



DEPARTMENT OF RECREATION

Marc Elrich  
*County Executive*

Robin Riley  
*Director*

MEMORANDUM

September 24, 2021

TO: Rising Star Middle School Basketball Team  
Coaches/ Team Managers

FROM: Kristofor Sewer & Christopher Oyer  
League Director

SUBJECT: Winter 2022 League Information

**A. LEAGUE ACTIVITY NUMBERS**

5 <sup>th</sup> Grade Boys	Activity #:	130096 – Saturday and Sunday
6 <sup>th</sup> Grade Boys	Activity #:	130097 – Saturday and Sunday
7 <sup>th</sup> Grade Boys	Activity #:	130098 – Saturday and Sunday
8 <sup>th</sup> Grade Boys	Activity #:	130099 – Saturday and Sunday
5 <sup>th</sup> Grade Girls	Activity #:	130100 – Saturday and Sunday
6 <sup>th</sup> Grade Girls	Activity #:	130101 – Saturday and Sunday
7 <sup>th</sup> Grade Girls	Activity #:	130102 – Saturday and Sunday
8 <sup>th</sup> Grade Girls	Activity #:	130103 – Saturday and Sunday
Basketball Practice	Activity #:	130104 – Monday through Friday

**B. Updates/ Important Information**

- a. Please see the COVID-19 Rules and Guidelines for this season. Please note this information could change based on guidance from the County and State Health Departments.
- b. Our Address has changed! We now reside at 2425 Reddie Dr. 10<sup>th</sup> Floor, Silver Spring, MD 20902.
- c. Rising Star has been condensed into three divisions. Potomac Division 1, Chesapeake Division 2 and Patriot Division 3.
  - i. Please see Team Eligibility section under LEAGUE RULES & ELIGIBILITY for more details.
- d. Roster size limit has been changed to 12 players.
- e. League fee is \$1200.00.

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- f. Practice Fee is \$165.00.
- g. **Link to Coach Survey:** [Coach Inquiry Form](#) (CTRL + Click). Please use to complete team information.

### **C. DIVISION ASSIGNMENTS**

Each Rising Star Grade Level may have up to three divisions (divided by skill level) depending on the number of teams that register unless the minimum number of required teams has not been met. Grade levels and/ or divisions may be combined if necessary. The League structure is based on grade level (ex. if a team has 7<sup>th</sup> and 8<sup>th</sup> graders, then the team must play in the 8<sup>th</sup> grade). Please indicate on your team registration form the grade level of your team, boys or girls, and the division level that you would prefer to play in. Review the Rising Star Division Descriptions document included in the manager's packet before selecting a division. The League Office reserves the right to place a team in the appropriate division based on previous performance record. League Director reserves the right to turn teams away or recommend for the MCR Youth basketball league based on previous record or skill level.

Desired grade level and division assignments should be submitted with registration no later than Friday, November 29, 2021. The final date for grade level and division changes will be Wednesday, December 3, 2021.

### **D. REGISTRATION PROCESS**

**Registration begins Monday, 9/13 and ends Monday, 11/29/2021.** Online Registration is two-part process. Online registration through <http://activemontgomery.org/> is strongly encouraged. Registration can be completed on the web through Active Montgomery or in submitted in person (2425 Reddie Dr. 10<sup>th</sup> Floor Silver Spring, MD 20902).

1. Registration and payment of the team fee is completed by a team manager or coach. During the online registration process, each team manager or coach will be prompted to accept the waiver of liability, agree to the Coach, Parent and Spectator Code of Conduct and review the Concussion Information Sheet. Also, a code will be created by the team manager or coach and sent to the parents to use during Individual Enrollment.
2. \*Each parent will complete the Individual Enrollment process which includes accepting the Waiver of Liability, agreeing to the Parent/ Spectator Code of Conduct through Active Montgomery and reviewing the Concussion Information Sheet. Team Managers and Coaches can access their team roster through <http://activemontgomery.org/>.
  - a. **\*NEW\*** If you register your team online, you have the immediate access to view your team roster.
  - b. **\*NEW\*** If you did not register the team and wish for a coach, assistant coach or team manager to have access to your team roster, you must send a request by email to the League Office to be granted access.
    - i. **\*NEW\*** Please note the added parties must create their own Active Montgomery account to be granted access.
3. Tutorials with instructions is provided for team managers/ coaches and parents to complete this process. Individuals unable to complete the Individual Enrollment process through Active Montgomery are required to complete the paper version of each form. Those forms are:
  - a. Individual Enrollment Form (includes the waiver of liability)
  - b. Coach, Parent and Spectator Code of Conduct (included on a single form)
  - c. Review Concussion Information Sheet

4. PLEASE DO NOT SUBMIT THE OLD VERSION of any signed documents (Spectator Code of Conduct or Coaches Code of Ethics). Completion of these forms is required prior to each new season.

Free Agents are not accepted or added to teams by MCR and a free agent list is not kept. A Team Registration form, Roster form and payment (full or half by payment plan) must be in the Montgomery County Department of Recreation's Registrar's Office no later than **Monday, November 29, 2021**. Completion of the process and forms listed above are required for each new season, regardless of participation in previous seasons.

5. Additional Forms (submitted by team if needed)
  - a. **Game Schedule Consideration Form** (See Scheduling Considerations section)
  - b. **Practice Request Form** (See Practice Request section)
  - c. **Background Screening Form** – (See Coaches Background Check section) Required by all new coaches, including assistant coaches.

**\*Teams that have not completed the registration process above and submitted payment will not be added to the game schedule and thus will not be included in the winter 2020 season.**

**\*Per Montgomery County Policy, refunds will not be given to teams that withdraw after the game schedules are posted. Withdrawal Policy -**

<https://montgomerycountymd.gov/rec/howto/withdraw.html>

## **E. FEES & PAYMENT METHODS**

**Each team must pay to be registered.** The fees per team are as follows:

- \$1200.00 per team – League fee for Montgomery County residents.
- \$1250.00 per team – League fee for Non-County residents.
- \$165.00 per team – League fee for practice slot.

If your team is composed of more than half out of county residents, then your team fee will be the Non-County fee.

Payment Plans are available. Payment plans require payment of 50% of the league fee during registration and 50% of the fee paid no later than Monday, January 27, 2022 at the close of business. Failure to complete payment plan on January 27 will result forfeiture of all remaining games. The final balance will be deducted from the credit card used for the initial registration unless the payer specifies otherwise. Teams that submit payment by cash or check are responsible for providing the final payment on or before the deadline.

Payment Methods:

- Online Registration with credit/ debit card – [www.activemontgomery.org](http://www.activemontgomery.org)
- Check or Money Order - Make out Checks to: **Active Montgomery**
- Mail – Registration and Payment can be mailed to:
  - Montgomery County Department of Recreation Registrar's Office 2425 Reedie Drive, 10<sup>th</sup> Floor, Silver Spring, MD 20902

The fee includes two (2) IAABO officials per game, staff, and facilities for games, awards, and equipment. Each team must provide uniforms and practice time. Practice time is available for purchase

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through Montgomery County Recreation during the winter season and unavailable during the summer season. Please see PRACTICE REQUEST section for details.

## **F. LEAGUE RULES & ELIGIBILITY**

- League Rules and Policies are included with the Coaches Handbook. Each team manager/ coach is required to review and be familiar with the league rules.
- Player Eligibility
  - 4<sup>th</sup> graders are permitted to participate in the 5<sup>th</sup> grade Rising Star League.
  - 3<sup>rd</sup> graders or below are *not* eligible.
  - Players may participate on ONE team per grade level.
  - \*Teams must participate in the highest grade level of the players on their team roster. (example: a team of all 7<sup>th</sup> graders and one 8<sup>th</sup> grader must participate in the 8<sup>th</sup> grade league.)
- Team Eligibility
  - Rising Star divisions have been condensed and grade levels will consist of three divisions (Potomac Division 1, Chesapeake Division 2 and Patriot Division 3).
  - Any team considering participation in Rising Star should consider/ fit the following criteria:
    - Participate in one or more state or national tournaments yearly.
    - Participate in Amateur Athletic Union sponsored tournaments yearly.
    - Participate in multiple advanced, high skill level leagues yearly.
    - Participated in the Rising Star Winter Playoff upper bracket in 2019.
    - Conducted tryouts to add more skilled players capable of competing against Patriot Division 3 level teams.
    - Practice twice or more weekly.
  - Liberty Division 4 teams are recommended to register for Patriot Division 3 if they:
    - Won regular season games by average point margin of 10 points or more.
    - Finished with 75% winning percentage or better in the regular season.
    - Won their division.
    - Finished in the top half of their division.
    - Had a successful playoff run.
    - Won their playoff bracket in 2019.
  - Atlantic Division 5 teams are recommended to register for Patriot Division 3 if they:
    - Finished with 75% winning percentage or better in the regular season.
    - Won their division.
    - Finished in the top half of their division.
    - Had a successful playoff run.
    - Won their playoff bracket in winter 2020.
  - Teams that do not fit one or more of the criteria listed above should consider the recreation league option.

League Office reserves the right to make exceptions for the good of the league/ division or recommend teams for youth recreation league.

## **G. GAMES**

- League Start Date – Saturday and Sunday, January 8 and 9, 2022.
- Projected End Date – Sunday, February 27, 2020.
- Projected Playoff Start and End Date – March 5 through March 20, 2022.
- Absolute last date for games – Sunday, March 20, 2022.

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- Games will be played on Holiday weekends.
- Each team is guaranteed to play eight (8) games. Each team will play 1 game per weekend and possibly 2 games some weekends.
- Playoffs are included during the winter season for ALL teams.
  - Teams must confirm their participation in the post season playoff in writing prior to the posting of the brackets.
- Games will be played on Saturdays and Sundays, at MCPS high school and Middle school gyms as well as MCR Community Centers.
- Game Start Times (Every 1 hour and 10 minutes) – Saturdays 10:00 a.m. through 8:40 p.m.

## **H. SCHEDULE REQUEST CONSIDERATIONS**

All schedule requests must be submitted, in writing via the Coaches Survey [Coach Inquiry Form](#) (CTRL + Click) by **Friday, December 3, 2021**. Schedule requests will not be considered after this date. The accommodation of scheduling requests is not guaranteed.

Requests are limited to one per team. Teams/ Organizations that have multiple teams (more than 2) are required and encouraged to have an assistant coach for each team to assist in resolving scheduling conflicts.

## **I. PRACTICE REQUEST**

**Practices begin Friday, December 3, 2021.** Registered teams that are unable to acquire practice time through on their own may request a practice slot through the League Director. The fee is \$165.00 for the season. Practice slots 1 hour per week. Practice slots are reserved for teams in Montgomery County only. Practice may be requested through the Coaches Survey: [Coach Inquiry Form](#) (CTRL + Click). The Basketball Practice activity will be activated and available for registration starting on Saturday, November 20, 2021.

- Interested teams should wait for confirmation of practice slot availability from the League Director prior to submitting registration for practice.
- League director will contact each team starting Monday, November 22 with available options. Each team will receive an email with a practice permit once a practice slot has been confirmed.
- Practice assignments are first come, first served based on the following:
  - Completion of league registration and payment.
  - Submission of a practice request (through the Coaches Survey) with team information and team manager/ coach contact information.
  - Completion of Individual enrollment by players (at least 8 players).
  - Signed coaches code and signed spectator code.
- Due to high demand and limited availability,
  - one practice will be assigned per team in need.
  - practice slots may be unavailable in your area.
  - practice slot may be half court depending on location.
  - Additional practices will be available for purchase after those teams are taken care of. Additional assignments are subject to availability.

## J. LEAGUE MEETING

The coaches/managers Meeting will be hosted on **Tuesday, December 7, 2021, beginning at 6:30 p.m. via zoom conference call.** All registered teams will receive the zoom link and conference phone number and log in code prior to the meeting date. League division structure and league information and changes will be reviewed at this time. A league update will be sent to all registered teams after the meeting. **At least one representative per team is required to attend.**

## COACH'S BACKGROUND CHECK

**All coaches and assistant coaches of any youth sports team must complete the background screening process, through Montgomery County.**

- Team managers *are not* required to be fingerprinted and background screened if not coaching.
- More information will be shared once finalized.
- If you have completed the background check through MCR and have coached in a program within the past and you are already on file, you *are not* required to complete the process again.
  - If you are unsure of your status, please email the League Director and provide your full name, team/ organization name and when you think you were last fingerprinted through MCR.
- **MORE INFORMATION ON THE FINGERPRINTING PROCESS TBA.**

Thank you for taking an interest in the Winter 2022 Rising Star Middle School Basketball League. Please contact Kristofor Sewer at 240-777-4936, if you have any further questions concerning the league.

e-mail: [Kristofor.Sewer@montgomerycountymd.gov](mailto:Kristofor.Sewer@montgomerycountymd.gov) & [Christopher.Oyer@montgomerycountymd.gov](mailto:Christopher.Oyer@montgomerycountymd.gov)