



Knights of Columbus

Free Throw Championship

Playbook



Faith in Action

Community

Conducting a Cou

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Put your faith into action and provide an athletic outlet for youth in your community!
Encourage values of sportsmanship and healthy competition with this meaningful and fun event.

Play-By-Play for Council Free Throw Championship Chairman

BRANDING

Always use the program's official name: Knights of Columbus Free Throw Championship.

ORDER KIT

Grand Knight or Financial Secretaries can order the Knights of Columbus Free Throw Championship Kit through Supplies Online, which can be accessed in the Officers Portal.

SET A TIME AND PLACE

Free Throw Championships should never be held on a school day unless all participants are able to attend. Contact parks, schools, community centers or youth centers and reserve a basketball court. Ask local sports teams, colleges or universities to work with your council on the Free Throw Championship as part of their community outreach program. While January is the month

for conducting a council competition, councils can be flexible and work around the schedules of such teams. All local competitions should be scheduled so that the winners can participate in the district competitions.

INSURANCE

If an insurance certificate is requested, a one-day policy for \$1 million of coverage can be purchased from:

Lockton Affinity
800-496-0288
councilinsurance@locktonaffinity.com

SOLICIT LOCAL SUPPORT

Contact the schools in your area to explain the program. Seek permission of the principals/athletic directors/superintendents to conduct the program as part of their physical education or intramural program, or ask for an endorsement encouraging students to participate in this

Council Championship

community sports program. High school athletes should be reminded to check with their jurisdiction high school athletic association about possible eligibility conflicts. Contact officials from the town recreation department or local youth basketball leagues to promote the competition among their players. Teams and schools can hold preliminary competitions to determine winners by age groups to advance to the council competition. Make sure that entry forms/score sheets are distributed in advance to the officials of the leagues or coaches of the teams.

PROMOTE THE EVENT

Display program posters prominently to generate attention and participation. Ask to display posters in schools, youth centers, church halls, libraries, and other prominent locations in the community. On the poster, indicate the name of the contact person, the date, time and location of the competition, and a telephone number to call for additional information on the competition. Supplement these posters with newspaper ads, radio and TV spots and other publicity. Additional posters are available through Supplies Online, which can be accessed in the Officers Portal.

PREREGISTRATION

Preregistration will boost the number of participants and save time at the actual event by making the competition run quicker and smoother. Distribute entry forms/score sheets to aforementioned locations. Personally deliver entry forms/score sheets to physical education teachers and coaches when possible. Try to collect completed forms before the competition to get a general estimate on the number of participants. Plan the competition based on these numbers. Have an announcement made in school or send out a reminder of the competition immediately before the event. Be ready to accept entry forms/score sheets from walk-in participants on the day of the competition.

BUILD BUZZ

Use the sample press release to announce your championship in local newspapers and through radio announcements. Always use the program's official name: Knights of Columbus Free Throw Championship.

COMPETITION DAY

Conduct the competition by the rules covered in this booklet. Plan to open the doors an hour before the actual event to allow for the registration of walk-in participants.



If space allows, let early visitors take warm-up shots if they wish to do so. Organize entry forms/score sheets by age and gender. Make a final check of equipment and see that the regulation-size basketballs are available and temporary foul lines are clearly marked with non-residue tape. Verify that judges and scorers have been properly advised of their duties and responsibilities. Use the entry form/score sheet to record each participant's score. This form must accompany each champion as he or she progresses through the higher levels of competition. All council-level participants should shoot their free throws during the scheduled hours of the competition and under the same conditions as all other competitors. No participants should be allowed to attempt their free throws at a special time, and will be disqualified if allowed to do so.

RECOGNITION

Present *Free Throw Participation Certificates* (#1597) to all participants, and *Free Throw Champion Certificates* (#1809) to the winners at the end of the competition.

RECRUITMENT

This could be a good membership recruitment opportunity. Some of the fathers attending your event are likely to be practical Catholics who are eligible to join a council. Have one of two Knights from your Membership Committee set up a table for recruiting. Stock it with membership pamphlets and Form 100's to hand out. To grab attention, use a poster or set up some refreshments. Make sure you get the phone number of potential recruits to perform adequate follow up.

Conducting a

ANNOUNCE WINNERS

To announce the council winners, personalize the sample press release on kofc.org/freethrow and send copies to local and diocesan newspapers and radio stations.

Build toward your Community program requirement for the Columbian and Star Council Awards!

PROGRAM CREDIT

Immediately following your council's championship, the grand knight must complete and submit the *Fraternal Programs Report Form (#10784)* included in the Free Throw Kit. This feedback provides valuable statistics for participation and an overall assessment of the program. Include the number of participants (non-volunteers) in section 2.

ADVANCED COMPETITION

Provide the entry forms/score sheets and the proofs of age for the council winners to the district deputy for the district competition. Make sure your council number is filled in. Inform council competition winners of the date, time and location of the district competition and any other levels of competition to which they advance. Be sure that a council official accompanies council winners to all upcoming competitions as they advance. In the event that a winner in any level cannot participate in the next level of competition, the second-place winner should represent the area.

DISTRICT/REGIONAL/JURISDICTIONAL/ INTERNATIONAL CHAMPIONS SECTION

DISTRICT COMPETITION

The district-level competition is only required if more than one council within the district participates in the Knights of Columbus Free Throw Championship.

RECOGNITION

District Deputies should order their 12 Olympic style medallions for presentation to the district winners. Medallions can be ordered through Supplies Online, which can be accessed in the Officers Portal.

SET A TIME AND PLACE

Secure a court, select a date for the February district championship and pass on the information to each of the councils in your district. Inform councils of the date and location well in advance.

COMPETITION DAY

Conduct the district championship according to the rules covered in this booklet. Organize entry forms/score sheets by age and gender. Use the entry form/score sheet to record each participant's score. This form must

accompany each champion as he or she progresses through the higher levels of competition. Make a final check of equipment and see that the regulation-size basketballs are available and temporary foul lines are clearly marked with non-residue tape. Instruct the judges and scorers of their duties and responsibilities. All district-level participants should shoot their free throws during the scheduled hours of the competition and under the same conditions as all other competitors. No participants should be allowed to attempt their free throws at a special time, other than the scheduled and publicized hours of competition. Under no circumstances should a Free Throw Championship be held on a school day unless all participants are able to attend. Use the original entry form/score sheet for each participant to record district competition scores.

RECOGNITION

Present the district medallions to the champions at the end of the event.

Championship

ANNOUNCE WINNERS

Send a press release to local media sources announcing the district winners.

ADVANCED COMPETITION

Report the results of your district competition to the regional/jurisdictional Free Throw Championship chairman and give him the entry forms/score sheets of your champions. Inform your champions of the date and location of the regional/jurisdictional championship.



Play-By-Play for Regional/Jurisdictional/International Free Throw Championship Chairman

REGIONAL/JURISDICTIONAL/ INTERNATIONAL COMPETITION

ORDER AWARDS

Regional/jurisdictional awards are ordered through Knightsgear.com, or contact a local supplier for an appropriate award. Jurisdiction councils are responsible for ordering and presenting awards to the regional and jurisdictional winners.

SET A TIME AND PLACE

Secure a court, select a date and inform the district deputies and councils of the date, time and location of the regional/jurisdictional competition. Post this information on your jurisdiction website and newsletter.

COMPETITION DAY

Conduct the competition according to the rules outlined in this booklet. Organize entry forms/score sheets by age and gender. This form must accompany each champion as he or she progresses through the higher levels of competition. Use the original entry form/score sheet for each participant to record regional/jurisdictional competition scores. Make a final check of equipment and see that the regulation-size basketballs are available and temporary foul lines are clearly marked. Instruct the judges and scorers of their duties and responsibilities. All regional/jurisdictional participants should shoot their free throws during the scheduled hours of the competition and under the same conditions as all other competitors. No participants should be allowed to attempt their free

throws at a special time, other than the scheduled and publicized hours of competition.

RECOGNITION

Present the regional/jurisdictional awards. Cash or bonds must not be awarded at any level of competition since that may compromise the amateur status of the contestant.

ANNOUNCE WINNERS

Prepare a press release announcing the winners and send it to local media sources. Use the sample council press release as a guide on kofc.org/freethrow. The Jurisdiction Free Throw Championship chairman shall provide the name, address and sponsoring council and jurisdiction-level scoring information to the Supreme Council office in April on forms provided by the Department of Fraternal Mission. This scoring information will be used to determine the international winners.

INTERNATIONAL LEVEL

International champions are determined on the basis of the best scores from the jurisdiction competitions submitted in each age category.

All international champions will receive an international Free Throw Championship trophy commissioned by the Supreme Council and forwarded to the State Deputy for presentation.

Rules and

TIMELINE

Council Championship — January
District Championship — February
Regional Championship (optional) — February
Jurisdictional Championship — March

Exact dates for your area can be obtained from the jurisdiction program director. Jurisdiction officials should notify each council well in advance the dates, times and locations of the regional and jurisdictional championships. The district deputy is responsible for notifying councils of the date, time and location of the district competition. The grand knight or Free Throw Championship chairman should notify the council winners of the date, time and location of the next level of competition.

ELIGIBILITY

The Knights of Columbus Free Throw Championship is open to all boys and girls in your community, ages 9 to 14. Age eligibility is determined by the age of the contestant as of January 1. Paperwork that determines age eligibility of participants should not be collected or copied. High school-age athletes should be advised to check with their school athletic directors or their jurisdiction high school athletic associations regarding possible eligibility conflicts.

ENTRIES

All competitors must register using the official Knights of Columbus *Free Throw Championship Entry Form/Score Sheet* (#1598). Preregistration is recommended, but not required. The entry form/score sheet must accompany participants through all levels of competition. Your council number must be clearly written on the form. Each participant may compete in only one council competition. Winners will progress to the district, regional and jurisdictional levels of competition. International champions are chosen on the basis of jurisdiction-level results.

COURT/EQUIPMENT

Each level of competition should be held on any local basketball court or suitable facility approved by and under the supervision of a participating Knights of Columbus council.

AGE SPECIFICATIONS

(NOTE: The suggested ball sizes for each age group are based on national recommendations for youth basketball teams.)

Ages 9, 10, 11 (Boys & Girls Competitions)

Use a women's regulation-size basketball and shoot from a 12-foot foul line at a 10-foot-high basket. (NOTE: The normal foul line is 15 feet from the basket. Foul lines at 12 feet from the basket for 10- and 11-year-old divisions should be clearly marked with athletic or masking tape prior to the competition.)

Ages 12, 13, 14 (Girls Competitions)

Use a women's regulation-size basketball and shoot from the regulation foul line 15 feet from a 10-foot-high basket.

Ages 12, 13, 14 (Boys Competitions)

Use a men's regulation-size basketball and shoot from the regulation foul line 15 feet from a 10-foot-high basket.

JUDGES/SCORERS/REBOUNDERS

Judges, scorers and rebounders will be selected by the Free Throw Championship chairman at the council level, by the district deputy at the district level, and by the jurisdiction deputy at the regional and jurisdictional levels. The recommended minimum is one judge, two scorers and a rebounder at each basket. It is recommended that volunteer parents be utilized in age groups other than the group(s) in which their child (children) competes. The judge will ensure that each participant receives the proper warm-up tosses and will point out any foul-shooting violations (see Scoring section). All questions will be resolved by the judges and Free Throw Championship chairman. Scorers should refer to the scoring instructions included on the entry form/score sheet. The rebounder will catch the ball and give to the next contestant.

SAFE ENVIRONMENT

Train volunteers in the Safe Environment protocols (www.kofc.org/safe). Ensure that the event is properly staffed and safely run. A minimum of two volunteers must be Safe Trained.

Regulations

SCORING

Normal rules of basketball regarding free throws apply for all levels of competition. Free throw violations include stepping on or over the line prior to the ball reaching the rim, or shots rebounding off the “out of bounds” basket support and equipment. Scorers should record baskets made and missed on each attempt according to the instructions on the entry form/score sheet. It is recommended that multiple scorers be assigned to each basket for scoring accuracy and comparison. All scores should be verified before the next contestant is allowed to shoot. The use of videotape recording of the competition is not recommended to resolve questions on scoring totals. The judges and scorers and actual entry form/score sheets should determine final scores.

COMPETITION LEVELS

Council Level

Each contestant receives three warm-up tosses followed by 15 consecutive free throw attempts from the appropriate age-designated foul line (see the Court/Equipment/Age sections for proper ball sizes and foul line distances). To break a tie, contestants take a second round of five free throws. No warm-up tosses are permitted for the tie-breaker rounds. Successive rounds of five free throws each continue until a winner emerges.

District, Regional, Jurisdictional Levels

Each contestant receives three warm-up tosses followed by 25 consecutive free throw attempts from the foul line. To break a tie, contestants take a second round of five free throws. No warm-up tosses are permitted for the tie-breaker rounds. Successive rounds of five free throws each continue until a winner emerges.

International Level

International champions are determined on the basis of best scores submitted from the jurisdiction-level competitions in each age category.

Note: a free throw championship should not be held on a school day unless all participants are able to attend.

AUTHORITY

The Knights of Columbus Free Throw Championship program will be under the authority of the state deputy and jurisdiction community director. Any questions about this

program not answered in this guide should be directed to the appropriate jurisdiction officials or to the:

Supreme Council Department of Fraternal Mission
1 Columbus Plaza, New Haven, CT 06510-3326
Telephone: (203) 752-4270
Fax: (203) 752-4108
Email: fraternalmission@kofc.org



Publicity: Get



PUBLICIZING YOUR EVENT

One of the best ways to make sure your council's free throw program is a success is to publicize it. The program must always be referred to as the Knights of Columbus Free Throw Championship.

After reserving a basketball court and setting a date for the championship, use the sample press release on kofc.org/freethrow in the resource tab to announce the event.

Retype it, double-spaced, on council letterhead,

filling in the necessary information giving the who, what, when and where of your council's scheduled Free Throw Championship. Make sure to include the name and phone number of a contact person.

Ask editors to publish a reminder close to the date of the championship or to list it in the community or weekend calendars. Talk with assignment editors and suggest the championship as a great opportunity for a feature story. Make arrangements for a story about your winners. Personally deliver or send their names, ages and stories, along with

the word out!



clipart logos (available at www.kofc.org/clipart), to the editors of both local news and sports sections of secular and diocesan newspapers. Send press releases to radio and TV stations and local cable-access news programs.

Contact local high schools and college athletic departments about the possibility of holding your Free Throw Championship competition prior to a game and then presenting the awards to the champions during halftime.

If there is a professional or semiprofessional franchise in your area contact its public relations office to see if arrangements can be made to honor winners of your competition during halftime. Also, approach teams about the possibility of getting players to present awards to your champions. Local sports teams, including sports other than basketball, may also be willing to donate uniforms, autographed basketballs and other similar items as awards or prizes for your champions.

Awards/Program Supplies

The Supreme Council has promotional items available through Supplies Online, the supply ordering portal available on Officers Online to enhance the Free Throw Program on all levels! Knights of Columbus Basketballs are also available for use at council competitions, and may be used as awards to council winners.



A 12-inch trophy with a detailed basketball figure with blank engraving plates included. A carton of 12 trophies is available.

Regional Award (FT-311)



5"x7" Black Vinyl-core fiber core panel with full color digital printing directly on the surface. Blank engraving plates are included.

A carton of 12 plaques is available.

Council Award (FT-310)

A 16-inch trophy with a detailed basketball figure is available for state or provincial champions. The trophy includes a modern white marble-patterned base with a gold-tone engraving plate. Blank engraving plates are included. A carton of 6 trophies is available.

State or Provincial Award (FT-312)



Raise the championship spirit by ordering K of C Free Throw patches! Each patch features the Order's emblem on top of a basketball design. They come in batches of 25.

Free Throw Competition Patch (FT-P)

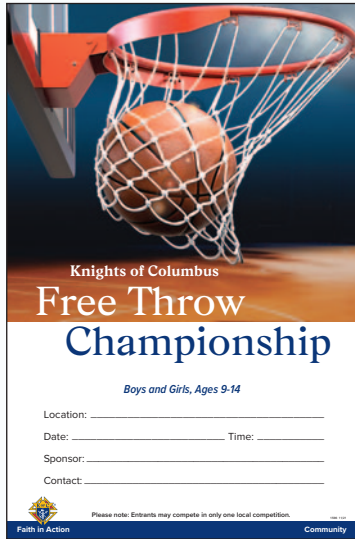


Order the official Knights of Columbus Free Throw Championship Basketball for your local contest. With our gold emblem and stylish logo running down the center, these regulation-sized

balls are designed to show the pride and honor that the Free Throw Contest holds for all participants, sponsors and members involved. This item is available in packages of 12 basketballs, including 9 women's and 3 men's.

Official K of C Basketball (FT-322) E, F, S

Kit Contents



Free Throw Promotional Poster (#1596)



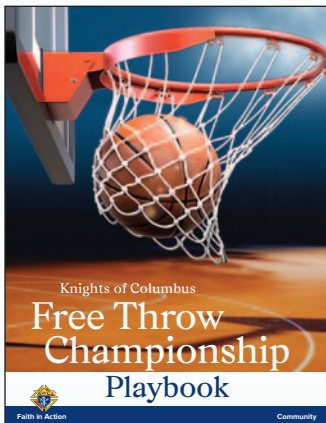
Free Throw Promotional Poster (#1686)



Free Throw Champion Certificate (#1809)



Free Throw Participation Certificate (#1597)



Free Throw Championship Playbook (#1928)

An entry form and score sheet for the Free Throw Championship. It includes fields for Name of Entrant, Age, Date of Birth, Address, Telephone, Email, and Signature of Entrant. There are sections for "This Section To Be Completed By Parent/Guardian" and "This Section To Be Completed by C-Officials". The score sheet table has columns for COMPETITION LEVEL, SCORES, BASKET MADE, BASKET MISSED, and TOTAL BASKETS MADE. There are rows for COUNCIL, DISTRICT, REGIONAL, and SUB-DISTRICT. At the bottom, it says "Faith in Action Community".

Free Throw Entry Form & Score Sheet (#1598)



1 COLUMBUS PLAZA NEW HAVEN, CT 06510-3326
203-752-4270 www.kofc.org