

# NEVADA STATE ELKS ASSOCIATION

## HOOP SHOOT COMMITTEE MANUAL

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## **1.0 Purpose (Back Ground)**

From the beginning as a Corvallis, Oregon Elks Lodge youth activities project in 1946, the Elks National Free Throw Contest (“Hoop Shoot”) has grown to be the largest coeducational youth athletic program in the United States of America.

The Elks “Hoop Shoot” is another highlight of the way we as members of the Benevolent and Protective Order of Elks exemplify the motto ELKS-Investing in the Future. It serves as an example of our Order’s full commitment to the youth of our nation and this, the Evergreen State. The “Hoop Shoot” program is not difficult to implement. Expenses are minimal and through lodge committee fund raising, no moneys need be taken from the lodge budget.

“Hoop Shoot” is the largest and most visible of the many youth activities sponsored by the Elks Lodges. Millions of participants and their families will be involved in any year’s competition nation wide. They will all form an impression of our Order as a result of this experience. It is imperative that we make this a positive experience. There exists an excellent opportunity for us to focus public attention to the “Hoop Shoot” program as well. A well-organized and coordinated publicity campaign will allow us to reach millions of Americans.

## **2.0 Scope**

### 2.1 General Aim of the Nevada “Hoop Shoot” Program

To extend to all age 8-13 girls and boys in the State of Nevada an opportunity to participate in the Elks National “Hoop Shoot” Program by conducting professionally run contests at the following levels of competition:

- Lodge
- District
- State

### 2.2 Specific Aims of the Nevada “Hoop Shoot” Program

- Establish the “Hoop Shoot” Program in the schools both public and private.
- If schools choose not to participate, then establish the “Hoop Shoot” Program in the recreation and parks departments.
- Provide assistance to the Lodges who didn’t participate the previous year or had poor participation (e.g., less than 25 contestants).
- Establish a clear line of communications with all members of the Nevada “Hoop Shoot” Team.
- In partner-ship with the NSEA Drug Awareness Program, promote the message “Say no to drugs!”

### 2.3 Goals of the Nevada “Hoop Shoot” program

- Have 100% of the Lodges in the State of Nevada participating in the “Hoop Shoot” Program.

- Achieve a total number of 5,000 children participating in the “Hoop Shoot Program in the State of Nevada.

## 2.4 Purpose of this NSEA “Hoop Shoot” Manual

This manual is a set of guidelines for the administrators of the Nevada “Hoop Shoot” Program. This booklet defines the responsibilities and duties for (1) the NSEA Vice President who is the “Hoop Shoot” liaison officer, (2) the NSEA “Hoop Shoot” Working Committee and (3) the “Hoop Shoot” directors within the State of Nevada.

## **3.0 Responsibilities**

### 3.1 President-Elect Liaison

- The President-Elect “Hoop Shoot” liaison officer, with the assistance of the State “Hoop Shoot” Director, will provide a written quarterly report to the Executive Committee.
- The President-Elect “Hoop Shoot” liaison officer will assist in coordinating details and arranging all state convention programs and workshops.
- The President-Elect “Hoop Shoot” liaison officer will assist the State Director (current if repeating or incoming) in coordinating funding activities through the use of the “Budget Request Form” each February.
- The President-Elect “Hoop Shoot” liaison officer will attempt to remove any roadblocks impeding the continuing improvement of the Nevada State “Hoop Shoot” Program.
- The President-Elect “Hoop Shoot” liaison officer will act as facilitator for the NSEA “Hoop Shoot”
- Working Committee if the State “Hoop Shoot” Director requests the facilitator’s service.

### 3.2 State “Hoop Shoot” Director

- The State “Hoop-Shoot” Director is responsible for the overall “Hoop-Shoot” program administration and is appointed by the State President. The decision to remove or appoint the “Hoop-Shoot” State Director requires the endorsement of the Grand Lodge Sponsor.
- Be positive and encourage enthusiasm.
- Each quarter attend a meeting with the Executive Committee and provide a report of your committee's actions, achievements and/or challenges. If unable to attend the Quarterly meeting, a member of the committee may represent the State Chairman. If the Chairman or a member of the committee cannot attend the Quarterly, the Chairman will submit a written report outlining the Committee's actions, successes, failures and send it to the committee's Liaison Officer at least ten days prior to the meeting. (Quarterly meetings are held on the 3rd weekend of June, October, January and April. The Secretary/Manager will provide notices of these meetings.)
- Submit timely “Hoop-Shoot” articles to be published in the Nevada Elks News as needed. Articles need to be sent directly to State Newspaper (“Nevada Elk”) in concert with the State Newspaper deadlines.

- Monitor “Hoop-Shoot” District Directors activities and assist in finding “Hoop-Shoot” District Directors who will fulfill duties and responsibilities as outlined in this manual.
- Attend NSEA Conventions and conduct “Hoop Shoot” workshops at both the NSEA mid-winter (January) and mid-summer (June) conventions.
- Provide the President-Elect “Hoop Shoot” liaison officer with agendas for convention programs and workshops 60 days prior to convention. The January workshop should focus on committee training. The June workshop should highlight last year’s successes and detail a description of new programs.
- Make “Hoop Shoot” Committee reports at the NSEA Conventions as required. For example, this could be an
- Introduction of a State Champion and “speech” by the Champion to promote the “Hoop Shoot” Program to the delegates and others. The State President will make final determination on all “Hoop Shoot” committee reports and presentations to be given at the state convention. Speeches on the convention floor will be limited and must be vital information for the whole assembly.
- The incoming State “Hoop Shoot” Director will provide detailed budget information to the NSEA President-Elect each February through the use of the “Budget Request Form” shown in Appendix A or some other suitable documentation like budget report format.
- File copies of all correspondence and reports with the Nevada State Elks Association Secretary, the VP “Hoop Shoot” Liaison officer, the National “Hoop-Shoot” Director and the Northwest Regional “Hoop-Shoot Director.
- Provide “Hoop Shoot” training to District and Lodge “Hoop Shoot” Directors; preferably this can be done at the two NSEA Conventions. If the “Hoop Shoot” workshops at the NSEA Conventions don’t suffice, then other training arrangements should be made.
- At the conclusion of each NSEA year, the State “Hoop Shoot” Director will visit the State Office, peruse the “Hoop Shoot” folder, and purge superfluous (e.g. out-dated) files.
- The State Director shall be familiar with Reference 1 and the State “Hoop-Shoot” Committee Manual. The State “Hoop Shoot” Director shall provide copies of the State “Hoop Shoot” Manual to all District “Hoop Shoot” Directors and members of the State “Hoop Shoot” Working Committee.
- The State “Hoop Shoot” Director will select the location, date and time for the State “Hoop-Shoot” contest.
- Any rule interpretation that is not answered by Reference 1 will be referred to the State “Hoop Shoot” Director for arbitration.

### 3.3 Working Committee

- The Nevada State “Hoop Shoot” Director will appoint knowledgeable and dedicated “Hoop Shoot” people to the NSEA “Hoop Shoot” Working Committee to assist in conducting the Nevada State “Hoop Shoot” program. A good size for this committee is five plus or minus two.

- All NSEA “Hoop Shoot” Committee people will familiarize themselves with Reference 1 and this NSEA “Hoop Shoot” Committee Manual.
- All NSEA “Hoop Shoot” Committee people will assist, when called on by the Nevada “Hoop Shoot” Director, in conducting “Hoop Shoot” workshops.
- All NSEA “Hoop Shoot” Committee people will prepare, attend, and assist in the conduct of the Nevada “Hoop Shoot” contest.

### 3.3 State “Hoop Shoot” Area Directors

- At the discretion of the State “Hoop Shoot” Director, three Nevada State Area “Hoop Shoot” Vice-Directors could be appointed. One Vice-Director would be responsible for overseeing the “Hoop Shoot” programs in the North, one overseeing the Central and one overseeing the South; these positions are entitled Director North, Director Central and Director South.
- If possible, the Area Directors will be present at all District “Hoop Shoot” contests in their area. They will act as consultant and provide necessary assistance.
- The Area Directors will attend and participate in the state contest as floor managers for the girls’ or boys’ competitions.
- Attend Nevada State Elks Association conventions, workshops, and training seminars.
- Make certain that each Lodge “Hoop Shoot” Director in his district has a copy of the latest “Hoop Shoot” Manual.
- Work with and train your Lodge “Hoop Shoot” Director to improve their performance in the “Hoop Shoot” Program at the local Lodge level.
- Assist the State “Hoop Shoot” Director in finding your replacement upon your retirement.
- The Area “Hoop Shoot” Directors are appointed by the NSEA President based on a recommendation from the State “Hoop Shoot” Director.
- The Area “Hoop Shoot” Directors shall familiarize themselves with Reference 1 and this NSEA “Hoop Shoot” Committee Manual. The District “Hoop Shoot” Directors shall provide a copy of this NSEA “Hoop Shoot” Manual to any new Lodge “Hoop Shoot” Director.
- The Area “Hoop Shoot” Directors will select the location, date, and time of the District “Hoop Shoot” contest. For 1999-2000, this contest shall be held no later than January 31, 2000 per Reference 1.
- The Area “Hoop Shoot” Directors will coordinate with and report, in writing, to the Nevada State “Hoop Shoot” Director on a monthly basis between July and February.
- The Area “Hoop Shoot” Directors are responsible for the Lodges in their District and should be available to assist them (i.e. Lodge Director, Exalted Ruler) in any way needed. If a Lodge in your District does not hold a Lodge contest, the District Directors shall determine why and remedy the situation. Better yet, the District Directors seeing a Lodge

contest in jeopardy of not being held should make a best effort to get the Lodge “Hoop Shoot” program on-track immediately.

- The Area “Hoop Shoot” Directors must obtain a list of winners from each Lodge “Hoop Shoot” contest and make this list a part of their District’s files. After the District “Hoop Shoot” contest is completed, a list of the District winners must be added to the District’s files and forwarded to your Area “Hoop Shoot” Director and the State “Hoop Shoot” Director. The registration cards of the winners should be forwarded immediately to the Nevada State “Hoop Shoot” Director.
- The Area “Hoop Shoot” Directors shall be prepared to assist the DDGER at his clinics. Ideally, this assistance would be in the form of holding a “Hoop Shoot” workshop for the Lodge “Hoop Shoot” Directors in the District.
- The Area “Hoop Shoot” Directors will prepare and submit vouchers for reasonable expenses associated with the District contest (i.e. gym cost, banquet). They must ask the State “Hoop Shoot” Director for the upper limit prior to making this expense commitment.
- When the Area “Hoop Shoot” Directors have completed their term(s) as District “Hoop Shoot” Director, they will turn over the six (or more) referee shirts and three basketballs to their successor.

### 3.4 Lodge “Hoop Shoot” Directors

- The Lodge “Hoop Shoot” Director is appointed by the Exalted Ruler. A Lodge “Hoop Shoot” contest is a mandatory Grand Lodge activity.
- The Lodge “Hoop Shoot” Directors will be familiar with Reference 1 and this NSEA “Hoop Shoot” Committee Manual.
- The Lodge “Hoop Shoot” Directors will select the location, date, and time of the Lodge “Hoop Shoot” contest.
- If at all possible, attend “Hoop Shoot” workshops at the two NSEA conventions.
- The Lodge “Hoop Shoot” Directors will attend a “Hoop Shoot” workshop at the Fall (usually August or September) DDGER Clinic.
- The Lodge “Hoop Shoot” Directors will report on special inquiries as requested by the District “Hoop Shoot” Directors.
- Immediately after the Lodge contest is completed, a list of the Lodge winners and their completed registration cards (Appendix I) must be forwarded to your District “Hoop Shoot” Director.
- The Lodge “Hoop Shoot” Director should keep a complete file of the “Hoop Shoot” activities accomplished by the Lodge and all correspondence coming in and going out during the tenure of the appointment. Ideally this file plus any other historical “Hoop Shoot” files inherited from the predecessor should be passed on to the successor.
- If for any reason the Lodge Director is having trouble, he/she should call the District Director for help. If for any reason the Lodge Director cannot fulfill the “Hoop Shoot”

obligation, then the Lodge Director must let the Exalted Ruler and District Director know as soon as possible.

## **4.0 Procedure/Requirements**

4.1 See Reference 1.

## **5.0 References**

- “How to Stage a Successful Hoop Shoot.  
This is the “Hoop Shoot” Bible and if adhered to will guarantee success. All in “Hoop Shoot” should read this booklet immediately upon receipt. Use it constantly and refer to it from August to the end of your involvement in the year’s “Hoop Shoot” program.
- “Hoop Shoot” Guideline Booklet for State Directors This reference is given to a new State Director at a meeting, held at Grand Lodge Session, involving new State Directors, Regional Directors, and the National Director.

## **6.0 Appendix**

- A - NSEA Budget Request Form
- B - How to Stage a Successful Hoop Shoot
- C – Hoop Shoot Rules
- D - Sample Registration Application
- E - Sample Certificate of Participation
- F - Sample Certificate of Achievement
- G - Sample Letters
- H - NSEA Committee Activity Report

## **7.0 Glossary & Acronyms**

NSEA – Nevada State Elks Association



Appendix A – NSEA Budget Request Form

Nevada State Elks Association
Budget Request Form

Committee
State Chairman

Specific Program Goals for Fiscal Year : Date:

- 1.
2.
3.

Will your Committee generate any funds? Yes No How Much? \$
How will these funds be raised?

State Association Funds required too accomplish the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$

Awards: (Plaques, pins, etc. – Please specify.)

1. \$

2. \$

Grants – Please specify District or State \$

Other requests – Please specify:

\$

\$

Do you plan for any Capital Expenditures? Yes No

Specify: \$

TOTAL REQUESTED \$

Signature of State Chairman

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)

## **Appendix B – How to Stage a Successful Hoop Shoot**

### **Introduction**

The Elks National "Hoop Shoot" Free Throw Program is a golden opportunity – if properly and wisely conducted on a local, district, state and national level -- to bring much credit to our Order. Conversely, if we drop the ball by poor promotion, planning, organization and execution of the contest on any level, the adverse results will be disastrous for us, and we will have lost the opportunity to perform the service for young people we envision.

The Elks "Hoop Shoot" Free Throw Program is the largest and most exciting of the Elks undertakings. Interest in basketball, by the boys and girls throughout our country, is growing in popularity at an unexcelled rate at the elementary, jr. high, high school, college and professional levels. However, the Elks "Hoop Shoot" Free Throw Program will not work by itself. More than most programs, it requires a substantial publicity and promotional campaign to be successful. But most of all, it requires a diligent organizational effort on a local level.

It is vital that you get the word out about the program -- to newspapers, to other media, to the schools and most importantly, to the youngsters who can participate.

Most youth oriented groups are more than willing to help. Use them and use your imagination, and you will have a truly fine program.

The following pages will set forth the rules that must be followed and ideas that we hope will be of value in helping you to a most successful program. Believing sincerely that we can all do a better job, and that the accomplishment of that is worthwhile and rewarding, the following program is offered as a challenge to all Elks.

It is important that there be appointed to the "Hoop Shoot" Committees, on all levels, members who are interested in promoting this most important function of the Grand Lodge. On local, district and state committees, emphasis should be placed on the appointment of those trained in conducting such contests. Special consideration should be given to appointing members who are in the fields of coaching or physical education.

Every Exalted Ruler should appoint a "Hoop Shoot" Director no later than the first meeting in April and notify the National Director of the appointment along with address, zip code and telephone number. This will enable the National Director to get information and supplies directly into the hands of the Subordinate Lodge "Hoop Shoot" Director.

### **Age Categories**

The "Hoop Shoot" contest is open to all boys and girls, ages 8 through 13. It is the responsibility of the Subordinate Lodge Director to verify by birth certificate, baptismal certificate, passport, the age of all contestants so they may be assigned to the proper age category, thereby eliminating any disappointment that might arise on a technicality.

1. Contestants' age groups will be determined by their age as of April 1, 2008. This will be the responsibility of the Local Director. Participants who shoot in the wrong age category will be disqualified.

There shall be two divisions, boys & girls, and three categories in each division.

- Boys age 8-9
  - Girls age 8-9
  - Boys age 10-11
  - Girls age 10-11
  - Boys age 12-13
  - Girls age 12-13
2. Boys and Girls in the 8-9 Age Category may shoot four feet in front of the regulation foul line.
  3. Contestants must be 8 years old as of April 1, 2009. Contestants under the age limit will be ineligible to participate.

## **Equipment**

Basketball or tennis shoes are necessary. T-Shirt, slacks or pants may be worn. Basketball uniforms would be preferred, but should not be required.

### Boys Basketball

In the 8-9 boys age division, the 28.5 size basketball will be used in all levels of competition.

In the 10-11 and 12-13 age divisions a regulation-size official basketball with 7-9 lbs. of air with channels and/or seams shall not exceed 1/4 inch in width. A leather ball will be used in all state, regional and national contests.

### Girls Basketball

A regulation-size girls official basketball, 28.5 in circumference with 7-9 lbs. of air with channels and/or seams shall not exceed 1/4 inch in width. A leather ball will be used in all state, regional and national contests.

## **School Contest**

In the jurisdiction of your Lodge are many elementary and junior high schools, public and private, which should be contacted by a member of your Lodge Committee. In almost all cases, each school will conduct its own contest by the Physical Education Department of that particular school in any manner they desire using our age category with their own helpers, in determining the three age category winners, both boys and girls. These contests could be conducted during regular physical education classes, at noontime or after school. The winner in each age category in each school would then enter the Subordinate Lodge Contest and compete for the championship. A runner-up in each category should be determined in case a substitute for the Subordinate Lodge Contest is needed.

The school officials should be contacted before the opening of the fall session so they may plan for the free throw contest in their program. The program director has the flexibility to conduct the school contest within the constraints for time and facilities.

**Rules**

**SUBORDINATE LODGE, DISTRICT, STATE, REGIONAL SEMI-FINALS AND NATIONAL FINALS.**

1. Director must set the time, date and place for the contest. All participants should be notified accordingly so there will be no misunderstanding as to any of the above. **THE CONTESTANTS MUST BE PRESENT AND READY TO PARTICIPATE AT THE TIME THEIR AGE CATEGORY CONTEST IS STARTED. IN NO CASE MAY A CONTESTANT SHOOT BEFORE OR AFTER THE DESIGNATED TIME AS SET BY THE DIRECTOR. PENALTY WILL BE DISQUALIFICATION.**

A PARTICIPANT CAN ENTER ONLY ONE SUBORDINATE LODGE CONTEST.

2. Shooting positions will be drawn randomly. The method is left to the discretion of the Director.
3. All contestants should be allowed 10 minutes to warm up and get acquainted with the floor and basket under the supervision of the contest officials.
4. Each contestant in order of their draw will get five warm-up shots, if desired, and then will shoot 10 for score. It shall be the duty of the line judge to inform the contestant and the scorers that the contestant is shooting for score. This will be the last audio contact the line judge will have with the contestant. In the event a foul is committed, the line judge will indicate it by signaling a "T" with his hands, signifying a technical foul has been committed. This should be in clear view of the contestant and the three judges. Scorers should make the notation on their score sheet as a missed shot with a circled T. Upon completing their warm-up shots and 10 shots for score, the contestant will then go to the end of the line or sit on a chair until the remaining contestants have completed their warm-ups and 10 shots, at which time each will shoot 15 shots to complete their 25 for score.
5. Contestant cannot bounce the ball more than four times between shots. Penalty, the shot is void. A free throw is the opportunity given a contestant to score a point for score from within the free throw circle and behind the free throw line. A free throw begins when the ball is given to the free thrower at the free throw line. It ends when the try is successful; or it is certain the try will not be successful; or when the ball becomes dead.
6. Contestant must stay behind the shots, at which time each will shoot 15 shots to complete their 25 for score.
7. Contestant cannot bounce the ball more than four times between shots. Penalty, the shot is void. A free throw is the opportunity given a contestant to score a point for score from within the free throw circle and behind the free throw line. A free throw begins when the ball is given to the free thrower at the free throw line. It ends when the try is successful; or it is certain the try will not be successful; or when the ball becomes dead.

8. Contestant must stay behind the foul line until the ball has touched the hoop, backboard or net. Line violations will be the same as indicated in Rule 4, Page 6. The penalty for this mistake is the loss of basket if made.
9. Ties will be broken by taking five additional shots in the same shooting order as the regular contest and if still tied, a series of five more shots until the 1st, 2<sup>nd</sup> and 3rd place is determined in each of the three age-groups. All tied shots will be made at the same basket as the previous 25.
10. In no way can a tie be broken by a flip of a coin or by drawing straws or in any other manner except by those prescribed in rule #7.
11. Only contestants, officials and scorers will be allowed on the floor during the contest.
12. There should be three scorers at each basket to record the results on score sheets, and they should sit behind the contestants while they are shooting. There should be three officials with striped shirts, and they should wear gym shoes. At each basket, there should be one official on each side of the foul line to retrieve the ball, which they should throw back to the line official standing by the contestant. The line official should then hand the ball to the shooter. The line official will signal to the scorers, made or missed shots. The decision of the scorers is final and no spectators, because of their count, can change the scorers' decision.
13. No flash pictures should be taken of a contestant while shooting for score except by official photographer designated by the Director.
14. No one should be allowed to sit close to the basket or cause any disturbance while the contestant is shooting. If so the official must stop the contest and clear the area.
15. All persons attending the contest should sit on the side of the gym and maintain complete silence and in no way cause any commotion that will distract the shooter.
16. The basketballs used in the contest should be furnished by the director of the contest, and it is his duty to make sure that regulation-size basketballs, as described on page 4 under equipment, are used and the required amount of air pressure (7-9 lbs. has been checked before the contest.
17. To start the Contest Boys 8-9 should shoot at one end of the gym, and Girls 8-9 should shoot at the other end at the same time. In school contests this is left up to the school officials.

## **Awards**

SUBORDINATE LODGE: Grand Lodge will furnish certificates for the three winners in both Boys' and Girls' contests. Any other awards will be up to the local Lodge.

DISTRICT CONTEST: Grand Lodge will furnish three first place and three runner-up trophies for both the Boys' and the Girls' contests, and certificates of participation to all district contestants. Any other awards will be up to the District Association.

**STATE CONTEST:** Grand Lodge will furnish three first place and three runner-up trophies and three third place trophies for both the Boys' and the Girls' contests, and certificates of participation to all state finalists. Any other awards will be up to the State Association.

**REGIONAL SEMI-FINAL CONTEST:** Grand Lodge will furnish three first place and three runner-up trophies and three third place trophies for both Boys' and Girls' contests, and a medallion to all Regional finalists.

**NATIONAL FINALS:** Grand Lodge will furnish three first place and three runner-up trophies and three third place trophies for both Boys' and Girls' contests, and a plaque to all participants. National Champions names will be inscribed on the Elks Plaque in the Naismith Memorial Basketball Hall of Fame.

**CAUTION:** You are not permitted to give anything of a monetary value. Contestants will be given no more than a certificate and/or trophy. No money, checks or bonds will be given to any contestant. Food, lodging or travel expenses will be given directly to the parent or chaperon, and in no case be given to the contestant. Giving anything of a monetary value is against all rules of Athletic Associations, and if given, would make a professional and could keep the individual ineligible for amateur sports.

### **Chaperones**

**FOR ALL CONTESTS:** Any time there is travel and/or overnight stay involved, the father or mother or guardian should be invited to go along. At no time should a contestant, boy or girl, be left without proper chaperonage. All girl contestants must be accompanied by a parent or proper female supervision designated by the parents or legal guardian.

### **Expenses**

**LOCAL TO DISTRICT:** The Local "Hoop Shoot" Director should accompany the winners and their father, or mother, or guardian to the District Contest. This should not mean an overnight trip in most cases. Any reasonable expenses incurred should be the responsibility of the Subordinate Lodge.

**DISTRICT TO STATE:** From the District Contest to the State Contest the District Director should accompany the winners and their parents or guardian. This could be an overnight trip. Any reasonable expenses incurred should be the responsibility of the sponsoring Subordinate Lodge.

**STATE TO REGIONAL:** From the State Contest to the Regional Contest, the State Director must accompany the State Winners and their parents or guardian. At the Regional Semi-finals Grand Lodge will be responsible for surface transportation, housing and food for the State Winners and their parents or guardian. Complete details will be furnished by the regional "Hoop Shoot" Director.

**REGIONAL TO NATIONAL:** At the National finals, Grand Lodge will handle all details for transportation, housing and food for regional semi-finals winners and their parents. Complete details will be furnished by the National Director.

## Dates for Conducting Contest

SUBORDINATE LODGE CONTEST: Subordinate Lodge Director will select his own date with the approval of the District Director.

DISTRICT CONTEST: District Director will select his own date, with the approval of his State Director but prior to his State Contest.

STATE CONTEST: State Director will select his own date, with the approval of his Regional Director.

REGIONAL SEMI-FINALS CONTEST: Regional Director will select his date with the approval of the National Director.

NATIONAL FINALS: The National Finals will be held in Springfield, MA. [Click here](#) for Regional and National Final dates.

Official Headquarters - Sheraton Hotel.

## Publicity

The **Public Relations area** contains sample news releases that will help you announce your contest and your winners. Since the entire "Hoop Shoot" Free Throw Contest timetable must be arranged ahead of time, your publicity program must be made to coincide.

Prepare your news releases and take them to your local sports editor, radio and TV stations if available. Get them interested in the contest.

Print out a copy of the rules and regulations and get these into the hands of your elementary school principals, coaches and athletic directors.

Start all of this at least four weeks before the date of your Subordinate Lodge Contest, and continue your publicity each week. Take pictures of Boys and Girls practicing, and give them to your newspaper for more publicity.

If you are using trophies for your winners, display them at a popular place in your area along with a poster that shows the location and date of your contest.

After the contest has been completed, issue a news release naming the winners with their pictures, giving the date and location of the next contest in which they will be entered.

DISTRICT: Furnish information to all sports editors, radio and TV stations if available on the dates and location and the number of participants that will be involved in your contest. Notify your State Elks Association Bulletin of the date and location.

STATE: Should be promoted in the same manner as the Subordinate and District contests. Notify particularly the large newspapers, radio, and TV stations that are available on statewide basis

## Suggestions and Locations

### Subordinate Lodge:

1. If possible place on your committee the sports editor of a local newspaper in the area in which you are conducting the contest.

2. Your contest should be held at the largest gymnasium available and should be completed during the day. In the selection of your gym please make sure that sunlight is not on the floor or in the eyes of the shooter.
3. NEVER try to conduct a contest or complete a contest during the halftime of any basketball game. It cannot be done, and don't attempt to do so, because you will only be causing problems for the athletic department of that school. In almost all cases there are only 10 minutes between halves of a ball game.
4. If on the date of your contest there is a high school game that evening, I am sure the athletic director would be most happy for you to have the three winning Boys and the three winning Girls put on an exhibition of shooting five free throws each. When completed, trophies should be presented. The announcer should introduce all of the winners, stating that they will go on to a District Contest. He could also announce the different contests that Grand Lodge will conduct. This will give you much more publicity.

## District:

Same procedure of suggestions and locations should be followed as for the Subordinate Lodge Contest. However, if there is a college in the area, the Free Throw demonstration might be set up for the halftime, at one of its scheduled games. If not, do your best with a high school game.

## State:

Same procedure of suggestions and locations should be followed as above. Try to arrange the contest to be held at a large university or college or professional arena, and do your best to get TV coverage if possible.

The National Director will be in communication with all State Directors in helping promote his State Free Throw demonstration.

## **Procedures for Conducting Contest**

Subordinate Lodge Contest: In almost all cases in the jurisdiction of your Lodge will be included many elementary schools and junior highs. It is very important that during the month of August your "Hoop Shoot" Director contact the school authorities because it is during this month that most schools set up their school program for the year and our suggestions are that you contact the Athletic Director or Physical Education Department. It is also our suggestion you host them at a luncheon or dinner with your committee and, at this time, present in a logical and organized manner the facets of the "Hoop Shoot" Contest. Stress the Elks desire to provide an interesting competitive program for all youngsters in the contest age brackets regardless of previous athletic competition or abilities. Point out the facts that under a nationwide sanctioned program these youngsters have an opportunity for spirited competition, fine relationships with many others their ages, and travel not only statewide but regionally and nationally, if winners, and at minimal expense to their family.

In almost all cases, each school will conduct its own contest by the Physical Education Instructor of that school, in any manner in which they desire using our rules and their own helpers in conducting the contest and declaring their three winners in both Boys' and Girls' categories. In



most cases, the instructor will conduct the school contest during regular physical education classes, noontime or after school. These winners from the various schools in your area will then enter into the Subordinate Lodge contest and compete for the Championship.

If for any reason your schools do not wish to participate, you may be able to secure cooperation from religious groups, athletic associations, community recreation organizations, parks and recreational departments, etc. Or you should secure a gymnasium and hold your own contest inviting all boys and girls between the ages set out in our rules to participate, and from this contest come up with your three winners in both boys' and girls' categories.

There are many other ways that you may wish to conduct the contest under the jurisdiction of your Subordinate Lodge to which we do not object, however we desire that the rules be followed in detail.

District Contest: The Elks National "Hoop Shoot" Free Throw Contest age categories, equipment and rules must be followed in detail. The contest will be conducted under the supervision of the district director. Dates, location, time and place are to be coordinated with the state director.

State Contest: The Elks National "Hoop Shoot" Free Throw Contest age categories, equipment and rules must be followed in detail. The contest will be conducted under the supervision of the state director. Dates, location, time and place are to be coordinated with the regional director.

Regional Semi-Finals Contest: The Elks National "Hoop Shoot" Free Throw Contest age categories, equipment and rules must be followed in detail. The contest will be conducted under the supervision of the regional director. Dates, location, time and place are to be coordinated with the national director.

National Contest: The Elks National "Hoop Shoot" Free Throw Contest age categories, equipment and rules must be followed in detail. The contest will be conducted under the supervision of the national director. Dates, location, time and place are to be announced by the national director.

## **Duties of Directors**

### Subordinate Lodge Directors:

1. Review all rules and regulations with members of your committee.
2. Age verification by birth certificate, baptismal certificate, passport, of the winners in the Subordinate Lodge Contest must be obtained before progressing to the District Contest.
3. The District Director will inform you of the date of the District Contest and it will be your duty to select the date of your contest, prior to the District date, and notify your District Director no later than October 1.
4. As soon as possible, after the opening of school, visit your school principal and athletic director showing them the rules and regulations and ask for their help and support in conducting the contest. Also, give them the date of your contest so they will know how to set their dates in advance of the Subordinate Lodge Contest. Most schools are interested in athletics and are happy to cooperate for the youth in their schools.

5. If the school officials are reluctant to go along then it is your duty to make other arrangements. Some suggestions might be religious groups, athletic organizations, parks and recreation departments, etc. which in most cases have gymnasiums or Youth Centers, etc.
6. Start your publicity four weeks prior to the school contest, get out your posters showing the time, date and location of your Subordinate Lodge Contest.
7. Select and instruct your three officials who will work under each basket and three scorers, who will record the score.
8. Appoint someone to look after the gymnasium to see that the doors are open, the lights are turned on and that dressing rooms are available.
9. Appoint two or three women to have charge of the girls dressing room and to be present on the floor in case something might happen in the way of any injury. Also appoint two or three men to do likewise for the boys.
10. Have a doctor present; every Elks Lodge should have a member who is a doctor.
11. Appoint one or two people who will have basketballs available and will look after and return them upon completion of this contest.
12. If you have an exhibition at half-time of a high school basketball game, have three officials under each basket wearing their striped shirts. It will look more professional. No need for judges at this time.
13. Most gymnasiums have a loudspeaker. Appoint someone to announce the names of the winners during the exhibition.
14. At the completion of the Subordinate Lodge contest, it will be necessary for your three boy winners and three girl winners and the runners- up to sign application blanks which are in your kit of supplies. You will keep the application cards of the runners-up in each category in case substitution becomes necessary. Their parents or guardians must also sign. On the back of this card, the "Hoop Shoot" Director must fill out his part and the Exalted Ruler must fill out his part. This card must be filled out in detail and it is your duty, as Director, to immediately forward these six cards to your District Director. (If there is no district contest, then to your State Director.) REMEMBER, if a card is not completed, your District or State Director will not accept until completed. It is also your responsibility to forward to your District Director the participation form, denoting the number of TOTAL participants in your program, not just your winners but all children who touched a basketball in the name of the Elks "Hoop Shoot" program.
15. It is the duty of the Subordinate Lodge director to see that arrangements are made in writing with the parents, guardians or chaperones, as to the location, time, place and date for the next level of competition. The most effective method is to have a sheet prepared with the dates, times and location of the district, state, regional and national contest, and personally hand them to the parents and winners of your contest.
16. Expenses of taking your six winners to the District Contest are the responsibility of the Subordinate Lodge.

17. Other details and suggestions are carried under other headings in this online brochure. Please check them.

## District Directors:

1. It is your duty to select the location for the District Contest and notify your State Director no later than October 1, and to be in communication with the State Director concerning the date that the State Finals will be held. You should then set your date at least two weeks prior to his date.
2. You should contact all Exalted Rulers in your District for the name, address and telephone number of the Subordinate Lodge "Hoop Shoot" Free Throw Director in each Subordinate Lodge.
3. You must notify these Subordinate Lodge Directors in writing of the location and date of your District Contest so they will know when they must conclude their contest. Prompt and exact communications will never cause any trouble. Lack of it means disaster.
4. If necessary to change the date of the contest, you must notify every Director in writing in your District immediately.
5. It is your duty to set up the contest in the same manner as the Subordinate Lodge Director.
6. The registration card that you receive from the Subordinate Lodge Director must be checked to verify the age of the contestant, parent or guardian's signature and that the contestant is shooting in the proper age category. If all is found to be in order this will be your authority to permit the contestant to compete in your district contest.
7. As soon as you have received application cards from Subordinate Lodge Directors, send form letters to all Subordinate Lodge Winners notifying them of the place, date and time of your District Contest. All contestants competing in District Contests must compete on the same gym floor on the same date and time designated by the District Director.
8. Upon completion of your contest you should make arrangements with your winners, parents, guardians or chaperones and Subordinate Lodge Director, in writing about getting the winners to the state contest and inform the state director of these plans.
9. It is your duty to sign the winning application on the back and immediately forward the six applications of the winning three boys and three girls to your State Director. You will keep the application cards of the runners-up in each category in case substitution becomes necessary. If not completed in full, the State Director will not accept them until completed. It is also your responsibility to see that each Lodge Director furnishes you with the TOTAL number of participants from his Subordinate Lodge and forward them to the State Director. These forms should be sent with your registration cards.
10. In addition to the above committees, that are needed to conduct the contest, you might want to host the winners and guests at a dinner. If you do, you should appoint a committee to handle the arrangements and notify the Subordinate Lodge Director of the cost. This is entirely up to each District.
11. Expenses of taking your six winners from the District Contest to the State Contest are the responsibility of the Subordinate Lodge.

12. Other details and suggestions are carried under other headings in this online brochure. Please check them.

### State Directors:

1. Select the location for the State Contest. Set the date, place and time and inform all District Directors no later than October 1, so they will be able to set the District date and inform the Subordinate Lodge Director
2. See that there is a District "Hoop Shoot" Director appointed and keep in communication with him. If for any reason the job is not being done as should be, it is the duty of the State Director to inform the proper Officers of that particular District.
3. Select all personnel, officials, chaperones and any other persons needed in conducting the State Contest and follow the same procedure as was stated in the above duties for other Directors.
4. Meet with the officials of the college or professional officials in making all arrangements for State Contest.
5. Arrange statewide publicity with press, radio and TV. Also, inform all State Elk Association Publications of date, location, etc.
6. The registration card that you receive from the district director must be checked to verify the age of the contestant, parent or guardians signature and that the contestant is shooting in the proper age category. If all is found to be in order this will be your authority to permit the contestant to compete in your state contest.
7. As soon as you have received application cards from District Directors send form letters to all District winners and Subordinate Lodge Directors setting out details of State Contest.
8. In addition to the above committees, that are needed to conduct the contest, you might want to host the winners and guests at a dinner. If you do you should appoint a committee to handle the arrangements and notify the Subordinate Lodge Director of the cost. This is entirely up to each State.
9. Prior to your state contest you will have received from the Regional Director, the date, time and location of the regional contest.
10. After the completion of your contest it is your duty to meet with the winners, parents or guardian and make arrangements for transportation and housing for the regional semi-finals in writing. As state director you shall accompany the state winners to the regional semi-finals contest.
11. You must sign the back of the winning six applications of three boys and three girls and mail immediately to the Director of the Regional Semi-finals. If not completed in full, the Regional Semi-final Director will not accept them until completed. You will keep the registration applications of the runners-up in each age category in case substitution becomes necessary. Additionally, it is your responsibility to furnish the National Director with a participation report, no later than March 15th.

12. Grand Lodge will furnish surface transportation for the six state winners and their parents to their respective National Regional Semi-Final contest, in addition to housing and food, as provided by the policy established by the Grand Lodge, through the Office of the National Director. Expenses for the State Director to the National Regional Semi-Finals will be the responsibility of the respective state association.
13. Other details and suggestions are carried under other headings in this brochure. Please check them.

## Regional Directors:

1. Will select the location of your regional contest with the approval of the national director. Set the date, place and time and inform all state directors, in writing, no later than October 1.
2. Select all personnel, officials, chaperones and any other personnel needed to conduct the regional semi-finals contest.
3. Meet with officials of the college or professional officials in making all arrangements for your regional contest.
4. Coordinate regional wide publicity with press, radio and TV informing all state Elks associations, publications of the dates, location, and etc.
5. The registration card that you receive from your state director must be checked to verify the age of the contestant, parent's or guardian's signature and that the contestant is shooting in the proper age category. If all is found to be in order, this will be your authority to permit the contestant to compete in your regional contest.
6. As soon as you have received application cards from your state directors, send form letters to all state champions within your region notifying them of the place, date and time of regional contest. All contestants competing in the regional contest must compete on the same gym floor, on the same date and time designated by the regional director.
7. Upon completion of your regional contest you should make arrangements with the regional winners, parents, guardian or chaperone and the state director in writing, about getting your winners to the national finals. This will be coordinated with the national director.
8. It is your duty to sign the winning application on the back and immediately forward the six applications of the winners to the national director. You will keep the application card of the runners-up in each category in the event substitution will be necessary.
9. Expenses for taking your six winners to the National Finals is the responsibility of the Grand Lodge.
10. The Regional Semi-Finals Contests will be located as centrally as possible. Consideration will be given to transportation facilities, such as highways and airports in addition to housing accommodations.

## Checkpoints:

1. Arrange for a proper site that will be agreeable to all major groups involved.

2. Make sure the best equipment and plenty of help is available and used. This includes:
  - o Basketballs, officials' uniforms, proper registrations, scoring equipment, etc.
  - o Train your help in proper methods of returning the ball, judging and scoring, as well as promotion and spectator appeal.
3. Provide recognition and rewards for all contestants and especially winners, such as:
  - o Banquet for contestants.
  - o Recognition at important athletic event -- such as half-time of high school or college game.
4. Provide proper publicity for contest to make sure contestants and friends are aware of recognition. Use TV and newspaper.

From experience it has been found that by close observance of the rules and regulations a successful contest is the result, thereby eliminating controversy, disappointment and/or dissatisfaction.

## Supplies and Fundraising

1. Many lodges due to the large number of schools conducting "Hoop Shoots" programs within their jurisdiction will require additional supplies over and above those included in your "Hoop Shoot" packet. Many of these materials may be reproduced at a cost to your lodge for much less than it may cost to ship them from the office of the national director. However, there are some supplies, such as posters, rule books, which may be obtained by contacting Cam Cronk, National Director, P.O. Box 80906, Billings, MT, 59108 phone 406/656-5818, fax 406/652-1378.
2. Many lodges sponsoring "Hoop Shoot" contests in our order, have financed their program through fund-raisers without drawing on their lodge treasury. The national director will furnish each director on all levels with a brochure and suggested ways to generate funds.

## Conclusion

The scope of publicity that can be obtained from the sponsorship of a Youth Program like the "Hoop Shoot" Free Throw Contest that takes into consideration all youngsters, both boys and girls, from the little ones, 8 years old, through the first teenage year, is unlimited. Not only are the participants involved in a wholesome, individual contest, but the parents, friends, classmates, teachers, and the community, as a whole, are included.

The Benevolent and Protective Order of Elks now has a program that will not only encompass millions of participants, whether contestants or spectators, but will also give the opportunity for the story of Elkdom, including all of its humanitarian and patriotic efforts, to be told. It is the greatest chance we have ever had to present the image of Elkdom and to enhance it.

Appendix C – Hoop Shoot Rules

Equipment, Rules and Instructions

Age Categories

The Elks National "Hoop Shoot" Free Throw Contest is open to boys and girls, ages 8 to 13. It is the responsibility of the Subordinate Lodge Director to verify, by birth certificate, baptismal certificate, passport, the age of all contestants so they may be assigned to the proper age category, thereby eliminating any disappointment that might arise on a technicality.

There shall be two divisions -- boys and girls -- and three categories in each division.

**1.** Contestants age-groups will be determined by their age as of April 1. This will be the responsibility of the Local Director.

Boys age 8-9	Girls age 8-9
Boys age 10-11	Girls age 10-11
Boys age 12-13	Girls age 12-13

**2.** Boys and Girls in the 8-9 age category may shoot four feet in front of the regulation foul line.

**3.** Contestants must be 8 years old as of April 1. Contestants under the age limit will be ineligible to participate.

Equipment

Basketball or tennis shoes are necessary.

T-shirt, slacks or pants may be worn. Basketball uniforms would be preferred, but should not be required.

**Boys Basketball**

In the 8-9 boys' age division, the 28.5 basketball will be used in all levels of competition.

In the 10-11 and 12-13 age divisions, a regulation-size official basketball with 7-9 lbs. of air and channels and/or seams not exceeding 1/4 inch in width. A leather ball will be used in all state, regional and national contests.

**Girls Basketball**

A regulation-size official basketball 28.5 in circumference with 7-9 lbs. of air and channels and/or seams not exceeding 1/4 inch in width. A leather ball will be used in all state, regional and national contests.

## School Contest

In the jurisdiction of your Lodge are many elementary and junior high schools, public and private, which should be contacted by a member of your Lodge Committee. In almost all cases, each school will conduct its own contest by the Physical Education Department of that particular school in any manner they desire, using our rules but their own helpers in conducting the contest. Each school will declare its three winners in both boys and girls categories. In most cases, the instructor will conduct the school contest during regular physical education classes, noontime or after school. These winners from the various schools in your area will then enter the Subordinate Lodge Contest and compete for the Local Championship. A runner-up in each category should be determined at the school contest in case a substitute for the Subordinate Lodge Contest is needed.

The school officials should be contacted before the opening of the fall session so they may plan for the Free Throw Contest in their program.

## Rules

### Subordinate Lodge, District, State, Regional Semi-Finals, and National Finals

**1. Director must set the time, date and place for the contest. All participants should be notified accordingly so there will be no misunderstanding as to any of the above. THE CONTESTANTS MUST BE PRESENT AND READY TO PARTICIPATE AT THE TIME THEIR AGE CATEGORY CONTEST IS STARTED.**

**IN NO CASE MAY A CONTESTANT SHOOT BEFORE OR AFTER THE DESIGNATED TIME AS SET BY THE DIRECTOR. PENALTY WILL BE DISQUALIFICATION.**

**A PARTICIPANT CAN ENTER ONLY ONE SUBORDINATE LODGE CONTEST.**

**2. Each age category should draw for their shooting position. The method is left to the discretion of the Director.**

**3. All contestants should be allowed 10 minutes to warm up and get acquainted with the floor and basket under the supervision of the contest officials.**

**4. Each contestant in order of their draw will get five warm up shots, if desired, and then will shoot 10 for score. It shall be the duty of the line judge to inform the contestant and the scorers that the contestant is shooting for score. This will be the last audio contact the line judge will have with the contestant. In the event a foul is committed, the line judge will indicate it by signaling a "T" with his or her hands, signifying a technical foul has been committed. This should be in clear view of the contestant and the three judges. Scorers should make the notation on their score sheet as a missed shot with a circled "T." Upon completing their warm up shots and 10 shots for score, the contestant will then go to the**



end of the line or sit on a chair until the remaining contestants have completed their warm ups and 10 shots, at which time each will shoot 15 shots to complete their 25 for score.

**5.** Contestants cannot bounce the ball more than four times between shots. Penalty, the shot is void. A free throw is the opportunity given a contestant to score a point for score from within the free throw circle and behind the free throw line. A free throw begins when the ball is given to the free thrower at the free throw line. It ends when the try is successful; or it is certain the try will not be successful; or when the ball becomes dead.

**6.** Contestant must stay behind the foul line until the ball has touched the hoop, backboard or net. Line violations will be the same as indicated in rule 4. The penalty for this mistake is the loss of basket if made.

**7.** Ties will be broken by taking five additional shots in the same shooting order as the regular contest, and if still tied, a series of five more shots until the 1st, 2nd and 3rd place is determined in each of the three age-groups. All tied shots will be made at the same basket as the previous twenty five.

**8.** In no way can a tie be broken by a flip of a coin or by drawing straws or in any other manner except by those prescribed in rule 7.

**9.** Only contestants, officials and scorers will be allowed on the floor during the contest.

**10.** There should be three scorers at each basket to record the results on score sheets and they should sit behind the contestants while they are shooting. There should be three officials with striped shirts, and they should wear gym shoes. At each basket, there should be one official on each side of the foul line to retrieve the ball, which they should throw back to the line official standing by the contestant. The line official should then hand the ball to the shooter. This line official will signal to the scorers made or missed shots. The decision of the scorers is final, and no spectator, because of their count, can change the scorer's decision.

**11.** No flash pictures should be taken of a contestant while shooting for score except by official photographer designated by the Director.

**12.** No one should be allowed to sit close to the basket or cause any disturbance while the contestant is shooting. If so, the official must stop the contest and clear the area.

**13.** All people attending the contest should sit on the side of the gym and maintain complete silence and in no way cause any commotion that will distract the shooter.

**14.** The basketballs used in the contest should be furnished by the Director of the contest, and it is his or her duty to make sure that regulation-size basketballs, as described in rule 2

under equipment, are used and the required amount of air pressure (7-9 lbs.) has been checked before the contest.

**15.** To start the contest, Boys 8-9 should shoot at one end of the gym, and Girls 8-9 should shoot at the other end at the same time. In school contests, this is left up to the school officials.

## Instructions for Judges, Scorers and Ball Retrievers

---

### Line Judges

- Dress - Official striped shirt - black pants - black rubber-soled shoes & black socks.
- Line Judge should handle ball after every shot
- Watch foul line for feet touching or crossing line
- Give appropriate hand signal after each shot
  - Good
  - No Good
  - Technical Foul on shot
- Avoid bouncing the ball as much as possible
- Watch for contestant exceeding four bounces per shot
- After shot, signal scorers of bouncing or line violation
- Make sure net is not tangled before proceeding to next shot
- Watch for long rebounds and prevent shooter from getting long rebounds
- Do not permit any interruption of contest
  - No scorers conference
  - Contestant to lavatory only in an emergency
  - Do not leave your position for any reason
- Watch for spectators trying to pass behind your basket while contestant is shooting
- Predetermine which scorer will give you the indication of one more shot

### Ball Retrievers

- Dress - Official striped shirt - black pants - black rubber-soled shoes
- Try not to let rebounds bounce on the floor
- Make every effort to get the ball back to line judge for speed of contest
- Return ball only to line judge after every shot
- Make sure that you are wearing gym shoes
- Make sure net is not tangled after each shot
- Conduct controlled warm-up prior to contest
  - Permit contestants to take two or three shots
  - Send contestant to end of line after each series

### Scorers

- Dress - Official Hoop Shoot jackets - black pants - black shoes and ties.
- After each shot, look to line judge for ruling
- Mark score sheet with appropriate mark
  - Dash through circle if shot is missed
  - X through circle if shot is made
- If ball goes through the hoop and the line judge signals "Technical Foul - No Basket," either bounce or line rules have been violated and score sheet should reflect a dash through the circle and a notation should be made on the sheet reflecting that the shot in question was a foul
- Do not leave your seat for any reason and do not talk to the line judge or the other scorers. If you think you missed a shot, just go on to the next as the score is recorded using the results of any two scorers.
- Prior to the start of the contest, one of the three scorers shall take the responsibility to inform the line judge when the shooter has one more practice shot and when one more shot is left for score
- The other two scorers will simply give a hand signal that one shot is left when shooting for score

Appendix D – Sample Registration Application

**THIS MUST BE FILLED OUT BY THE RESPECTIVE DESIGNATED PEOPLE AS SHOWN BELOW. PLEASE PRINT.**

**EXALTED RULER**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (area) \_\_\_\_\_

**SUBORDINATE LODGE DIRECTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (area) \_\_\_\_\_ SCORE \_\_\_\_\_  
 Document checked by \_\_\_\_\_ Date \_\_\_\_\_ Lodge \_\_\_\_\_  
 Age verified by \_\_\_\_\_ Date \_\_\_\_\_

**DISTRICT DIRECTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (area) \_\_\_\_\_ SCORE \_\_\_\_\_

**STATE DIRECTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (area) \_\_\_\_\_ SCORE \_\_\_\_\_

**REGIONAL DIRECTOR**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (area) \_\_\_\_\_ SCORE \_\_\_\_\_

(OVER)

**2008-2009 REGISTRATION APPLICATION**  
**B.P.O. ELKS**  
**NATIONAL "HOOP SHOOT"®**  
**FREE THROW CONTEST**  Girl

For grade and junior high school boys and girls 8 thru 13  
**APPLICANT CAN PARTICIPATE IN ONE LODGE CONTEST ONLY**  
 (PLEASE FILL OUT IN DETAIL)

DATE OF BIRTH (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_  
 Please circle Correct Age you will be on **APRIL 1<sup>st</sup>, 2009:**  
**8 9 10 11 12 13**

APPLICANT'S NAME: \_\_\_\_\_ (please print or type)

ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 ( ) Home Phone ( ) Mom Work ( ) Dad Work

E-MAIL: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_


NAME OF APPLICANTS \_\_\_\_\_ PARENTS \_\_\_\_\_  
 or \_\_\_\_\_ Mother \_\_\_\_\_  
 GUARDIANS \_\_\_\_\_ Father \_\_\_\_\_

ELKS LODGE Henderson/Green Valley NO. 2802 DATE \_\_\_\_\_

**REQUEST AND CONDITIONS FOR REGISTRATION**  
 The undersigned parent and/or guardian of the above named applicant hereby request publicly registration in the B.P.O. Elks National "Hoop Shoot" Free Throw Contest and the information set forth in this Application is correct. In consideration of such registration and right of the applicant to participate in the completion, the undersigned does hereby acknowledge and agree that such participation will be solely at the risk of applicant and the undersigned and without liability to the Benevolent and Protective Order of Elks of the United States of America, its State Associations, its Subordinate Lodges and the officers and members of them (hereinafter collectively referred to as "BPOE"). The undersigned, for himself, his personal representative and successor, does hereby release and forever discharge BPOE from any and all claims, demands, liabilities, obligations, damages, costs, expenses, loss of services, actions, and cause of action including each and every act or occurrence incident to the applicant's said participation and/or the arrangement of the undersigned in connection therewith. The undersigned hereby consents and authorizes BPOE to use and reproduce applicant's name and/or likeness and to circulate the same for any and all purposes reasonably related to the conduct and promotion of said competition, and the undersigned does hereby agree to indemnify and hold BPOE harmless from any and all claim, loss or damage to the BPOE resulting from or related to applicant's said participation. I have read, understood, and followed the rules of the "Hoop Shoot" contest.

Signature of Applicant \_\_\_\_\_ Signature of Parent \_\_\_\_\_ (Mother)  
 OR \_\_\_\_\_ (Father)  
 NOTE: ALL entrants are requested to contact their school principal or coach to determine if any restrictions or eligibility requirements which their state signatures verify information supplied on this card is correct. (Over)

Appendix E – Sample Hoop Shoot Certificate of Participation



**2006-07 Elks National Hoop Shoot®  
Free Throw Program  
Elks Lodge No.**

**Certificate of Participation**  
Presented to

\_\_\_\_\_

**For exhibiting the values of integrity, hard work & good sportsmanship.**


**Name of Lodge:** \_\_\_\_\_

**Contest Division:** \_\_\_\_\_

**Exalted Ruler** \_\_\_\_\_ **Hoop Shoot Director** \_\_\_\_\_

09/2006

Appendix F – Sample Hoop Shoot Certificate of Achievement



**2006-07 Elks National Hoop Shoot®  
Free Throw Program  
Elks Lodge No.**

**Certificate of Achievement**  
**Presented to**

\_\_\_\_\_

**School Champion**

\_\_\_\_\_

**Name of School**

\_\_\_\_\_

**Contest Winner Division**

\_\_\_\_\_

**Exalted Ruler** \_\_\_\_\_ **Hoop Shoot Director**

09/2006

Appendix G – Sample Letters



A Fraternal Organization

HENDERSON/GREEN VALLEY ELKS  
LODGE NO. 2802  
P.O. Box 90007  
Henderson, NV 89009-0007  
Tel: (702) 565-9959  
Fax: (702) 564-9547

December 27, 2006

Subject: Request for Use of Your Facility

Boys and Girls Club of Henderson  
401 Drake Street  
Henderson, NV 89015

Brenda:

Henderson/Green Valley Elks are nearing that time of the year when we sponsor the Annual Elks National Free Throw Contest for local boys and girls ages 8 through 13. The winners have the opportunity move on to District, State, Regional Semi-Finals and National Finals. It should be noted that the Henderson/Green Valley Elks pays the travel and housing expenses for the kids that move on the next level of competition.

This is follow up to our telephone conversation of 27 December 2006 confirming the approval of our use of the 401 Drake Street facility Saturday 20 January 2007 from 9:00 AM to 1:00 PM for our local Hoop Shoot competition. We will provide you with the required Certificate of Insurance for this function. We are looking forward to the involvement of the boys and girls from the Henderson Boys and Girls Clubs in this year's Hoop Shoot Contest.

Please contact me at Tel. (702) 256-8587 or Cell (702) 523-2278.

Sincerely,

William M. Wiseman  
Exalted Ruler

cc: Guy Lane, Chairman Hoop Shoot Committee  
File

**Appendix H – NSEA Committee Activity Report**

*Submit to Liaison Officer on or before*

*March 31, May 30, September 30 and December 31*

\_\_\_\_\_ Committee      State Chairman \_\_\_\_\_

Describe your committee's activities towards achieving its goal as outlined in your State Association

Committee Manual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify any obstacles your committee cannot overcome: \_\_\_\_\_

\_\_\_\_\_

Are you receiving cooperation/participation from your District/Working Chairman? Yes\_\_ No\_\_

\_\_\_\_\_

Are there any areas in which your Liaison Officer or the Executive Committee could be of more assistance to your committee? \_\_\_\_\_

\_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

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

*Place additional information on the back of this form or attach additional sheets.*