



2014-2015 Basketball Gym Manager Instructions

Please go over the floor with a wet mop prior to the first game of the day in your gym

High School Entrance Exam Date: December 13th 2014 is high school placement exam day. Several leagues have time changes on this date and 8th grade leagues are played at later times to allow them enough time to make their games.

Game Results: 8th grade, 6th grade, and Intermediate scores must be reported to the CSAA Office before noon on Monday or the next business day following a game. 4th grade division games do not need to be reported to the CSAA office. Please use the Score Reporting Sheet provided by our office and E-mail to kay@loucsaa.org or fax to 459-8420. You can also use the score reporting form on our CSAA mobile phone and tablet app.

Forfeits: Forfeit time is 10 minutes past the official scheduled starting time. If a team forfeits, please report the score to the CSAA office as a forfeit and give us the details as you know them. Were you given 48 hours' notice? Did the team not have enough players to start the game? Did they play a "practice game"? We need to know this information to determine if we need to bill the school/parish a forfeiture fee. If the school/parish is billed, the fee is sent back to your gym to help offset the loss of revenue from the forfeit. The forfeiture fee is \$100.00.

Payment of Officials: Official's payment checks are handled exclusively by the CSAA office for league and tournament play. No officials shall be paid by the individual gym or parish for CSAA league or post season tournament games under any circumstances. Games will be played if only one official is present (instead of two). Teams are not allowed to refuse to play if there is only one official.

Ejections: If a player or coach is disqualified from a game, the gym manager (along with the offending coach) must notify the CSAA office the next business day. A one game (minimum) suspension will be enforced and the ejected player or coach must be re-instated by the CSAA. Please inform the coach of this policy and tell them they must call the CSAA office and report the incident. The officials have been instructed to report any disqualifications also.

Coaches List: A coaches list for all divisions is included in the gym manager's packet. Check with the coaches in your league(s) to make sure you have correct names and telephone numbers. Some coach's names and numbers were not turned in or have changed since the lists were printed.

Scorekeepers & Clock Operators: Scorekeepers and clock operators will be provided by and paid by the host gym. They must be sophomores in high school or older for grade school games and seniors in high school or older for intermediate division games. No cell phones, iPod's or other electronic devices may be used during any portion of play by anyone at the scorer's table.

Scorebooks: Scorebooks shall be provided by the host gym.

Official League Balls: Official CSAA game balls must be provided by the host gym. The balls listed below are the official CSAA basketballs for league and tournament play.

8TH GRADE BOYS – MIKASA BWL 110

8TH GRADE GIRLS AND 6TH GRADE BOYS AND GIRLS - MIKASA BWL C 110.

4th GRADE BOYS AND GIRLS – Any 27 or 27.5 inch indoor basketball.

INTERMEDIATE - MIKASA BWL 110

Rules Sheets: A copy of the appropriate (division) CSAA Rules Sheet and the National Federation Rule book must be readily available with the official scorer at all times. **The NFHS rule pertaining to a “double bonus” situation will be used. A team will shoot 2 free throws (in place of a 1 and 1) when the 10th foul in each half occurs (per NFHS regulations).**

Protest: No protests allowed. If a problem arises, have the officials check the rulebook and/or CSAA special rules sheet to see if the problem can be resolved. If the issue cannot be resolved this way, attempt to contact one of our basketball board members or the boys or girls basketball director. The names and phone numbers of the board members are listed on the back of the schedules included in the gym manager’s packet. Keep this schedule/board member roster at the scorer’s table at all times. The officials will have the final say on all rules related issues barring an interpretation from a CSAA basketball board member.

Uniforms: CSAA rules mandate that numbers for uniforms follow the NFHS rulebook (see page 23) guidelines. Undershirts or t-shirts can be worn, but they must be the same color as the uniform.

Jewelry: No jewelry allowed. Earrings cannot be taped over or covered, they must be removed. Face painting, body markings, temporary tattoos, or hair/body paint of any kind is not allowed.

Clock Management

6th and 8th Grade Divisions will play four (4), six (6) minute quarters. The clock will stop only on fouls, team time outs, jump balls, substitutions, and every time the whistle blows in the last minute of each quarter. **Overtime will consist of one two (2) minute overtime period with the clock stopping on all dead balls.** If the first overtime period ends in a tie, the second overtime period will be determined by “INSTANT WINNER” format. The “instant winner” period will also be two (2) minutes, however the first team to score two points in this period is the “instant winner”. This does not mean a team has to win by two (2) points, but the first to score two (2) points constitutes the “instant winner”. If a team scores one point (1) and the two (2) minute “instant winner” period ends, the team ahead at that point is declared the winner.

4th Grade Division games will consist of four (4) quarters that are six (6) minutes each. The clock will stop only on fouls, team time outs, and jump balls, substitutions, and every time the whistle blows in the last minute of each quarter. There is **no overtime in the 4th grade division**.

Quarter breaks for all games shall be no longer than 2 minutes and half time will be no longer than 5 minutes Please allow five (5) minutes between games for warm-ups.

Intermediate Divisions will play two (2) twenty (20) minute halves with a running clock except for team time outs and injuries. The clock will stop on all dead balls the last two (2) minutes of each half. Overtime will be three (3) minute periods until a winner is determined.

Sign-in sheet: - Intermediate Division Only – All intermediate players must sign in each week before the game. The official sign-in sheet will be kept by the league manager. If a player fails to sign in, it will be treated as an illegal player and the team will be assessed a technical foul before that player can enter the game. Players must be signed in before being entered in the official score book.

CSAA leagues will use the alternate possession rule for jump balls and at the quarter and half time break periods. The start of a game and start of overtime will be a jump ball situation. The scorekeeper is responsible for tracking who will receive the next possession on a jump ball. Gyms must provide a visual display arrow to indicate who will get the next possession in these cases. The visual display arrow must point toward the basket of the team to receive the next possession.

Special Gym Considerations

6TH Grade Girls Free-Throw line: In the 6th grade divisions, the free-throw line shall be parallel to the end line and shall have its farthest edge **13 feet** from the plane of the face of the backboard. A free-throw line should be taped to the floor for this purpose. (The 6th grade girls are allowed to use the regulation line of 15 feet if desired).

Cancellations by the Gym Manager

If a gym needs to cancel, post-pone or change game time:

- 1) You must contact the CSAA office for approval.
- 2) **You must contact and make arrangements with the appropriate official's assignment secretary.**
- 3) You must contact the teams involved and give them at least 48 hours' notice of the cancellation or change. When scheduling your make-ups, you must give coaches a minimum of 48 hours' notice and make every attempt to work with coaches to agree on dates and times for makeup games.

Boy's Assignment Secretary – Kevin O'Bryan 797-8631 or (e-mail) kevinlobryan@gmail.com

Girl's Assignment Secretary- Beth Feger 287-2565 or (e-mail) fegere@bellsouth.net

Individual Parish or School Game Cancellations

Rescheduling games for an individual school or parish is only allowed if the conflict is related to a mandated school or church function. Mandated functions include official confirmation functions, or any required school or church program. It is the responsibility of the parish to provide this info, including conflicting dates, to the CSAA on the Team Registration Form so conflicts can be avoided prior to making out the schedules. It is not mandatory, however we ask that each gym attempt to work with a team that runs into a problem. It is strictly a courtesy if a gym is able to reschedule games if **mandated** events were not included on the team registration form.

Functions including, but not limited to, KYA, Boy, Girl, or Cub Scout activities, Governor's cup, Archery competitions or other **elective** functions are not mandated school or church functions. The CSAA encourages student athletes to participate these events and respects the individual's right to choose to participate in these competitions. The CSAA basketball season runs on a

tight schedule and gym time for over 500 teams is at a premium. For these reasons games can't be rescheduled for the listed events or any other events that are not mandated.

Bad Weather Cancellations

BAD WEATHER: – Gym Managers may cancel games due to bad weather when necessary. All coaches of the teams affected by the cancellation must be contacted by the gym manager along with the appropriate official's assignment secretary and the CSAA office. The CSAA office will cancel games across the board when necessary. Notification of cancellations by the CSAA staff will be made through e-mails, web site postings, and mobile app push notifications and any other available avenues.

If grade schools are closed for weather related reasons during the week, all games and practices are automatically cancelled. On days where catholic high schools are dismissed early for weather related reasons (early dismissal), all games and practices are cancelled that day/evening. This includes practices in the school gyms or at rented/outside practice facilities.

If you have to cancel games due to inclement weather, please contact the official's assignment secretary so they can make notifications.

Special Note: Single game official's fees increase \$5.00 per game/per official. Boys and girls officials are assigned according to gender. When rescheduling games make sure to have boys follow boys and girls follow girls to avoid the single game rate for officials. The difference will be billed to the host gym of these games unless approved by the CSAA office in advance. If you have any questions, please call the CSAA office.

Admission Prices, Stamps and CSAA Passes

CSAA admission charge recommendations are as follows. These gate fees will be in effect for the CSAA post season tournament. **Admission prices are not mandatory. Each gym/parish is allowed to decrease the admission charge if they desire, however they must use these amounts when hosting CSAA tournament games. ** All Clergy, Deacons, and Nuns are welcome free of charge per CSAA policy.

ADULTS (High School to Age 55) - \$4.00

**SENIOR CITIZENS (age 55 & up) & GRADE SCHOOL CHILDREN - \$1.50. PRE-SCHOOL, CLERGY and RELIGIOUS - FREE
FAMILY RATE - \$9.00**

Passes: Passes for CSAA Personnel, Coaches, Teachers, and Athletic Directors, are stamped with the school year. All coaches must sign & use their own pass. Passes are for the person whose name appears on the pass and not for an additional person or guest.

Stamps: The admission stamp can be used for league play only. All gyms should have the appropriate stamps. If you need new ones, they can be purchased at the CSAA office for \$30.00 each.

Saturday- Red Stamp

Sunday – Black stamp

Outside Tournaments: If your parish or parish athletic organization is sponsoring an Outside Tournament during the season, you must have it approved by the CSAA office.

Game Time Restrictions: No league games, practices, practice games or tournament games (including make-ups, jamborees, and invitational tournaments) can be scheduled to begin any later than 8:30 PM during the school week. No league games, practices, practice games or tournament games (including make-ups, jamborees, and invitational tournaments) can be scheduled to begin any earlier than 1:00 PM on Sundays.