

HOOP SHOOT DIRECTOR'S OFFICIAL POCKET MANUAL



2024-25

Elks National Hoop Shoot Free Throw Contest

elks.org/hoopshoot

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Introduction

The Elks Hoop Shoot provides Lodges with a great opportunity to connect with their communities and serve youth in a meaningful way. To be successful, the program requires planning, organization and volunteer effort.

The Hoop Shoot is back on the court for another great season in 2024-25, and this booklet will guide Hoop Shoot Directors and committees through every stage of the program. **It is essential that every Director is familiar with all contest rules and guidelines before hosting a Hoop Shoot contest.**

The Lodge Hoop Shoot Director is appointed by the Exalted Ruler. The Lodge Secretary should enter the Director's information as the Lodge Hoop Shoot Chair and Coordinator in CLMS. Contact the Elks National Hoop Shoot Office with any questions by emailing hoopshoot@elks.org.

Inclusivity Statement

You don't have to be the fastest, biggest, or strongest athlete on the court to sink one free throw after another. Practice and precision are the name of the game. When you step up to the free throw line, it should be a level playing field.

The Elks National Foundation and the entire Hoop Shoot team nationwide are committed to making contests fully inclusive, equitable, and safe for all participants and volunteers. We welcome and encourage all eligible kids to give the Hoop Shoot a shot.

We are all equal at the free throw line. Racism, discrimination, and intolerance have no place in the Hoop Shoot, on or off the court.



Eligibility Rules

1. A contestant may only enter **one** official Lodge Hoop Shoot contest. The Lodge sets the rules for feeder/preliminary contests.
2. Contestants must be at least 8 and no older than 13 as of April 1, 2025, to participate.
3. The Director is responsible-for ensuring that the contestant competes in the correct age-group. Use the Age-Group Calculator on the Hoop Shoot website **enf.elks.org/HSAC** to verify age-group assignments **before** your contestants compete. Contestants who shoot in the wrong age-group will be disqualified.
4. As the Hoop Shoot tournament progresses, contestants may not switch divisions and may not skip levels of the competition. To advance to the next level of competition, a contestant must have **participated in and won** the previous level. If the first-place winner is unable to attend the next level of the contest, the runner-up may be invited in their place.

5. Contestants compete in one of six divisions:

Boys, ages 8-9

Girls, ages 8-9

Boys, ages 10-11

Girls, ages 10-11

Boys, ages 12-13

Girls, ages 12-13

If the contestant will be age 7 on April 1, 2025, they are **too young** to participate.

If the contestant will be age 8 or 9 on April 1, 2025, they shoot in the 8 to 9 age-group.

If the contestant will be age 10 or 11 on April 1, 2025, they shoot in the 10 to 11 age-group.

If the contestant will be age 12 or 13 on April 1, 2025, they shoot in the 12 to 13 age-group.

If the contestant will be age 14 on April 1, 2025, they are **too old** to participate.

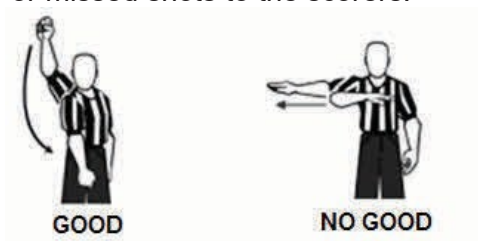
Official Contest Rules


1. **Shooting times are set by the Hoop Shoot Director.** All contestants must be present and ready to participate at their designated contest start time. No contestant may compete before or after their designated time. Contestants who compete before or after their designated time will be disqualified. **No exceptions.**
2. Shooting positions will be drawn randomly. The method is left to the discretion of the Director.
3. All contestants should be allowed at least **10 minutes** to warm up. Warm-ups should take place under the supervision of the contest officials.
4. To start the contest, Boys 8- 9 shoot at one end of the gym and Girls 8- 9 shoot at the opposite end of the gym at the same time. Boys and girls in the **8- to 9-year-old age-group shoot 4 feet in front of the regulation foul line.** Use painter's tape or gym floor tape to mark the line. No other tape should be used.

5. A free throw is the opportunity given to the contestant to shoot a basket for score from within the free throw circle and behind the free throw line (except for 8- to 9-year-old contestants, see Rule 4). A free throw begins when the ball is given to the contestant at the free throw line. It ends when the shot is successful, when it is certain that the shot will not be successful, or when the ball becomes dead.
6. Each contestant, in order of their draw, may have **up to 5 warm-up shots** (if desired) and **will then shoot 10 shots for score**. The designated Line Judge should inform the contestant and the scorers that the contestant is shooting for score. This will be the last verbal contact that the Line Judge will have with the contestant.

Upon completing their warm-up shots and 10 shots for score, the contestant will report to the end of the line or sit on a chair until the remaining contestants have completed their warm-ups and 10 shots. After the other contestants have finished shooting, the contestant **will shoot 15 shots** in the same order, without an additional warm-up, to complete their 25 shots for score.

7. The Line Judge should signal made or missed shots to the scorers.



8. Decisions by the Head Scorer, Line Judge and Hoop Shoot Director are final. **No spectators can change a decision made by a contest official.**
9. Each free throw attempt shall be made within 10 seconds from the time a contestant is handed the ball.
-  **The Line Judge should count 10 seconds, either silently in their head or with a 10 count out of the contestant's line of vision, for each free throw attempt.** If the contestant does not shoot a free throw as defined by Rule 5 within 10 seconds, as determined by the Line Judge, a penalty occurs, and the shot is void. See Rule 11.

10. **Contestants must stay behind the foul line until the ball has touched the hoop, backboard, or net.** If a line violation occurs, a penalty occurs, and the shot is void. See Rule 11.
11. If a foul is committed, the Line Judge will indicate it by signaling a “T” with their hands, signifying that a technical foul has been committed. This should be done in clear view of the contestant and the scorers. Scorers should note a foul with a circled “T.”



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

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

During the tiebreaker, contestants will compete in the same shooting order as the regular contest. All tie-breaking shots will be made at the same basket as the previous 25.

A tie cannot be broken in any other manner except by those described in Rule 12. The tie-breaker method is up to the discretion of the Hoop Shoot Director.

13. Any other indiscretion will be left to the judgment of the Hoop Shoot Director.

Contest Code of Conduct

1. Only contestants, officials, scorers, and the official photographer—designated by the Director if applicable—are allowed on the floor during the contest.
2. No flash photography should be taken of a contestant while shooting for score except by the official photographer.
3. Only authorized personnel are allowed to sit close to the basket or move behind the basket while the contestant is shooting. If there is any disturbance, the Line Judge must pause the contest and clear the area.
4. Spectators should sit on the side of the gym and be as quiet as possible. Phones should be turned to silent or vibrate for the duration of the contest. In no way should spectators cause any loud or intentional commotion that will distract the contestant.
5. All contestants should maintain silence and cause no commotion that will intentionally distract another contestant. Taunting or purposely distracting a contestant, as determined by the Hoop Shoot Director, will result in the disqualification of the offending contestant.

Other Contest Regulations

1. The Hoop Shoot Director sets the time, date and location of the contest and **promotes the contest information publicly.**
2. The basketballs used in the contest should be furnished by the Director, whose duties are to ensure that the balls meet regulations (See pg. 13). The basketball hoop must be set at regulation height of 10 ft.
3. There should be **three scorers** at each basket to record the results on official score sheets. Scorers should sit behind the contestants while they shoot. **To avoid error, scorers should focus their attention on the Line Judge, not the contestant, during the competition.**
4. At each basket, there should be **three officials** with matching referee shirts (or the same color/style shirt)—one rebounder on each side of the foul line to retrieve the ball, which should be passed to the Line Judge standing by the contestant (See Floor Plan on pg. 30). The Line Judge will then hand the ball to the contestant.

Equipment and Attire

BOYS:



In the Boys 8-9 and 10-11 age divisions, **the 28.5-inch basketball will be used.** In the 12-13 age division, the basketball will be the regulation size 29.5-inch ball. All basketballs should:

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

GIRLS:

In the Girls Division, all basketballs used should:

- Be regulation size (official) for girls/women – 28.5 inches
- Have 7 to 9 lbs. of air pressure
- Have channels and/or seams not exceeding 1/4 inch in width
- Be made of leather or composite leather

ALL CONTESTANTS:

- Are required to wear gym shoes.
- Should wear a T-shirt and pants or gym shorts. Basketball uniforms are acceptable, but not required.

Equipment Failure

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

Dates and Locations

Hoop Shoot Directors select the date and location of their contest with the approval of their supervising Director. For example: Lodge Contests should be approved by District Directors, District Contests should be approved by State Directors, etc.

Contests should be conducted **at least two weeks prior to the next level of competition**. For example, Lodge Contests should be scheduled at least two weeks before District Contests, District Contests at least two weeks before State Contests, etc.

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

The 2025 Hoop Shoot National Finals will be held on Saturday, April 26 in Chicago.

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

Suggested locations:

Contests should be held at a clean, safe, reputable facility. When selecting a gym, please make sure that sunlight is not on the floor or in the eyes of the contestant. **Never try to conduct a contest during half-time of any basketball game.**

School gymnasiums tend to be the most available facilities to Lodges. Contact your local school's, administration, after-school programs coordinator, coaches and/or athletic director to discuss using the school's facilities for your contest. Be organized and prepared to discuss any details and answer all questions they might have.

Other suggested locations:

- Recreational/community centers
- Private school gyms
- YMCAs
- Boys and Girls Clubs
- Parks or outdoor regulation courts
- Other community organizations that have a regulation court

Expenses

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

Lodge to District: Lodge Directors should accompany winners and their parent(s)/guardian(s) to the District Contest. Any reasonable expenses incurred should be the responsibility of the sponsoring Lodge.

District to State: District Directors should accompany winners and their parent(s)/guardian(s) to the State Contest. This could be an overnight trip. **Any reasonable expenses incurred should be the responsibility of either the sponsoring Lodge or state association.**

State to Regional: State Directors must accompany winners and their parent(s)/guardian(s) to the Regional Contest. The program covers the expenses of transportation, housing and food for all winners and their parent(s)/guardian(s). Details will be provided by the Regional Hoop Shoot Director.

Regional to Nationals: The Elks Hoop Shoot National Office will coordinate and cover the expenses of transportation, housing, and food for winners and their parent(s)/guardian(s) to Chicago.

Volunteers

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



Contestants should remain with parent(s)/guardian(s) unless they are on the court during the contest.

All volunteers must review the Grand Lodge Youth Protection Guidelines found on the Director's Dashboard before volunteering.

Publicity

In the Hoop Shoot Director's annual mailing, there are additional materials to help guide you in publicizing your contest. **Please note:** Hoop Shoot Directors at every level of the competition should work with the Public Relations Committee (if available) to contact available newspapers and radio and TV stations for media coverage. Provide the names of contestants when available. Here are some additional tips to get your Hoop Shoot contest in the news:

- Visit the promotional toolkit available on the Director's Dashboard for tips and tricks on increasing attendance at your Hoop Shoot contest.
- Create a news release to inform your local sports editor and radio and TV stations of your Hoop Shoot contest. Login to the Director's Dashboard at **elks.org/hoopshoot** to utilize promotional tools like the ENF's News Release Generator.
- Use the Hoop Shoot films and Hoop Shoot PSA available for download on

the Director's Dashboard and on the ENF's YouTube channel to promote the program on a local public access station or other media outlet. Visit **enf.elks.org/films**.

- Reach out to local schools and community organizations with program information, flyers, and posters.
- Publicize the event at least three to four weeks before the contest and continue your publicity each week thereafter. **Make sure to publicize to the whole community.**
- After the contest, contact your local paper with the names of your winners and their pictures. Also provide information on the next level of competition, including the date and location of the next contest.
- Explain who the Elks are and provide more information about the mission and purpose of the organization. See **elks.org/who** for more details.

Awards

Lodge Contests: Certificates of Participation and Achievement are available to download from the Director's Dashboard online at **elks.org/hoopshoot**. Any other awards are purchased at the expense of the sponsoring Lodge.

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

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

Regional Contests: The program provides first-, second-, and third-place trophies (and fourth, if applicable) for each division and

medallions for every contestant.

National Finals: The program provides first-, second-, and third-place trophies for each division and a plaque for every Finalist. The names and photos of the six Frank Hise National Champions will be commemorated in the Elks Hoop Shoot digital display in the Naismith Memorial Basketball Hall of Fame.

REMEMBER: You are not permitted to give any award of monetary value.

Money, checks, bonds, gift certificates and scholarships are not allowed under any circumstances. Doing so would jeopardize the contestant's amateur status in the eyes of the NCAA.

Lodge Contests

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

During the Lodge Contest:

- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.

- Use the Age-Group Calculator on the Hoop Shoot website **elks.org/hoopshoot** and the date of birth provided to assign the contestant to an age group.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs. 6-12) and announce the duties of the officials and scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and Line Judge are final and any scores kept by the spectators are unofficial.

After the Lodge Contest:

- Have each of your contest winners and runners-up complete a registration form, at a minimum. Parent(s) or guardian(s) and the Lodge Director **must** sign the registration forms for each Lodge winner and the Director must complete the form with the winners' scores.
- Keep these forms in a safe place for future reference—you will need them to properly advance your winners through the Director's Dashboard and complete the Lodge Contest Report Form.

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

District Contests

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

During the District Contest:

- Set up your contest in the same manner as the Lodge Director.
- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Use the Age-Group Calculator at **enf.elks.org/HSAC** and the date of birth provided to **confirm** the assigned age group of the contestant.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs. 6-12), and announce the duties of the officials and the scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and Line Judge are final and any scores kept by the spectators are unofficial.

After the District Contest:

- Parent(s) or guardian(s) and the District Director sign the registration forms for

each District winner and the Director completes the form with the winners' scores.

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

safekeeping.

- **Ensure that Lodge Directors in your district submit a Lodge Contest Report Form.**

State Contests

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

During the State Contest:

- Set up your contest in the same manner as the Lodge Director.
- Review the rules and guidelines with all members of your committee and Hoop Shoot volunteers.
- Use the Age-Group Calculator at **enf.elks.org/HSAC** and the date of birth provided to confirm the assigned age group of the contestant.
- Welcome the contestants and families, read aloud the contest rules and Code of Conduct (pgs. 6-12), and announce the duties of the officials and scorers to the contestants and spectators. Stress that the decisions by the Head Scorer and Line Judge are final and any scores kept

by the spectators are unofficial.

After the State Contest:

- Sign the registration forms for each State winner and complete the form with the winners' scores. Keep these forms in a safe place for future reference—you will need them to properly advance your winners through the Director's Dashboard.
- Distribute a completed Road to Chicago postcard to each contest winner and family, indicating the date and time of the Regional contest. You should personally deliver this information to each family immediately after the contest—make sure they have your contact information.
- Regional Directors will arrange transportation and housing for the contestants' trip to the Regional competition. You will accompany winners to the Regional Contest. Expenses for all contestants and their families will be covered by the program, facilitated through the Regional Director.
- Use the completed registration forms to advance your winners on the Director's Dashboard.

- After advancing your winners on the Director's Dashboard, forward the registration forms to your Regional Director. File the runner-up registration forms for safekeeping.
- **Ensure that Lodge Directors in your state submit a Lodge Contest Report Form.**

Guidelines for Reporting Lodge Participation

Use your Hoop Shoot sign-in sheet(s) and winner's registration forms to complete the Lodge Contest Report Form online.

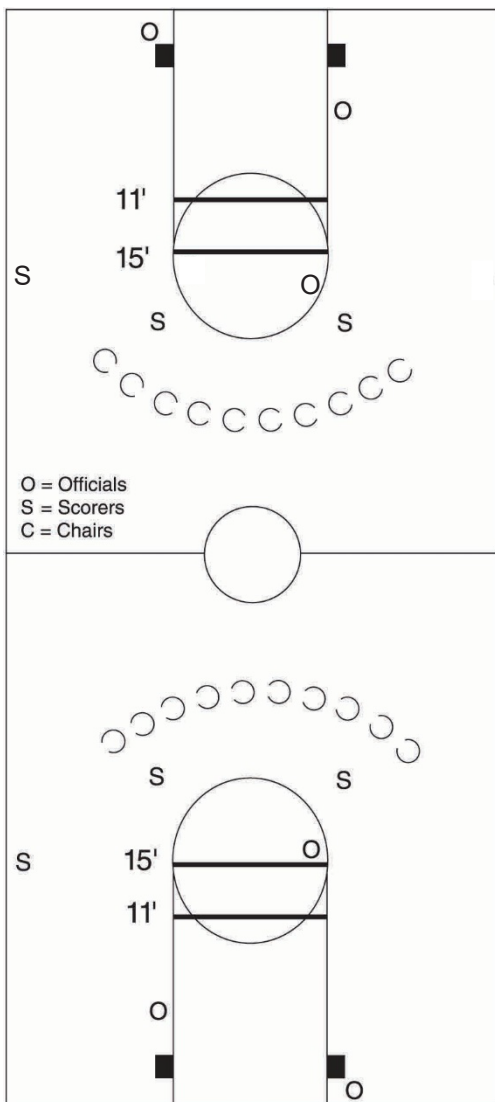


Every Lodge is required to fill out this online form, whether they do or do not host a contest. All states that have 100% of Lodges complete the Lodge Contest Report will receive an award.

The form asks questions about total Lodge participation, preliminary contest participation (if applicable), and number of volunteers. Lodge Contest Report Forms are on the Director's Dashboard at **elks.org/hoopshoot**.

Extra Supplies

Materials and supplies may be downloaded from the Director's Dashboard at **elks.org/hoopshoot**. For supply requests, contact the national Hoop Shoot office at 773/755-4758 or hoopshoot@elks.org.



Hoop Shoot Directors Contact List

Elks Hoop Shoot National Office

2750 N. Lakeview Ave., Chicago, IL 60614-2256

Phone: 773/755-4758 Email: hoopshoot@elks.org

Lodge _____

Phone _____ Email _____

Name/Title _____

Lodge _____

Phone _____ Email _____

Name/Title _____

Lodge _____

Phone _____ Email _____

Name/Title _____

Lodge _____

Phone _____ Email _____

Name/Title _____

Lodge _____

Phone _____ Email _____

Director's Dashboard

Promotional

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

Contest Materials

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

Merchandise

- Contest Apparel, Basketballs, Trophies

Trouble Signing into the Dashboard?

Go to **elks.org/hoopshoot/dashboard** and sign into your elks.org account.

IF you receive an **Access Denied** message, please read below for possible solutions:

1. Confirm that you have an elks.org account.
2. Try changing your account password.
3. Find your role below and follow the steps:

Lodge Director

- Reach out to your Lodge Secretary and ask them to appoint you as the Hoop Shoot Coordinator under the "Staff" tab in CLMS.

District Director

- Reach out to your State Director and ask them to appoint you as the District Director.

State Director

- Reach out to your State Secretary to have them appoint you.



Elks National Foundation, Inc.

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

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| hoopshoot@elks.org | **elks.org/hoopshoot**