

**HOOP SHOOT® DIRECTORS
POCKET MANUAL**



Elks National Hoop Shoot®

Free Throw Contest

2014-2015

Funded by the Elks National Foundation

www.elks.org/hoopshoot

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Introduction

The Elks Hoop Shoot[®] provides Lodges with a great opportunity to connect with their communities and serve youth in a meaningful way. To be successful, the program requires a considerable amount of planning, organization and volunteer effort.

This booklet is intended to guide Hoop Shoot[®] Directors and committees through every stage of the process. It is essential that every director becomes familiar with the contest rules and guidelines outlined in this book before implementing a Hoop Shoot[®] contest.

Hoop Shoot[®] Directors should be appointed by each Lodge's Exalted Ruler by their first meeting in April. The Lodge Secretary should enter the director's information as a Lodge Committee Chair in CLMS. Contact the Elks National Foundation with any questions by emailing hoopshoot@elks.org.

Contest Rules

1. A contestant may only enter one Lodge Hoop Shoot contest.
2. The Hoop Shoot[®] Director sets the time, date and location of the contest. All contestants should be notified of this information in advance.
3. All contestants must be present and ready to participate at the time the contest for their age category begins. In no case may a contestant shoot before or after the designated time set for his/her age-group. **Shooting times are set by the Hoop Shoot[®] Director.** Contestants who shoot before or after their designated time will be disqualified. No exceptions.
4. Shooting positions will be drawn randomly. The method is left to the discretion of the Director.
5. All contestants should be allowed **10 minutes** to warm up. Warm-ups should take place under the supervision of the contest officials.

6. To start the contest, boys 8 to 9 shoot at one end of the gym and girls 8 to 9 shoot at the opposite end of the gym at the same time. Boys and girls in the 8 to 9 age category shoot 4 feet in front of the regulation foul line. Use blue painter's tape to mark the line.
7. Each contestant, in order of their draw, may have **up to five warm-up shots** (if desired) and **then, will shoot 10 shots for score**. The designated line judges should inform the contestant and the scorers that the contestant is shooting for score. This will be the last verbal contact that the judge will have with the contestant.

Upon completing their warm-up shots and 10 shots for score, the contestant will report to the end of the line or sit on a chair until the remaining contestants have completed their warm-ups and 10 shots. After the other contestants have finished shooting, the contestant will shoot 15 shots to complete their 25 shots for score.

8. A free throw is the opportunity given to the contestant to shoot a basket for score from within the free throw circle and behind the free throw line (except

for 8 to 9 year old contestants, see Rule No. 6). A free throw begins when the ball is given to the contestant at the free throw line. It ends when the shot is successful; or when it is certain that the shot will not be successful; or when the ball becomes dead.

9. **Contestants cannot bounce the ball more than four times between shots.** If the ball is bounced more than four times, a penalty occurs and the shot is void.

10. **Contestants must stay behind the foul line until the ball has touched the hoop, backboard or net.** Line violations will be marked the same as indicated in Rule 11. The penalty for a line violation is the loss of a basket, if made.

11. In the event that a foul is committed, the line judge will indicate it by signaling a "T" with his/her hands, signifying that a technical foul has been committed. This should be done in clear view of the contestant and three judges. Scorers should note a foul with a circled "T".

12. Ties will be broken by taking five additional shots in the same shooting order as the regular contest. Contestants will continue to shoot a series of five shots until the tie is broken and the 1st-, 2nd-, and 3rd- place winners are determined in all three age-groups. All tie-breaking shots will be made at the same basket as the previous 25.

In no way can a tie be broken in any other manner except by those described above.

13. Only contestants, officials and scorers are allowed on the floor during the contest.
14. There should be three scorers at each basket to record the results on score sheets. Scorers should sit behind the contestants while they shoot. **To avoid error, scorers should focus their attention on the basket, not the shooter, during the competition.** There should be three officials represented by wearing striped referee shirts (See

Diagram on p. 30). At each basket, there should be one official on each side of the foul line to retrieve the ball, which should be passed to the line official standing by the contestant. The line official will then hand the ball to the contestant. The line official should signal made or missed shots to the scorers.

The decision of the scorers is final. No spectators, because of their count, can change the scorers' decision.

15. No flash pictures should be taken of a contestant while shooting for score except by an official photographer designated by the Director.
16. No one should be allowed to sit close to the basket or cause any disturbance while the contestant is shooting. If this occurs, the official must stop the contest and clear the area.
17. All persons attending the contest should sit on the side of the gym and maintain complete silence. In no way should

spectators cause any commotion that will distract the contestant.

18. The basketballs used in the contest should be furnished by the Director, whose duties are to ensure that regulation size balls are used and the required air pressure (7-9 lbs.) has been checked. (See Equipment—pg.10)

19. All contestants should maintain silence and in no way cause any commotion that will intentionally distract another contestant. Taunting or purposely distracting a shooter, as determined by the contest Director, will result in the disqualification of the offending contestant.

Eligibility

The Elks Hoop Shoot® is open to all boys and girls, ages 8 to 13. **Contestants will be assigned an age-group based on the age that they will be on April 1, 2015.** It is the responsibility of the Director to ensure that contestants shoot in the correct age group. Ages should be verified by a birth certificate or passport. Contestants who shoot in the wrong age-group will be disqualified.

If the contestant will be age 7 on April 1, 2015, he/she is **too young** to participate.

If the contestant will be age 8 or 9 on April 1, 2015, he/she shoots in the 8 to 9 age-group.

If the contestant will be age 10 or 11 on April 1, 2015, he/she shoots in the 10 to 11 age-group.

If the contestant will be age 12 or 13 on April 1, 2015, he/she shoots in the 12 to 13 age-group.

If the contestant will be age 14 on April 1, 2015, he/she is **too old** to participate.

There are two Divisions, Boys and Girls,
and three Age Categories in each Division:

Boys, ages 8-9

Girls, ages 8-9

Boys, ages 10-11

Girls, ages 10-11

Boys, ages 12-13

Girls, ages 12-13

Attire

ALL CONTESTANTS:

- Gym shoes are required.
- A t-shirt and pants or gym shorts may be worn.
- Basketball uniforms are acceptable, but not required.

Equipment

BOYS:

In the Boys 8-9 age division, the 28.5 size basketball will be used in all levels of competition. In the 10-11 and 12-13 age divisions, the basketball will be regulation size. All basketballs should:

- Have 7-9 lbs. of air pressure

- Have channels and/or seams not exceeding 1/4 inch in width
- Be made of leather or composite leather

GIRLS:

In the Girls Division, all basketballs used should:

- Be regulation size (official) for girls/women – 28.5 inches in circumference
- Be made of leather or composite leather
- Have 7 to 9 lbs. of air pressure
- Have channels and/or seams that do not exceed 1/4 inch in width

Dates and Locations

Hoop Shoot[®] Directors select the date and location of their contest with the approval of their supervising Director. For example: local contests should be approved by District Directors, district contests should be approved by State Directors, etc.

Contests should be conducted at least two weeks prior to the next level of competition.

(For example, Lodge contests should be scheduled at least two weeks before district contests, district contests at least two weeks before state, etc.)

National Finals will be held April 16-19, 2015, in Springfield, Massachusetts.

Suggested locations:

Please note: Contests should be held during the day at the largest gymnasium available. When selecting a gym, please make sure that the sunlight is not on the floor or in the eyes of the contestant. Never try to conduct a contest during half-time of any basketball game.

Lodge Contests: School gymnasiums are almost always the most abundant and available facilities to Lodges. Contact your local school's after-school programs coordinator or athletic director to discuss using the school's facilities for your contest. Be organized and prepared to discuss any details and answer all questions they might have.

Other suggested locations:

- Recreational centers
- YMCA
- Other community organizations that have a regulation size basketball court

District, State and Regional Contests: Try to partner with a local college or university to host your contest at their facility. If this is not an option, see the suggestions for local contests above.

Chaperones

For all contests, anytime there is travel and/or overnight stay involved, parents or guardians should accompany each contestant. Contestants should never be left unattended without an adult chaperone. If being accompanied by assigned chaperones or Hoop Shoot[®] volunteers, contestants should be paired with a chaperone of the same gender.

Expenses

Lodge to District: Lodge Directors should accompany winners and their parent/guardian to the District contest. Any reasonable expenses incurred should be the responsibility of the sponsoring Lodge.

District to State: District Directors should accompany winners and their parent/guardian to the State contest. This could be an overnight trip. Any reasonable expenses incurred should be the responsibility of the sponsoring Lodge.

State to Regional: State Directors must accompany winners and their parent/guardian to the Regional contest. The Elks National Foundation will cover the expenses of transportation, housing and food for all winners and their parent/guardian. Details will be provided by the Regional Hoop Shoot[®] Director.

Regional to National: The Elks National Foundation will coordinate and cover the expenses of transportation, housing and food for winners and their parents/guardians.

Publicity

In the Hoop Shoot® Directors' annual supply kit, there are additional materials to help guide you in publicizing your contest.

Please note: Hoop Shoot® Directors at every level of the competition should work with the Public Relations Committee (if available) to contact available newspapers, radio and TV stations for media coverage. Provide the names of contestants, when they are available. Here are some additional tips to get your Hoop Shoot® in the news:

- Complete a news release to inform your local sports editor, radio and TV stations of your Hoop Shoot® contest. Login to Directors' Drills at ***www.elks.org/hoopshoot*** to utilize promotional tools like the ENF's News Release Generator.
- Provide local schools and community organizations with program fliers and posters.
- Begin publicizing the event at least three to four weeks before the contest and continue your publicity each week.

- Enlist a photographer to take pictures of the contestants practicing and give them, along with a news release, to your local paper for more publicity.
- After the contest, contact your local paper with the names of your winners and their pictures. Also provide information on the next level of competition, including the date and location of the next contest.
- Explain who the Elks are and provide more information about the mission and purpose of the organization.

Awards

Lodge Contests: Certificates for Lodge winners may be downloaded from the Directors' Drills page of the Hoop Shoot website. Visit ***www.elks.org/hoopshoot*** and click "Directors' Drills". Any other awards are purchased at the expense of the sponsoring Lodge.

District Contests: The Elks National Foundation will provide three first- place and three runner-up trophies for each

age/gender division. Certificates of Participation are available online. To download certificates, visit **www.elks.org/hoopshoot** and click “Directors’ Drills”. Any other awards are purchased at the expense of the District or State Association.

State Association: The Elks National Foundation will provide three first-, second- and third- place trophies for each age/gender division. Certificates of Participation are available online. To download certificates, visit **www.elks.org/hoopshoot** and click “Directors’ Drills”. Any other awards are purchased at the expense of the State Elks Association.

Regional Contests: The Elks National Foundation will provide three first-, second-, and third- place trophies for winners and medallions for every contestant.

National Finals: The Elks National Foundation will provide three first-, second-, and third- place trophies for winners and a plaque for every contestant. The names of the six National Champions will be inscribed

on the Elks plaque at the Naismith Memorial Basketball Hall of Fame.

REMEMBER: You are not permitted to give any award of monetary value. Money, checks, bonds, gift certificates and scholarships are not allowed under any circumstance. Reimbursements for travel and housing will be paid directly to the contestant's parent or guardian, never to the contestant.

Lodge Directors Checklist

- Select a contest date and location. Ensure that the contest takes place at least two weeks prior to the district contest. Notify your District Director by October 1.

- Invite youth from area schools and community organizations to participate. For example, you could contact junior athletic leagues, churches, the YMCA or the Boys and Girls Club. Provide them with promotional materials and keep them informed of the date and time of your Lodge contest.

- Start your publicity three to four weeks before the contest. Distribute posters and brochures throughout the community, at schools and other organizations.
- Select volunteers to be officials, scorers and chaperones. Review their duties with them and ensure they have a clear understanding of the rules.
- Assign one volunteer to look after the gymnasium during the event. This person should ensure that the doors are open, lights are turned on, and changing rooms are available.
- Appoint two to three female Elks or spouses to look after the Girls dressing room and two to three male Elks to look after the Boys dressing room. These people should also be available on the floor during the competition in case of an injury.
- If possible, have a doctor or nurse or EMT present. The Lodge likely has a member who could volunteer.

- Appoint one to two volunteers to be in charge of the contest basketballs.
- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Verify the age of each contestant by birth certificate, passport, etc., and ensure that the proper age category is assigned to them.
- Before the start of your contest, welcome the contestants and families, read aloud the contest rules and announce the duties of the officials and scorers to the contestants and spectators. Explain why the spectators are to be quiet and sit on the sidelines and not near the baskets. Stress that the scorers' decision is final and any scores kept by the spectators are unofficial.
- Have each winner and runner-up complete a registration form. Enter the contest score and sign each form.

- Use your Hoop Shoot sign-in sheet to complete the Lodge Contest Report form online. Lodge Contest Report Forms are located in the Lodge Director section of Directors' Drills online at www.elks.org/hoopshoot.
- Forward the winners' registration forms to your District Director (if there is no District contest, send them to your State Director). File the runner-up registration cards for safe keeping.
- Distribute letters to each contest winner and family, indicating the date and time of the next contest. You should personally deliver these letters to each family immediately after the contest. Letters can be found online under Directors' Drills in the Lodge section at [***www.elks.org/hoopshoot***](http://www.elks.org/hoopshoot).

District Directors Checklist

- Select the date and location of the district contests. Your contest should take place at least two weeks prior to the State contest. Notify your State Director by October 1 for approval.

- Contact the Exalted Rulers in your district for the name, address and telephone number of each Lodge Director. *If it becomes necessary to change the date of your contest, you must inform every Director of this change, in writing, immediately.*
- Set up your contest in the same manner as the Lodge Director. See the Lodge Director Checklist (p. 18-21).
- Collect the registration forms of Lodge winners from each Lodge Director. Upon receiving these cards, send a letter to each Lodge winner's family, notifying them of the date and location of the District Contest. Letters can be found online under Directors' Drills in the District section at ***www.elks.org/hoopshoot***.
- Verify the age of each contestant before the contest, and ensure that the registration form is complete and includes a parent signature.
- Upon completing your contest, distribute information to each winner including the

date and location of the State contest and the contact information of your State Director. Fliers are located online at ***www.elks.org/hoopshoot*** under Directors' Drills in the District section. Coordinate travel plans for your winners to the State contest and communicate these plans with your State Director.

- Enter the District contest score on each winner's registration form and forward them to your State Director. File the registration forms for each runner-up for safe keeping.
- Consider hosting your winners and their families after the contest for an awards banquet or another fun activity. This is an optional event. Notify your Lodge of the costs involved.
- Unless otherwise indicated by your State Association, local Lodges are responsible for covering the expenses of travel, housing (if applicable), and meals for the State competition for their District winners.

State Directors Checklist

- Select the date and location of your state contest. Your contest should take place at least two weeks prior to the regional contest. Notify your Regional Director of your contest date for approval.
- Ensure that District Hoop Shoot[®] Directors have been appointed and keep in communication with them.
- Select the Elks volunteers and personnel needed to conduct your contest. Follow the guidelines listed in your annual mailing and on the Lodge Director Checklist on the previous pages (p. 18-21).
- Meet with representatives of the facility where your contest will be held and review all arrangements and event details.
- Arrange statewide publicity with press, radio, and television. Inform all state Elks association publications of the contest.

- Collect the registration forms of District winners from each District Director. Upon receiving these forms, send a letter to each winner's family, notifying them of the date and location of the State Contest. Letters can be found online under Directors' Drills in the State section at ***www.elks.org/hoopshoot***.
- Verify the age of each contestant before the contest, and ensure that the registration form is complete and includes a parent signature.
- Upon completing your contest, distribute fliers to each winner including the date and location of the regional contest, and the contact information of your Regional Director. Coordinate travel plans for your winners to the regional contest and communicate these plans with your Regional Director.
- Enter the State contest score on each winner's registration form and forward them to your Regional Director. File the registration forms for each runner-up for safe keeping.

- The Elks National Foundation will cover the costs of transportation, food, and housing for contestants and their parents to the regional contest. The State Association should cover your expenses, as a State Director, to attend the regional contest.

Regional Directors Checklist

- Select the date and location of your contest with the approval of the Elks National Foundation Programs Department. Inform all State Directors of your contest information by email no later than October 1.

Important: Select a contest location that is centrally located in your region. Consider transportation facilities (highways, airports, etc.) in addition to housing accommodations.

- Select the Elks volunteers and personnel needed to conduct your contest.

- Meet with the officials or representatives of the facility where you will hold your contest. Review all contest arrangements, including the youth protection policy, and chaperone duties.
- Coordinate regional publicity of your event with press, radio and television. Inform all state Elks associations in your region of your contest date and location.
- Collect the registration forms for winners from each of your State Directors. Verify the age of each contestant.
- Once you have received all contestant registration forms from your State Directors, send a letter to each family confirming the date and location of your regional contest. All contestants in the regional contest must compete on the same gym floor, on the same date and time designated by the Regional Director.
- Upon the completion of your contest, inform regional winners, their families, and their State Director that the Elks

National Foundation will be in contact about traveling to the National Finals.

- Enter the Regional contest score on each winner's registration form and forward them, along with the Contestant Profile sheets, to the Elks National Foundation as soon as possible. File the registration forms for each runner-up for safe keeping.

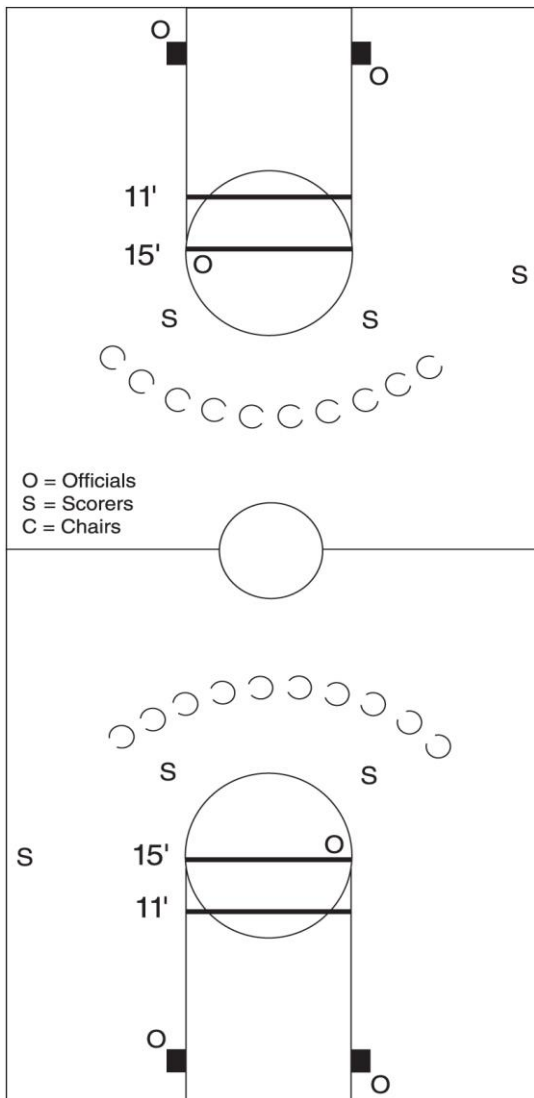
Guidelines for Reporting Participation

Use your Hoop Shoot sign-in sheet to complete the Lodge Contest Report form online. This report form replaces the paper participation reports used in years past. The form asks questions about total Lodge participation, preliminary contest participation (if applicable), and number of volunteers. Lodge Contest Report Forms are located in the Lodge Director section of Directors' Drills online at www.elks.org/hoopshoot.

Extra Supplies

Additional materials and supplies may be downloaded from the Directors' Drills page of the Hoop Shoot® website found at ***www.elks.org/hoopshoot***.

For other supply requests, contact the Elks National Foundation at 773/755-4578 or email *hoopshoot@elks.org*.



Hoop Shoot® Directors Contact List

Elks National Foundation Programs Department

2750 N. Lakeview Ave., Chicago, IL 60614-2256

Phone: 773/755-4758 Email: *hoopshoot@elks.org*

Name/Title _____

Lodge _____

Phone _____ Email _____

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Elks National Foundation, Inc.

Helping Elks Build Stronger Communities

The Elks National Hoop Shoot program is sponsored by the Elks National Foundation, Inc. The Elks National Foundation helps Elks build stronger communities through programs that support youth, honor veterans, and meet needs in areas where Elks live and work. For more information, visit www.elks.org/enf.

773/755-4758 | enf@elks.org