

# VYBA

Ventura Youth Basketball Association

## Coaches Handbook

- **Philosophy**
- **Purpose**
- **Coaches Code of Conduct**
- **Supplemental League Rules**
- **Coaching Tips**

Presented By

CITY OF  
**VENTURA**  
PARKS, RECREATION &  
COMMUNITY PARTNERSHIPS

KIDS  
PLAY

PARENTS  
CHEER

COACHES  
COACH



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**Ventura Youth Basketball Association (VYBA)  
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# **SPORTSMANSHIP**

Sportsmanship is not just something we talk about. It is something we practice everyday. You are a role model! Coaches seem to forget that all their behavior communicates - not just good behavior. Perhaps one of the most important things you can communicate by your actions is respect, or lack of it, for people and the sport. Teach your athletes to respect the game - that includes teammates, coaches, opponents and officials.

The element of competition in sports has value in another way. Through sports, young people can develop morally - to learn a basic code of sportsmanship that transfers to a moral code of life. Competitive sports - where winning is a valued prize - provides opportunities for higher levels of moral development to occur.

One value of competitive sports is that situations which require such moral decisions occur often, and they provide youngsters with the opportunity to learn and adults the opportunity to model appropriate sportsmanship. To make the appropriate moral judgment at the expense of a valued victory is a real test of character as well as an opportunity to build character.

Young, impressionable athletes who hold you in high esteem, are deeply impressed by everything you do. Through your actions, you can teach them a great deal more than the skills and rules of the sport. Lead the way in congratulating the opposing team and coach after both victories and losses. Show them how you want them to behave in response to having played well or poorly, to having won or lost. Show them how they should handle situations when you think the team has been treated unfairly.

Young people, we find, are more influenced by what you do than by what you say. As the axiom states, "Actions speak louder than words". So if you want your young athletes to display good sportsmanship, it is not enough to just tell them, you must walk the walk, talk the talk, and show them!

**COACHES COACH  
KIDS PLAY  
PARENTS CHEER**

## **VYBA Philosophy**

The Ventura Youth Basketball Association's Philosophy is to offer the community an affordable, recreational basketball program, for youth in grades 2 through 12. VYBA emphasizes skill development, fun and sportsmanship.

### **Purpose of VYBA**

- \* To give each child the opportunity to learn the importance of good sportsmanship and fair play in competition.
- \* To teach the basic rules, skills, and techniques involved in basketball so that each child may play and enjoy the game.
- \* To give boys and girls the opportunity to meet in friendly competition with other children of the same grade level.

### **Volunteer Coach Code of Conduct**

1. I will place the emotional and physical well being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will do my best to organize practices that are fun and challenging for all my players.
5. I will lead by example in demonstrating fair play and sportsmanship to all my players.
6. I will be knowledgeable of the VYBA rules and I will teach these rules to my players.
7. I will remember that: I am a youth sports coach; the game is for children and not adults.
8. I will refrain from the use of or will not be under the influence of any drugs, tobacco or alcohol at all VYBA practices, games and events.
9. I will be responsible for unruly actions of my players and my assistant coaches. I will assist VYBA staff in dealing with unruly players' parents or spectators.
10. I will not verbally or physically abuse any player, official or gym supervisor for any reason.
11. I will abide by rules and regulations established by the City of Ventura Parks, Recreation and Community Partnerships Department and the VYBA Board of Directors.

Failure to abide by the above Code of Conduct, or any serious violation of the rules and guidelines established by the PRCP Department and VYBA Board of Directors may result in the removal, suspension or termination of a volunteer coach.

# VYBA POLICIES AND PROCEDURES

## League Structure

VYBA leagues are based upon grade levels for both boys and girls.

Boys Divisions	Girls Divisions
Division 1- 2 <sup>nd</sup> and 3 <sup>rd</sup> Grade	Division 1- 2 <sup>nd</sup> and 3 <sup>rd</sup> Grade
Division 2- 4 <sup>th</sup> and 5 <sup>th</sup> Grade	Division 2- 4 <sup>th</sup> and 5 <sup>th</sup> Grade
Division 3- 6 <sup>th</sup> grade	Division 3- 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade
Division 4- 7 <sup>th</sup> and 8 <sup>th</sup> Grade	
High School-Super League- 9 <sup>th</sup> -12 <sup>th</sup> Grade (Boys and Girls)	

## Player Placement

At registration each player is measured for height and skill tested in areas of shooting, dribbling, and team competition skills. Players are placed on teams to the grade level, rated skill level and height.

## Team Rosters

The VYBA Board of Directors shall determine the number of players on each team. This depends upon the number of boys and girls that register. The maximum number of players shall be (ten) 10 per team. No specific request shall be considered. **Those volunteering as assistant coaches may only do so for the team their son/daughter has been assigned to.**

## Waiting List

Players may only be dropped from a team roster in the case of consistent poor sportsmanship or continued failure to attend practices and game. Coaches may only drop a player with the permission of the VYBA staff.

The waiting list is a **replacement** list for those teams that lose or have permission to drop players. The waiting list will not be used to balance the competitiveness of teams. The decisions for assigning players from the waiting list will be that of the VYBA staff.

## VYBA Supplemental League Rules

The basketball rules governing VYBA shall be the California Interscholastic Federation High School rules with the following supplements.

### 1. Equipment

#### Basketball Size

Boys Divisions	Girls Divisions
Division 1- Jr. Ball- 27.5	Division 1- Jr. Ball- 27.5
Division 2- Women's- 28.5	Division 2- Women's- 28.5
Division 3- Women's- 28.5	Division 3- Women's- 28.5
Division 4- Men's Regulation Size	
Super League- 9 <sup>th</sup> -12 <sup>th</sup> Grade (Boys and Girls)- Men's Regulation Size	

Basketballs will be provided for games by the PRCP Department.

## 2. Playing Time

Five periods per game

- 7-minute periods in Division 1
  - 8-minute periods in Division 2, 3, 4 & High School
  - 1st half = periods 1, 2
  - 2nd half = periods 3, 4, 5
- A. **Running time will be used with the clock stopping only for shooting fouls in the last two minutes of the game. The clock will stop for all called timeouts.**
- B. Three minutes at half time and one minute between periods will be allowed. (Unless behind schedule, gym supervisor may adjust)
- C. **Overtime-**
- a. **ONE** three minute overtime period will be used in the case of a tie at the end of regulation. One extra timeout will be added to any timeouts a team has remaining.
- D. During the fifth period, if a team is behind by 10 points or more with two minutes to play, the clock will continue to run. During the fifth period, if a team is behind by 9 points or less with two minutes to play, the clock shall be stopped on every whistle.

## 3. Individual Playing Times and Substitutions

- A. A team must have at least (5) registered players present at the scheduled game time or a forfeit will be called.
- B. Every player on the roster must play at least two full-uninterrupted periods during the course of each game. The required two periods do not have to be consecutive.
- C. **Each player must sit out at least one (1) full period during the course of each game, unless only 6 players are present.**
- D. Players who arrive after the start of the second period, or are leaving early from a game, may have their guaranteed playing time reduced to one period at the discretion of the coach along with the agreement of the Gym Supervisor. **The coach must notify the Gym Supervisor and opposing coach.**
- E. Substitutions may only be made between periods. No free substitutions can occur until the 5th period **UNLESS** the two players substituting have played two full periods. The only exception is in the case of injury or health problems **(this should be known by both the opposing coach and gym supervisor).**
- F. Substitutions will be allowed at any time during the overtime period. A player that has fouled out of the game is not allowed back into the contest.
- G. All players entering the game must report to the scorekeepers; this includes between quarters and half time. It is the responsibility of the scorekeeper to keep substitution records. **Coaches must cooperate and assist with checking players in.**

- H. Players not attending at least one scheduled practice a week will only be required to play one (1) period in the following game. A coach may play the player more than one (1) period at his/her discretion. **The coach must notify the Gym Supervisor and opposing coach.**

#### 4. Free Throws

- A. **C.I.F. Rule: "No player shall enter or leave a marked lane space until the ball touches the rim or backboard.**
- B. **Maximum of 6 (six) players on the key lane during free throws. No player may occupy the space below the "block" in all Divisions.**
- C. Free throws will be awarded when:
1. A player is fouled in the act of shooting.
  2. A team is in the "bonus" situation on the seventh team foul.
    - On a team's seventh foul during each half, the offended team will be in a bonus situation (1 + 1). If the first free throw is successful, a bonus or second free throw will be awarded. The bonus situation will never be in effect for a player control foul, but will count towards a team foul.
  3. Two (2) free throws will be awarded on the 10th foul of each half (1st half = 1st & 2nd periods and 2nd half = 3rd, 4th & 5th periods).
  4. All flagrant/intentional fouls.
  5. All technical fouls (2 free throws).
  6. In Division 1, the free throw line will be three feet closer.
- D. Any player who fouls out of the game is required to remain with his/her team.

#### 5. Key/Lane Violations:

- The three-second-lane violation will be enforced in Division 2, 3, 4 and High School.
- A five second lane violation will be enforced in Division 1. (Officials will be instructed to warn and assist players and coaches for the first few games) **Coaches must help enforce violation.**
  - a. The three second and five second violation will restart on all shot attempts. Players do not need to leave the key after each shot attempt.

## 6. Full Court Press

- Pressing is **NOT** allowed in Division 1.
  - Defense must remain inside the 3-point line until the ball crosses mid-court.
- **In ALL other Divisions (when pressing is NOT allowed), the defense must wait behind the '10-foot' VOLLEYBALL line UNTIL the offensive dribbler crosses half-court.**
- **No pressing means that the team with possession of the ball MUST be allowed to cross the half court line without being guarded!**
- There will be **no press EXCEPT** during the last four (4) minutes of the fifth period and overtime in Boys Division 2 and 3, Girls Division 2 and 3.
- Pressing **IS** allowed at any time in Boys Division 4 and the High School Divisions.
  - A FULL COURT PRESS IS **NOT** ALLOWED BY ANY TEAM THAT IS AHEAD BY 15 POINTS OR MORE.

## 7. Technical Fouls

There are two types of technical fouls:

### A. A procedural technical (example)

1. Breaking the "plane" of the out of bounds lines during a free throw.
2. Slapping the backboard.
3. A second or third 'delay of game' penalty.

### B. An un-sportsmanlike technical (examples)

1. Profane or obscene language.
2. Physical/verbal abuse towards official, opposing team, coach, gym supervisor.
3. Taunting of other teams.

## 8. Un-sportsmanlike conduct policy

The sequence of progressive discipline shall be determined at the sole discretion of the gym supervisor, PRCP Department Staff and/or the VYBA Board of Directors. Any step(s) in the process may be bypassed or eliminated in applying disciplinary actions.

All un-sportsmanlike technical fouls will be reported, in writing, to the VYBA Board of Directors and the Parks, Recreation and Community Partnerships Department.

### A. Player

1. A player receiving a technical foul will be required to sit out the remainder of the period AND the next three consecutive periods. Please see the below to find out about the next eligible period of play for the player receiving a technical foul.
  - a. If your player receives a technical foul:
    - i. In Period 1, next eligible will be Period 5
    - ii. In Period 2, next eligible will be Period 1 of next game
    - iii. In Period 3, next eligible will be Period 2 of next game

- iv. In Period 4, next eligible will be Period 3 of next game
  - v. In Period 5, next eligible will be Period 4 of next game
2. If a player receives a second un-sportsmanlike technical in the same game, he/she will be suspended from the remainder of the game and the next two scheduled games.
  3. If a player receives a **total** of three un-sportsmanlike technical fouls during the course of the season, he/she will be suspended from the VYBA Program for the remainder of the season.

## **B. Coach**

1. A coach receiving an un-sportsmanlike technical foul will be required to remain seated during the rest of the game ("Seat Belt Rule") except during timeouts and between periods.
2. If a coach receives a second un-sportsmanlike technical in the same game, he/she will be required to leave the gym for the remainder of the game (an assistant coach, parent or gym supervisor will take over the coaching duties).
3. If a coach receives a **total** of three un-sportsmanlike technical fouls during the course of the season, he/she will be relieved of their duties as a coach for the remainder of the season. If he/she wants to be considered for a coaching position the following season, he/she must appeal to the VYBA Board of Directors in person.

## **C. Spectator**

1. A spectator behaving in an un-sportsmanlike manner will be asked to refrain from such behavior by the coach and/or gym supervisor.
2. If he/she continues, the gym supervisor will ask him/her to leave the gym.
3. If they choose not to leave, the team of said spectator will receive an un-sportsmanlike technical foul, may risk forfeiture of the game and the police will be called.

## **9. Timeouts**

Five timeouts per game will be allotted each team. A player or coach can call a timeout by getting the attention of a referee when his/her team has possession of the ball or during a dead ball.

## **10. Scoring**

- A. The scorekeeper will keep the official score and substitution record.
- B. Three point shots will be allowed in Boys Division 4, Girls Division 3 and Super League

## **11. Playoffs and Ties**

All games played during the season will count towards the final league standing unless otherwise noted in the schedule. In case of ties (same win-loss record), the team with the best record in head-to-head competition will be declared the winner.

## All teams will be in playoffs except in Division 1.

### COACHING DUTIES

1. It is the responsibility of the coach to notify all players of the game site and time and see that they are on the court in time to start. A team must have at least five (5) players present at the beginning of the first period or a forfeit will be called. To aid the officials and scorekeeper in running the game, coaches shall:
  - A. Supply one scorekeeper at every game
  - B. Give the lineup to the scorekeeper at least five (5) minutes before the scheduled starting time. **Please provide a COPY with accurate jersey numbers**
  - C. Aid the scorekeeper in keeping substitutions by having player's lineup with their back to him/her so he/she can check off the numbers
2. Help keep both players and others associated with the team in control while they are not playing.
  - A. Keep players off the court. Please warm up outside prior to your game in the gym.
  - B. No taunting of other teams or players.
  - C. Instruct all players on your team that food, gum and beverages are not permitted in the gym. Only sealed plastic water bottles will be allowed.
3. Only the coach, assistant coach (registered) and players are allowed on the bench. **The coach and assistant coach must be registered with the Recreation Department.**
4. Please note that it is the responsibility of the coach to not allow any practice to occur inside a gym/facility. All practices must occur outside. **If it is brought to the attention of VYBA Staff and Board of Directors that a team practiced indoors, they are risking forfeiture of the next scheduled game.**
5. As a coach you are responsible for your cheering section and their actions. If a problem occurs in your cheering section, you will be given a warning to take care of the situation, with the assistance of the Gym Supervisor.

### A NOTE TO THE COACH

You, as a coach, have an important responsibility because you are helping to mold the character of young boys and girls through their participation in this game of basketball.

We firmly believe that every boy and girl should have the opportunity to participate in a well-coached basketball program, and if these boys and girls are given every opportunity to exercise both physically and mentally, their entire character will benefit. For these reasons, we have outlined for you techniques that, if supplemented by proper teaching, will cultivate unlimited appreciation of basketball through understanding and proper application of fundamentals.

## Basic Factors of Coaching

1. Physical Conditioning
2. Morale
3. Fundamentals

## The Four States of Coaching

1. The proper explanation and illustration is the most important of the four states of coaching. Understanding what is expected of you is essential in any job or undertaking in life. It is your responsibility to give all players every chance to master proper basketball techniques. First give a detailed explanation of what is to be done (drill, fundamental) at a level to be understood by everyone involved, and then a correct illustration. Demand complete attention by everyone at all times. Because children have a tendency to get bored during lectures or verbal explanations, keep drills short and effective, not lengthy. Use a blackboard if possible and have the children copy material down. After explanations are completed, demonstrate desired fundamentals. Because children tend to imitate what they see, a proper execution during demonstration is a "must." When demonstrating, be sure that whatever it is that is being demonstrated is being explained before, during and after demonstrations. If a coach were not qualified to demonstrate properly the desired fundamental, he would then call on an experienced person for help. Again, realizing that children always imitate what they see.
2. The second state of coaching is imitation by the players. It is your responsibility to observe and help correct every player's mistakes in a positive way. The coach must realize that he/she is dealing with children and cannot expect perfection at that age. There is a degree of proficiency in children and the coach must recognize it. During the first and second week, the most important responsibility of the coach is to emphasize doing things right rather than the speed of execution. The coach must observe and help the players who are having the most trouble, but still keep an eye on everyone so as to eliminate "horse play. "
3. Correction and constructive criticism is the next stage. It might be necessary to mention now that there is no line to separate the stages of coaching. They may overlap, but there is a correct order of execution. Many coaches expect too much from the younger player in mastering certain skills, however, if young players are taught the skills properly and patiently, they can master them. Make a note of individual players's mistake and point them out to him/her. If a child is having a hard time performing one particular technique, first compliment him on his efforts and then suggest that he keep trying, even in his spare time. We know that some children have natural ability and learn faster than others. This is what causes a child to get bored and "goof" off during practice. Break players up into groups that can work on advanced skills, while you help the kids who are still learning other skills.
4. The final state of coaching is repetition. This means continual drilling of your players for improvement of techniques and for correcting bad habits. Again, we mention the fact that the coach must be more passive with children, taking into consideration that young children cannot withstand the rigorous training that an adult can. The coach must keep a sharp eye on all players and correct all mistakes. Point out that a successful team is a team that pulls together and a team that each member is made to feel important. They must be made to think as a unit.

## **Coaches Responsibilities-see coaching packet**

### **Becoming A Successful Coach**

Welcome to coaching. If you have not coached before, you have many new experiences awaiting you. Perhaps you have already daydreamed scenes with the kids carrying you off the court on their shoulders after winning the championship and your friends and neighbors congratulating you for masterminding the perfect season. Or perhaps your daydreams turn to nightmares -- you see your team warming up before the game, and they keep missing the basket and the parents of the other team begin snickering. Then, later in the game you make a tactical blunder and some loudmouth parent ridicules you in front of everyone.

Is it winning games? Yes, in part, winning is one aspect of successful coaching. Coaches who teach skills effectively and nourish the enthusiasm of youngsters are more likely to win than coaches who don't. However, a successful coach is more than a winning coach. Successful coaches help young athletes to enjoy mastering new skills, to enjoy competing with others, and to feel good about the team. Successful coaches not only are well versed in the technique or skills of their sport; they know how to teach these skills to young people. And successful coaches not only teach children the skills of the sport, they also teach and model the skills needed for successful living in our society.

In short, being a successful coach is a challenge. And good intentions are not enough to be successful; you need all the knowledge you can get.

### **What Makes A Successful Coach?**

Earlier, we said successful coaches must have a good knowledge of the sport. We also stated that successful coaches have their program objectives in priority. In this section, we suggest that successful coaches adopt a coaching style that is compatible with those objectives. In this final section, we briefly describe three other attributes of successful coaches, which we have thus far only indirectly mentioned:

1. Knowledge of the Sport.
2. Motivation to be a Good Coach.
3. Empathy

### **Knowledge of the Sport**

There is no substitute for knowing the techniques, rules, and strategies of the sport you coach. Sometimes we believe it is less important to have this knowledge when teaching beginning compared with advanced athletes, but this assumption is false. In fact, teaching the fundamentals well to beginning athletes requires as much knowledge, if not more, as coaching professional athletes. (Actually they require different types of knowledge).

A lack of knowledge in teaching skills risks injury and frustration from repeated failure. The more knowledge you have of the basic skills of a sport, and the more you know about teaching these basics in the proper sequence, the more fun your team will have.

Moreover, your ability to teach these skills will earn you a great deal of respect from the team. This respect will give you credibility, which you can use in teaching young athletes other important things, such as sportsmanship, emotional control, respect for others, and respect for themselves.

Having once played the sport is, of course, the most common way coaches acquire knowledge about techniques, rules, and strategies. But sometimes having played the sport doesn't give you all the knowledge you need, nor does not having played it mean you can't acquire this knowledge.

## **Motivation**

You can have all the skills and knowledge in the world, but without motivation, you will not be a successful coach. Indeed, when you come across the player who has the ability but not the motivation to develop into an excellent athlete, you will know full well the importance of motivation.

Sometimes coaches have the motivation, but they don't have the time. Or stated another way, they don't have sufficient motivation to make the time for doing the things necessary to be a successful coach. We hope you have the motivation; young people need the time.

## **Empathy**

Successful coaches possess empathy. They are able to understand athletes' emotions of joy, frustration, anxiety, and anger. Coaches who have empathy are able to listen to their athletes and express their understanding of what was said. Coaches who have empathy rarely belittle, chastise, or diminish the self-worth of their athletes because they know how it feels to experience the loss of self-worth. Coaches who have empathy more readily communicate respect for their athletes, and in turn, receive more respect. Empathy: you need it to be a successful coach!

## **What It Takes To Be A Coach**

1. Be organized.
2. Have discipline! "Be firm, be fair, and be consistent. " "Kids want direction.
3. Be dependable!
4. Be positive with young people. "The use of fear only works so long!"
5. Communicate what you think, what you want, and how you want it done.
6. Treat each student/athlete you coach like you should want your son/daughter to be treated.
7. Be loyal!
8. Be dedicated and committed.
9. Teach team-player concepts. "We, not me".
10. Be knowledgeable and teach skills. "Be a student of the game." "Drill, drill, drill."
11. Teach athletes to practice and play HARD!
12. Teach concentration and focusing!
13. Teach athletes to believe in themselves. "Self-doubt is our #1 killer."
14. Players should know you love/like them and care about their welfare.
15. Teach human values: love, respect, honesty, responsibility, commitment, dedication, etc.
16. Teach goal setting to your athletes.
17. Believe in yourself and believe in your kids. Never give up on young people.
18. WORK HARD, but have FUN!

19. Be demanding but be reasonable.
20. Teach young people to handle adversity (pressure).

## What Does A Parent Say To A Child Before The First Game?

The pre-game speech from a parent will be different based on the level and experience of the player. The most important thing that you can tell your child is to, “**try their best and HAVE FUN**”. Here are a few more tips that you can let parents know about when it comes to having a son/daughter playing youth sports.

- Give your child unconditional love, support and encouragement (win or lose)
- Do no pressure your child
- Do not attempt to live vicariously through your child and their playing experience
- Learn the game yourself; know the rules before you jump to conclusion.
- Get out and play with your child!

## Organization and Planning

1. Teach why you are doing it
2. Stay with your plan
3. Have pride - you make the judgment
4. You be the coach - coach your way
5. Define your goals - keep them excited
6. Progression - whole/part/whole
7. Readiness - accept what I ask from you
8. Teach balance -shooting, passing, rebounding, defense, offense, floor coverage
9. Practice situations
10. Deny team to score (allow only one shot)
11. Be ball ready - know flexibility - feet - get low - play low
12. Transition game - defense first, then offense (it starts with defense)

Team drills are teachable skills. The degree in which you teach depends on the general ability for the age group. You may want to evaluate yourself, your team and the individual players, in relationship to progress using the following steps:

1. Fundamental has not yet been presented
2. Fundamental is new and needs practice
3. Fundamental is understood and is becoming proficient
4. Fundamental is becoming automatic and is improving
5. Fundamental is sound and performed well

Note: Even after you have reached Step 5, you should continue to review each skill at every practice.

## Important "Words" For Players To Understand

Don't just "**HEAR**" - but "**LISTEN**"---Don't just "**LOOK**" - but "**SEE**"

Teach players to communicate (talk on the floor).

The more you can get your players to communicate verbally, the better teamwork you will have.

# Practice Plan (make copies)

Day: \_\_\_\_\_

Date: \_\_\_\_\_

Practice Objectives:

**Time**

**Practice Schedule**

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**Post Practice Comments:**

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