

ARTICLE 13 - WORKING COMMITTEE

- 13.1 ✓ ROOKIE COORDINATOR - (Kindergarden - 2nd Graders) - shall coordinate the program within the framework of NJB rules and regulations.
- 13.2 ✓ DIVISION 3 COORDINATOR - shall be in charge of supervision for Division 3 (3rd & 4th). Selection of team coaches, division schedules, and facility set-up will highlight the job. Working with the player agent pertaining to registration, try-out, and draft procedures, for all players, will be required.
- 13.3 DIVISION 2 COORDINATOR - shall be in charge of supervision for Division 2 (5th & 6th). Selection of team coaches, division schedules, and facility set-up will highlight the job. Working with the player agent pertaining to registration, try-outs, and draft procedures, for all players, will be required.
- 13.4 DIVISION 1 COORDINATOR - shall be in charge of supervision for Division 1 (7th & 8th). Selection of team coaches, division schedules, and facility set-up will highlight the job. Working with the player agent pertaining to registration, try-outs, and draft procedures, for all players, will be required.
- 13.5 ALL-NET COORDINATOR - shall be in charge of the supervision of the All-Net Division (5th, 6th, 7th, and 8th). Selection of team coaches, All-Net try-outs and facility set-up are some of the highlights of this position.
- 13.6 SPONSOR CHAIRMAN - Will obtain team sponsorship forms online from NJB Headquarters or local chapter. All team coaches will be advised that one team sponsorship will be a requirement. Coaches should be given sponsorship forms for obtaining team sponsors. All past sponsors should be contacted for their renewal pledge. Ask the players' parents to sponsor and to contact their own companies for possible sponsorship. List all sponsors for NJB Headquarters for the NJB All-Star Program. Forms must be turned in no later than January 10th, of each year.

Sponsorship Fee: \$225 Per Team

Remember, sponsors should have knowledge of why the money is needed, and discuss what your chapter is doing for the youth of the community. Please advise contributors that their donation is tax deductible.

NOTE: If a chapter receives \$225.00 or more from one sponsor, the IRS requires that the sponsor receive a receipt from the chapter.

- 13.7 FUND RAISING COORDINATOR - All chapters must use companies that have been selected and approved by National Headquarters. Distribute product to team coaches for teams to sell. Collect monies and unsold goods from each team by end of the fund raising drive. Maintain an accounting of the goods dispersed and monies and unsold goods collected. Return to the fund raiser company the unsold product and the correct amount owed for the product sold. Distribute any and all prizes and/or awards for the top sellers of your fund raiser. Be sure to publish the names of your top sellers in your Chapters' Newsletter. Set a reasonable goal and strive to attain it. This will help provide additional incentive and gives players and parents a feeling of accomplishment when it is obtained. Place a time limit for your fund raiser. Do not allow it to drag on all season. A two-week period has been proven to be highly successful and is recommended. All fund raising activities should be done during the period of November 15th through January 15th of the current season.
- 13.8 UNIFORM COORDINATOR - Help players and parents determine sizes from the sample kits from vendor at registration or skill evaluations. Compile individual uniform sizes requested and transfer to a team order form (may be available from uniform vendor) following the draft of teams. Discuss order date with uniform vendor in regards to required date of delivery. Send in complete uniform order for all teams to vendor (keep a copy for reference). Distribute uniforms to coaches when they are received. NJB Headquarters will provide an updated list of vendors annually on the web site. Chapters shall use only approved vendors.
- 13.9 EQUIPMENT MANAGER - Purchasing NJB Official Rawlings basketballs (Blue, Green, & White) is a prime duty. Chapters shall purchase NJB basketballs through NJB Headquarters. Each team should have two (2) rubber practice basketballs. Each division shall have an official game ball (Leather or Composite) for all chapter competition. The NJB official basketball shall be used for all chapter games. Rawlings is the official basketball provider for NJB.

NJB OFFICIAL BASKETBALL SIZES / RAWLINGS:

- RR3 - Junior Basketball (27.5")
 RR2 - Intermediate (women's) (28.5")
 RR1 - Regulation (men's) (29.5")

<u>Boys Divisions:</u>	<u>Girls Divisions:</u>	<u>All-Net Divisions:</u>	<u>High School Divisions:</u>
Rookie - RR3	Rookie- RR3	Boys grade 5-6 - RR2	Girls grade 9-12 - RR2
Div. 3 - RR3	Div. 3 - RR3	Boys grade 7-8 - RR1	Boys grade 9-12 - RR1
Div. 2 - RR2	Div. 2 - RR2	Girls grade 5-8 - RR2	
Div. 1 - RR1	Div. 1 - RR2		

13.10 COACHES REPRESENTATIVE - He will recruit parents to coach at registration using online forms. Contact coaches who participated in last year's NJB program. Inform the team and team coaches, the dates for the National Coaches' Clinic, and local chapter clinics. Organize a local coaches meeting prior to the start of the regular season games. Instruction of NJB rules & regulations, coaching ethics, and coaching methods should be the highlight of this session. Work with the player agent at the local draft to assist in selection of teams.

13.11 INSURANCE REPRESENTATIVE - Obtain insurance claim forms from NJB Headquarters relating to medical/injury problems and also secure certificates for your facilities. NJB Headquarters will obtain all chapter insurance. Each NJB player will be covered up to \$25,000 per individual injury, \$10,000 accidental death, and \$25,000 dental incurred during NJB play on a secondary basis. There is a \$100.00 deductible clause on each accident.

Each Chapter shall secure Director and Officers Liability Insurance Policy or Indemnity Bond.

13.12 SCHEDULE COORDINATOR - Coordinate season schedules with your division coordinators and neighboring chapters, if using inter-chapter scheduling. Publish chapter schedules on chapter web site at least two (2) weeks prior to the first week of the winter season. Copies of team schedules shall be made available to chapter membership. If master schedule requires changes of date, time, or location, notify the division coordinators and referee coordinators.

13.13 CONCESSION MANAGER - Arrange to purchase supplies for your concession stand. Keep an accurate and current inventory at all times. Schedule a day and time for each team to have a representative to work the concession stand. Assist and train these helpers on duties and responsibilities of the concession stand. Work diligently with the facility coordinator on opening and closing of gymnasium for the day. Have the money always turned in to you for final inspection. After taking inventory of your supplies, turn in the money to the treasurer. Obtain a check from the treasurer for purchasing supplies for your concession stand. With a little thought, this can be an excellent source of income for your Chapter. The chapter should always have two or three people from the Working Committee involved with checking on cash receipts.

13.14 WEB SITE MANAGER - Will manage the Chapter's NJB web site for all player and coach registration as well as promotion of winter league. Attend all training sessions provided by NJB Headquarters and NJB web service providers. Publish league practice and game schedules, opening and closing ceremonies, team information, picture and trophy information, as well as all other activities within the chapter.

- 13.15 RECRUITING REPRESENTATIVE - Distribute NJB chapter flyers throughout the community and set up registration day. Contact the school district and have them approve "flyer" prior to distribution to local schools. Public and private schools will be very cooperative in passing out the flyers to their students. Other possible locations for flyer distribution would be other youth events such as soccer, little league games, etc. **Flyers should be distributed in schools by late September.**

Registration procedures are as follows:

- A) Chapter flyer should give information for on-line registration or date, time, and location for registration. On-line registration for all Southern California chapters is mandatory.
 - B) Set-up registration site (e.g.: parks, recreation centers, high school gyms) with tables, chairs, pens, stapler, etc. Provide a computer or computers with internet access for online registration whenever possible. Sample uniforms, trophies, team pictures and sponsor plaques should be on display. Other items for display: All-star program, newsletters, pictures, & videos.
 - C) Have posters and signs directing parents and players to registration stations and handouts on Chapter information, picture day, rules, fees, etc.
 - D) Assign different board and committee members to staff registration tables for all registration dates.
 - E) Sign up and schedule parent volunteers as needed. The parent boosters help out with registration, concessions, coaching specialized skills, and any other needs for volunteers.
- 13.16 PUBLICITY REPRESENTATIVE - Success for any NJB chapter stems from interest of the community. Interest can be stirred and maintained by educating the public. Study your outlets: radio, public television, local newspaper, pizza outlets, clubs and bulletin boards. Issue press releases to your local newspaper. Meet your sports editor, and tell them what National Junior Basketball is all about. The amount of publicity you can acquire for special events will only enhance your program. "Thank-You" is a vital part of National Junior Basketball. It is of great importance for the continuing support from your community.

- 13.17 FACILITY REPRESENTATIVE - Obtain facility request forms from the school district. Submit the list of dates needed for your season activities. Be sure your list includes clinics, evaluation day, practices, regular season games, Championship Series, All-Stars, and All-Net games. Gymnasiums and facilities should be reserved prior to the end of the current Winter Season or as soon as allowed by the school district or park and recreation department. Make sure you receive a copy of your verification for use of facilities. Your facility request must also be accompanied with your insurance certificate. Additional time is required to secure a certificate that requires special endorsements. Contact NJB Headquarters to request certificates of insurance. If available, arrange practice schedules for all teams to use the facilities. List all schools in your city for insurance purposes with NJB Headquarters by September of each year. Contact members during the week to verify upcoming games. Must open and close gyms and insure that the gym is clean at the end of each NJB day.
- 13.18 TEAM PARENT REPRESENTATIVE - Every parent in National Junior Basketball shall donate four (4) hours of volunteer work in the local working committee. Sign up all parents and delegate a duty to each adult at the parent meeting. Advise team coaches that each team will need a team parent to coordinate concession duty for their assigned week. Encourage team mother to bring refreshments for all players after each game. Parent helpers can be useful in selling 50/50 tickets and yearbooks. Helpers can be useful in the All-Net program by providing transportation for the teams to all away games.
- 13.19 SPECIAL EVENT COORDINATOR - The Special Event Coordinator's responsibility is to coordinate and direct special events which can include the following: registration, opening day festivities, picture day, team spirit competition, end of season tournaments. The SEC directs the many volunteers needed to paint signs and banners, decorate the facilities with balloons and streamers, and schedule volunteers for ticket sales, security, and person power needed. Special events should not be overlooked as a tool to create enthusiasm and to strengthen community support.
- 13.20 PICTURE COORDINATOR - Coordinates picture day. Distribution of pictures to each team parent becomes a vital part of this job. Chapters shall use only approved vendors NJB Headquarters will provide updated list of approved vendors annually on the web site.
- 13.21 TROPHY COORDINATOR - Purchase individual and participating trophies. Sponsor plaques should be ordered for all sponsors. Chapters shall use only approved vendors. NJB Headquarters will provide updated list of approved vendors annually on the web site.