MYBASKETBALLTEAM.COM

COACH'S CLIPBOARD

Practice planner

Set one clear goal. Plan the blocks. Leave room to adjust.

Team / age group

Date / coach

Practice time

Location

TODAY'S FOCUS

Minutes	Activity / drill	Teaching point / setup

Suggested 60 minutes: warm-up 8 | skills 15 | team work 15 | play 17 | review 5

BEFORE PLAYERS ARRIVE

- [ ] Check the court, hoops, and equipment.
- [ ] Have water breaks and an age-appropriate plan ready.

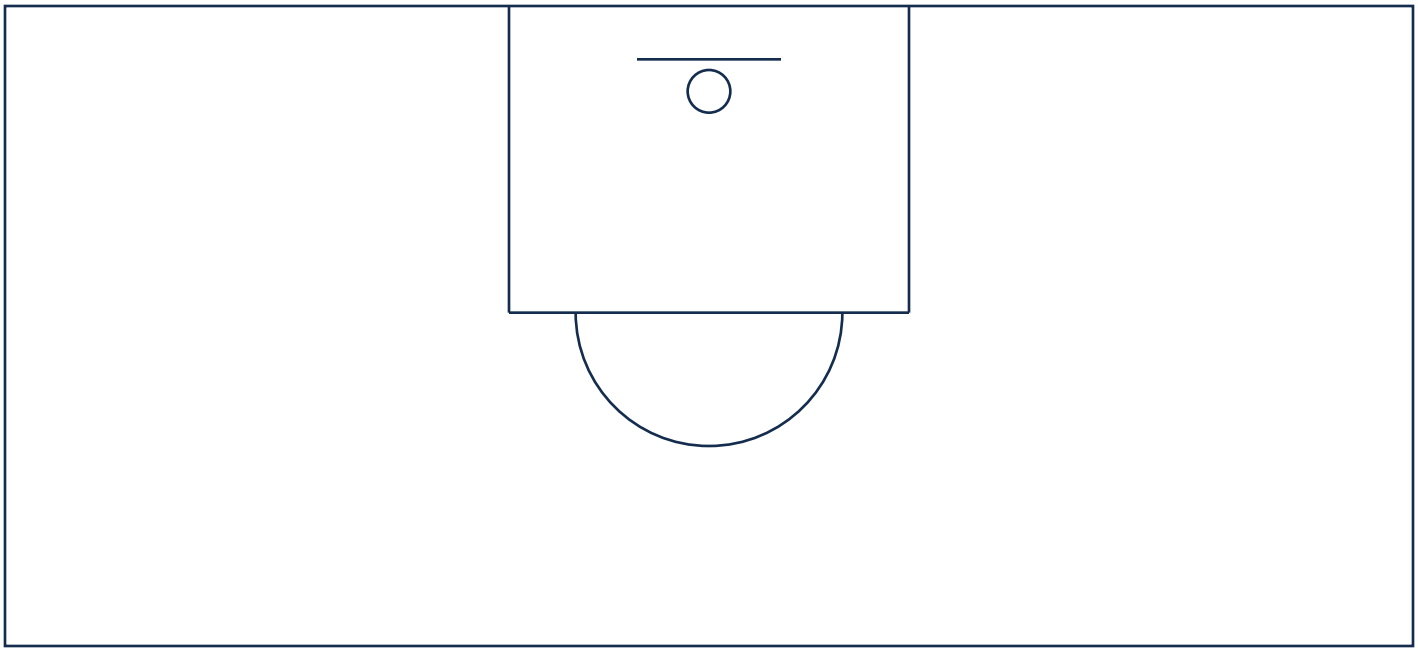
PRACTICE PLANNER / PAGE 2

Court & coaching notes

Sketch a drill, note what worked, and choose the next step.

Team _____ **Date** _____

DRILL / PLAY SKETCH



Blank coaching sketch; not to regulation scale.

WHAT WORKED / WHAT NEEDS ANOTHER REP

NEXT PRACTICE PRIORITY

COACH'S CLIPBOARD

Player rotation worksheet

Use eight custom time blocks to plan court time and record actual minutes.

Team / opponent

Date / coach

Define blocks before tip-off (example: Q1a, Q1b, Q2a, Q2b).

Mark planned blocks with P; record actual minutes in the final column.

Player	1	2	3	4	5	6	7	8	Actual min

For five-player basketball, check that each block has five players assigned.

BLOCK LENGTHS / LEAGUE RULES / ADJUSTMENTS

Plan inclusively. Adjust for attendance, fatigue, fouls, and your league's playing-time rules.

MYBASKETBALLTEAM.COM

COACH'S CLIPBOARD

Game-day checklist

A simple routine so the team can focus on playing.

Team / opponent

Date / tip-off

Venue / court

Arrival time

BEFORE LEAVING

- [ ] Confirm the venue, start time, and arrival instructions.
- [ ] Confirm player attendance and an approved pickup plan.
- [ ] Pack balls, pump, first-aid supplies, clipboard, and water.

AT THE COURT

- [ ] Check in; confirm scorebook, clock, and league rules.
- [ ] Check equipment and court; lead a progressive warm-up.
- [ ] Review rotations, one team goal, and respectful conduct.

AFTER THE FINAL BUZZER

- [ ] Thank officials and opponents; collect team equipment.
- [ ] Give a brief team recap and confirm the next practice.
- [ ] Confirm each player leaves with an approved adult.

One team goal

BASKETBALL PARENTS

Parent season checklist

Prepare once, keep the essentials handy, and enjoy the season.

Player / team _____ **Season** _____

BEFORE THE SEASON

- [ ] Complete league forms and required clearances.
- [ ] Confirm fees, uniform needs, and equipment fit.
- [ ] Save the schedule, team contact, and communication channel.
- [ ] Arrange transportation and approved pickup adults.

PACK FOR PRACTICE & GAMES

- [ ] Athletic shoes, uniform or practice clothes, and socks.
- [ ] Labeled water bottle, towel, and needed personal supplies.
- [ ] Ball if requested; remove jewelry before play.

SUPPORT YOUR PLAYER

- [ ] Share relevant health or access needs privately with the coach.
- [ ] Encourage effort, learning, rest, and sportsmanship.
- [ ] Ask how your player felt and what they enjoyed.

Coach / team contact _____ **Next practice / location** _____

Keep private medical details and children's contact information off public team pages.

TEAM FUNDRAISING / 1 OF 4

Fundraiser action plan

Choose a manageable event and track what the team actually keeps.

Team / coordinator

Event / date

Purpose / what funds will cover

Budget item	Planned $	Actual $
Gross receipts		
Supplies / product costs		
Venue / fees / other costs		
Total expenses		
Net raised (gross minus expenses)		
Net fundraising goal		

Task	Owner	Due date
Approvals / venue		
Supplies / promotion		
Volunteers / setup		
Money count / thank-yous		

Before promoting: confirm league approval and any venue or local requirements. Use an authorized team payment method. Have two adults count funds and retain receipts.

TEAM FUNDRAISING / 2 OF 4

Sponsor request letter

Replace every bracketed item, confirm permissions, then send your own copy.

[Date]

[Business / contact name]

[Business address]

Dear [Contact name],

We are inviting [Business name] to support [Team name], a [league / age group] basketball team serving [community]. Our players are learning teamwork, responsibility, and confidence through the game.

This season, we are raising [goal amount] for [specific expenses, such as league fees, equipment, or gym time]. We would appreciate a contribution of [requested amount] or an in-kind gift of [specific item / service].

With your permission, we can recognize your support through [league-approved recognition]. We will confirm the details with you before using your business name or logo.

To discuss the opportunity or contribute, please contact [adult coordinator] at [phone / email]. Our requested response date is [date].

Thank you for considering an investment in our players and our community.

Sincerely,
[Adult coordinator name]
[Role / team]
[Phone / email]

Coordinator note: Do not promise tax deductibility. Confirm the receiving organization's status and approved acknowledgment wording before making any tax-related statement.

TEAM FUNDRAISING / 3 OF 4

Sponsorship planning sheet

Set only the benefits your team has permission and capacity to deliver.

Team / season

Adult coordinator

Option / amount	Approved recognition	Delivery date

SPONSOR DETAILS

Business / contact

Email / phone

Contribution / in-kind item

Expected date

CONFIRM BEFORE ACCEPTING

- ☐ Team / league approved the arrangement and recognition.
- ☐ Business approved the exact name / logo use in writing.
- ☐ Receiving adult and authorized payment method confirmed.
- ☐ Benefits, delivery dates, and thank-you owner recorded.

Use this as a planning worksheet; confirm any formal agreement separately.

TEAM FUNDRAISING / 4 OF 4

Sponsor follow-up tracker

Keep outreach organized and close the loop with every supporter.

Team / season

Coordinator

Use one row per business. Keep contact details in your team's private records.

Business / contact	Asked / $	Status	Next step / date

Status ideas: not contacted | contacted | pledged | received | declined

AFTER A CONTRIBUTION ARRIVES

- ☐ Record the amount / item and confirm receipt privately.
- ☐ Send a thank-you and deliver the agreed recognition.
- ☐ Keep the receipt, approval, and follow-up record.

Next follow-up priority