



In association with the
Pasadena Japanese Athletic Association (PJAA)
www.pasadenabruins.org

**Welcome to the Pasadena Japanese Athletic Association
Bruin Basketball Organization**

A note from the Executive Board of the PJAA

This manual will provide a detailed account of the PJAA/Bruin Basketball Association's philosophy and procedures. While reading the manual, please remember that our primary goal is for your child to have fun, teach them basic basketball skills, form new friendships, and to learn team work and sportsmanship. This is a voluntary organization with all members of the Bruins Board, the Bruin Officers and the chairs of each event being volunteers. It is expected that all teams participate in all events to the full extent of the specified commitments.

A team that is referred to us because of their lack of commitment to activities that all teams share will result in probably being released from the Bruin organization, at which time the participants are free to join any other organization they wish. Our vision of a basketball program only works if we support our local community organizations through the placement of volunteers. All this evolved over time to determine their needs as well as allowing the Bruins to meet our objective of running a basketball program. Our decisions will always be based on what's best for the Bruin organization. You have to decide what's best for your children.

Volunteering is a great way for your kids to gain experience, plus it fosters personal growth and responsibility. Being a Bruin is understanding this responsibility.

Please sign the forms at the end of the manual and turn it into your Parent Representatives. These forms must be received by the organization before your child can participate in any PJAA/Bruin activity, including, but not limited to practices.

Sincerely,

Pasadena Bruins
Executive Board

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PHILOSOPHY & GOALS

The philosophy of the Pasadena Bruins is to help your child develop basic basketball skills while at the same time teaching them life skills - communication, teamwork, and sportsmanship to assist their development into young responsible adults.

ORGANIZATIONAL GOALS

- To develop a sense of community involvement
- To develop lifelong friendships
- To learn life lessons through athletics
- To learn the fundamentals of basketball
- To always play with determination and never give up
- To understand basketball concepts, good communication skills, and teamwork
- To respect ALL teammates, players, coaches and/or officials
- To teach players to play to win but accept defeat with dignity
- To instill in players the concepts of responsibility, hard work, determination, sacrifice, teamwork and good sportsmanship

BOARD OF DIRECTORS

Cliff Shinmei
Sharon Lee
Dan Nakauchi
Debbie Okihara
Julie Toyama
Tracey Jue
Brett Yoshimura
Kimi Suehiro

Cabinet

President/Commissioner	Debbie Okihara
Secretary	Position rotates annually
Treasurer	Tracey Jue
CYC Rep/Boys Athletic Director	Brett Yoshimura
JAO Rep/Girls Athletic Director	Kimi Suehiro
Director of Player Development/Advisor	Dan Nakauchi
Fundraising Chair	Jonie Tsuji

LOCAL BASKETBALL LEAGUES/ORGANIZATIONS

BOYS DIVISION – COMMUNITY YOUTH COUNCIL (CYC)

Playing Season

Winter League – November – March, Games are played in various gyms throughout the Los Angeles area. Most games on Sunday.

Summer League – June – end of July, Games are played in various gyms throughout the Los Angeles area. Most games on Sunday

Tournaments – Various tournaments throughout the year. Local tournaments as well as out of town tournaments are generally by invitation only (i.e. – San Jose, Sacramento, San Francisco, Las Vegas etc.)

Prep League – For 9th – 12th graders. Prep League is held in March, after the high school season ends. CIF rules are such that a player can not play on another team simultaneously when they are playing on their school team. Games are played in various gyms throughout the Los Angeles/South Bay/San Fernando Valley area.

GIRLS DIVISION – JAPANESE AMERICAN OPTIMIST (JAO)

Playing Season

Winter League – January - March, Games are played in various gyms throughout the Los Angeles area. Most games on Sunday

Summer League – June – July, Games are played in various gyms throughout the Los Angeles area. Most games on Sunday.

Tournaments – Various tournaments throughout the year. Local tournaments as well as out of town tournaments by invitation (i.e. – San Jose, Sacramento, San Francisco, etc.)

Prep League – For 9th – 12th graders. Prep League is held in March, after the high school season ends. CIF rules are such that a player can not play on another team simultaneously when they are playing on their school team. Games are played in various gyms throughout the Los Angeles area.

ALTERNATIVE BOYS AND GIRLS DIVISION- SOUTH BAY YOUTH BASKETBALL

Playing Season

Fall League – September- October/ November, Games are played in various gyms throughout the South Bay area. Most games on Sunday, but occasionally on Saturday.

Summer League – June – July, Games are played in various gyms throughout the South Bay area. Most games on Sunday, but occasionally on Saturday.

Prep League – For 9th grade only and runs the same as Fall League. Most games on Sunday, but occasionally on Saturday.

BASIC TEAM GUIDELINES

Team Formation

Teams are established basically by grade.

Girls have a 15 month window from the youngest to oldest roster player and all other players birthdates must fall in between.

Boys are strictly by grade. Boys can always play up (grade higher), but we advise against it.

Parent Rep

Upon the formation of a team, a parent rep must be designated. Each team may decide if the parent rep duties will be rotated or the same every year. If you decide to rotate, the new rep should be in place as of September of each year. As the parent rep, you are required to attend the monthly Bruin meeting, correspond all pertinent information to your team, collect any necessary paperwork/fees from team and turn in at meetings, coordinate tournaments, distribute schedules. Basically, you are the lines of communication from the Bruin organization to your team. There is a New Parent Orientation mtg held prior to the first meeting in September where you will be given a handout with meeting dates and all other pertinent information.

Placement of Players on Teams

Teams will consist of 8-10 players per team. The exact number of players on the team will be at the sole discretion of the teams coach with input as indicated from the Director of Player Development. In the event that there are enough player to create additional teams, the Girls and Boys Athletic Director will assist each of the coaches in fairly placing the players on a team with some of the following considerations – friends (player and parents) playing on the same team, transportation/carpooling, skill level, etc.

Adding Players to a Team

If circumstances arise that a child wants to join the organization and they meet all eligibility requirements, the Girls and Boys Athletic Director and the President will make the final approval if the player can join the team. If the team has ≤ 7 players, then at least 1 player must be added. Any more than 8 players will be decided upon by the Girls or Boys Athletic Director and the President. Please refer to “Adding a player” document for more specifics.

Changing Organizations

In the event that a player/parent would like to join another organization, both JAO and CYC require a release to be signed. The home organization must sign to release the player and the other organization must sign to accept them. Please keep in mind that a release will not be given if the purpose of changing organizations is to “stack” a team. If the release is denied, the player can either continue to play with the organization or can choose to sit out one (1) year and then join the team of their choice after the one year period. It should be noted that in some cases, the one year sitting out period does not constitute an automatic release. The rules and regulations for changing organizations are governed by both CYC and JAO and the Bruins will strictly adhere to all processes.

PRACTICES

Practices are held 1x/week and are generally 1½ hours long. The practice locations are currently at one of the following locations:

Pasadena Buddhist Temple (PBT) – this is the primary practice site.
1993 Glen Avenue
Pasadena, CA 91103

Pasadena Japanese Cultural Institute (PJCI)
595 Lincoln Avenue
Pasadena, Ca 91103

Eagle Rock High School
1750 Yosemite Drive
Eagle Rock, CA 90041

Coral Innovation Center
2750 E. New York Drive
Pasadena, CA 91107

The Pasadena Buddhist Temple is the main practice site for the organization. Although there is no religious affiliation between the Bruins and the church, the church graciously subsidizes components of the program (electricity, general maintenance, etc.) In return, the organization assists in the various fundraisers for the church throughout the year. Each team is required to participate although usually only 2-4 parents are needed per team for each event.

Practice times are set twice a year, once in November, and again in March. Every effort is made to keep the same day/time for a 12-month period however changes may be necessary due to unforeseen circumstances.

Consideration will be made for the ages of the players with the earlier practice times being given to those teams 10 and under.

Practices may take place any weekday evening or Saturdays. NO practices are held on Sundays.

Each team will set up the notification process for missed practice. Either the coach or the parent rep must be notified any time that your child will miss a practice or game. Please try to give as much advance notice as possible. The coach may decide to cancel practice if not enough players can attend and then the practice slot can be given to another team. Each coach will set-up their own rules regarding missed practice. Please ask him/her what the ramifications are for missed practice. Remember, some of the things that we try to reinforce are responsibility, commitment and teamwork and therefore consistent attendance at games and practice is imperative.

If you are concerned about playing time (or lack thereof) for your child, please discuss that issue confidentially (not in front of your child or other player/parents) with the coach when appropriate. As in all competitive play, some players will play more than others. Coaches will not discuss playing time issues in front of players. Please do not approach coaches to discuss issues before or immediately after a game, and especially not in front of the children. Please arrange a separate time to discuss. Please be respectful of each other. If a mediator is required, please contact the Bruins Commissioner.

GAMES AND TOURNAMENTS

Games

Most of the league games are held on Sundays throughout gyms in the San Gabriel Valley, Los Angeles area and South Bay. Games can be as early as 9 a.m. or as late as 5 p.m. Because of restrictions on gym time, occasionally there are games on Saturday, but not very often. All Bruins teams are required to play respective Winter Leagues. Summer League is optional.

Tournaments

All Bruin teams will be required to work and enter to play in our Annual Crown City Classic Basketball Tournament, held during the last weekend in August. The co-ed division and Adult division will be played the weekend prior to our youth/prep tournament.

General Tournaments

Throughout the year, teams may be invited to participate in local tournaments as well as “out of town” tournaments (Central Coast, San Jose, San Francisco, Las Vegas, etc). Many of the local tournaments are one hour or less in travel time. All tournaments are played on weekends (which may also include Friday evenings).

Tournament fees, food and lodging are at your own expense. Players must travel with a parent/guardian or parent-approved adult. Under no circumstances are players allowed to stay in hotel rooms without such supervision.

COMMUNICATION

The lines of communication between any member of the Bruins organization, Board of Directors, Coaches and Parent Reps should always be open. All parents should understand that direct communication between parents, players and the Coach is extremely important and that any questions or concerns regarding performance, play time, etc., should be ADDRESSED PRIVATELY AND DIRECTLY TO THE COACH AND NOT THE TEAM REP OR OTHER PARENTS.

From the Bruin Board, please note that 95% of our communication is done via email and through postings on our website, so all players/families need to make sure they check both on a regular basis.

FEES & EXPENSES

1. To participate in the Bruins:
 - a. Annual Membership is mandatory for each player and is collected in October of each year and paid to PJAA (Pasadena Japanese Athletic Association).
 - b. For new kinder and first grade teams that practice at PJCI (Pasadena Japanese Cultural Institute), PJCI membership is mandatory. Membership form can be accessed on the website, <http://www.pjci.org>
2. PLAYER FEES
 - a. Fees for each Bruin basketball player is established at the beginning of each winter and summer season. The league fees are established by CYC/JAO and subsequently, the Bruins establish their fees after incorporating gym rental fees, insurance, etc.
3. Mandatory participation in our Annual Crown City Classic Basketball Tournament.
4. Participation in our Annual Scholarship 5K Run/Walk.

UNIFORMS & EQUIPMENT

1. Team/Parent reps will assist in coordinating uniforms for the team. The Bruins will provide a full uniform (mesh shorts and mesh jersey) for NEW teams only.
2. Each team may order custom uniforms, HOWEVER; Debbie Okihara will have final approval to ensure that there is consistency amongst the teams (colors/style, etc). We have a vendor that already has the Bruins design in their system and will do single jersey orders. Please plan accordingly. Uniforms take 2-3 weeks after submittal. Questions, e-mail Debbie at deo24bra@yahoo.com. Please refer to "Bruins Uniform Standards" document for more specifics.
3. Players are responsible for their own shoes, sweats, etc.
4. It is recommended that each player bring his/her own basketball (with name clearly marked in permanent ink) to every practice as well as water.

INSURANCE

1. Each player is responsible for their own medical insurance.

COACHES RESPONSIBILITY

Coaching youth sports is a rewarding experience as long as it done right with the correct perspective. Below are important areas that all coaches need to adhere to:

- a. Organize, conduct, and supervise all practices and games.
- b. Be on time; do not leave player(s) unsupervised.
- c. Make decisions regarding position, playing time, practices, & discipline and communicate to all team members including parents.
- d. NEVER play a non-rostered, out-of-grade, or an out-of-age player.
- e. Never change a birth certificate or falsify documents.
- f. Report all accidents and submit a player injury report to our CYC or JAO rep. Be especially cognizant of head injuries.
- g. Approach the game of basketball with enthusiasm and dedication at all games practices, and scrimmages
- h. Set an example of humble winners and gracious losers
- k. Endorse a philosophy of: wining without ego, losing without excuses, and never giving up
- i. ALWAYS emphasize good sportsmanship and a high standard in academics
- j. Prohibit any use of abusive or profane language and behavior by players, spectators, and coaches
- k. Teach their players to show courtesy to visiting teams and game officials and to respect the integrity and judgment of the game officials
- l. Emphasize that alcohol, drugs, or tobacco will NOT be tolerated
- m. Keep any disagreements with parents away from practices and team functions
- n. Absolutely no physical outbursts/threats of any kind will be tolerated.
- o. Attend mandatory Coach's Meeting and sign Code of Conduct.

PLAYER CODE OF CONDUCT

- a. Having fun playing basketball is the main focus.
- b. Exercise good sportsmanship, use good judgment, and work hard.
- c. Never use profanity or any physical outburst to exhibit your frustration.
- d. Never taunt or trash talk, instead use, humility as your advantage.
- e. It is okay to make mistakes, learn from them. Minimize your shortcomings, accentuate your positives.
- f. Respect your coach and the teammates.
- g. Accept good advice and work hard to implement those advices.
- h. Accept victory as well as defeat. Be humble a winner and a gracious loser.
- i. Be a STUDENT-Athlete! Never forget how important it is to get a good Education.
- j. Use good communication skills in resolving differences.
- k. Support your teammates as you would like to be support by them.

PARENT'S CODE OF ETHICS

Treat all players, coaches, opposing parents and officials with courtesy and respect.

Respect the integrity and judgment of the game officials.

Enthusiastic and wholesome cheering is encouraged.

Violating the PJAA Parents Code of Ethics may result may result in SUSPENSION/PROBATION from the Bruins and may lead up to the parent being asked to leave the organization.

HELPFUL HINTS FOR PARENTS

- Let Coach's coach, referee's ref, player's play.
- Do not give advice and lectures immediately after the game during the drive home. It can be very frustrating and discouraging to your player. Focus on the positive attributes of play.
- Do not shout instructions or coach your son/daughter during the game. This is distracting to your son/daughter and his/her teammates. It may also differ from instructions given by the coach.
- Emphasize good sportsmanship and good academics.
- Try not to embarrass your child by disciplining them in front of their teammates.
- No profanity will be tolerated during practice and/or at the games or anywhere within earshot of the Bruin players or opponents
- Absolutely no physical outbursts/threats of any kind will be tolerated.
- Respect differing viewpoints. Have discussions with the coach privately.
- Support the Bruin program at the gym and at home.
- Your child's attitude many times will be a reflection of your own.
- Do not criticizing coaching staff in front of your child. Keep communications with your coach confidential.
- It is UNDERSTOOD that there is no guaranteed equal (other than the league minimum requirement time) playing time for any player.

PARENT RESPONSIBILITY

1. Observe and obey all rules and regulations posted at different gyms
2. No smoking or drinking allowed on or around the school grounds
3. Make sure your child is on time for practices and games ready to play.
4. Reinforce the policy to work hard in practice and in games
5. Pay your dues and fees on time.
6. Lodging, meals, & transportation are the sole responsibility of the parent.
7. Review and discuss the PJAA/Bruin Player Code of Conduct and sign the acknowledgement/agreement statement.
8. Encourage your child to practice on their own.
9. Falsifying any documents may result in the expulsion of your child from the PJAA/Bruin Basketball program.
10. Encourage ALL players during the game. Encouragement goes a long way. Remember that basketball is a team sport.

Please sign accompanying PARENT acknowledgement and return to team rep.



PARENT ACKNOWLEDGEMENT FORM

PLAYER'S NAME _____

PLAYER'S DATE OF BIRTH: _____

PARENT'S NAME: _____

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and accept the information in the PJAA/Bruin Manual. I recognize that my child eligibility for participation in the PJAA/Bruin organization is contingent upon my following the spirit and guidelines of its contents.

I understand that any infraction will require an investigation by the Board and may result in suspension /probation up to an including being asked to leave the organization.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

I have read and understand PJAA/Bruin Player Code of Conduct and agree to abide by the rules and guidelines. I have discussed each of the items with my parents/guardian.

PLAYER'S SIGNATURE: _____

