



BASKETBALL CLUB HANDBOOK



2023-2024



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1. VIPERS PROGRAM MISSION

The mission of Santa Barbara Vipera Basketball Club (“Vipers”) is to provide the highest quality youth basketball in our area and to continue the our Mission of “Building Character Through Youth Sports.”

The primary goals of the Vipera program are: to encourage personal development through basketball for grades 4 through 12 by teaching the values of hard work, accountability, team play, competitiveness and sportsmanship; to build cohesive, strong teams, where each player’s personal and athletic development is equally valued; and to produce the best-trained basketball players for our local high schools.

2. CLUB CONTACT INFORMATION

President/Head Coach:

David Palmer
805.637.1087
dp@sbvipers.org

Treasurer/Financial:

Cindy Thieu
805.637.3205
cthieu@yahoo.com

Secretary/Communications:

Lisa Newman
805.252.8383
lisa@sbcoast.me



3. TRYOUTS

Tryouts are held periodically throughout the year, to be approved and coordinated with the Head Coach.

Tryouts are open to the public.

Interested players should attend all tryout sessions for their age group.

All current Vipers are required to attend tryouts.

Rosters will be announced following tryouts via email.

Roster decisions are made through an evaluation effort by club coach(es).

There may also be opportunities throughout the year to “tryout” for Vipers.

4. COMMUNICATION

a. TeamSnap

Once you commit your player to a team, you will receive an invitation from TeamSnap to join your assigned Vipers team. Vipers uses the TeamSnap service for all rosters, scheduling, and club communication. TeamSnap allows coaches and administration to easily email and/or text the team with last minute changes and information.

Please be sure to accept the “invitation” from TeamSnap and spend a few moments acquainting yourself with the app. You can access TeamSnap from a web portal or on the TeamSnap app for your iPhone or Android.

We recommend downloading the mobile phone app for ease of use. Make sure to add the following information to your TeamSnap account:

- Both parent/guardian email addresses
- Both parent/guardian cell phone numbers
- Both parent/guardian home telephone numbers
- Player email address and cell phone number (if applicable)

b. Family Communication Obligations

Please read the emails you receive and be sure to respond promptly to manager’s requests for information.

Remember that Vipers administration personnel are volunteers and it makes their job far more difficult and time consuming when parents fail to promptly and consistently communicate.

At the beginning of each season, we will post the season’s tournament schedule on TeamSnap. On the **schedule tab**, you then must mark your player’s availability for each of the season’s tournaments 3 weeks in advance of each tournament.

It is critical to planning that you promptly respond to your team manager’s request for player availability.



c. Issue Resolution Communication Procedures

24-Hour Rule: Parents and players must wait 24 hours after a game before contacting a coach regarding any issue unless it is a matter that requires urgent attention. This 24-hour period allows all parties involved the time and space to cool off and gain perspective to promote more effective and solution-oriented communication. When an issues arises, parents and players must follow the protocol below:

- Contact and speak directly to your team head coach and attempt to resolve the issue.
- If the team head coach is unable to resolve the problem, contact the Vipers Club Administrators.

d. Billing Communications: see Financial Obligations (6. d).

5. UNIFORMS & GEAR

All uniform and Vipers gear orders will be coordinated by the Vipers Administrators.

Uniforms will be issued to all tournament players at the beginning of the player's tournament season. See Financial Obligations (6. d).

6. PLAYER & PARENT EXPECTATIONS

a. Administrative Requirements:

All families are required to complete the following administrative requirements:

- Read Vipers Program Handbook
- Annually complete the Vipers Club Basketball liability forms
- Accept your "TeamSnap" invitation to receive timely communications (See "Communication" Section)
- Remain in good financial standing with Vipers (See "Financial Obligations")

b. Practice Schedule & Attendance

Players are required to regularly attend practices. If a player is going to miss practice, you must inform the coach prior to the practice.

2 practices per week. Any practice canceled due to GYM availability conflicts will be rescheduled, barring holiday weeks.



c. Tournaments/League Play

Vipers tournament players are expected to attend all tournaments and league games. Without consistent attendance, teams are not able to consistently field teams. To promote fairness to committed players and predictable tournament scheduling, the following attendance policy will be enforced as to all players:

- Notice of any planned absence must be given 2 weeks ahead of each tournament (see SABBATICALS).
- Notice must be given to both the coach and the Administrators.
- No parent can change their child's availability on TeamSnap less than 120 hours before the tournament begins. It is a setting in the platform designed to eliminate last minute players either joining or withdrawing from tournament commitments. Parents MUST communicate to the club administrators via email, text or phone. Last minute changes can and often do add considerable workload regarding the team finances and/or communications with the tournament directors. Communicating directly to the Coach can often be missed or not relayed, so parents are encourage to NOT use that pathway.

SABBATICALS A player may, with 2 weeks (prior) written notice to the administrators, take a sabbatical from club practice and tournament player. Billing of club dues will be suspended after receiving written notice. Please email that notice to dp@sbvipers.org. Returning players may start again at the beginning of the next month.

Vipers Club Basketball Seasons

Fall Season:	September-November (approx. 5 tournaments)
Winter Season:	December-February (approx. 5 tournament)
Spring Season:	March-May (approx. 6 tournaments)
Summer Season:	June-August (approx. 6 tournaments)

d. Tournament Schedule & Info.

Vipers play approximately 2 weekends per month in either league games or in a tournament.

The tournaments and league games typically are held in Oxnard, Thousand Oaks, Moorpark, Northridge and Anaheim.

The team manager will announce the team's tournament schedule ahead of each season (fall, winter, spring, summer). The schedule may shift as programs add and cancel tournaments.

Each family is responsible for providing transportation to tournaments for their own players.

Approximately one tournament per season requires overnight hotel accommodations, for which each family is financially responsible. Whenever possible, the Club books a block of rooms at the same hotel to encourage Club cohesion. Vipers are encouraged to stay in the designated Club hotel.



e. Financial Obligations

Dues: \$225 per month. All practice and tournament players pay seasonal dues to Santa Barbara Vipers. Dues are to be paid on the 1st of every month. Effective on November 1, 2023: Due to prices rising all around us, we are changing our fee to a FLAT RATE of \$225 per month. There will be no discount due to the number of practices attended. **Scholarship pricing will continue to be honored (see SCHOLARSHIPS).**

If your account is delinquent more than one month, a player's ability to attend practices and/or tournaments will be suspended until that account is current.

- **Methods of Payment:** Venmo: @SBVipers
- **Sibling discounts:** available for 20% off of monthly dues only.
- **Payment Policy:** *If your payments are not timely received, your player will not be allowed to participate in any Vipers Club activities until dues are received.*
- **Dues During Injuries:** Each player is required to meet all financial obligations unless they are given a specific exemption by Santa Barbara Vipers. If your player has an injury that precludes him/her from playing/practicing for a full one-month period, you will not be charged for the month so long as you give notice to Vipers Treasurer. Partial deductions cannot be made.
- **Late fees:** Effective on November 1, 2023: A flat late fee will be incurred for invoices past due after 14 days. On day 15, \$25 will be charged to the account and each month thereafter until balance is paid.
- As a reminder, **Santa Barbara Vipers does not prorate** or accept partial month or tournament dues. See SABBATICALS. Returning players may start again at the beginning of the next month

f. Uniforms:

Players are responsible for purchasing their uniform, which cost approximately \$125.00. Tournament players will order uniforms ahead of their first tournament season.

g. Tournament Fees:

Tournament fees are **NOT** included in your tournament player monthly dues. Tournament fees, coaching fees, parking and family admission fees are not included in your Vipers fees.

Failure to promptly pay for fees may result your player's inability to participate in Vipers activities. ***An active team player (not a practice player) is required to pay for tournament fees, whether or not he/she attends the upcoming tournament.***

Example:



7 players registered for a tournament: \$325 team fee + \$200 coaches fee = \$525 / 7 players = \$75 per player.

h. Additional costs to consider:

When considering your budget, please also keep in mind that some tournaments require overnights at hotels. Hotel fees are each family's individual responsibility. Additionally, tournament venues charge an admission fee for all spectators that is typically \$10/person per day. Some venues charge for parking as well.

i. High School Summer League:

Every year the current 7th grade Vipers team (rising 8th grade) will participate in the High School Summer League. These games are held at Santa Barbara High School in late June/ July, and give the kids the opportunity to play against the incoming Frosh/Soph teams of our local high schools. It also affords high school coaches the opportunity to view the skills of our Vipers players for future consideration. Eligible players share the cost equally no matter how many games they play.

j. Scholarship Information:

Scholarships may be awarded to individuals based on financial need to defray the cost of fees.

Scholarships do not cover tournament fees, uniforms, hotels or travel costs.

Scholarship recipients and their parents/guardians are required to:

- Participate in all fundraising activities/community service.
- Follow all policies and procedures of the program.
- Timely pay all dues according to the scholarship payment plan

Scholarship Application Process:

- Complete a Scholarship Application during the seasonal scholarship application windows.
- Provide Administration with a copy of the previous year's tax returns from both parents.
- Submit the tax returns to the Administrators.

The Board will review all applications and inform applicants in writing of the Committee's decision. Scholarship information will be kept confidential and only shared as required to administer the application and distribution of the scholarship.



Scholarship Revocation: If the scholarship recipient fails to meet all scholarship requirements as stated in the scholarship agreement, the Board reserves the right to withdraw all scholarship funds effective immediately.

k. Player Suspension or Expulsion

A player may be suspended or asked to leave Vipers for the following reasons:

- Poor attendance at practices and/or tournaments
- Poor sportsmanship
- Disrespect for authority
- Disruptive behavior

i. Parent Code of Conduct

Know Your Role - LET THE PLAYERS PLAY, COACHES COACH AND OFFICIALS OFFICIATE.

- Your role is to support and cheer for your player. Do not yell at or tell players to “shoot,” “pass,” “dribble,” or use any basketball terms whatsoever during games, practices or other events as those comments may contradict what a coach is trying to achieve on the court. Let the coach handle the officials as parents yelling at officials only hurts the team.
- Trust the Process - Understand that the development of an individual athlete and team is a process that is a long-term process created through ongoing commitment, reinforcement and encouragement.
- Have an Abundance Mindset - Success is not a commodity that runs out. A teammate’s success only improves the team and the opportunities for others success. Players are often at different skill levels and stages in development; Be patient, tolerant and supportive and success will come.
- Understand the Benefits of Adversity and Defeat - Recognize that adversity and defeat are the building blocks for players to master the art of resiliency; Falling down, getting back up and starting again.
- Contribute to the Betterment of the Team - Be willing to help, contribute and give where you can.
- Deal with Problems Constructively - Wait 24 hours following a game or practice before addressing any problems with a coach or manager.



7. PLAYING TIME POLICY

Playing time in tournament games is at the sole discretion of the coaches. Playing time is based on the following criteria:

- Work Ethic
- Talent and Skill
- Attitude
- Practice Attendance
- Tournament/League Play Attendance
- Sportsmanship

No playing time is guaranteed. When possible, the player and parent (s) will be informed of the possibility of limited playing time.

8. TEAM ADMINISTRATORS

- The Team Administrators' duties consist of the following:
- Facilitate all team-specific communications, including practice schedule changes and tournament schedules
- Ensure all members of your team are registered with TeamSnap and receiving communications from TeamSnap
- Assist with team tournament registration and participation
- Work with Vipers Head Coach to select tournaments and identify accommodations for players and coaches
- Confirm player participation in scheduled tournaments
- Coordinate with players for ordering of Club gear



9.

**VIPERS LIABILITY CLUB BASKETBALL
PLAYER INFORMATION FORM**

PLAYER LAST _____ FIRST _____

ADDRESS _____ CITY/ZIP _____

WHICH SEASON(S) IF ANY ARE YOU **NOT** ABLE TO PARTICIPATE IN VIPERS? SUMMER (JUNE-AUG)____ FALL (SEPT-NOV)____ WINTER (DEC-FEB)____ SPRING (MAR-MAY)____

SCHOOL _____ GRADE _____

DATE OF BIRTH _____ AGE _____

JERSEY SIZE _____

SHORT SIZE _____

SWEATSHIRT _____ SWEATPANTS _____

PARENTS/GUARDIANS NAMES _____

MOTHER ADDRESS _____

MOTHER TELEPHONE _____

MOTHER EMAIL _____

MOTHER OCCUPATION/EMPLOYER _____

FATHER ADDRESS (If Different) _____

FATHER TELEPHONE _____

FATHER EMAIL _____

FATHER OCCUPATION/EMPLOYER _____



EMERGENCY CONTACT (NAME/#) _____

CONCUSSION WAIVER

Mandatory Waiver: (This waiver must be filled in and signed to validate liability release & agreement of monthly fee payments).

I, the undersigned parent/legal guardian of (Write Full Name of Child Here):

To participate in Vipers programs and release Santa Barbara Vipers, agents from any liability arising from his/her participation in these programs. In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending licensed physician, surgeon, or dentist and performed by or under the supervision of a licensed physician or surgeon.

I hereby authorize any hospital that has provided treatment to the above named minor to surrender physical custody of such minor to the Santa Barbara Vipers representative. This authorization is effective until December 31, 2020 unless revoked in writing.

IT IS THE INTENTION OF THE UNDERSIGNED, BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE THE RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY LOSS OR DAMAGE, AND WRONGFUL DEATH CAUSED BY NEGLIGENCE.

The undersigned acknowledges that he/she is aware that by signing this waiver, release and indemnity Agreement, he/she KNOWINGLY AND VOLUNTARILY WAIVES ALL RIGHTS TO ASSERT ANY AND ALL CLAIMS WHATSOEVER FOR ANY PERSONAL INJURY, PROPERTY LOSS OR DAMAGE, OR WRONGFUL DEATH AGAINST THE RELEASEES.

Photo Release: I understand from time to time Santa Barbara Vipers representatives may photograph activities of the Vipers programs and participants.

By signing this form, I authorize Santa Barbara Vipers to use on their website or publish in articles or ads any photographs taken by Vipers representatives showing my child's/children's participation.

Signature of Parent / Guardian: _____ Date: ____/____/____



Signature of Parent /Guardian: _____ Date: __/__/__



10. HEALTH WAIVER AND CONCUSSION AND HEAD INJURY AWARENESS

Santa Barbara Vipers adopts the following guidelines to assist and educate coaches, youth athletes, and their parents or guardians about the nature and risk of concussion and head injuries. Your signature below indicates that the Participant (your child) has been cleared by his or her physician to participate in basketball training and competition.

On an annual basis, the accompanying concussion and head injury acknowledgement waiver shall be completed and returned to the Santa Barbara Vipers by the youth athlete and his or her parent or guardian. The waiver must be returned prior to the youth athlete's participation in practice or competition. A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. A youth athlete who has been removed from participation during a practice or game based upon a suspected concussion or head injury may not participate in practice or game-play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions and received written clearance to return to participation from the health care provider.

In compliance with California Assembly Bill No. 2007 Chapter 516, this acknowledgement form is to confirm that you have read and understand the CONCUSSION INFORMATION SHEET provided to you by Santa Barbara Vipers related to potential concussion and head injuries occurring during participation in athletics.

Santa Barbara Vipers strongly recommends that players schedule an appointment with the Cottage Concussion Clinic for Baseline testing. Please call 805-879-4240.

I am the parent or legal guardian of the Participant. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the Santa Barbara Vipers from all liability on my and the Participant's behalf, (b) waiving my and the Participants' right to sue the Santa Barbara Vipers, (c) and assuming all risks of Participant's participation in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. I allow the Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of the Participant as described in this document. I agree to be bound by the terms of this document.

I _____, as a student-athlete who participates in
(PLEASE PRINT STUDENT ATHLETE'S NAME)

Santa Barbara Vipers and I, _____
(PLEASE PRINT PARENT/LEGAL GUARDIAN'S NAME)

as the parent/legal guardian, have read the information material provided to us by Santa Barbara Vipers related to health, concussions and head injuries occurring during its participation in athletic programs and understand the content and warnings.

Signature of STUDENT ATHLETE & DATE

Signature of PARENT/LEGAL GUARDIAN & DATE



11. Financial Agreement 2023

I/We, as parent(s) of _____, understand that fees collected by Santa Barbara Vipers will be used to pay for insurance, gym time, and staff.

Parents agree that all fees will be paid by 1st of the first month of each season unless otherwise approved by SB Vipers.

Parents understand that all fees are paid in advance of the month, and that withdrawal from the club organization will not result in a refund of prepaid fees. Late payment of fees may result in a suspension of a player from the team.

Fees may change, depending on estimated vs. actual costs for gymnasium time, tournaments, etc. No fees will be prorated based on a tournament players' inability to attend practices or games. Travel and accommodations, if necessary, will be the responsibility of the parent.

Game and practice uniform costs are not included in club fees and must be paid separately.

I/We plan to pay for the fees as follows:

Method of Payment: Venmo @**SBVipers**

Parent's Signature Date

Parent's Signature Date

12. Registration Checklist

- _____ Vipers Liability Form
- _____ Concussion Waiver
- _____ Health Waiver
- _____ Financial Agreement

In addition to above forms, please provide the following (via email: dp@sbvipers.org)

- _____ A copy of your player's birth certificate
- _____ A copy of your player's most recent report card
- _____ A copy of your medical insurance card showing coverage of your player
- _____ A current photo of your player no smaller than 2 1/2" x 3 1/2"
- _____ Your payment (via Venmo)