referred to the Basketball Executive Committee for Summer basketball and Executive Director for SDC.

Conflict between Member and a Coach/Instructor:

The final decision would be up to the Division Executive Committee.

Conflict between Coach and Federation/Technical Committees:

The Division Executive Committee has the final word.

Conflict between Coach/Troop Leader and Division Board:

The Chapter Board Liaison has the final word.

Conflict between two members of different Division Executive Committees:

This issue should be discussed and resolved by the Chapter Board Representatives of those two divisions. In case it remains unresolved, then the Chapter's Executive Board should resolve the issue.

Conflict between two members of the same Executive Committee:

The issue should be resolved within the Division's respective Executive Committee. If not resolved, Chapter Board Liaison will have the final word.

Conflict between Division Executive Committee and its subordinate committees:

The Chapter Board Liaison should resolve the conflict.

Communication Guidelines

Team meeting guidelines

- Teams are mandated to have one of the following representatives in their team meetings: AD – TC – BEC
- A coach is responsible to attend all meetings that are designated mandatory by BEC. The coach who does not abide by this rule will be reprimanded by BEC, as it deems appropriate.
- It is important to properly communicate with the parents. Coach and team parent have this responsibility in the basketball organization.
- It is important to communicate in writing with younger kids. We need to make sure the parents are aware of the schedules and all other organizational announcements.

email and other Correspondence

- The internet allows for quick broadcasting of information via the email system; however, certain precautions must be taken prior to distribution.
- Memorandums are for internal communication and typically are written with a specific format. All Memorandums must be approved by AD / Executive Director prior to posting / distribution.
- Don't use email to discuss confidential information.

FIRST TIME COACH (FTC)

- Prepare for each practice session.
- Treat all your players the same; regardless of first or second team player.
- Teach good sportsmanship.
- Be patient, players need your positive encouragements, and technical guidelines at all times.
- Encourage responsibility, and team work.
- Make sure your players know you love them, and encourage open communication.
- Our program is based on recreational basketball, and we as leaders must find a way to satisfy all our members.

NBA coaches measure success by **RINGS**.

COLLEGE coaches measure success by **CHAMPIONSHIP**

HIGH SCHOOL coaches measure success by **TITLES**

YOUTH coaches **MUST** measure success by **SMILES**

New Coach Training (FTC)

BEC is recommending for all the new coaches, and assistant coaches, and team parents to meet with a three man panel prior to their assignment to an Ararat team.

This panel for the coaches will consist of BEC leader, TC member, Athletic Director, and a knowledgeable coach of same division. In addition it must be highly recommended for a new coach (first time coach) to assist an experienced coach for a minimum of 4 weeks.

Topics of discussion for the coaches:

- Job responsibilities *Roles and responsibilities*
- Roster Management *Importance of up-to-date roster*
- First team, and second team concept *It is OK to have 10 lower skilled players!*
- Managing parent's expectations *How to conduct team meetings, and managing personalities*
- Team parent responsibilities and designation *Team parent roles and responsibilities in conjunction with the coaches and organization*
- Travel and activities per division *Policies and proper management*
- Point of contact in the organization *Who to call first, and understand the org chart*

For team parent the panel will consist of BEC leader, Athletic Director, and an experience team parent.

Topics of discussion for the Team Parents:

- Job responsibilities *Roles and responsibilities*
- Roster Management *Importance of up-to-date roster*

Parent's Expectations (FTC)

- It is our experience that most parents respect and abide by the rules and regulations proposed by our coaches and the organization for the teams. In return parents would like to see a fair and reasonable team operation by the coach, and the organization. Therefore, good communication between the coach, athletic office, and the parents is a MUST. Keep in mind, for our young players their parents are very interested about their progress, and obviously they would like to see their kids, *regardless of their technical skills*, improve and advance.

Do's and Don'ts (FTC)

- Never try to solve your conflicts with the parents in the basketball Gyms, before or after games, and specially in the Ararat hallways.
- For the parents who have issues with your coaching, politely refer them to see the Athletic Director (your supervisor).
- Make sure Athletic office is aware of some of your team issues; such as parents complaining, kids bad attitude, lack of commitment from the parents, so when the problems are escalated, athletic office has familiarity with your issues and there are no major surprises.
- Some parents have high expectations of the coaches, others are happy to see their kids are involved in an Armenian organization. It is our challenge to keep the balance and satisfy their needs with creation of programs and activities to satisfy all.
- Written communication works well.
- Elect a new team parent every year, at the minimum every two years. For best balance choose parents from first and second team.

References

- **History of the Chapter & contact information**
- **Homenetmen Ararat Glendale Chapter's organizational general guidelines**

Founding of the Chapter

- In 1975 the Armenian community in Glendale, California began to grow. In 1978, several individuals organized and initiated a scouting program in Glendale. This group of scouts first began their activities with Homenetmen Los Angeles Chapter, and in the fall of 1978 began to conduct their separate scouting activities. Meanwhile, a group of young Armenian athletes came together in Glendale and formed a soccer team that held regular practices. Later on, the scouting group and the soccer team were brought together to form Homenetmen Glendale Chapter. Our Chapter's initial meeting took place on December 15, 1978, at the Armenian Center in Glendale, where the Chapter's first Executive Board was elected.

The First "Ararat" Center

- Due to rapid growth of its membership, "Ararat" Chapter began having difficulties in securing adequate office space and facilities for its activities. Since its founding until 1983, the Chapter's offices were located next to the original St. Mary's Church located at 1224-1228 East Carlton Dr. in Glendale. In 1984, for the first time the Chapter purchased a property in Glendale located at 544 W. Broadway which consisted of two adjacent single-family homes. A single fundraiser banquet organized by the group of "Gharadagh" compatriots raised over \$70,000, which became the seed money and a significant part of the down payment. Later, the Chapter was successful in obtaining a grant from the City of Glendale for the purpose of renovating the center. During the remodelling efforts, scouts, athletes, parents and volunteers came together like a family and helped in any way they could to complete the project.

Office Contact Information

- **Contact information**
- **Athletic Office: (323) 256-0651**
- **Front Desk: (323) 2562564**
- **www.ararat.org Ararat WEBSITE**
- **www.homenetmen.net**
For all game schedules

Homenetmen Ararat Glendale Chapter's organizational general guidelines

- A. EVENT PLANNING & APPROVAL*
- B. FLYER/POSTER/TICKET PRINTING APPROVAL*
- C. NEW MEMBER ADMITTANCE*
- D. MEMBER DELETION*
- E. MEMBER TRANSFER*
- F. DIVISION EXECUTIVE COMMITTEE TRAINING*
- G. CONDUCTING formal MEETINGS*
- H. ANNUAL DIVISION BUDGET PLANNING & SUBMISSION*
- I. TOURNAMENT & CAMP REGISTRATION*
- J. EMERGENCY RESPONSE PLAN*
- K. MEDICAL EMERGENCY*

A. EVENT PLANNING & APPROVAL

Purpose

To prescribe procedures that must be followed to maintain internal controls over the Chapter, Board, Division sponsored events and related activities to ensure the accurate, consistent and timely event planning, approval and closing process. The orientation of chairman of the event before the event starts by the Executive Director.

Procedures

The following procedures should be followed for event planning, approval and closing process;

- A person should be assigned as the Chairperson for the event by the Division responsible for the event. The chairperson and the respective Committee would invite members to participate in the event subcommittee. The event treasurer would be the treasurer of the Division.
- The Executive Director would provide orientation immediately after their his/her assignment
- The subcommittee should review the previous year's similar event's budget attendance and other related data.
- Please refer to the **Event or Project Budget Estimates Submittal Process**
- Budget estimate, through the respective Board's treasurer, is to be presented to the Executive Director at least 4 weeks before the event for approval.
- The location of the event should be secured. If the event is in the Center, hall management will handle the valet, security and labor. The Chairperson and the E.D. should discuss details such as cleaning, table arrangement, chairs, dishes all the service/items requested should be coordinated thru the Executive Director.
- The entertainment should be planned according to the audience served and contract to be signed by the Executive Director.
- The food/caterer should be planned including drinks/beverages to be served/sold etc., and contract to be signed by the Executive Director.
- Contracts over \$1,000.00 should be signed by Executive Director
- The drinks should be purchased from Ararat store.
- The subcommittee should decide the duration of the event, raffles/other fund raising activities during the event, decorations, center pieces, table assignments, type of media advertisements, and event itinerary.
- The advertisements should be routed and approved by the Executive Director's office. The flyers should be ready 4 weeks before the event (flyers should be in English & Armenian)
- The tickets (please refer to ticket printing approval process) should be ready at least 3 weeks before the event.

B. FLYER/POSTER/TICKET PRINTING APPROVAL

Policy

It is the policy of Ararat to maintain a consistent and standard format for the printed material.

Purpose

This policy will guide the event and project planners in seeking approval and ensuring the consistency of the format for their printed material.

Procedure

The following procedures should be followed in order to get approval for the process;

- Flyers/tickets should be ready 4 weeks before the event
- The contents of the flyer/ticket should be approved by Executive Director
- All flyers should contain the following:
 - 1. Homenetmen's logo in the upper left corner
 - 2. Chapter's title
 - 3. Name of the organizing Division
 - 4. Nature of the event
 - 5. Location
 - 6. Tel. number
 - 7. Age group (if necessary)
 - 8. Time/Date of the event
 - 9. Admission fee – should differentiate/indicate if different admission fees
 - 10. Sponsors if any
 - 11. Indicate www.Ararat.org
- The number of the flyers/ticket will be decided by the Committee & Executive Director
- 2 copies of flyers/tickets should be submitted to the office
- Should find the lowest price for printing.

C. NEW MEMBER ADMITTANCE

Policy

To ensure that the administrative process is consistent for all new members, this policy is established.

Procedures

The following procedures should be followed;

- 1) Application is submitted to the office
- 2) Applicant is informed of orientation day.
- 3) Application is routed to the appropriate Division for review & placement.
- 4) Athletic/Basketball applicants require Athletics Director's approval before submitting their application.
- 5) Application & placement form is returned to the office.
- 6) Application is given to the Chapter Board for approval.
- 7) If application is not approved, the applicant will be notified of the Board's decision.
- 8) Applicant attends orientation, presents "orientation completion" form, pays membership dues and receives the
- welcome package. Please note the parents of applicants under age of 12 should accompany the applicant
- 9) The package will include a "congratulatory letter" a "placement form" with info about the place, date, time and
- name of the person in charge of the first activity and other related materials. .
- 10) Attends activity, submits the "Placement form" to the person in charge.
- 11) Input members info in our database Office
- 12) Mail copy of application to regional office. Office
- 13) Approval of application
- Regional Homenetmen Office
- 14) Check "H.net" to ensure member approval Office

D. MEMBER DELETION

Policy

This policy establishes the standard for the member deletion process.

Procedures

The following procedures should be followed in order to delete members If a member:

- a) Has been non active for more than one year
- b) Has mailed back the statement indicating that is not taking part in our activities
- c) Calls our office and expresses his/her desire to have his/her name be removed from our data base

The following steps have to be taken:

- 1) Division liaison has to call the member and find out the reason for not being active and try to convince the member to return to the organization in any capacity.
- 2) If the member is not convinced, “Membership Status Confirmation” form will be mailed for the member to sign and return.
- 3) The office, after receiving the form, will insert the name in “to be deleted” list, mail the form to the Regional office for confirmation.
- 4) The members name would not be deleted if the registration date is less than a year.

E. MEMBER TRANSFER

Policy

This policy establishes the standard for the member transferring between two Homenetmen's procedure.

Procedures

Transfer from Ararat to other Chapter:

- The member submits a transfer application
- The office checks membership dues status and if necessary, collects the balance
- The application is submitted to the respective Committee for approval with a exit review with the Executive Director
- After Division's approval, the application is submitted to Chapter Executive Board for approval
- The approved transfer application is being mailed to Regional office

Transfer from other Chapter to Ararat:

- Office receives the transfer form from Regional office and submits it to the respective Division
- After approving the application, The Division Executive Committee returns the form to the office with a placement form.
- The office submits the transfer form to Chapter Executive Board for approval
- After completing the orientation program, the member can attend his/her regular activities.

F. DIVISION EXECUTIVE COMMITTEE TRAINING

Policy

The level of training and the knowledge of the committee member determines their efficiency and effectiveness in the decision making process.

Purpose

In order for the executives to perform their duties according to the policies and procedures established by Ararat and for the organization to operate smoothly and consistently the training of the executive members is essential.

Procedures

- The training will be done by Executive Director, Board treasurer and Board Secretary
- The training will be done before the members start their duty as Division Executive Committee members.
- The training will include the following topics:
 - a) Homenetmen Organizational chart and bylaws
 - b) Board Liaison responsibilities and authorities
 - c) Risk management topics
 - d) Orientation
 - d) New member acceptance process
 - f) Members resignation and deletion
 - g) Office and printing procedures
 - h) Correspondence
 - i) Organizing events

Accounting procedures (event budgets, check requests, closing accounts, etc....)

- All Executive Committee members should go through the same training process administered by either The Executive Director or Board appointee every year.
- Each year dispersing “job description” for the Board in order to ensure that it’s clear what is expected of the Board.

G. CONDUCTING *formal* MEETINGS

Purpose

This policy is to guide the Board, Division Executive Committees and other subcommittee members in conducting their respective meetings.

All meetings should follow the Homenetmen bylaws. The meeting notice should be send/mailed to all participants, in advance and should be available to review during or prior to the meeting.

Also the notice must specify the time, date, location and agenda items.

Responsibilities

Chair/Vice would call the meeting to order and would start on the agenda items.

- If this is a Board or a Executive Committee meeting the chairperson will call the meeting to order and the minutes from the previous meeting will be reviewed and approved.
- Previous meeting's action items will also be reviewed and accounted for. If any of these items require extensive discussion by the board, such items will be added to the meeting's agenda.
- It is an acceptable practice for each meeting to pre-determine an adjournment time. If this is the case, then agenda items should be discussed in the order of priority. All unfinished items will be added to next meeting's agenda.
- It is the chairperson's/meeting facilitator's responsibility to ensure that all discussions are relevant to particular agenda items.
- New Business Agenda

Issues under new business should be discussed under the appropriate agenda item at the following meeting Secretary - The Board's/meeting's secretary would record the minutes of the meeting as it relates to action items, follow up issues, decisions and any items that need to be registered. In addition, the Secretary should present all received correspondence and prepare the Board's official responses or announcements.

The Executive secretaries should submit a copy of the minutes of each executive committee meeting to the office. They should also submit a six month report to the office.

Participant - Each participant has the right to request the floor, from the chairperson. All other participants will refrain from commenting, until the current speaker relinquishes the floor. The order of speaking/commenting will be on a "first-come first-served" basis.

H. ANNUAL DIVISION BUDGET PLANNING & SUBMISSION

Purpose

To ensure consistency in the process, it is necessary that each Division plan their budget in the beginning of their term.

Procedures

The following should be followed for this process:

- Each Executive Committee, should submit to Chapter Board their detail annual budget based on their budget approved at the representatives meeting, within the first 4 weeks after being elected.
- In preparing the annual budget, The Division Executive Committees should consider their proposed annual program, the needs and programs of their sub divisions.
- The proposed budget should not exceed the budget approved at Annual Delegates Meeting.
- The budget will become effective after The Chapter Executive Board's approval.
- Each Division should consider that their annual budget should contain surplus according to Chapter's overall guidelines.
- Because of unforeseen situations, at the time of the approved programs or purchases, the Divisions should submit a line item budget for the specific activity for approval. This secondary budget should not exceed the original budget.
- Should Divisions have expenditures not foreseen in the budget, they should get the approval of the Chapter Executive Board.

I. TOURNAMENT & CAMP REGISTRATION

Purpose

This policy should apply consistently to registration of any tournament, classes and camps sponsored by Homenetmen Ararat.

Procedures

The following should be followed for this process:

- The date of the registration and the location should be announced thru flyers and posted at the Center 2 July 2008 on the website.
- The registration process should start by verifying if a member has paid their dues. A member with an unpaid balance can not register for any event.
- An official receipt of Homenetmen should be issued for all tournaments, camps and classes registrations over \$20.00.
- If the registration fee is less than \$20.00, the collected fees, along with a list of participants should be submitted to athletic office.
- A poster/flyer should be presented to the parents at time of registration inform them about the details of the event.
- The insurance forms must be completed by the parent or legal guardian at the time of registration.
- Medical waiver must be signed by the parent.
- In case a parent would be driving the van/car the members to the destination - In that case the parent needs to complete the driver information form,

J. EMERGENCY RESPONSE PLAN

➤ EMERGENCY TELEPHONE NUMBERS:

Fire Department 911
Paramedic Ambulance 911
Police Department 911

Homenetmen Ararat Chapter Executive Director
Armond Gorgorian (323) 256-2564

When calling paramedics it is important to provide your direct contact number and the exact location of the emergency such as gym location, floor. Also, report the nature of the emergency, sex and age of the victim.

K. MEDICAL EMERGENCY

When notified of a Medical Emergency Call Paramedics. Dial 911

- Obtain the Following:
- • Nature of the emergency
- • Age of the injured party
- • Sex of injured party
- • Location of injured party
- • Current Condition of injured party
- • Name and call back of person reporting

Give them the following information:

Homenetmen Ararat
3347 N. San Fernando Blvd.
Next to the Police Station

- Location of the injured party
- Your call back number