

HOOP SHOOT DIRECTORS OFFICIAL CONTEST MANUAL



Elks National Hoop Shoot

Free Throw Contest

2019-20

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 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. The Lodge Secretary should enter the Director's information as a Lodge Hoop Shoot Chair in CLMS. Please be sure that the Lodge Committee Chair has a valid email address. In order for Lodge Directors to have access to the Director's Dashboard on the Hoop Shoot website, the Secretary must also appoint this person, or another member of the committee as the Hoop Shoot Coordinator under the Staff tab on CLMS. Contact the Elks National Foundation with any questions by emailing hoopshoot@elks.org.

Eligibility Rules

1. A contestant may only enter one official Lodge Hoop Shoot contest. The Lodge sets rules for feeder contests.
2. Contestants must be at least 8 and no older than 13 as of April 1, 2020, in order to participate.
3. Regarding eligibility, the Director is responsible only for ensuring that the contestant competes in the correct age-group. Use the Age-Group calculator on the Hoop Shoot website **elks.org/hoopshoot** to verify age-group assignments before your contestants compete. Contestants who shoot in the wrong age-group will be disqualified.
4. As the Hoop Shoot tournament progresses, contestants may not switch divisions and may not skip levels of the competition. In order to be eligible to advance to the next level of competition, a contestant must have participated in the previous level.

5. Contestants will compete in one of six divisions:

Boys, ages 8-9

Girls, ages 8-9

Boys, ages 10-11

Girls, ages 10-11

Boys, ages 12-13

Girls, ages 12-13

If the contestant will be age 7 on April 1, 2020, he/she is **too young** to participate.

If the contestant will be age 8 or 9 on April 1, 2020, he/she shoots in the 8 to 9 age-group.

If the contestant will be age 10 or 11 on April 1, 2020, he/she shoots in the 10 to 11 age-group.

If the contestant will be age 12 or 13 on April 1, 2020, he/she shoots in the 12 to 13 age-group.

If the contestant will be age 14 on April 1, 2020, he/she is **too old** to participate.

Official Contest Rules

1. **Shooting times are set by the Hoop Shoot Director.** All contestants must be present and ready to participate at their designated shooting time. No contestant may shoot before or after the designated time. Contestants who shoot before or after their designated time will be disqualified when discovered. No exceptions.
2. Shooting positions will be drawn randomly. The method is left to the discretion of the Director.
3. All contestants should be allowed at least **10 minutes** to warm up. Warm-ups should take place under the supervision of the contest officials.
4. 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-year-old age-group shoot 4 feet in front of the regulation foul line.** Use painter's tape or gym floor tape to mark the line. No other tape should be used.

5. 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 4). 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.
6. 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 line 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, without an additional warm-up, to complete their 25 shots for score.

7. The line official should signal made or missed shots to the scorers.



GOOD



NO GOOD

8. Decisions by the Head Scorer, line judge, and Hoop Shoot Director are final. No spectators can change a decision made by a contest official.
9. **Contestants cannot take more than four controlled bounces of the ball between shots.** If the ball is bounced more than four times, a penalty occurs and the shot is void. See Rule 12.
10. Each free throw attempt shall be made within 10 seconds from the time a contestant is handed the ball, he or she will have up to 10 seconds to shoot. If the contestant does not shoot a free throw as defined by Rule 5 within 10 seconds, as determined by the line judge, a penalty occurs, and the shot is void. See Rule 12.

11. **Contestants must stay behind the foul line until the ball has touched the hoop, backboard or net.** If a line violation occurs, a penalty occurs, and the shot is void. See Rule 12.
12. 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 scorers. Scorers should note a foul with a circled "T."



**TECHNICAL
FOUL**

13. Ties will be broken in the following sequence: a number of five-shot sets; previous contest score(s) if applicable; coin toss.

The Hoop Shoot Director determines the number of five-shot sets. The Hoop Shoot Director may choose to continue to shoot a series of five shots until the tie is broken and the first-, second- and third-place winners are determined in all six divisions.

During the tie-breaker, contestants will compete in the same shooting order as the regular contest. 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 in Rule 13. The tie breaker method is up to the discretion of the Hoop Shoot Director.

14. Any other indiscretion will be left to the judgement of the Hoop Shoot Director.

Contest Code of Conduct

1. Only contestants, officials and scorers and the official photographer—designated by the Director if applicable—are allowed on the floor during the contest.
2. No flash pictures should be taken of a contestant while shooting for score except by the official photographer.
3. 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 pause the contest and clear the area.
4. All persons attending the contest should sit on the side of the gym and maintain complete silence. Phones should be turned to silent or vibrate for the duration of the contest. In no way should spectators cause any commotion that will distract the contestant.
5. 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.

Other Contest Regulations

1. The Hoop Shoot Director sets the time, date and location of the contest and **promotes the contest information publicly.**

The basketballs used in the contest should be furnished by the Director, whose duties are to ensure that the balls meet regulations. (See pg. 12)

2. 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 line judge, not the shooter, during the competition.**
3. There should be **three officials** with matching referee shirts (or the same color/style shirt). At each basket, there should be one rebounder on each side of the foul line to retrieve the ball, which should be passed to the line judge standing by the contestant (See Floor Plan on pg. 29). The line judge will then hand the ball to the contestant.

Equipment and Attire

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
- Have 7 to 9 lbs. of air pressure
- Have channels and/or seams not exceeding 1/4 inch in width
- Be made of leather or composite leather

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 Failure

The Hoop Shoot Director is responsible for providing functioning equipment for a contest. During the contest, the line judge is responsible for maintaining the equipment. This includes making sure that the net is not tangled, that the basketball is fully functional, etc. **Should an equipment failure occur while a contestant is shooting for score, the line judge will stop the contest and consult with the Hoop Shoot Director to return everything to regulation.**

Dates and Locations

Hoop Shoot Directors select the date and location of their contest with the approval of their supervising Director. For example: Lodge 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 Contests, etc.

See elks.org/hoopshoot for a list of State and Regional Contest dates.

The 2020 Hoop Shoot National Finals will be held April 16-19, 2020, in Chicago.

If you must change your contest date, start time or location for any legitimate reason (inclement weather, illness, etc.), **you must alert all contestants with at least two points of contact (email and phone call, email and flier, etc.).**

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.**

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/community centers
- YMCA
- Boys and Girls Clubs
- Other community organizations that have a regulation-size basketball court

Expenses

Reimbursements for any travel and housing will be paid directly to the contestant's parent or guardian, never to the contestant.

Lodge to District: Lodge Directors should accompany winners and their parent(s)/guardian(s) 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(s)/guardian(s) 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(s)/guardian(s) to the Regional Contest. The Elks National Foundation will cover the expenses of transportation, housing and food for all winners and their parent(s)/guardian(s). 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 parent(s)/guardian(s) to Chicago.

Chaperones

For all contests, anytime there is travel and/or overnight stay involved, parent(s) or guardian(s) must 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.

All chaperones should review the Grand Lodge Youth Supervision Guide found on the Director's Dashboard before volunteering.

Publicity

In the Hoop Shoot Director's annual mailing, 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:

- Create a news release to inform your local sports editor, radio and TV stations of your Hoop Shoot contest. Login to the Director's Dashboard at **elks.org/hoopshoot** to utilize promotional tools like the ENF's News Release Generator.
- Use the Hoop Shoot films and Hoop Shoot PSA available for download on the Director's Dashboard and the Elks National Foundation YouTube channel to promote the program on a local public access station or other media outlet. Visit **enf.elks.org/films**

- Provide local schools and community organizations with program flyers and posters.
- Publicize the event at least three to four weeks before the contest and continue your publicity each week.
Make sure to publicize to the whole community.
- 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. See **elks.org/who** for more details.

Awards

Lodge Contests: Certificates of Achievement may be downloaded from the Director's Dashboard online at **elks.org/hoopshoot**. Any other awards can be purchased at the expense of the sponsoring Lodge.

District Contests: The Elks National Foundation will provide first-place and runner-up trophies for each division. Certificates of Achievement may be downloaded from the Director's Dashboard online at **elks.org/hoopshoot**. Any other awards are purchased at the expense of the district or state association.

State Association: The Elks National Foundation will provide first-, second- and third-place trophies for each division. Certificates of Achievement may be downloaded from the Director's Dashboard online at **elks.org/hoopshoot**. Any other awards are purchased at the expense of the state Elks association.

Regional Contests: The Elks National Foundation will provide first-, second-, and third-place trophies (and fourth, if applicable) for each division and medallions for every contestant.

National Finals: The Elks National Foundation will provide first-, second-, and third-place trophies for each division and a plaque for every Finalist. The names of the six Frank Hise National Champions will be inscribed on the Elks plaque in 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. Doing so would jeopardize the contestant's amateur status in the eyes of NCAA.

Lodge Contests

For information on what to do before the Lodge Contest, please review the Lodge Director Checklist found on the Director's Dashboard.

During the Lodge Contest:

- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Use the Age-Group Calculator on the Hoop Shoot website **elks.org/hoopshoot** and the date of birth provided to assign the contestant to an age-group.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs.5-10) and announce the duties of the officials and scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and line judge are final and any scores kept by the spectators are unofficial.

After the Lodge Contest:

- Have each of your contest winners and runners-up complete a registration form. Sign the registration forms for each Lodge winner and complete the form with the winners' scores.

- Keep these forms in a safe place for future reference—you will need them to properly advance your winners through the Directors' Dashboard and complete the Lodge Contest Report Form.
- Distribute completed Road to Chicago postcard to each contest winner and family, indicating the date and time of the next contest. You should personally deliver this information to each family immediately after the contest—make sure that they have your contact information.
- Arrange for the expenses of your winners' travel to the District competition to be covered by your Lodge. Coordinate these arrangements and ensure that the arrangements are communicated with each family.
- Use your Hoop Shoot sign-in sheet(s) and the registration forms to advance your winners and complete the Lodge Contest Report Form in the Director's Dashboard.
- **Advance your winners on the Director's Dashboard AND forward the registration forms to your District Director** (if there is no District contest, send them to your State Director). File the runner-up registration forms for safe keeping.

District Contests

For information on what to do before the District Contest, please review the District Director Checklist found on the Directors' Dashboard.

During the District Contest:

- Set up your contest in the same manner as the Lodge Director.
- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Use the Age-Group Calculator on the Hoop Shoot website **elks.org/hoopshoot** and the date of birth provided to confirm the assigned age-group of the contestant.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs.5-10) and announce the duties of the officials and scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and line judge are final and any scores kept by the spectators are unofficial.

After the District Contest:

- Sign the registration forms for each District winner and complete the form with the winners' scores.

- Keep these forms in a safe place for future reference—you will need them to properly advance your winners through the Director's Dashboard.
- Distribute completed Road to Chicago postcard to each contest winner and family, indicating the date and time of the next contest. You should personally deliver this information to each family immediately after the contest—make sure that they have your contact information.
- Arrange for the expenses of your winners' travel to the State competition to be covered by their sponsoring Lodges. Work with each Lodge to coordinate these arrangements and ensure that the arrangements are communicated with each family.
- Use the completed registration forms to advance your winners in the Directors' Dashboard.
- After advancing your winners on the Director's Dashboard, forward the registration forms to your State Director. File the runner-up registration forms for safe keeping.
- Ensure that Lodge Directors in your District submit a Lodge Contest Report Form.

State Contests

For information on what to do before the State Contest, please review the State Director Checklist found on the Director's Dashboard.

During the State Contest:

- Set up your contest in the same manner as the Lodge Director.
- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Use the Age-Group Calculator on the Hoop Shoot website elks.org/hoopshoot and the date of birth provided to confirm the assigned age-group of the contestant.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs.5-10) and announce the duties of the officials and scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and line judge are final and any scores kept by the spectators are unofficial.

After the State Contest:

- Sign the registration forms for each State winner and complete the form with the winners' scores. Keep these forms in a safe place for future reference—you will

need them to properly advance your winners through the Director's Dashboard.

- Distribute completed Road to Chicago postcard to each contest winner and family, indicating the date and time of the next contest. You should personally deliver this information to each family immediately after the contest—make sure that they have your contact information.
- Arrange transportation and housing for the contestants' trip to the Regional competition. Communicate all arrangements in writing with each family. You will accompany winners to the Regional Contest. Expenses for all contestants and their families will be covered by the Elks National Foundation, facilitated through the Regional Director.
- Use the completed registration forms to advance your winners in the Directors' Dashboard.
- After advancing your winners on the Director's Dashboard, forward the registration forms to your Regional Director. File the runner-up registration forms for safe keeping.
- Ensure that Lodge Directors in your State submit a Lodge Contest Report Form.

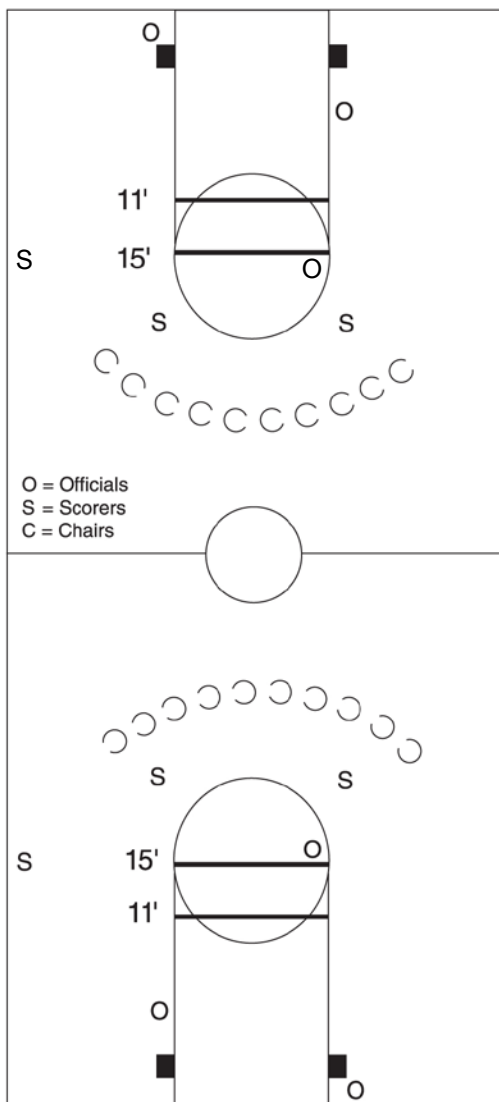
Guidelines for Reporting Lodge Participation

Use your Hoop Shoot sign-in sheet(s) and winner's registration forms to complete the Lodge Contest Report Form online. **Every Lodge is required to fill out this online form.** 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 Director's Dashboard online at **elks.org/hoopshoot**.

Extra Supplies

Additional materials and supplies may be downloaded from the Director's Dashboard found online at **elks.org/hoopshoot**.

For other supply requests, contact the Elks National Foundation at 773/755-4758 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

Lodge _____

Phone _____ Email _____

Name/Title _____

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Name/Title _____

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Phone _____ Email _____

Name/Title _____

Lodge _____

Phone _____ Email _____

Director's Dashboard

Promotional

- Hoop Shoot PSA video
- Hoop Shoot Griteos
- Hoop Shoot Logo
- Hoop Shoot Poster
- How to Host a Preliminary Contest
- Hoop Shoot Brochure
- News Release Tutorial
- News Release Generator

Contest Materials

- Participant Sign-In Sheets
- Registration Form
- Score Card
- Rules and Guidelines for Volunteers
- Certificate of Insurance
- Pocket Manual
- Floor Plan
- Keys to Success
- Solutions
- Hoop Shoot Coordinator Instructions
- Hoop Shoot Webinars
- Youth Supervision Guide

Merchandise

- Contest Apparel, Basketballs, Trophies



Elks National Foundation, Inc.

The Elks National Hoop Shoot program is funded by the Elks National Foundation, Inc. A 501(c)(3) public charity, the Elks National Foundation helps Elks build stronger communities through programs that support youth, serve veterans, and meet needs in areas where Elks live and work. For more information on the ENF, visit elks.org/enf.

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