

# **PBVUSD AFTER SCHOOL RECREATION COACHES' POLICY HANDBOOK**

**Recreation Director: Dean Larimer**  
**Phone: Actis 833-9630/**  
**Cell – text preferred 428-9842**  
**Email (preferred) dlarimer@pbvUSD.k12.ca.us**

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT  
RECREATION  
Web Site**

**Go to:**            [www.pbvUSD.k12.ca.us/](http://www.pbvUSD.k12.ca.us/)

**Select:**            **Departments then sports and recreation**

This site is intended for use by everyone who needs to find out information about our after-school recreation programs. I will do my best to continually update them, including the results of previous games. Please share this information with your athletes and their parents.

## RECREATION MEETINGS SPORTS COACHES AGENDA

### After-School Recreation Coaches Policy Handbook

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(All coaches complete and submit immediately both certification information and the Code of Ethics)	
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III. Contact information: The After School Recreation Facilitator is Dean Larimer, a PE Teacher at Actis Junior High and can be reached at 661-428-9842.	
IV. The winning coach of the winning team is to call in the results of all pool play, league play or tournament play.	
V. Text is preferred...if not please leave your name, time and date you called, phone number or possibly e-mail where you can be reached when leaving a message. Please leave a brief explanation for the call if possible and I will get back to you as soon as possible.	
VI. Email: <a href="mailto:dlarimer@pbvusd.k12.ca.us">dlarimer@pbvusd.k12.ca.us</a>	

**CERTIFICATION INFORMATION**  
(Please complete)

**Name** \_\_\_\_\_

**Coaching School Site** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Home address with zip code** \_\_\_\_\_

\_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Social Security Number (for payroll purposes)** \_\_\_\_\_

**Are you a Panama-Buena Vista Employee? (circle one)    yes    no**

**If you are an employee, are you classified or certificated? (circle one)**

**Is this your first time coaching in our district? (circle one)    yes    no**

**What year did you start coaching in this district?** \_\_\_\_\_

**Coaching Assignment** \_\_\_\_\_

**Are you sharing a paid coaching position?** \_\_\_\_\_

**If so, then with whom are you sharing that position?** \_\_\_\_\_

**Will you be having an assistant coach?** \_\_\_\_\_

**If so, then please give me their name.** \_\_\_\_\_

# Code of Ethics for Panama Buena Vista Union School District Coaches

I pledge to live up to my certification as a PBVUSD Coach by following the PBVUSD Coaching Guidelines:

Player participation and development as a person is more important than winning

Players are to be treated with dignity and respect

Players will be provided a safe playing situation and ARE ALWAYS SUPERVISED BY COACH BEFORE PRACTICE, DURING PRACTICE, AND AFTER PRACTICE AND GAMES. Never is an athlete left unsupervised.

Coach will lead by example and demonstration of fair play and sportsmanship towards all officials, other coaches, and teams, school site administration, and parents.

Coach will organize practices that are fun, challenging, and promote skill development for all players on the team and promote knowledge of the game.

Coach will take responsibility for school district equipment looking after things like balls and uniforms, making sure facilities are secure and locked after practice.

Coach is to always be sensitive to the health needs of their players, applying the appropriate first aide when necessary as presented in the district sponsored CPR/First Aid Certification Training.

Initial the boxes above and complete and sign-off below:

\_\_\_\_\_  
Name of Coach (Print)

\_\_\_\_\_  
Name of School and Coaching Positions

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

## **AFTER-SCHOOL RECREATION EMPLOYEES HIRING PROCEDURES**

**AFTER SELECTION BY SITE ADMINISTRATOR (USUALLY THE SCHOOL PRINCIPAL) FOR EMPLOYMENT IN THE AFTER SCHOOL RECREATION PROGRAM, EACH NEW EMPLOYEE MUST COMPLETE THE FOLLOWING DISTRICT PROCESS:**

1. Administrator should contact Dean Larimer with the name and telephone number of the employee. Dean will determine if Coaching Certification has been met or if training will be necessary.
2. Administrator should contact Sylvia Bumatay in the Personnel Department with name and telephone number of new employee 831-8331, ext. 0
3. The Administrator should direct the employee to come to the Personnel Department in the District Office to pick up paperwork packets (fingerprint forms, an application, tax forms). TB clearance, fingerprint clearance, etc must be on file prior to employment.
4. The employee must attend PBVUSD Health and Safety Training including CPR Certification before they can begin work at the school site
5. The employee must return completed paperwork to the District Office. When all paperwork is completed and requirements are met, the employee will be issued an identification badge. The employee must show current year ID badge to school site secretary prior to being allowed on campus or being given a timecard.
6. The Personnel Department will notify Dean Larimer and the site Administrator when the paperwork for new recreation employees has been completed.

### **AFTER-SCHOOL RECREATION PROGRAM Policy for Acquiring an Assistant Coach**

According to current by-laws, the only individuals that can sit on a bench or participate on the side-lines during games/matches, are district approved assistant coaches. Penalty, could result in forfeiture of the game/match.

All assistant coaches must, at a minimum, get fingerprinted and be approved by the personnel department. This enables the assistant coach to assist the head coach during both practices and games/matches. It does not, however, allow for this coach to take over should the head coach be absent. In order for the assistant coach to have the same liberties as the head coach, he/she must be CPR and First Aid certified, and he/she must attend one district meeting on health and safety.

During practices, there is no problem, should anyone want to help the coach in plays, drills, etc. This policy only pertains to games/matches. A certified coach, however, must always be present during such practices

The district will pay for one assistant coach to be fingerprinted.

Should you desire to have an assistant coach, then call Dean Larimer at cell 661-428-9842 or email. Give him the name of the assistant coach. He will then forward that name to the district office. Instruct the assistant coach to go to the district to fill out paperwork and get instructions on getting fingerprinted. The assistant coach can continue helping out at practices, but not sit on a bench or be on a side-line until the fingerprints have cleared and the assistant coach is approved by the personnel department.

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**  
**A Brief Form of the Recreational By-Laws**

1. Each school must participate and field teams.
2. Elementary League will have a minimum of five (5) games.
3. Junior High League will have a minimum of six (6) games.
4. Teams may play in only two (2) post season tournaments.
5. A district school may not host a tournament without the permission of the district recreation committee.
6. The district or a district school may not host a tournament without inviting all of the district's schools.
7. Elementary schools may schedule four (4) additional games other than those scheduled by the district. A tournament counts as one (1) game.
8. Junior Highs may schedule additional games / matches, so long as the total games / matches played do not exceed eighteen (18). A tournament counts as one (1) game, but you cannot exceed six (6) tournaments.
9. Junior Highs may schedule one (1) scrimmage. Additional scrimmages count as games.
10. No teams are able to travel out of the County for games, unless for post-season championship tournament(s). All are subject to principal's discretion.
11. Team selections cannot be made until five (5) practice sessions have been held.
12. Eligibility does not begin until grade five (5) (Grade four (4) for track only).
13. All students participating must be currently eligible and remain eligible. At the end of each quarter, the coach must arrange for an eligibility check for team members.
14. All students participating must have a completed After School Sports Contract on file. In addition, their parent / guardian must have all forms appropriately completed and on file.
15. All coaches must have completed PBVUSD Certification and have a valid CPR card.
16. Only certified coaches will be allowed to sit on the bench.
17. A player absent at all for injury or illness, may not participate that day, unless a principal makes exception.
18. At the principal's discretion, a player is subject to disciplinary action for violation of the educational code, district rules, school rules, and / or team rules.
19. Banners may only include positive words and never include the opponent's team name.

**2023-24 PBVUSD Sport Stipends**

	<u>Years 1-3</u>	<u>years 4+</u>
Elementary Boys Football	\$650.00	\$825.00
Elementary Girls Volleyball	\$650.00	\$825.00
Elementary Boys Basketball	\$650.00	\$825.00
Elementary Girls Basketball	\$650.00	\$825.00
Elementary Track	\$450.00	\$575.00
Junior High Girls Volleyball	\$775.00	\$975.00
Junior High Boys Volleyball	\$650.00	\$825.00
Junior High Girls Basketball	\$775.00	\$975.00
Junior High Boys Basketball	\$775.00	\$975.00
Junior High Track (2 positions)	\$775.00	\$975.00

Elementary Coaching Positions (approximations)

Football .....	40-50 hours
Volleyball .....	40-50 hours
Boys Basketball .....	40-50 hours
Girls Basketball .....	40-50 hours
Track .....	25-35 hours

Junior High Coaching Positions (approximations)

Girls 7 <sup>th</sup> & 8 <sup>th</sup> Volleyball .....	50-60 hours
Boys 7 <sup>th</sup> & 8 <sup>th</sup> Volleyball .....	40-50 hours
Boys 7 <sup>th</sup> & 8 <sup>th</sup> Basketball .....	50-60 hours
Girls 7 <sup>th</sup> & 8 <sup>th</sup> Basketball .....	50-60 hours
Track .....	50-60 hours

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**  
**Recreation Time Cards**

1. Use the yellow time card, titled “After School Recreation”.
2. Fill in the upper portion of the time card with your full name, social security number, and address. Where it says position coached, write in the actual sport coached, i.e. volleyball coach. Sign and date the card, then turn it Dean Larimer, the After School Recreation Facilitator.
3. Where it says total hours worked at the bottom, write in “**FULL**”. If you shared the position, then write in “**HALF**”, and make a note on the card with whom the position was shared.
4. The time card will be filled out and collected at the fall, winter, or spring coaches certification meeting. It will be submitted by Dean Larimer on the date following the completion of that seasons game or match. If you are a late hire and did not attend the certification meeting, complete the card and submit it immediately.





VOLUNTARY ACTIVITIES PARTICIPATION FORM

ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK

I authorize my son/daughter, \_\_\_\_\_, to participate in the District sponsored activities of \_\_\_\_\_.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities.

I understand and acknowledge that some of the injuries/illnesses that may result from participating in these activities include, but are not limited to, the following:

- |                              |                         |
|------------------------------|-------------------------|
| 1. Sprains/strains           | 5. Paralysis            |
| 2. Fractured bones           | 6. Loss of eyesight     |
| 3. Unconsciousness           | 7. Communicable disease |
| 4. Head and/or back injuries | 8. Death                |

I understand and acknowledge that in order to participate in these activities, I and my son/daughter agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable and I hereby waive, release, and discharge them from any future claims, demands, obligations, or causes of action for any injury/illness or property damage suffered by my son/daughter arising as a result of engaging or receiving instruction in said activity or any activity that is incidental thereto.

I acknowledge that I have carefully read this VOLUNTARY ACTIVITIES PARTICIPATION FORM and that I understand and agree to its terms.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

A signed VOLUNTARY ACTIVITIES PARTICIPATION FORM must be on file with the District before a student will be allowed to participate in the above extra-curricular activities.

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**  
**After School Sports Contract**  
**(Generic Try –Out Contract)**

**Permission**

Each student who participates in any type of after school sports program must have an after school sports contract filled out, signed, returned, and on file at the school site, prior to any type of participation.

**Eligibility**

All students, grades 4-8, must be academically qualified as of the last grading period to participate in any after school sport program: grades 7-8 must have a cumulative 2.0 GPA with no more than one “10” comment; incoming 7<sup>th</sup> graders are automatically eligible; grades 4-8 must have no “F” grades.

**Responsibility**

Transportation to and from the game site is the responsibility of the parent. In addition, it is expected that the student is present for both practice and games.

**Code of Conduct and Ethics**

Student – As a player, I will: remember that the true essence of sport is to strive for personal achievement and excellence through full and honest effort; pledge to learn, understand and adhere to both the rules of my sport and the accepted rules of fair play; understand that officials, teammates and opponents are all integral to my sport, and are worthy of my respect.

Coach – As a coach, I will: place the emotional and physical well-being of my players ahead of a personal desire to win; lead by example in demonstrating fair play and sportsmanship to all players; remember that I am a youth sports coach, and that the game is for children and not adults.

Parent – As a parent, I will: remember that as an adult, I am a role model, adhering to the rule of good conduct regarding sportsmanship; recall that these are youth athletes, participating in a recreational program; realize that everyone involved, from the coaches down to the officials, are here to provide a safe recreational environment for my child; remember that I am here to support my child and the after school program.

-----  
**AFTER SCHOOL SPORTS CONTRACT**

This contract is between the coach, parent, and student. All three signatures are necessary for the named student to participate in the after school program.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
After School Sport

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade in School

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS  
ASUMIR Y ACEPTAR EL RIESGO POTENCIAL

Yo autorizo a mi hijo/hija \_\_\_\_\_,  
a participar en actividades de \_\_\_\_\_ patrocinadas por el  
Distrito.

Entiendo y acepto que estas actividades, por su propia naturaleza, suponen un riesgo potencial de lesiones/enfermedades graves para las personas que participan en ellas.

Entiendo y acepto que algunas de las lesiones/enfermedades que pueden resultar de la participación en estas actividades incluyen, pero no se limitan a, las siguientes:

- |   |                               |
|---|-------------------------------|
| 1. Torceduras/ tensiones                | 5. Parálisis                  |
| 2. Huesos fracturados                   | 6. Pérdida de vista           |
| 3. Pérdida de conocimiento              | 7. Enfermedades transmisibles |
| 4. Lesiones en la cabeza y/o la espalda | 8. Muerte                     |

Entiendo y acepto que para participar en estas actividades, tanto yo como mi hijo/hija estamos de acuerdo en asumir la responsabilidad de todos y cada uno de los riesgos potenciales que puedan estar asociados con la participación en dichas actividades.

Entiendo y acepto que el Distrito, sus empleados, oficiales, agentes, o voluntarios no serán responsables y por la presente renuncio y los libero de cualquier reclamo futuro, demandas, obligaciones, o causas de acción por cualquier lesión/enfermedad o daño a la propiedad sufrido por mi hijo/hija que resulte de participar o recibir instrucción en dicha actividad o cualquier actividad que sea incidental a ello.

Confirmando que he leído atentamente este FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS y que comprendo y acepto sus condiciones.

\_\_\_\_\_  
Firma del padre/tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del estudiante

\_\_\_\_\_  
Fecha

Un FORMULARIO DE PARTICIPACIÓN EN ACTIVIDADES VOLUNTARIAS firmado debe estar archivado con el Distrito antes de que se permita a un estudiante participar en las actividades extracurriculares mencionadas anteriormente.

**DISTRITO DE LA UNIÓN ESCOLAR PANAMA-BUENA VISTA**  
Formulario de permiso para las pruebas deportivas después de escuela

Nuestro distrito desea proporcionar un ambiente seguro para cada estudiante. Por lo tanto, el distrito ha establecido expectativas específicas para entrenadores, padres/tutores y jugadores.

**Elegibilidad:** Todos los estudiantes deben cumplir ciertos requisitos académicos para ser elegibles para los deportes después de escuela; estudiantes de primaria y secundaria no pueden tener una calificación reprobatoria en la última boleta de calificaciones, y todos los estudiantes también deben mantener un promedio de 2.0.

**Los entrenadores** proporcionarán a cada atleta un horario por escrito de los entrenamientos. Si cambia la hora de un entrenamiento, el entrenador lo notificará a los atletas lo antes posible. El entrenador supervisará a los jugadores hasta que todos se hayan ido de las instalaciones de entrenamiento.

**Los padres/tutores** proporcionarán u organizarán el transporte de sus hijos para salir de la escuela o de las instalaciones de práctica/reunión dentro de los quince minutos después del final de las prácticas.

**Los atletas** cumplirán con todas las reglas de los entrenadores y asistirán a todas las prácticas para las pruebas deportivas; de lo contrario, los atletas correrán el riesgo de no formar parte del equipo uniformado /viajero. Los atletas se asegurarán de que sus padres/tutores estén al tanto de los horarios de los entrenamientos, incluyendo los cambios realizados en el calendario. Los jugadores que caminan a casa después de la práctica dejarán las instalaciones de la escuela dentro de los quince minutos. Tenga en cuenta que si su hijo no abandona las instalaciones de práctica dentro de los quince minutos, recibirá una carta del entrenador o del director después de la primera ocurrencia. Si se repite puede resultar en no ser elegible.

**Formularios para los padres:** Una vez que los equipos uniformes/viajeros son elegidos, o si el estudiante desea continuar participando en el equipo después de la escuela, entonces uno de los padres/tutores debe firmar y devolver tres formularios separados. Estos formularios serán entregados al atleta por su entrenador en el momento apropiado. Estos formularios contienen las políticas del distrito, así como temas médicos, de supervisión y deportivos. Si el atleta no completa y devuelve correctamente estos formularios, no podrá participar en ese equipo después de escuela. Si los formularios han sido completados previamente este año académico, entonces no es necesario llenarlos de nuevo. Si tiene alguna pregunta, comuníquese con el entrenador de la escuela. Gracias por su cooperación en este asunto importante.

Entrenador \_\_\_\_\_

Firma \_\_\_\_\_

←corte a lo largo de la línea→

-----

\_\_\_\_\_  
Nombre del estudiante (letra de molde)

Grado \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_

\_\_\_\_\_  
Firma del estudiante

\_\_\_\_\_  
Firma del padre

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Número de teléfono del padre

Después del entrenamiento, mi hijo tiene mi permiso para: (iniciales en todos los que correspondan)

1. \_\_\_\_\_ ir a casa caminando o en bicicleta
2. \_\_\_\_\_ transporte a casa con un familiar
3. \_\_\_\_\_ Otro (explique) \_\_\_\_\_

## ADVICE AND TIPS

### A Timeline

- Hand out the Try-Out Permission Slips ASAP. Some coaches like to attach the actual practice dates, times and a note about making all 5 or more try-out days along with this slip. This slip must be on file for every student participating on the team.
- Look at the roster due dates to help set your try-out schedule. You will want to not only give ample time to pick your team, but also for your parents to fill out and return their forms by the due dates.
- On the first practice day, take roll and check roll against the permission slips. Excuse all who do not have these slips. Explain your coaching philosophy and team rules. Let the students know that you will be picking a uniform/traveling team, but that if they would like to continue coming out, so long as they are eligible, then they may. Be sure that those students who are still participating with the uniform team have their parent/guardian fill out and return the three parent forms. If not, then they become ineligible.
- Pick your team in a timely manner. Some coaches give letters, or post a list. Some tell them together in a meeting. Do what feels comfortable. For those making the “team” and those who still want to come out, give a copy of the letter explaining the need to fill out the forms and the actual forms. These forms can be found at your school site. If there is a problem, then call me. Tell the players that their parents need to hand in filled out forms ASAP to remain eligible.
- The parent should have kept the pink copy of the forms for their own records. You need to keep the white copy and give the yellow copy to your principal. Pay close attention to the Supervision and Transportation form. If the parent checked that they will be transporting other kids, then you need to verify their license number, and then check it off on the roster. I suggest that you keep all white copies with you in a manila envelope during all times that you are with your team. If this is the fall season, then do not discard the forms at the end of the season. Instead, give the envelope to your principal, as the parents will not have to fill the forms out again should their child be on the basketball team. If this is the winter season, then you may discard the forms at the end of the season, as they are not necessary for track.
- Send your **ROSTER** in when you have all of your kids checked off, including parent license verification. It is probably easiest to FAX it to me, 836-2084. Keep in mind that this is a requirement, so do not procrastinate.
- Always let your team know practice and game times in writing, at least a week in advance. It is a good idea to give a copy of this to your site principal. Keep the site principal informed at all times, especially when something is questionable.
- For elementary coaches, during pool play and/or the single elimination tournament, be sure to contact the Director of Recreation, so that updates can be posted and faxed to all schools. For post-season play, look at the Recreation Calendar for dates.
- Have lots of fun!

**Panama-Buena Vista Union School District  
After-School Recreation Program  
Team Rosters and Parent Forms Checklist**

<b>Coach:</b>			<b>School:</b>	<b>Sport:</b>
Parent Agmnt	Minor Release	Sprvsn / Trnsprt	DL # Check	Athletes List all athletes who are participating in the program.

## **PANAMA-BUENA VISTA UNION SCHOOL DISTRICT**

### **After-School Sports Forms**

If your child is on the uniform/traveling team, or if your child wishes to continue participating on this team, then one parent/guardian must sign and return three separate forms. These forms accompany this letter. They cover the district policies, as well as medical, supervisory, and sportsmanship topics. These forms must be read and filled out entirely for your child to participate on the after school team, otherwise, he/she will be deemed ineligible and unable to participate. If you have more than one child participating on any of our after-school teams, then you must fill out all three forms for each child. After completing these three forms, keep the pink copies for your records, and send the forms with your child to give to his/her coach as soon as possible.

Please note that on the Supervision and Transportation form, if you ever plan on using your private vehicle to transport other kids, then you must show your actual license to your child's coach for verification. This is typically done one day when you pick your child up from practice.

If the forms have been previously filled out this academic year, and everything has remained the same, then it is not necessary to fill them out again. If you have questions, then please contact the school coach.

Thank you for your cooperation in this important matter.

Sincerely,

Dean Larimer

District Recreation Facilitator



**These forms are sample forms only.  
The actual forms are on NCR paper  
and can be found in your office.  
They are the triplicate paper work  
and if your school runs out, please  
have the school secretary order  
more for your school. Do not  
distribute these 3 forms until you  
have made your uniform/traveling  
team selection.**

**See following 3 pages**

**PANAMA-BUENA VISTA UNION SCHOOL DISTRICT (PBVUSD)**

**Parent Agreement Form**

**NCR Form – See your school office**

**ELIGIBILITY**

All students must meet certain academic standards to be eligible for after-school sports; both Elementary and Junior High Students cannot have a failing grade on the last report card; and all Junior High Students must also maintain a 2.0 GPA with no more than one number “10” behavior comment on their latest report card.

**SPORTSMANSHIP**

I hereby pledge to provide positive support for all players participating in the PBVUSD After-School Recreation Program. I further pledge to support all of the coaches, and officials at every game, practice and tournament. I will demand a drug, alcohol and tobacco-free sports environment for my child. I will remember that the game is for children and not for adults. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. During games, I will use appropriate language at all times. In addition, my behavior will represent an adult who is in control of all tempers. I will listen to the on duty supervisors and respect all gymnasium rules. I will not make any negative comments towards any student officials, including the adult official, even after the game.

**GYM/FIELD RULES**

- No food or drinks, other than water, is allowed in the gymnasiums.
- On-site security, gym supervisor, and/or adult official is in charge.
  - All questions or concerns about game management or officiating is to be addressed only through appointment with the coach and/or principal of that coach.
  - Never address a student sport official.
  - Banners may only include positive words and never include the opponent’s team name.

**GRIEVANCES**

Upon the conclusion of any game or practice, a coach can be approached to discuss any concerns about the after-school recreation program. The coach may elect to set up an appointment the next day or as soon as practically possible. If the parent/guardian is not satisfied with such a meeting, then he/she may contact the school principal. The principal may elect to have the coach present at such a meeting. At no time is it ever acceptable to address any official, be it adult or student. All officials are doing the best job that they can. If, during a game, there is a safety or security problem, then contact either the on-site security officer or gym supervisor.

**CONSEQUENCES**

Any violation of the above sportsmanship or gym/field rules during the affected season shall receive the following consequences:

- 1<sup>st</sup> = warning (name recorded and given to principal)
- 2<sup>nd</sup> = child suspension from team until parent/guardian speaks with principal
- 3<sup>rd</sup> = child removal from team

I have read and understand this Parent Agreement Form.

\_\_\_\_\_

Child Name (Please Print)

Date

\_\_\_\_\_

Parent/Guardian Signature



PANAMA-BUENA VISTA UNION SCHOOL DISTRICT (PBVUSD)  
Supervision and Transportation (NCR Form, See school office)

**SUPERVISION** The coach will provide each athlete with a written schedule of practices and games at the beginning of the season or periodically throughout the season. If something changes, the coach will notify the parent as soon as practically possible. The coach will provide supervision for all players until all have left the school grounds or practice facilities. The coach should not have to wait **more than fifteen minutes** after the scheduled ending of practice for a parent to pick up his/her child. Also, note that all junior high schools do not end their school day until 3:01 p.m. The athletes should not be on those grounds until school has ended, and proper supervision is available.

The parent will provide or arrange transportation for their child off the school grounds or practice facilities within fifteen minutes after the end of practices or games. If the child does not leave the school grounds or practice facilities within fifteen minutes, then the coach and/or principal will give a written warning to the parent for the first offense. If it happens again, then the child is suspended from the team until the parent meets with the coach and/or principal. If it happens a third time, then the child will be removed from the team. Emergency situations will be dealt with on a case by case manner.

**TRANSPORTATION** Your child must have some mode of transportation home after both practices and games. In addition, your child must have a way to the games from his/her school site. In many cases, your child may be able to walk or ride his/her bicycle, but not in all instances. Those other instances usually result in the child's parent or someone else's parent taking him/her to their game site or home. Should the latter be the case, then the child must have written permission to ride in that person's vehicle. The driver of that vehicle must also be properly insured and in agreement with this driver certification sheet.

If you are willing to provide student transportation for an event related to the **PBVUSD After-School Recreation Program**, then you must provide your CA Driver's License No. along with your expiration date. In addition, you must have the following minimum insurance coverage: public liability for bodily injury in the amount of \$100,000-\$300,000 per accident; property damage at \$25,000 per accident; medical for \$2,500 or single limit of \$300,000. Also, no more than (9) athletes can be transported, and all passengers must be in seat belts. Each child transported must have had parent/guardian permission.

Check this box and provide your CA Driver's License No. with expiration if you will ever be using your private vehicle to transport other children to these events. \_\_\_\_\_

CA Driver's License No.  
Expiration

Check this box if you **decline** to transport any other children in your private vehicle.

My child has my permission to ride in a vehicle in which the driver of that vehicle has the above conditions met.  I give my permission  I do not give my permission

After practice/games, or to game sites, my child has my permission to ... (Initial all that applies)

- |                                       |   |
|---------------------------------------|---|
| 1. _____ walk/ride bike home          | 3. _____ ride in approved private vehicle |
| 2. _____ ride home with family member | 4. other (explain) _____                  |

I have read and understand this Supervision and Transportation Form.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)  
(Please Print)

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **SUPERVISION**

The coach will provide each athlete with a written schedule of practices and games at the beginning of the season or periodically through the season. If something changes, the coach will notify the parent as soon as practically possible. The coach will provide supervision for all players until all have left the school grounds or practice facilities. The coach should not have to wait more than fifteen minutes after the scheduled ending of practice for a parent to pick up their child.

The parent will provide or arrange transportation for their child off the school grounds or practice facilities within fifteen minutes after the end of practices or games. If the child does not leave the school grounds or practice facilities within fifteen minutes, then the coach and/or principal will give a written warning to the parent for the first offense. If it happens again, then the child is suspended from the team until the parent meets with the coach and/or principal. If it happens a third time, then the child will be removed from the team. Emergency situations will be dealt with on a case by case manner.

Both coaches and parents need to be reminded that all junior high schools do not end their school day until 3:01 p.m. The athletes should not be on those grounds until school has ended, and proper supervision is available.

## **BATHROOM SUPERVISION**

Each junior high coach shall have access to the gymnasium for bathroom breaks. Each elementary coach shall be given a bathroom key to the bathrooms nearest the courts. A bathroom break shall be provided half-way through practice.

Weather Considerations: **Poor Air Quality Days and Other Weather Concerns**

This is written to outline the course of action to pursue regarding after school recreation on poor air quality days.

**Air Quality Index (AQI) is between 151 – 200 (orange) because of particulant pollution**

-Indoor or outdoor practice must not exceed 45 minutes, low impact, concentrating on walking through plays, game strategies, or chalk-talks.

-Competition must be modified (see modifications listed below) Inform referees.

-Any students with asthma, respiratory problems, or other health issues may participate if they wish. Do not penalize any athletes who may chose not to participate, or are unable to participate due to the poor air quality. Exercise caution.

**Football:** 8 minute quarters running clock the whole game except time outs  
No 2 minute regulation clock at the end of the halves

**Volleyball:** All junior high and elementary volleyball games to be played to 21  
Cap at 23 points, if 3<sup>rd</sup> game is played to 15, cap at 17 pts

**Basketball:** Elementary basketball will be played with 8 minute running clock  
No Regulation clock at any time, 4 time outs  
Junior High Basketball will be played with 10 minute running clock  
No Regulation clock at any time, 3 full time outs, two 30 sec time outs

**Track:** Monitor both particulant and ozone pollution. If it is a AQI between 100-150 you may run your practice, but if it is in the 150 to 200 zone, no vigorous activity over 45 minutes. If it is over 200+, no practice. If the pollution is ozone only, practice can be moved inside if it is over 200....assuming indoor facilities are available. School site track meets may be run as long as the AQI is under 200 because all events are short in duration.

**Air Quality Index (AQI) is above 200 because of particulant pollution**

-All indoor and outdoor practices are cancelled

-All games are cancelled

**For ozone pollution, follow the same protocol above for outdoor activity. There are no restrictions for inside activity due to ozone pollution.**

In the event of poor air quality or rain cancellation, a fax and/or email will be sent out to all school sites by 2 pm notifying coaches, players, and school administration of cancellation.

Typically, scrimmages or practice games that are cancelled will not be rescheduled, but pool play and tournament games will be rescheduled as soon as it is possible to play them.

If there are any questions, then please call Dean Larimer at Actis, 428-9842, or email

## **JEWELRY AND HAIR**

The following rules apply to all players-both boys and girls. No jewelry is allowed to be worn anywhere on the body, with the following exceptions: a medical alert bracelet is the only thing allowed on the wrist (sweat wrist bands are allowed); a medical alert necklace or a religious necklace must be taped and underneath the uniform. As far as the hair goes, there are to be no hard items at all including beads or bobby pins. The only items allowed in the hair are solid color scrunches or rubber bands, a single ribbon that is a solid color, or a headband that stays on the head (not around the neck).

## **EMERGENCY SITUATIONS**

The question has been brought up in regards to an emergency during an after-school game or practice. Specifically, if something were to happen after-school that required immediate medical attention and the office was locked, then how could a coach or team member get to a phone?

### **ELEMENTARY SCHOOLS**

All day care facilities are on campus, open, and equipped with a phone to be used strictly for medical emergencies.

### **JUNIOR HIGH SCHOOLS**

If the practice or game is in the gym, then all gyms have pay phones. If the practice or game is not in the gym or the pay phone is inoperable, then the teacher's lounge is unlocked, and equipped with a phone.

Any accident needs to be reported to the school office for documentation purposes. If it can't be done the day of the accident because of office closure in the afternoon, please do so with immediate effect the following day. Be sure to communicate with the parent concerning any accident.

## LEAGUE FORMAT AND DIVISIONS

### Girls Volleyball & Boys Football & Basketball

<u>Eastern</u>	<u>Central</u>	<u>Western</u>	<u>Northern</u>
Berkshire	Stine	BV	Reagan
Whitley	Castle	Laurelglen	Stockdale
Loudon	Sandrini	Lum	Van Horn
Panama	Miller	Old River	McA
Seibert	Williams	Hart	Highgate

#### Volleyball

1. 6 league games, no play-offs; elementary girls only, mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
2. Junior High has 8-10 game season, 7<sup>th</sup> grade boys/ 7<sup>th</sup> grade girls / 8<sup>th</sup> grade boys/ 8<sup>th</sup> grade girls)
3. Must have a minimum of 12 players on the bench at each game, (can have more on rosters). **All players on bench required to play a meaningful amount of game time** (rally scoring) in either of the 1<sup>st</sup> two games of a match.
4. First 2 games to 21, cap score at 23, if 3<sup>rd</sup> game necessary play to 15, cap score at 17 (rally for all games).
5. Junior High officiating for elementary games. Adult officiating for junior high... official or coaches if no official available. One adult supervisor for both elementary & junior high games to supervise student officials at the score table. One time out/game

#### Elementary Football

1. 6 league games, no play-offs. **Boys or coed**, mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
2. Suggested 14 to 16 players on roster, everyone must play a meaningful amount of time. Teams carry more than 16, no limit, however all players should have a meaningful amount of play time at a game. Girls may compete. Mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
3. Two 16 minute halves. Two timeouts/half. No kick offs...start halves or after score on 30 yd line. Punts have no rush.
4. Running clock, last 2 minutes of game regulation One adult referee assisted by junior high referees. Clock stoppage at discretion of referee following score and penalty enforcement. IF no official, coaches officiate
5. No tie breaker, no overtime

#### Basketball

1. Elementary 6 league games, no play-offs.
2. Junior High has 8-10 game season, 7<sup>th</sup> grade boys/ 7<sup>th</sup> grade girls / 8<sup>th</sup> grade boys/ 8<sup>th</sup> grade girls) Elementary teams must be a mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
3. All teams must have 10 players on the bench at every game (more on roster-suggested 12 to 15) or face forfeit. Games with less than 10 players on a team to be played, since there are parents & players who invariably are present & PBVUSD is a recreation league.
4. Elementary - Minimum play rule in effect, **everyone on bench playing 4 consecutive minutes in each half.**
5. Elementary - Maximum play rule – Every player on the team must substitute out of the game for at least 4 consecutive minutes at some point in the game.
6. Junior high no minimum or maximum play rule. **All players expected to get meaningful game time.**
7. 16 minute running clock/ half. Last 2 minutes regulation clock, 2 timeouts/ half.
8. Host junior high school supplies score clock operator and score keepers (sports officiating class) one adult supervisor at the score table. Elementary has one adult referee, junior high games 2 adult officials.... if available, otherwise coaches referee games.
9. Elementary, a tie game will be counted as such. Junior high, one 2 minute overtime, regulation clock, one extra time outs. If still tied after OT, game recorded as tie

#### Elementary and Junior High Track and Field

1. One track and field coach for every elementary school site.
2. A charge will be levied at the gate for the district meet to recover track meet expenses.
3. Coaches & district school site administration are expected to help with the administration & officiating of the district meet track prelims and district track meet. Elementary and junior high coaches expected to staff track and field prelims at Thompson and to coach all qualifying athletes through prelims, district meet, county meet and valley meets.
4. Teams and track teams abide by the time table for submitting team registration. Organization and registration based upon athletes age. 4<sup>th</sup> graders may compete if old enough as beginners.



## VOLLEYBALL MATCHES

### Format

The high school has currently adopted a rally scoring format for all games in a match. PBVUSD's format, however is a little different than the high school's in order to complete all matches within an hour. Therefore, our leagues, both junior high and elementary, will play the best 2/3, with each game to 21, cap at 23, play to 15 for the 3<sup>rd</sup> game if it goes to 3) during league play.

### **Junior High Format ( 7th grade girls & boys) / (8th grade girls/ boys) 4 teams every junior high**

Junior High teams **are to have 12 or more players** on the roster **Twelve players must be present at games or face forfeiture.** The home team shall select its team bench (rule change). Warm-ups will begin as possible, 4:00 pm ish, with five (5) minutes alone court time and five (5) minutes off court time. Both teams will then share two (1) minutes of serving time on the court. The first team on the court for scheduled warm-ups shall be the winner of the coin-toss. If for some reason, the referee is not there to initiate the toss, then the responsibility for the toss lies on the home team coach or gym supervisor. The matches shall start fifteen (15) minutes from the beginning of warm-ups (4:00 pm). If one of the teams at the gym is warming-up prior to the official warm-ups, then the other team must be allowed to do the same at the same time, providing their coach is in the gymnasium.

Boys games to run very quickly. Girls games warm-ups will begin at the completion of the boys games between 4:30 and 5:00 pm.

All out of district games (NOR or Stockdale Christian) will start with the 7<sup>th</sup> grade girls game at 4 pm and the 8<sup>th</sup> grade girls at 5pm

### **Elementary Format**

Warm-ups will begin as close to 4 pm as possible with four (4) minutes alone court time and four (4) minutes off court time. Both teams will then share two (1) minutes of serving time on the court. The first team on the court for scheduled warm-ups shall be the winner of the coin-toss. The matches shall start ten (10) minutes from the beginning of warm-ups (ideally 3:45 ish). If one of the teams at the gym is warming-up prior to the official warm-ups, then the other team must be allowed to do the same at the same time, providing their coach is in the gymnasium.

**Special Note:** No "libero" player in elementary school....libero in junior high if they want to use one

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT  
FOOTBALL RULES  
Points of Emphasis

- 1- It is considered a catch if player is in control of the ball and at least one foot is in bounds.
- 2- Hurdling is called when any player attempts to jump over another player while at least one foot is in contact with the ground. No diving into the endzone. Defense may dive for a flag pull.
- 3- Spinning is not found in the SCMAF Flag Football Rule book. Flag guarding can be called if on a player if they knock a players hand away while spinning. Spinning has been called in our league many years, but is being removed as a penalty in our flag football culture.
- 4- If a player loses his/her flags while in possession of the ball, then another player need only to tag the player with lost flags. This also applies to the player who has no flags when he/she comes into possession of the ball.
- 5- An offensive blocker may use only the standing block, with the forearms and hands folded to the body. If during the follow-through of the block, the forearms come away from the body, and the forearms remain parallel to the chest, then no penalty shall be called.
- 6- Offensive linemen may be handed the ball if they have clearly turned 180 degrees with both feet, and are at least 1 yard behind the line of scrimmage.
- 7- Our district does not do kick-offs. Instead, the receiving team starts with the ball on their own 30 yard line. Note, for tournament purposes however, that SCMAF, and other areas kick-off.
- 8- After a safety, the team scoring the safety becomes the offensive team with the ball starting on their own 40 yard line. Note-normally the offensive team would have kicked-off from their 20, not their 30 yard line.
- 9- The rule for attaching the flag football belt is vague. There is, however, something in reference to the “spirit of the game.” This is how the district will interpret this rule. It is not in the “spirit of the game” to do anything, but clip the belt somewhere to itself. There shall be no looping, twisting or any other type of maneuvering that would make the belt different from any other member on either team.
- 10- If any huddle occurs, then all members must huddle. All players must break from the huddle before each play.
- 11- Inadvertent Whistle – The ball is dead and the down is ended when an official sounds his whistle inadvertently. When a penalty is declined for a foul which occurred during the down and there is an inadvertent whistle while (a) a legal snap or pass is in flight, or during a kick, the down will be replayed or (b) a player is in possession, the team may choose to accept the play at that point or replay the down.

**Elementary Football**

1. 6 league games, no play-offs. Boys or coed, mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
2. Suggested 14 to 16 players on roster, everyone must play a meaningful amount of time. Teams carry more than 16, no limit, however all players should have a meaningful amount of play time at a game. Girls may compete. Mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
3. Two 16 minute halves. Two timeouts/half. No kick offs...start halves or after score on 30 yd line. Punts have no rush.
4. Running clock, last 2 minutes of game regulation One adult referee assisted by junior high referees. Clock stoppage at discretion of referee following score and penalty enforcement. IF no official, coaches officiate
5. No tie breaker, no overtime

### **PBVUSD Elementary Basketball Minimum/Maximum Play-rule**

1. In all competition, a minimum play rule shall be enforced. A failure to comply shall result in a game forfeiture
2. A minimum of 10 players and a maximum of 20 players are allowed to suit up and be on the team bench for a game. Note that some teams elect to have more than 15 players on a team, thus causing the coach to rotate the jerseys how they see fit from game to game (some teams may elect to not suit up all of its players too). This is acceptable, providing that the above rules are met
3. **Junior High teams are to have 10 players on the roster or more. 10 must be present at games or face forfeiture. The home team shall select its team bench (rule change).**
4. Each player must play a minimum of **four consecutive minutes in each half** (16 min. halves). An official's time out, not charged to either team, shall be called at the nearest 4 minute interval of the during the half or on the next dead ball, for the sole purpose of substitutions to meet the minimum play rule. At this time, there will be exactly five minutes remaining on the clock. Players must start his/her consecutive minutes at either the beginning or midpoint of a quarter in each half. Consecutive minutes begun in one quarter may not be carried over into the next quarter or half.
5. Late arriving players: Players reporting to the scorekeeper with more than four or five minutes remaining in the 1<sup>st</sup> half must meet the requirement of four consecutive minutes remaining in the 1<sup>st</sup> half. Players reporting to the official scorekeeper with less than 4 minutes remaining in the 1<sup>st</sup> half may not participate until the 2<sup>nd</sup> half. Player must meet the minimum play requirements of 4 consecutive minutes in the 2<sup>nd</sup> half.
6. Exceptions to the minimum play rule are allowed for players who are unable to participate due to injury or disqualification.
7. As a courtesy, the scorekeepers are encouraged to notify all coaches at the start of each quarter, on the status of satisfying the minimum play rule. The ultimate accountability for compliance is the head coach's responsibility. The official scorekeeper shall determine compliance.
7. Penalty for non-compliance will be forfeiture of the game. In the event of question regarding minimum play rule compliance, the site supervisor shall render the final decision on the spot.
8. Substitutions may be made at any time. NOTE: The player(s) leaving and entering the game will **not** get credit for playing time unless substitutions are made at the midpoint time out.
9. All players Elementary players must be substituted out for a one 4 minute period during the game(maximum play rule)..

## PBVUSD Basketball Fact Sheet 2023/24

Try outs must last at least **5 days** before uniform selection. Anyone who doesn't make the uniform team but wants to come to practice and follows rules must be allowed to do so. All students must have a **signed parent permission slip and sign off on the form that acknowledges that sports is dangerous.**

**To try out all students must be academically eligible. If not, they can't be at try-outs, they can't observe practices etc:** a. All students must have a 2.0 GPA b. Must have no "F" grades c. Students receiving comment 16, Behavior Needs Improvement, on grade report from more than one teacher in grades 7-8 becomes ineligible. In elementary basketball is restricted to 5<sup>th</sup> and 6<sup>th</sup> grade students.

**After selecting 10 to 12 to uniform** squad, then distribute and collect the triplicate paper work. (medical release, parent contract, transportation ... must see proof of insurance and driver's id). These forms are a warehouse item, see WEBSITE so school secretary knows what you are talking about. Send roster to me in district mail or email.

**Depending on your school site, a student who becomes academically eligible in January 9th (may try out for the team, but can't compete or be on the bench until 5 full days of practice are complete...even if it takes two weeks to accomplish that. Anyone who tried out and did 5 days of practice WHO DIDN'T MAKE THE SQUAD INITIALLY IS IMMEDIATELY ELIGIBLE TO COMPETE IF YOU ARE IN NEED OF MANPOWER DUE TO GRADES IN JANUARY.**

1. Elementary has 6 league games. Mix of 5<sup>th</sup> & 6<sup>th</sup> graders.
2. Elementary schools may schedule four (4) additional games other than those scheduled by the district. A tournament counts as one (1) game. (6 game in league + 4 more be tourney or game = 10)
3. Junior Highs may schedule additional games, so long as the total games / matches played do not exceed eighteen (18). A tournament counts as one (1) game, but you cannot exceed six (6) tournaments. (10 league + 8 Tourneys/games = 18) Junior Highs may schedule one (1) scrimmage. Additional scrimmages count as games
4. **All teams must have 10 players on the bench at every game** (more on roster-suggested 12 to 15) or face forfeit. Games with less than 10 players on a team to be played since there are parents & players who invariably are present & PBVUSD is a recreation league. ROSTERS DUE DEC 15
5. Elementary Minimum play rule in effect, **everyone on bench playing 4 consecutive minutes in each half**
6. Elementary Maximum play rule – Every player on the team must substitute out of the game for at least **4 consecutive minutes at some point in the game**
7. **No Minimum or max play rule for junior high, but everyone is to play a meaningful amount of game of time.**
8. 16 min halves, last 2 minutes regulation clock, 2 time outs/ half
9. Tie games one 2 minute overtime in junior high Recorded as tie if not decided in OT. No OT for elementary.

Reminder coaches, your behavior on the bench infects the parents positively or negatively...if you go nuts, they will go nuts and players lose focus.

- A. Suffer the wrong, don't complain to the refs, neither the student ref or adult
- B. Keep it positive ...with everyone, refs, your players, and our parents (basketball mom & dad, very challenging) Remind parents nothing at stake
- C. **MAKE SURE ALL PLAYERS ARE SUPERVISED UNTIL PICKED UP AFTER PRACTICE AND GAMES.** Publish in writing your practice and game schedule, and any team policies. Before publishing make sure principal agrees and has your back.
- D. Everything you need to know, schedules, eligibility, tournaments, paper work, rule books, score sheets, drills .... [www.pbvUSD.k12.ca.us](http://www.pbvUSD.k12.ca.us) and then click on departments, then click on recreation
- E. My contact info, and don't give my phone to parents ...email is ok to share Dean - 428-9842 (and I like text because I actually teach too, and it is easier to get back with you) [dlarimer@pbvUSD.k12.ca.us](mailto:dlarimer@pbvUSD.k12.ca.us)
- F. Mercy rule in 20 pt blow out.... Clock runs, no press, defense restricted to 3 pt line until losing team crosses ½ court. No press until the losing team draws within 10pt differential. No press for girls elementary games **IF AT THE 1st HALF, ONE TEAM HAS 20+ POINT LEAD IN THE GAME, THE TEAM WITH THE 20+ WILL BE DECLARED THE WINNER. Score will be removed from the scoreboard. The second half will be played running clock, no score kept in order to minimize humiliation and to maximize player development**

## **SHOT CLOCK OPERATION (not currently used)**

### **Start clock . . .**

1. When a team gains possession after
  - jump ball,
  - rebound of a shot which hit the rim,
  - loose ball.
2. When any player touches the ball on a throw-in.

### **Stop clock and reset when . . .**

1. The defense gains possession.
2. A foul by either team occurs.
3. A held ball occurs and the defense is awarded possession.
4. A try or tap hits the rim or enters the basket.
5. The defense kicks the ball or causes the ball to pass through the basket from below.
6. The ball is struck by a fist by any player.
7. The officials direct it for any other situation.

### **Stop clock and continue (do not reset) when . . .**

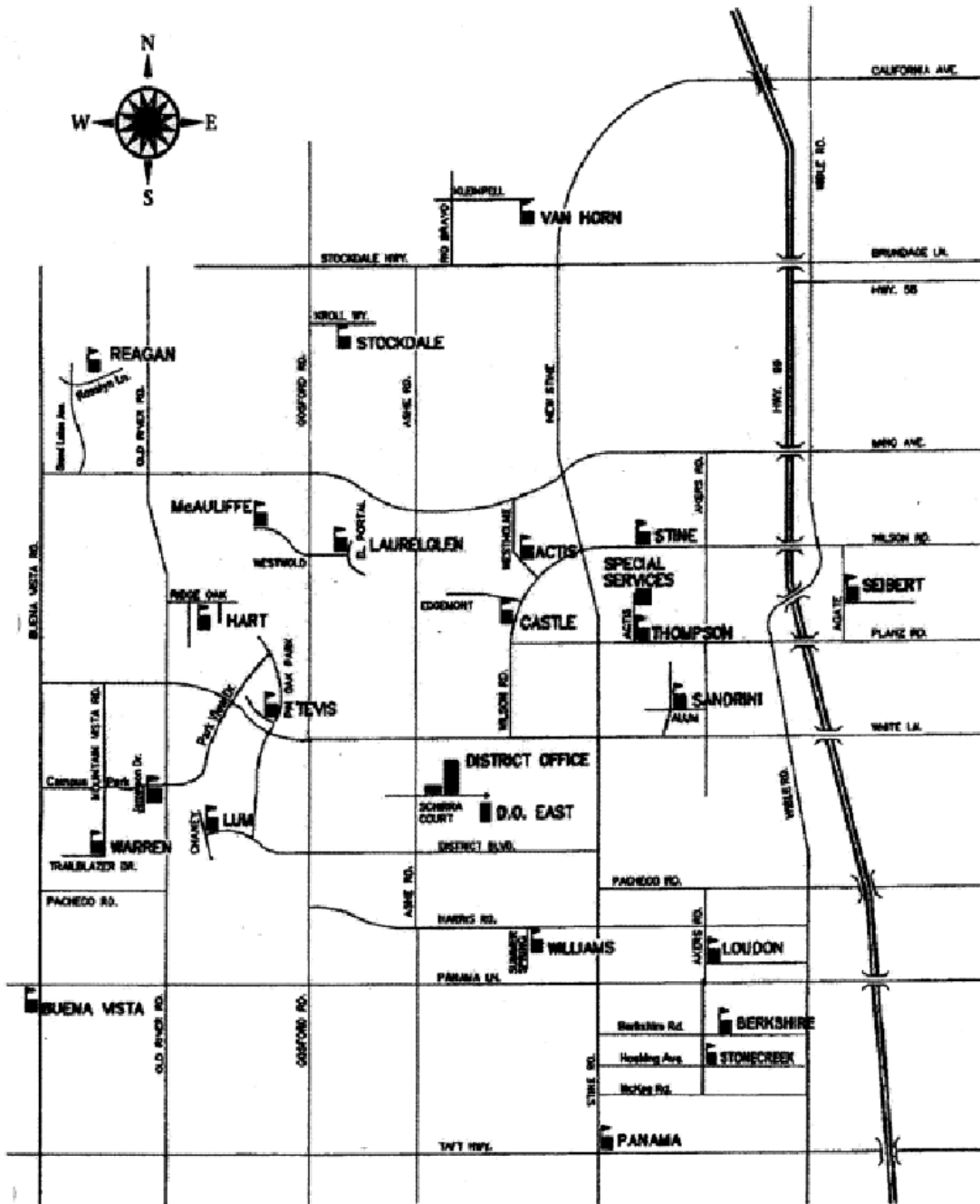
1. The ball is deflected out of bounds by the defense.
2. A timeout is called.
3. A player becomes injured or displaces eyeglasses or contacts.
4. A jump ball is called and the offense retains possession.

### **Continue the shot clock when . . .**

1. The ball becomes loose and the offense retains possession.
2. When a field goal is attempted at the wrong basket.

Turn the timing device COMPLETELY OFF when the game clock is less than a shot clock period.

**Length of clock:** Girls is 30 shot, no 10 second backcourt rule, boys 35 seconds, with the 10 second backcourt rule



# VICINITY MAP

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT