



GLOUCESTER CUMBERLAND BASKETBALL ASSOCIATION

HOUSE LEAGUE GUIDELINES

(Last revised October 2005)

GCBA TEAM OFFICIAL GUIDELINE

The following extracts from the GCBA By-law and the Rules and Regulations are the rules and regulations that pertain to the players and team officials.

1. HOUSE LEAGUE ORGANIZATION

The Gloucester Cumberland Basketball Association (GCBA) House League Organisation is comprised of one Vice President that oversees House League operations, one Girl's Division Director, one Boy's Division Director and ten Division Convenors, and one (or two) Selects Program Convenor(s). The volunteer coaches number in excess of 100 with over 1000 players registered and participating.

2. REGISTRATION

- a. All players must be registered prior to their participating in team selections at House League.
- b. Players shall be added to a Division by the Registrar communicating directly with the Division Convenor.

3. CONVENORS

- a. Each Division Convenor shall, on behalf of the GCBA Executive to whom he is at all times accountable, oversee the operation of his/her division.
- b. It shall be the duty of the Division Convenor, or a duly appointed representative to attend games in the division and to ensure that the aims of the GCBA are being met to the greatest extent possible.
- c. Convenors shall be responsible for ensuring that the Rules and Regulations are followed by players and team officials in their divisions. Their authority shall complement, but in no way supersede the authorities of referees.
- d. Convenors will discuss principles and policies with team officials when they feel it necessary, and must at all times be accorded this right by team officials.
- e. Co-ordinate the evaluation of each house league player at the beginning of the year.
- f. Co-ordinate the selection of teams and ensure competitive balance.
- g. Co-ordinate the identification and selection of suitable coaches for his/her division with the assistance of the respective Directors and the VP House League.
- h. Assign practice times and gymnasiums to each team in his/her division

- i. Co-ordinate the deliver of any equipment at the beginning of the season with the coaches and the recovery of the equipment at the end of the season.
- j. Co-ordinate the collection of the shirt deposit cheque, issuing of jerseys once cheque collected, and the return of the cheques when the jersey is returned at the end of the year.
- k. Team Balancing. The Division Convenor shall have full authority within his division to move players to teams of a category/level commensurate with individual abilities within an appropriate period of time.
- l. Ensure that coaches are aware of the goals, expectations and philosophy of the GCBA.
- m. Hold regular meetings/discussions with the coaches to relay information or obtain feedback.
- n. Discuss any special administrative requirements with the coaches as required
- o. Ensure that equal play by all players is followed.
- p. Promptly notify the Director of any difficulties, or potential difficulties (this could be player, parent, facility or official related) within his/her division.
- q. Serve as the principal liaison between the division, the Director and VP House League.
- r. Schedule regular league and playoffs in accordance with Appendix “C”.
- s. Preside over medal ceremony at tournament time at the end of the year.
- t. Submit convenor reports at the designated time to the Director as follows:
 - Report 1 – Mid November**
 - Coaches Profile
 - Player list (By team)
 - Composite schedule (until Christmas)
 - Practice Times/Location (By team)
 - Report 2 - End of March**
 - Final League Standings
 - Play off results
 - List of returning coaches
 - Year end player evaluation (by coaches)
 - Year end report summary with recommendations for next season
- u. The Division Convenor shall recommend to the Discipline Committee disciplinary action against players or team officials when warranted.

- v. In cases of flagrant misconduct, public displays of anger or other actions deemed to be sufficiently severe, the Convenors shall take such action as they deem necessary and as defined in the GCBA Disciplinary Policy.
- w. The convenor shall report directly to the Referee-in-Chief of any misconduct on the part of the referees or minor officials.
- x. The Convenor or duly appointed representative shall ensure that each coach or manager provides a representative to serve as a minor official at each game. (In other words, the Convenor's job is not to run the time clock)

4. TEAM OFFICIALS

- a. Each House League team shall have a coach and assistant coach. Some may wish to have a manager. The minimum of one team official must be present on the bench at all games. The coach and assistant coach/trainer shall be qualified in accordance with regulations of the GCBA. Team officials shall follow the basic goals, objectives and philosophy of the GCBA, ensuring the players have fun and improve their skills.
- b. The duties and responsibilities of the team officials shall be in accordance with the GCBA and Ontario Basketball Association (OBA) Constitutions, By-laws, Rules and Regulations and the GCBA Team Official Guideline.

Coach:

- Coaches shall provide a positive role model for the players at all times, providing a good example both by word and action in the skills of sportsmanship.
- Coaches shall communicate with parents to ensure that they know the basic objectives of the GCBA and that over-boisterous or improper behaviour should be curtailed.
- Follow basic goals, objectives and philosophy of the GCBA, ensuring that the players have fun and improve their skills.
- Identify an assistant coach and attend all scheduled games or arrange for a responsible replacement; identify a team manager to handle all the administrative aspects involving such matters as photo taking, parent handouts, team lists, etc.
- Arrange for a minor official of each game, ensure equal participation during all games, plan and conduct weekly practices
- Attend all coaches' clinics and meetings
- Regularly assess the skills and development of each player on your team, providing frequent feedback to the players and submit an evaluation report at the end of the seasons that can be used to balance teams for the next year.

Assistant Coach:

- Provide a positive role model for the players at all times, providing a good example both by word and action in the skills of sportsmanship.
- Follow the basic goals, objectives and philosophy of the GCBA, ensuring that the players have fun and improve their skills
- Responsibilities will vary depending on coaches' requirements
- Be prepared to assume coaching duties in the absence of the coach

5. SOME DOS AND DON'TS FOR COACHES

- a. During the game DON'T yell instructions at the players. DO tell the players in a normal tone of voice when they come off the court what they did right or wrong so that they will know what to do the next time out.
- b. DON'T try to run the bench by yourself. Have an assistant to see that the next lines are ready to go, allowing you to concentrate on the play and to observe players' actions.
- c. DON'T criticise referees. They will make mistakes, but your vocal criticism will only bring bench penalties which will hurt the team and suggest to your players that such conduct is okay or smart - it is neither!
- d. DON'T try to teach basic skills on the bench. Concentrate on play-oriented activities. It's too late to teach basic skills once the game starts.
- e. Be positive and DO give encouragement to the team as well as compliments. Players like to know someone wants them to do well, and is proud of them when they do.

6. FAIR PLAY

A policy of zero tolerance is in effect throughout the GCBA and any incidents of verbal or physical abuse of team players, spectators, coaches or officials will be dealt with promptly.

The GCBA advocates a Fair Play Facility. In a "Fair Play Gym Environment" appropriate behaviour must be maintained at all times and displays of temper will not be tolerated.

The following GUIDELINES FOR BEHAVIOUR from Basketball Ontario for Spectators are as follows:

- a. **Definition:** Anyone watching a particular athletic activity or event whether sitting or standing is considered a spectator. A spectator may be a parent, a relative, friend, team-mate, opposing player, administrator or coach not directly involved in the game. Spectators are an important part of any athletic activity, however they are not essential. Spectators should never influence the outcome of an event and must never pose a distraction to players, other spectators, timers, scorekeepers or referees.
- b. **Goal Statement:** Anyone in an audience watching a Basketball Ontario sanctioned event will be expected to adhere to the Guidelines for Behaviour.
- c. **Actions:** Always model mature behaviour consistent with that of Basketball Ontario's Guidelines for Behaviour.
 - Support the game of basketball!
 - Stress the importance of participation
 - Avoid spectator imposed pressures to win.
 - Be supportive of the athlete, team, coach, opponents and officials
 - Maintain a supportive, constructive atmosphere conducive to personal development.

- Refrain from negative communication with players, coaches, the scorers' table or game officials.
- Remain in the spectators' section, and refrain from entering the playing area at any time.

7. HOUSE LEAGUE PLAYING CONVENTIONS

- a. **Start of Game.** All games shall start at the scheduled time. If a team is not ready to start, the game will be forfeited (2-0). A team with less than five legal players dressed and on the court at the start of the game is considered not ready. If the other team can share some players an exhibition game may be played, or a team practice may be held during the remaining scheduled time.
- b. **Player Status.** Coaches will identify all players who have arrived and their playing status before the start of the first shift. For safety purposes, coaches shall also ensure that the players are wearing no jewellery (watches, rings, necklaces etc), hair tied back (if appropriate) and have their fingernails trimmed. Safety alert bracelets are allowed but must be fully taped to the wrist. Glasses should be strapped.
- c. **Checking In.** All players shall report to the scorer's table at the beginning of each shift and clearly identify their number.
- d. **Late Arrivals.** Players who arrive late must check in with the score's table when they arrive. Players who arrive late but prior to the start of the 2nd shift will not miss any shifts.
Players who arrive later, once the 2nd shift has begun, will only play in the 2nd half of the game and will play the regular number of shifts, i.e. 2 for the most part. In other words, a player who arrives during the 2nd shift or later will not be allowed to make up the lost shifts in the 2nd half of the game.
- e. **Quarters and Shifts.** The game consists of 8 – 4 -minute shifts. In the event of time limitations, the Convenor shall authorise running time to be used if needed.
- f. **Half time.** Time permitting, there shall be a five-minute rest between halves. Breaks between shifts shall be sufficient enough to allow the players to check in and match up defensively.
- g. **Zone Defence.** Novice and Atom will not employ a zone defence. Referee trainers make the call if they are available. See Referee handbook.
- h. **Full Court Pressure.** Full court pressure is allowed in all divisions except for Novice, where half court defence will be played at all times.
- i. **15 Point Rule.** If a team is ahead by fifteen points or more, there will be no full court pressure allowed; teams must play half court defence. This does not apply for the Juvenile division.
- j. **Time-outs.** See Referee handbook.

- k. **Score Sheets.** Coaches must sign score sheets at the end of the game to indicate they concur with the final score. Any issues must be noted on the score sheet. It is the responsibility of the convenors and coaches to ensure the forms are completed properly. Samples will be provided to each division.
- l. **Uniforms.** All players must have the proper jersey to play and it must be tucked in the player's shorts. If a T-shirt is worn beneath the jersey, it must be white when the player is white (home) and GCBA green when the player is green (visitor). Shorts must be worn, exceptions will only be made for religious reasons. See Referee handbook.
- m. **Basket Height.** Novice division players shall use nine (9) foot baskets. Atom, Bantam, Midget and Juvenile players shall use regular ten (10) foot baskets.
- n. **Foul Shooting.** When taking foul shots, players are not allowed to cross over the line of the follow through. Players may not enter the lane until after the ball has hit the rim. Players will shoot a bonus (one and one) on the seventh foul in each half and shall shoot two shots on the tenth foul of each half.
- o. **Ball Size.** Novice and Atom division players shall use a size 5 ball. Bantam (both boys and girls), and Midget & Juvenile Girl players shall use a size 6 ball. Midget and Juvenile Boys division players shall use NCAA regulation size 7 balls.
- p. **Equal Participation.** Except for injury, illness, discipline or fouling out (doesn't count as a shift for substitution), equal participation shall be adhered to. Should a substitution be required in case of injury, illness, discipline or fouling out, the player playing the majority of the period shall be counted as playing the full period. No player shall play more than one shift more than any other player on the team, who has played the least. It is the coach's responsibility to ensure equal participation. No correction on the score sheet will be accepted by the table officials. The coach should check and correct for equal participation at the beginning of the seventh shift. With the approval of the Convenor, the equal participation rule for a particular game may be waived, for disciplinary purposes.
- q. **Flagrant Fouls.** All flagrant fouls shall be reported to the Convenor and the Referee-in-Chief. A description of the offence will be recorded on the back of score sheet by the head referee. Flagrant fouls called during a game shall carry an additional league penalty – one game suspension, enforced in the next scheduled game the player attends. The GCBA Disciplinary Committee reserves the right to take further disciplinary action for this type of unsportsmanlike behaviour.
- r. **Substitution.** Any player who is injured, becomes ill, or is fouled out may be substituted for by any team mate on the bench for the balance of the period without being charged as playing a period. (No player intentionally wants to leave a game).

This chain should be used for all dealings within the GCBA, whether it is complaints, praise, suggestions etc. Certainly any form of correspondence should follow this path. In all cases, if an individual is unsatisfied by the decision rendered at any level, an appeal can be forwarded to the next level. Decisions made by the Executive are final and cannot be appealed.

Powers of Punishment

Individuals in positions of authority have certain maximum powers of punishment. These are defined as follows:

Coaches --	1 game suspension for a player.
Convenors --	3 game suspension for a player 2 game suspension for a coach
Vice President --	5 game suspension for a player 3 game suspension for a coach
Discipline Committee --	Removal of a player, coach, convenor

Player Suspension

A House League player suspended from his team cannot sit on the team's bench during a game and cannot dress in uniform for that game. A Competitive player may be allowed to dress for his team but is not allowed to play. This is to accommodate for the Equal Participation rules that apply to House league. In the case of a Competitive player who falls under certain league participation rules, the coach may use his own discretion as to whether the suspended player is allowed to sit on the team bench for a game.

Coach suspension

When a coach is suspended he/she is not allowed to attend the game in any capacity, not even as a spectator.

Convenor suspension

When a convenor is suspended he/she is not allowed to attend the game in any capacity, not even as a spectator.

Discipline Committee

The Discipline Committee shall consist of the following (5) persons:

Chair (a member of Executive committee) 1 of Secretary /or Treasurer GCBA

Members (4)

- Referee in Chief GCBA or a qualified referee representative
- VP House League /or VP Competitive (not previously involved in the mediation of the dispute)
- 2 members at large:

- ✓ A Convenor (not previously involved in the mediation of the dispute) and/or
- ✓ A coach (not previously involved in the mediation of the dispute) and /or
- ✓ A parent (not previously involved in the mediation of the dispute)

As shown in the process diagram, the Discipline Committee will decide whether a Discipline Hearing is required. A Hearing would be required in the case where witnesses are needed to clarify a situation or the person who is the subject of discipline wants to defend himself/herself.

Discipline Process

The discipline process depicted in the attached diagram is to be used most situations involving infractions that are of a serious nature. If a person is unsure as to whether a certain situation warrants the use of this process, he/she should discuss it with their respective VPs.

An infraction is an event which takes place within any of the facilities that the GCBA uses for games and practices and which should be recorded for historical purposes and possible punishment. Although it may seem minor at the outset, the repetition of certain infractions by one or more individuals could make it into a serious offence. Typical infractions are flagrant fouls, rowdy spectators, unsportsmanlike conduct, destruction of property etc. These events are to be recorded in an Incident Report, which would normally be generated by the convenor but can also be produced by a coach. Either way the convenor will ensure that all relevant information is entered such as records of conversations and decisions rendered.

Decision point: At this stage the convenor has to decide if it is within his powers to punish the infraction or if it needs to be passed on to the next level. Powers of punishment are described earlier in this document. If the convenor decides that he/she cannot hand out the punishment, he/she passes the report on the appropriate VP with a recommendation for punishment. It should be noted that a warning can be issued at this stage either verbally or in writing. The incident report will still be passed on to the VP for safekeeping.

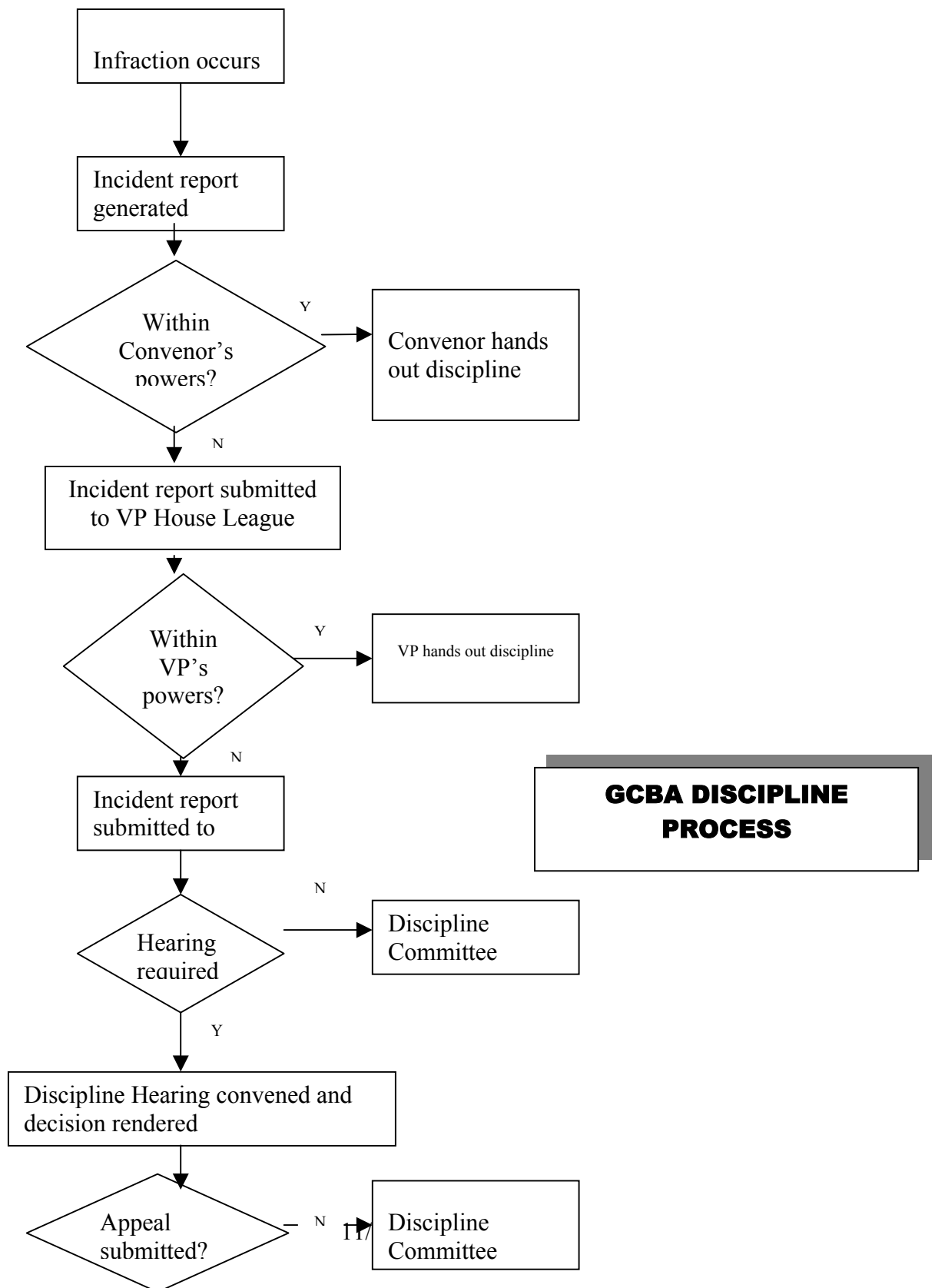
Note: The process for competitive teams may be slightly different in that they may not have convenors. In those cases, the report would be passed to the VP Competitive or be generated by the VP Competitive.

Decision Point: The VP has the same decision to make that the convenor had with higher levels of punishment. He/she would make a recommendation for punishment if the decision is made to pass it on to the next level, the Executive level (Discipline Committee).

Decision point: The Discipline Committee will examine the facts and will decide whether a hearing needs to be convened. Usually this decision would be dependent on whether witnesses need to be interviewed. Hearings should occur only under exceptional circumstances. If no hearing is required, the Discipline Committee renders its decision. If a hearing is required, the Discipline Committee convenes it and a decision is rendered.

Appeals: Individuals or groups may appeal the decision of the Discipline Committee. In this case, the appeal would be passed directly to the Executive Committee for final review and decision.

All Incident Reports will be kept by the respective VPs except where decisions were made by the Discipline Committee. In the latter case, the Secretary of the Executive Committee will keep the reports.



9. COMPLAINTS^Y

- a. Complaints are an important way to improve the conduct of the GCBA. If it is important, complaints are to be submitted in writing because only written complaints will be acted upon.
- b. Complaints concerning an individual, team, team official, parent or fan that engages in activity on or off the court which threatens the welfare of others or makes a travesty of the game should be directed through
Coach ▶ Convenor → Director → VP House League → Executive.
- c. The representatives will refer complaints to the Discipline Chair, President, Convenor, or Executive member, as appropriate, to take action.

10. SELECTS PROGRAM

Mandate of the Selects Program:

The mandate of the Selects Program should be to provide additional competitive experience that develops House League players to a higher and more complex level of play; and to provide a competitive experience that might encourage some of these players to try out for the Wolverines program the following season.

1. Timing of the season
 - a. Tryouts:
 - i. Girls Selects Division will take place in mid-January, most probably on a Sunday. The girls will therefore attend their regular HL game. Team selection will be made within the next week and no later than January 30th.
 - ii. Boys Selects Division will be schedule towards the end of January which coincides with high school exams. Team selection will be finalized within the next week and no later than January 30th.
 - b. Spaces will be reserved for all Selects teams in the Mike O'Connor (for girls), the Junior (boys) and Senior (boys) Tournaments run by the GCBA. These are among the highest quality tournaments in the Province and there should be an opportunity for GCBA teams to participate. Because tournament planning and organization begins in September for all three GCBA tournaments, these spaces will be reserve for Selects as guests and not as co-hosts. A reduced entry fee will be determined for the Selects teams.
 - c. Since they will participate in GCBA's Mike O'Connor Tournament and Junior & Senior Boys Tournaments, 2 practice times will be assigned to each team, prior to the tournaments, preferably on a Sunday.
 - d. Selects players will be reminded that their **HL team comes first** and if they miss any HL games or practices without a valid reason, they will be cut from the Selects roster.

- e. The House League Girls Division will play on the traditional exam break weekend (end of January). However they will not play on the Mike O'Connor Tournament weekend so as to avoid conflicts and still maintain the same number of games for the House League season.
 - f. The House League Boys Division will **not** play the exam break weekend (end of January) but will have scheduled games on the Mike O'Connor Tournament weekend.
 - g. 1-2 other major tournaments will be selected, in consultation with coaches and Selects Convenor, for the Selects teams to attend.
 - h. The Atom level will enter into a maximum of 2 tournaments – including the GCBA one..
 - i. The Selects tournament, which has had increasing difficulty attracting teams because of its timing in the season, will only be held if there is a tournament organizer and sufficient interest. This decision will be made no later than February 1 in order to ensure there is adequate gym space and time to promote the tournament.
 - j. Selects can enter EOBA league play if the EOBA league convenor agrees.
2. Selection of coaches
- At the first meeting of House League coaches in September, the program design will be set out and it will be made clear that anyone wishing to be a Selects coach will meet the minimum requirements of Technical 1 certification. If they take a Selects team, the 50% reimbursement usually held back for a one-year period will be paid in full that season.
- a. Under the Basket Ontario rules, it is understood that Midget and Juvenile coaches must be fully certified level 2 while the Novice, Atom and Bantam level coaches must be fully certified level 1.
 - b. Coaching selection will be completed by December.
3. Selects teams Becoming Wolverines and going to Provincials
- The Juvenile level is allowed to compete in Provincial competition. Wolverine Juvenile level historically has had 1 team. In the event that there are 2 Juvenile Wolverine teams, the Selects Juvenile participation in Provincial can be re-evaluated by the VP of competitive level, VP of House League, Selects Convenors and HL Directors.
4. Registration with Basketball Ontario
- It is **essential** that all Selects teams register with Basketball Ontario for insurance purposes, and so their games against sanctioned teams can count for the standings of those teams. Selects Convenors will coordinate this registration.
5. Management of the program
- As a development program for House League players, the Vice President, House League Operations continues to oversee the program.
- a. Two Selects Convenors should be available – one for Girls and one for Boys. However, should one convenor be prepared to oversee both divisions, it will be accepted. These Convenors will be involved in coach selection,

pre-booking tournaments in consultation with coaches, organizing tryouts, maintaining uniform and equipment inventory.

- b. The Vice President, Competitive Operations will act in an advisory capacity to the Convenors in suggesting tournament selection for Selects teams.
- c. The VP Competitive and the VP House League will work together to ensure that all Selects teams are provincially registered.
- d. The Competitive Boys' Director and Competitive Girls' Director will work with the Selects Convenors and assist with booking of gyms so there continues to be one window with the GCBA Gym Coordinator.

6. Team composition

Selects teams will be limited to **maximum 12 players** and to a **maximum of 3 players** in the younger age group of the division.

- HL player must have a minimum of 75% attendance to practices and games, in order to qualify to make the Selects teams. This attendance record must remain until the rest of the HL season.

7. If there is no Selects Convenor, there will be no Selects program.

8. Equipment:

a. Selects Uniforms

The Selects teams are branded as GCBA Selects, and the purchase of special uniform jerseys for the Selects must continue so that all teams can represent the Association proudly.

- b. Each House League Convenor will provide respective teams with the following equipment: 12 House League Jerseys, 1 Game Ball, 1 Arrow, 1 large first aid kit.
- c. The Selects Convenor will arrange a bulk purchase of shorts for all Selects teams. The cost of these shorts will be included in player registration fees and will be retained by the players at the end of the Selects season. Coaches may wish to arrange the purchase of other articles of clothing such as warm-up shirts, sweat shirts, etc. This will be a direct cost to players.
- d. On completion of the House League Season, two House League electronic clocks will be held by the Selects Convenor for shared use by Selects teams. Coaches will schedule the use of these clocks with the Selects Convenor.

9. Player Fees

Coaches will establish a budget for the Selects season and, at the time of tryouts, inform all participants of the fee. The budget shall include the following:

- Team shorts,
- Tournament fees (minimum Selects + two)
- Referees for exhibition games
- Team party at the end of season

Provincial championship registration fees (Midget and Juvenile only)

Selects coaches are encouraged to seek corporate funding or establish other fund raising activities. Fundraising should be identified in team budget.

Each team will nominate a team manager to be responsible for team finances. At the end of the Selects season each manager shall provide the Selects Convenor with a statement of accounts, a summary of tournament results and any recommendations for changes to the Selects Program.

MANY THANKS FOR YOUR CONTRIBUTION

HAVE A FUN SEASON!

GLOSSARY OF TERMS

Article	Paragraphs set forth as articles in the By-law
OBA	Ontario Basketball Association
Divisions	The classes of basketball, e.g. Novice, Atom, Bantam, Midget and Juvenile
Executive	The duly elected members of the GCBA
Fiscal year	The year-end for the association -April 30
GCBA	Gloucester Cumberland Basketball Association
Minor Officials	The timekeeper, scorekeeper
Referee	Designated officials
Player	The players are the members of the team participating in a game. It should be interpreted in a generic manner as pertaining to both sexes
Referee-in-Chief	Responsible for all officiating activities
R&R	The Rules and Regulations of the GCBA
Team Officials	Applies to all persons involved in the management of a team, the coach, assistant coach, manager/FUP