City of Sierra Vista



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Leisure & Library Services

Coed Youth Recreational Basketball League

Operating Policies and Procedures

Winter 2017

1. **Purpose**
   1. To familiarize parents, coaches and players with the rules of policies of this program. This policy applies to all personnel involved in the City of Sierra Vista; Leisure Services; Youth Basketball Program.
2. **Organization:** 
   1. The Coed Youth Basketball Recreational League will operate under the direction of the City of Sierra Vista; Department of Leisure and Library Services; Sports Division.
   2. The league will consist of the following, age appropriate, Coed Divisions: Pee Wee, Mighty Mite, Bantam, Junior and Senior.
   3. Practices will start the beginning in or about the first week of January. Games will begin on or about Wednesday, January 28th and tentatively finish by the end of March 2017.
3. **Divisions:**
   1. Age as of December 31, 2016.
      1. Pee Wee; 5 – 6 years of age
      2. Mighty Mite; 7-8 years of age
      3. Bantam; 9-10 years of age
      4. Junior; 11-12 years of age
      5. Senior; 13-15 years of age
      6. \* If a player is currently on an Arizona Interscholastic Association basketball roster, he or she will not be permitted to participate with their respective recreational league team until their high school season ends. (No exceptions).
4. **Transportation:**
   1. Parents are responsible for transporting their child(ren) to and from all games and practices. Coaches are not permitted to transport children unless they are the legal guardian, parent of, or have power of attorney over the child.
5. **Coaches:**
   1. All coaches (both head and assistant) must be approved city volunteers. Volunteer applications must be submitted and approved prior to an individual being assigned to a team as a coach.
   2. No head or assistant coach may participate in any practice or game, in an official capacity, until notified of approval.
   3. Applications must be completed each season, no applications for previous are valid.
   4. All approved coaches must complete the National Youth Sports Coaches Association (NYSCA) training provided by Leisure Services (See Coaches Letter for dates)
   5. No more than 2 assistant coaches per team.
6. **Mandatory Skills Evaluation (Bantam, Junior and Senior Divisions):**
   1. A mandatory skills evaluation for all competitive divisions, including Fort Huachuca, will take place. The evaluation will include players being rated on dribbling, passing, shooting and defensive abilities.
   2. Bantam Division; December 10, 8:00 a.m., Rothery (Apache) Educational Center Gym
   3. Junior Division; December 5, 5:30 p.m., Rothery (Apache) Educational Center Gym
   4. Senior Division; December 7, 5:30 p.m., Rothery (Apache) Educational Center Gym
   5. Make day for all divisions will be December 10, 1:00 p.m., Rothery (Apache) Educational Center Gym
7. **Draft:** 
   1. Blind draft will take place on December 10, 2017 at the Oscar Yrun Community Center;
      1. Bantam; 5:00 p.m.
      2. Junior; 6:15 p.m.
      3. Senior; 7:00 p.m.
   2. Draft pick order will be determined at random prior to the draft.
   3. Teams will be comprised of a maximum of 10 players (any deviations with sports department approval).
   4. Coaches options;
      1. Definition- guaranteed placement of a coach’s child or an individual that they are the legal guardian of, or have power of attorney over.
         1. Individuals not meeting these criteria can be submitted to the Leisure Services; Sports Division for review. Approval will be determined on a case by case basis
      2. Qualifying participants must be identified prior to the draft.
      3. Coach’s options will be substituted for round 1, 2, and 4 picks.
      4. A limit of one coach’s option per coach per team with a maximum of three options total will be allowed.
         1. Exception if two legal children in the same age group/household meeting the coach’s option definition criteria Coach’s options will be given to coaches in lieu or a first a second round draft pick.
      5. Siblings in the same age group to be placed on the same team will appear as 2 individual names on one draft card and count as 2 draft round selections.
      6. Draft options will be only given to current approved coaches as of draft date.
   5. Trades
      1. Trades should be unnecessary with the new draft structure. Possible exceptions will be reviewed by the Leisure Services division staff for consideration on a case by case basis.
      2. Please note transportation will not be valid reason for a player trade.
   6. Once coaches have been selected and the draft completed, the following will occur:
      1. Practice schedules will be assigned. Practice schedules will periodically change during the regular season to accommodate holidays, school breaks, or unforeseen occurrences. Teams will practice twice a week prior to games beginning, and once a week once game play begins.
      2. All coaches will be issued jerseys/shirts for each participant to be worn during all games. Participants will keep their uniform after the season concludes.
      3. All practice or game change requests, conflicts, or matters involving league standings are to be reported to the City of Sierra Vista; Leisure Services; Youth Sports Coordinator or MWR Sports Division:
         1. City of Sierra Vista, Leisure Services; Sports Coordinator

John Healy, 520-439-2302, [john.healy@sierravistaaz.gov](mailto:jack.king@sierravistaaz.gov)

* + - 1. Fort Huachuca, CYS Youth Sports and Fitness Director

Eddie Beck, 520-533-8437.

* + 1. All league schedules can be found at [www.quickscores.com](http://www.quickscores.com)

1. **Rules (All divisions):** 
   1. Each team is allowed two 60 second and two 30 second time outs per game. Only a designated Coach or selected team captains may call time outs.
   2. Each game shall consist of four, 8 minute quarters, with a 5 minute half time.
   3. Clock modifications
      1. Pee Wee and Mighty Mite: All quarters will be played as a running clock. The clock will only stop for timeouts or injuries. During each quarter the clock will stop at 4 minutes in order for mandatory substitutions to take place. This is time for player substitutions, not for the equivalent of a time out conveying game strategy or play directions.
      2. Bantam: First, second and third quarters will be played with a running clock. The clock will stop during timeouts or injuries. The fourth quarter will be a running clock until the final 2 minutes of play. During this time the clock will stop for fouls, free throws and dead balls. The clock will stop in the first and third quarters at the 4 minute mark in order for mandatory substitutions to take place. This is time for player substitutions, not for the equivalent of a time out conveying game strategy or play directions.
      3. Junior and Senior: First and third quarters will be played with a running clock. The clock will only stop during timeouts or injuries. The second and fourth quarters will be played with a regulation clock. The clock will stop in the first and third quarters at the 4 minute mark in order for mandatory substitutions to take place. This is time for player substitutions, not for the equivalent of a time out conveying game strategy or play directions.
   4. Home team must furnish a reliable person to operate the score clock and visiting team must furnish a reliable person to keep the score book 15 minutes prior to start of game. (No exceptions).
   5. All teams must start a game with 5 players. If after the designated warm up period a team does not have 5 players, that team will forfeit (See Division Exceptions).
   6. Basketball or any non-marking gym shoes are mandatory for all participants. It is highly recommended that these shoes not be used for outside and daily play. A clean pair of sneakers will provide better traction and reduce the risk of injury. Players should be advised to carry shoes into the gym.
   7. Uniforms: Each player must wear their team jersey at all games and must keep their jersey tucked-in throughout the entire game. Shorts must not have pockets (no sewing them shut). Accessories such as under shirts head and arm bands, shooting sleeves, knee pads, etc must be black, white or matching team color.
2. **Pee Wee Division:**
   1. Schedules will be posted to [www.quickscores.com](http://www.quickscores.com). If there are changes staff from leisure services will contact the head coach.
   2. At no time will a score be kept in the Pee Wee division and that includes coaches, players, and parents. There will be no losers! The purpose of this division is purely instructional and fun for the kids and all attempts must be made to keep it that way.
   3. In the Pee Wee Division, the basket height is seven and one-half (7 1/2) feet and use a CB 5 (25”) basketball.
   4. If both teams do not have a minimum of 5 players at game time, substitutions of players from the opposing team are allowed only with both teams coach’s consent.
   5. Teams are not allowed to press. Once a team has gained possession of the ball in the backcourt, the opposing team must immediately retreat to their basket side of the half court line and line up in a defensive zone, (at the free throw line extended).
   6. There will be no Man-to-Man defense used, and will not be allowed, even with coach’s consent. Courts will be marked accordingly with defensive zone areas.
      1. Stealing off the dribble is not permitted.
      2. Hands up defense shall be played at all times.
      3. The defensive team may gain possession by intercepting a passed ball (chest, bounce, overhead, etc.). There will be no fast breaks in Pee-Wee.
   7. During all scheduled games, ONE coach from each team may be, but are not required, on the court during the game for the purpose of directing their team to the correct end of the court.
   8. The coach may not physically position players and may not interfere with the normal play of the game. The coach is on the court only to assist players in getting on the right side of the court.
   9. Assistant coaches must remain in the team bench area and control players on the bench. Opposing coaches may not position themselves in front of opposing team’s bench.
   10. Games shall consist of four eight (8) minute periods with a running clock. All quarters will be played as a running clock. During each quarter the clock will stop at 4 minutes in order for substitutions to take place. Coaches must make substitutions at this point. The clock will stop for timeouts and injuries.
   11. All players, suited up for game, will play a minimum of 4 minutes in all quarters.
   12. If a player is a disciplinary problem, the coach shall meet with the parent(s) and notify the Program Coordinator or his or her representative as soon as possible. If a player is benched due to disciplinary problems or injury, the opposing coach and the head official shall be notified prior to the beginning of the game, or at the moment the player is benched.
   13. The game official will use his/her judgment in determining which fouls shall be called and which shall be ignored. Minor contact fouls will normally be ignored and major fouls will be called. Teams not in a zone defenses will be directed to be and remain in a zone. Coaches, please instruct players not to double dribble or, travel and to use their pivot foot.
3. Uniforms: Each player must wear their team t-shirt at all games and must keep their shirt tucked-in throughout the entire game. Shorts without pockets only (sewn shut pockets are not acceptable). Wearing shorts with pockets will result in removal from the game for the player. Accessories such as under shirts head and arm bands, shooting sleeves, knee pads, etc must be black, white or matching team color.
4. **Mighty Mite Division:**
   1. Schedules will be posted to [www.quickscores.com](http://www.quickscores.com). If there are changes staff from leisure services will contact the head coach.
   2. At no time will a score be kept in the Mighty Mite division and that includes coaches, players, and parents. There will be no losers! The purpose of this division is purely instructional and fun for the kids and all attempts must be made to keep it that way.
   3. In the Mighty Mite Division, the basket height is eight and one-half (8 1/2) feet and use a CB 6 (27.5”) basketball.
   4. If both teams do not have a minimum of 5 players at game time, substitutions of players from the opposing team are allowed only with both teams coach’s consent.
   5. Teams are not allowed to press. Once a team has gained possession of the ball in the backcourt, the opposing team must immediately retreat to their basket side of the half court line and line up in a defensive zone, (at the free throw line extended).
   6. There will be no Man-to-Man defense used and will not be allowed, even with coach’s consent. Courts will be marked accordingly with defensive zone areas.
      1. Stealing off the dribble is not permitted.
      2. Hands up defense shall be played at all times.
      3. The defensive team may gain possession by intercepting a passed ball (chest, bounce, overhead, etc.) at that point a team may fast break.
   7. There will be no fast breaks off defensive rebounds.
   8. During all scheduled games, ONE coach from each team may be, but are not required, on the court during the game for the purpose of directing their team to the correct end of the court. The coach may not physically position players and may not interfere with the normal play of the game. The coach is on the court only to assist players in getting on the right side of the court.
   9. Assistant coaches must remain in the team bench area and control players on the bench. Opposing coaches may not position themselves in front of opposing team’s bench.
   10. Games shall consist of four eight (8) minute periods with a running clock. All quarters will be played as a running clock. During each quarter the clock will stop at 4 minutes in order for substitutions to take place. Coaches must make substitutions at this point. The clock will stop for timeouts and injuries.
   11. All players, suited up for game, will play a minimum of 4 minutes in all quarters.
   12. If a player is a disciplinary problem, the coach shall meet with the parent(s) and notify the Program Coordinator or his or her representative as soon as possible. If a player is benched due to disciplinary problems or injury, the opposing coach and the head official shall be notified prior to the beginning of the game, or at the moment the player is benched.
   13. The game official will use his/her judgment in determining which fouls shall be called and which shall be ignored. Minor contact fouls will normally be ignored and major fouls will be called. Teams not in a zone defenses will be directed to be and remain in a zone. Coaches, please instruct players not to double dribble or travel and to use their pivot foot.
5. Uniforms: Each player must wear their team t-shirt at all games and must keep their shirt tucked-in throughout the entire game. Shorts without pockets only (sewn shut pockets are not acceptable). Wearing shorts with pockets will result in removal from the game for the player. Accessories such as under shirts head and arm bands, shooting sleeves, knee pads, etc must be black, white or matching team color.
6. **Bantam Division:**
   1. Schedules will be posted to [www.quickscores.com](http://www.quickscores.com). If there are changes staff from leisure services will contact the head coach.
   2. Teams will abide by IAW 2016-17 National Federation of High School Basketball rules with modifications listed below:
      1. In the Bantam Division the Basketball size will be a 28.5”.
      2. Clock modification: First, second and third quarters will be played with a running clock. The clock will stop during timeouts or injuries. The fourth quarter will be a running clock until the final 2 minutes of play. During this time the clock will stop for fouls, free throws and dead balls. The clock will stop in the first and third quarters at the 4 minute mark in order for mandatory substitutions to take place. This is not a timeout for coaches to strategize.
      3. All players, suited up for game, will play a minimum of 4 minutes in the first and third quarters.
      4. If a player is a disciplinary problem, the coach shall meet with the parent(s) and notify the Program Coordinator or his or her representative as soon as possible. If a player is benched due to disciplinary problems or an injury, the opposing coach and the head official shall be notified prior to the beginning of the game, or at the moment the player is benched, and noted in the Official Scorebook.
      5. Home team must furnish a reliable person to operate the score clock and visiting team must furnish a reliable person to keep the score book 15 minutes prior to start of game. (No exceptions)
      6. If a team does not have a minimum of 5 players at game time, the team without minimum required players will forfeit. Substitutions of players from the opposing team are prohibited and will not be allowed, even with coach’s consent.
      7. Man to man defense and full court press are permitted. If one team is leading by 10 points or more, the team that is ahead must retreat to a half court defense until the deficit is less than 10 points. NOTE: A warning will be given to a team that presses with more than a ten point lead. A second offense will result in a technical foul. Additional offenses will result in additional technical fouls.
      8. The three point shot may be used in the Bantam, providing the facility has a three-point line.
      9. If a tie exists after regulation play, a three-minute overtime period will be played. If still tied another two-minute overtime will be played (except in end of season tournament). The score at the end of this period stands. (Game may end in tie).
      10. During Overtime it is a regulation clock. (Time stops for all dead balls). Overtime begins with a jump ball. One full time out will be given per extra period. Extra period is an extension of the fourth quarter. Unused timeouts accumulate and may be used at any time.
      11. There will be seven (7) team fouls per half before the bonus situation goes into effect. The tenth team foul by a team in either half will put their opponent in a two shot bonus situation for the remainder of that half.
      12. Uniforms: Each player must wear their team jersey at all games and must keep their jersey tucked-in throughout the entire game. Shorts without pockets only (sewn shut pockets are not acceptable). Wearing shorts with pockets will result in removal from the game for the player and a technical foul. Accessories such as under shirts head and arm bands, shooting sleeves, knee pads, etc must be black, white or matching team color.
      13. End–of-Season Tournament - All teams need to arrive ½ hour before scheduled game time. Due to time used in previous games, games will begin earlier or later than scheduled. Tournament games will have a scorekeeper/timekeeper assigned by Leisure Services Staff. Brackets will be posted online at [www.quickscores.com](http://www.quickscores.com) as well as in the each respectable gym.
7. **Junior and Senior Divisions:**
   1. Schedules will be posted to [www.quickscores.com](http://www.quickscores.com). If there are changes staff from leisure services will contact the head coach.
   2. Teams will abide by IAW 2016-17 National Federation of High School Basketball rules with modifications listed below:
      1. Junior Division will use basketball size of 28.5.
      2. Senior Division will use a basketball size of 29.5.
      3. Clock Modification First and third quarters will be played with a running clock. The clock will only stop during timeouts or injuries. The second and fourth quarters will be played with a regulation clock. The clock will stop in the first and third quarters at the 4 minute mark in order for mandatory substitutions to take place. This is not a timeout for coaches to strategize.
      4. All players, suited up for game, will play a minimum of 4 minutes in the first and third quarters.
      5. If a player is a disciplinary problem, the coach shall meet with the parent(s) and notify the Program Coordinator or his or her representative as soon as possible. If a player is benched due to disciplinary problems or injury, the opposing coach and the head official shall be notified prior to the beginning of the game, or at the moment the player is benched, and noted in the Official Scorebook.
      6. Home team must furnish a reliable person to operate the score clock and visiting team must furnish a reliable person to keep the score book 15 minutes prior to start of game. (No exceptions)
      7. If a team does not have a minimum of 5 players at game time, the team without minimum required players will forfeit. Substitutions of players from the opposing team are prohibited and will not be allowed, even with coach’s consent.
      8. Man to man defense and full court press are permitted. If one team is leading by 15 points or more, the team that is ahead must retreat to a half court defense until the deficit is less than 15 points. NOTE: A warning will be given to a team that presses with more than a fifteen point lead. A second offense will result in a technical foul. Additional offenses will result in additional technical fouls.
      9. The three point shot may be used in the Junior and Senior divisions, providing the facility has a three-point line.
      10. If a tie exists after regulation play, a three-minute overtime period will be played. If still tied another two-minute overtime will be played (except in end of season tournament). The score at the end of this period stands. (Game may end in tie).
      11. During Overtime it is a regulation clock. (Time stops for all dead balls). Overtime begins with a jump ball. One full time out will be given per extra period. Extra period is an extension of the fourth quarter. Unused timeouts accumulate and may be used at any time.
      12. There will be seven (7) team fouls per half before the bonus situation goes into effect. The tenth team foul by a team in either half will put their opponent in a two shot bonus situation for the remainder of that half.
      13. Uniforms: Each player must wear their team jersey at all games and must keep their jersey tucked-in throughout the entire game. Shorts without pockets only (sewn shut pockets are not acceptable). Wearing shorts with pockets will result in removal from the game for the player and a technical foul. Accessories such as under shirts head and arm bands, shooting sleeves, knee pads, etc must be black, white or matching team color.
      14. End–of-Season Tournament - All teams need to arrive ½ hour before scheduled game time. Due to time used in previous games, games will begin earlier or later than scheduled. Tournament games will have a scorekeeper/timekeeper assigned by Leisure Services Staff. Brackets will be posted online at [www.quickscores.com](http://www.quickscores.com) as well as in the each respectable gym.
      15. If a player is currently on an Arizona Interscholastic Association basketball roster, he or she, will not be permitted to participate with their respective recreational league team until their high school season ends. (No exceptions).
8. **Conduct:**
   1. All players, coaches, parents and spectators are subject to the following conduct polices:
      1. The use of profanity by players, coaches, or spectators will result in the immediate removal of the individual from the game or playing area.
      2. Alcoholic beverages and the use of tobacco products will not be permitted in the areas used to conduct the Youth Basketball Program. Smoking is not permitted on facility grounds.
   2. All players, coaches, parents and spectators must be aware that the game officials are in control of the game from the moment they step on the court until they depart the area. This includes before and after the game begins and ends. Any player, coach or parent who is ejected from the game shall be barred from the team’s next scheduled game (players can attend however will not be permitted to dress)
      1. An ADULT ejection means out of sight and sound from the gymnasium. Serious infractions may be cause for removal even if it is the first offense. Discretion is left to the Leisure Services and/or MWR Sports Division personnel
      2. A YOUTH ejections means player will remain on the teams bench for remainder of game. If player is unruly on the bench, he or she will be removed from gym.
   3. If a player is a disciplinary problem, the coach shall meet with the parent(s) and notify the Program Coordinator or his or her representative as soon as possible. If a player is benched due to disciplinary problems, the opposing coach and the head official shall be notified prior to the beginning of the game, or at the moment the player is benched, and noted in the Official Scorebook.
   4. Coaches shall attempt to control their teams’ fans. The Leisure Services or MWR on-site personnel will handle issues after the coach’s attempts have failed. Spectators are not allowed in the team’s bench area and/or coach’s box.

1. **Safety Requirements:**
   1. Players wearing safety glasses while participating in games are required to wear a retainer strap attached and fastened properly.
   2. Jewelry of any sort (to include tapped earrings) will not be worn by a player participating in a game or practice. If found a technical foul will be accessed to the infracting team.
   3. Fingernails need to be cut short.

**A special thanks “to all of our Coaches, Volunteers and Team Parents.**