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Introduction

Dear Coach & Assistant Coach,

On behalf of the Brooklyn Park Athletic Association (BPAA), we extend our sincere thanks to you for volunteering your time to support the youth of our communities. We appreciate and applaud the commitment you have made in dedicating your free time to this basketball program. Hopefully, this season will be a rewarding experience for both you and your team. **Without you, this program could not be accomplished!**

Throughout the many hours on and off the court, please keep in mind **BPAA’s philosophy is that of providing organized sports in a positive and constructive atmosphere for all players.** If at any time you have a question or need help with an issue, feel free to contact your League Commissioner.

This booklet is the Basketball Committee's attempt to provide Coaches with information about practice schedules, coaching techniques, coaching aids and basic basketball skills. Within this booklet you will also find information on how to resolve issues should they occur.

**Through the experiences you encounter throughout the season, please know the committee is here to support you.** If you have ideas on how this booklet and/or the program can be improved, please communicate this information to your league commissioner or member of the committee.

Once again, thanks for your help. Have a great season!

Your 2012-2013 Basketball Committee
2012 – 2013 Basketball Program Committee Members

<table>
<thead>
<tr>
<th>Elementary League</th>
<th></th>
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</tr>
</thead>
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<tr>
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<td>2nd grade girls</td>
<td></td>
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<tr>
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<td>Pat Masteller</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:timdubois@hotmail.com">timdubois@hotmail.com</a></td>
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<td>3rd grade boys</td>
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<tr>
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<td>7th grade boys</td>
<td>7/8th grade girls</td>
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</tr>
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<td>11th / 12th grade girls</td>
<td></td>
</tr>
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<td>Courtney Casseh Schwagel</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mbertrang@uswaterservices.com">mbertrang@uswaterservices.com</a></td>
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</tr>
</tbody>
</table>

Questions / Concerns / Issues can also be directed to: BPAABasketball@gmail.com
Privileges and Obligations as a Coach

I understand all that is expected of me is I do my best, the same standard I will apply to all of my players. I also understand my success as a BPAA Coach is not measured by my team's win-loss record, but in how well I succeed in providing a positive learning experience while promoting a fun playing environment for every member of my team.

I have the right to coach in my own manner when assigning positions, emphasizing particular aspects of the game, holding a reasonable number of practices and in all other positive aspects under my jurisdiction as a Coach. I understand the BPAA Basketball Committee will support me in my coaching privileges, in which if I have any problems, I can call on any member of the Committee to help me in any way they can.

I understand my actions and the manner in which I coach will have a profound influence on my players’ attitude toward sports and their future participation in this program.

I further understand that few things I do in my leadership role as a Coach will set a better or poorer example for the youth on my team and our fans than my conduct during a game. I know it is my responsibility as a Coach to remain with the members of my team at practices and game sites until all players have been picked up. No player shall be left alone until a parent or family member picks them up. We require two adults be present at all practices and games.

I will require my team members and request my team's fans not to ridicule any member of the other team or the Official(s). I will do my best by example, and instruct my team members of all the qualities of good sportsmanship whether it is before, during or after a game.

I have the right to question a Referee's decision, but I will do so calmly and quietly by requesting a time-out or through whatever method is appropriate, so to discuss the matter with the Official(s). Any communication with the referees must be done through the HEAD COACH.
Basketball Coach's Code of Conduct

As a Coach, my conduct will set the standard for the influential youth on my team. For many of my players, this team experience may not be repeated and will never be forgotten. My goals are to teach skills and sportsmanship, and to allow all the members of my team to have fun.

In my influential role as Coach, I will adhere to the following code of conduct:

1. I will set a good example by my actions and words.
2. I will be fair and treat all players equally.
3. I will teach and require good sportsmanship of my players at all times.
4. I will adhere to the BPAA rules of participation and fair play.
5. I will treat players, Coaches, fans and Officials with respect.
6. I will be available to discuss the concerns of my players and parents.
7. I will motivate players with praise and instruction, not put downs.
8. I will keep my team environment alcohol and drug free.
9. I will do my best to make youth sports fun and safe.

All assistant coaches must sit on the bench during the entire game. Only Coaches can stand in the team bench area, defined as the rows of chairs flanking the scorer's table.

Problem Resolution

There are occasional conflicts between coaches, parents and referees. As a means to “police” our program, we have established the following plan to evaluate and resolve complaints, and determine appropriate action.

- If possible, complaints should be resolved by the Coach.
- Complaints that cannot be resolved by the Coach should be directed to the League Commissioner. The League Commissioner will discuss the complaint with the Coach and/or plaintiff for resolution, and inform the Basketball Committee Chairperson of the complaint.
- Depending on the nature of the complaint, the Chairperson may resolve repetitive or chronic complaints according to the Basketball Program's Disciplinary Action Policy.
- BPAA Officers will be kept informed of any serious complaints and any subsequent disciplinary action.
The purpose of the BPAA program is to benefit the physical, mental, moral and character development of its members and of the youth in our community by providing major sports programs and activities for boys and girls, regardless of ability or financial status.

The elementary basketball program is for children currently registered in school grades second through fifth. In the 2012-2013 season, 6th grade girls will play as part of the elementary division. Players have been assigned to only one team, and must play in their respective grade division on that assigned team only.

Team rosters
The League Commissioner will have given each coach the official team roster for the members of his/her assigned team.

Team rosters consist of a minimum of seven (7) players and a maximum of nine (9) players, depending upon overall registrations in each grade division. The Basketball Committee Chairperson, League Commissioner and assigned Coach must approve team rosters of six (6) or ten (10) players.

Players have been assigned to team rosters on a first-come, first-serve basis, grouped first by grade and public school. The Basketball Committee determined which team a player is assigned to. Although the league has attempted to accommodate certain team requests, they have only been taken into account given no one team is “stacked” over another. If an insufficient number of players have registered to play at a school, or more than enough to form a full team, players may have been divided and blended with members from other schools to form teams.

**NOTE:** If there are not sufficient numbers of any grade players to form separate leagues, the players will be merged to form a combined Grade Division League. In the event this is necessary, the older division’s general rules of play will be in effect.

All players who have registered after the normal registration period have been assigned to a team by the Basketball Committee Chairperson and/or League Commissioner based on what team has required an added player. Late registrants have no guarantee on which team they be placed and in no way have teams been reformed as a result of a late registrant.
No player shall participate in the basketball program before being properly registered. This means a signed registration form and payment has been received by the league. There will be NO EXCEPTIONS to this rule. A player whose name appears on a traveling roster for the basketball season is ineligible for the BPAA Basketball program. If a player has participated in more than three traveling tournaments during the BPAA season (early November – end of March), they are also ineligible to participate in this program.

Game length
Games will be eight (8) periods. Each period will be 4 minutes, running time in length. The game clock will stop for free throws. A time limit applies to regular season games only, which is 60 minutes. There will be a halftime break following the 4th period of 2 to 4 minutes in duration, subject to referees’ discretion. Coaches will have 30 seconds between all other periods to speak to their teams and have their next group of five players at the scorer’s table ready for check-in. A minimum of three minutes will be allowed for pre-game warm up.

In periods 4 and 8, the clock will stop in the last 2 minutes of each of these periods, unless a team is leading by 20 points or more; the period will be played running time until the difference in points is 10 or less. At this point it will revert back to stop time.

OVERTIME: If any regulation game ends in a tie and time permits per the rules above, there will be a one (1) minute rest period after which a two (2) minute overtime period is played. If there is no winner after this two (2) minute overtime period, and the game is still within the 60 minute time limit, a second overtime period will be played. The second overtime period will be sudden death. All tournament games will play continuous two (2) minute overtime periods until a winner is determined. The time limit is waived for tournament games. A jump ball will be used to start all overtime periods. All playing time requirements are off for the overtime; ejected and fouled-out players are not eligible to participate in overtime. The game clock will stop for free throws.

Player participation
It is expected of coaches to play their players equally during the game and not try to “manipulate” the rule to create an advantage for his/her team by playing the “star” players the entire game. Only players registered for your team can play during regular season and tournament games.

If it known before the start of the game that a player will not be played equally for disciplinary, illness or injury reasons, this must be discussed with the referees before the start of the game. If a player will try to play with an identified injury prior to the game but must be substituted because of that injury, he / she may not return for the remainder of that game.
The number of periods for each player is listed on the bottom of the player participation form, which is found towards the end of this document. Playing time per player is based on the number of players available to compete in each game. For example, on a team with eight players, each player would play in five of the eight periods. The coach, at their discretion, will decide who plays in which period. The scorekeeper will record the periods of play for each player so that no player exceeds his or her maximum amount of playing time. With nine players, the coach would play four players in five periods and five players in four periods. Each coach will decide which players on his or her team get the “extra” period.

A chart is provided that allows each coach to draw up a playing rotation in advance of the game. The same chart will be at the scorer’s table for use in recording the periods of participation for each player.

The participation rule is designed to allow the coach maximum flexibility to determine line ups while insuring participants as close to equal playing time as possible. The scorekeepers at each court will record player numbers who participate in each of the eight periods.

Once a player is on the court the coach may not substitute during that period, with these exceptions:

- **Player injury**
- **Blood rule**
- **Disciplinary action for an event occurring during the game**
- **Player is called for their third or fourth foul in any of the first four periods. If removed during a period or missing a period in the first half (first four periods) due to this exception, the player must play equally in the second half (unless the next bullet point exception applies).**
- **Player is called for their fourth foul in the fifth or sixth periods. This player must start the seventh or eighth period and may not be substituted from that period on, except for the first two points of this exception.**

Coaches, at their discretion, may choose to leave a player on the court that is in serious foul trouble.

During these situations, a coach may use almost any player on the bench as a substitute, but is encouraged to use a player of “comparable ability,” subject to the referee’s discretion. Sportsmanship should be your guide, not winning! The playing time of the sub will not be recorded against their normal rotation.

If a player fouls out on your team you should replace him/her with a player of roughly equal skills. The referee will have final say on the player you propose to substitute.
The player removed because of the blood rule should return as soon as they are able. Coaches may not modify their normal playing rotation to “make up” for the removed player’s “lost time.” No other substitutions are allowed.

All playing time requirements are off for the overtime; ejected and fouled-out players are not eligible to participate in overtime.

Coaches who are found to be attempting to violate this rule, or the spirit of this rule, will FORFEIT the game (before the game is finalized by the referees) and have the incident reported to leagues officials.

If a player has an open wound or is bleeding, they may not participate in practices or games. They may resume participation when the bleeding has stopped and the wound has been properly bandaged.

**General rules of play for each grade division** (*subject to change based on number of teams*)
The boys and girls divisions for grades 2, 3, and 4 are instructional, developed to better prepare basketball players for competitive, yet recreational basketball. As such, each division’s season will be structured to include skills competition and games as follows:

<table>
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<tr>
<th>Grade</th>
<th>Basket Height</th>
<th>Free Throw Distance</th>
<th>Skills Events</th>
<th>3-on-3</th>
<th>Games</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Boys</td>
</tr>
<tr>
<td>2^rd</td>
<td>8'</td>
<td>10'</td>
<td>5 weeks</td>
<td>eliminated</td>
<td>6 weeks</td>
</tr>
<tr>
<td>3^rd</td>
<td>9'</td>
<td>12'</td>
<td>4 weeks</td>
<td>eliminated</td>
<td>7 weeks</td>
</tr>
<tr>
<td>4^th</td>
<td>10'</td>
<td>15'</td>
<td>3 weeks</td>
<td>eliminated</td>
<td>8 weeks</td>
</tr>
<tr>
<td>5^th</td>
<td>10'</td>
<td>15'</td>
<td>--</td>
<td>--</td>
<td>11 weeks</td>
</tr>
</tbody>
</table>

|         |               |                     |              |        | Girls |
| 2^nd    | 8’            | 10’                 | 5 weeks      | eliminated | 6 weeks |
| 3^rd / 4^th | 9’     | 12’                 | 4 weeks      | eliminated | 7 weeks |
| 5^th / 6^th | 10’   | 15’                 | --           | --      | 11 weeks |

The 5^th grade boys and 5^th/6^th grade girls divisions are recreational and feature games exclusively.

**Skills Competitions**
Refer to the supplemental rules for complete information regarding the skills competition. At the conclusion of each skills competition session, any available time within the hour limit will be used to organize the players on both ends of the court to scrimmage 5-on-5.

**Substitute players**
A registered player with the BPAA Basketball House League, with their Coach's approval, may play with a team in an older Grade Division to bring that team's roster up to six (6) players.

Substitute players may be used for one (1) game during the season without the League Commissioner's approval. The League Commissioner must approve any subsequent use of substitute players.

Uniforms and equipment
Official team uniforms will consist of the BPAA jersey distributed to each player. The team jersey must be worn during games in order for a player to participate. No other uniform requirements apply.

Tennis shoes must be worn during physical activities at practices and games. At the start of the season, Coaches should check their players’ tennis shoes to make certain they DO NOT leave marks on gym floors. Any shoes found to leave marks on the floor may NOT be worn during practices or games.

Jewelry, hair beads, hair clips, bracelets, necklaces, earrings, watches, belts, etc. shall NOT be worn by players during practices or games. Tape or band aids over earrings and other jewelry is not allowed.

Player mouth guards are recommended but not mandatory for participation.

Game starting time and forfeits
All games will start promptly as specified on the League Schedule, or will be forfeited (score 2-0) by the team not ready to play after five (5) minutes of the scheduled game starting time.

Should a Referee(s) fail to show up after five (5) minutes of a game’s scheduled starting time, each team will then supply one Referee. The substitute Referees may be a parent, Assistant Coach, or as a last resort, the Head Coach.

At least four (4) players must be ready to start the first period, and five (5) players must play in the remaining periods; otherwise, a team forfeits the game.

A practice game with officials may proceed after a forfeit.

Timekeeper/scorekeeper
The visiting team will be responsible for furnishing the official timekeeper who will be responsible for keeping the official game time. The home team will be responsible for furnishing the official scorekeeper who will keep the official score, fouls, time out
statistics, player substitution and the alternating possession of teams. The timekeeper and scorekeeper must sit together at a designated area. Coaches shall have team rosters completely filled out and recorded in the official score sheets prior to entering gym and at least ten (10) minutes before game time. Any unnecessary delays can result in a bench technical foul. Coaches are encouraged to use the same parent volunteer timekeeper/ scorekeepers when possible.

Score Reporting
Score reporting is very important to keeping proper standings. It is the responsibility of the winning coach of the last game needs to take the score sheets for all games and email them in as noted below. Also, it is each coach’s responsibility to report scores each week to bpaabasketballscores@gmail.com via the template below. Scores should be reported in the following format providing the division, team # and coaches last name:

Example: 3B1 Johnson - 16 vs 3B4 Nelson – 12

If after a few days, some scores are not reported, a broadcast email will be sent out to all the commissioners with the missing scores. Commissioners then contact the coaches to get missing scores.

The scores, once all are received, will be posted on the BPAA Eteamz “schedule” page and will automatically update the “standings” page. The schedule page can be access through the main www.bpaasports.org/Basketball site by clicking on the “elementary game schedule” link, which will re-direct you to the Eteamz schedule page or the can access it directly by going to www.eteamz.com/bpaabasketball/schedules.

Coaches are encouraged to check the game results and standings throughout the season to ensure accuracy as those standings will be used at season’s end to create the tournament bracket seeds.

Length of games
All games will have a one (1) hour time limit. This game time limit includes the time taken for warm ups, rules interpretation, discussion of Referee’s calls, players’ injuries, time outs, overtime sessions, etc.

The Referees will determine the end of the one (1) hour game time limit. If it becomes apparent in the fourth or eighth period that the one (1) hour game time limit is going to be breached, the Referees will reset the clock to one (1) minute and stop clock time will be used to end the game within the game time limit. If the score is tied at the end of the game time limit, it will be recorded as a tie for both teams.

If the teams are still tied after the first overtime session and there is time remaining in the one (1) hour game time limit, they can play additional overtime sessions, within the
1 hour game time limit. If the game time limit is reached during the overtime sessions, and neither team has scored, the game shall end in a tie.

Tournament play-off games or championship games will not end with a tied score, and the 1-hour game time limit will not apply.

**Game play**

Each team is allowed to have one (1) basketball for use for warm-ups.

Each game will begin with a jump ball at center court. Possession of the ball for subsequent jump balls will be determined by alternate possession. All overtime sessions will begin with a jump ball at center court.

Players cannot press in the backcourt and must fall back to center court when the opposing team establishes possession of the ball. (For 5th grade boys and 5th / 6th grade girls divisions, defense can be played in the backcourt until the outlet pass is successfully completed—this applies to whether possession was established after a rebound, steal, or turnover—an inbound pass is considered an outlet pass for purposes of this rule.) For the first violation of this rule, a warning will be issued, but for subsequent occurrences, a technical foul will be called and the opposing team will be awarded two (2) free throws and possession of the basketball.

The lane violation limit is 5 seconds for grade levels 2nd and 3rd grade boys and 2nd/3rd grade girls. The lane violation limit is 3 seconds for 4th and 5th grade boys and 5th/6th grade girls.

No 3-point baskets are awarded in the elementary division.

**Time outs**

Teams are allowed two time outs per half, non-accumulative, each consisting of one (1) minute. No time outs are allowed in overtime sessions. There are no special time outs for stoppage of the game to discuss the rules or Referees’ calls.

The scorekeeper will log all time outs.

**Fouls and technical fouls**

Players foul out of the game on their fifth personal foul.

**Flagrant and intentional fouls will automatically award two (2) points to the opposing team and possession of the ball** out-of-bounds at half court. Flagrant fouls will also result in the ejection from the game of the offending player and will sit out the next game.
All technical fouls, whether called on a player on the court, or on a person on the bench, or on a team's fan(s) will automatically award two (2) points to the opposing team and immediate possession of the ball out-of-bounds at half court.

One and one bonus foul shots go into effect on the opposing team’s seventh (7th) team foul in each half. Two foul shots are awarded on the opposing team’s tenth (10th) team foul in each half. (This rule is subject to change in the high school rules.)

Note: The team member who was fouled will be designated to shoot the two bonus shots.

On or after the eleventh (11th) team foul in each half, the opposing team will get two foul shots and immediate possession of the ball out-of-bounds at half court.

Note: The team member who was fouled will be designated to shoot the two bonus shots.

For illegal offense and defense fouls, after a warning of the first violation, the opposing team will gain 2 bonus shots and immediate possession of the ball out-of-bounds at half court. All illegal offense and defense team fouls will also be counted towards the total number of team fouls.

In the event a team has only five players, and one or more of them foul out of the game (five fouls), they will be permitted to continue to play. However, the opposing team will be awarded an additional free throw and possession of the ball out-of-bounds for every additional foul made by a player who has five or more fouls.

In the event a team has six or more players and more than one foul out of the game, they will be permitted to play with five players but only with the last player(s) to foul out after reaching five players. The same free throw and possession penalty, as stated above, is in effect for those players with five or more fouls.

In the event a team has only five players remaining with less than five fouls and a player gets injured or ejected, the last player to foul out shall return to the game. The same free throw and possession penalty, as stated above, is in effect for those players with five or more fouls.

Illegal offenses and defenses
Sending offensive players to areas of the court beyond their limits of playing ability and participation is considered an illegal offense. This would include "clear outs", which is not allowed. At minimum, there need to be two players on each side of the court when conducting regular offensive plays.

BPAA Basketball Website: [http://www.eteamz.com/bpaabasketball/](http://www.eteamz.com/bpaabasketball/)

Revision A – 9/9/2012
Zone defenses are not allowed in the elementary division. A defensive player must either guard their assigned offensive player or go after the ball, not somewhere in between. Proper guarding of a player is when the defensive player is within six (6) feet of their assigned offensive player. Violation of this rule is considered an illegal defense.

2nd, 3rd & 4th grade divisions have a strict man-to-man defense outside of the lane with NO double teaming the player with the ball. The player without the ball can only be guarded person to person, however, “switching” of guarded players is allowed.

5th and 5th / 6th grade divisions must play man-to-man defense and are allowed to double team players in and outside the lane who have possession of the basketball. However, at no time are they to triple team a player.

Any player without possession of the ball, regardless of grade division, cannot be double, triple, etc. teamed.

The determination of an illegal offense or defense is a judgment call of the Referees and not the Coaches.

The first violation of an illegal offense or defense will result in a warning to both Coaches. The Referees will call a team foul for any subsequent violations resulting in the opposing team receiving 2 bonus shots and immediate possession of the ball out-of-bounds at half court. This foul will also count towards your total number team fouls.

Note: The team member who was fouled will be designated to shoot the two bonus shots.

Game protests
The Referees must be informed during the game that there is a protest and the reason the protest is being made.

The Coach must submit game protests, in writing, within 24 hours after the game to the League Commissioner. The Commissioner will investigate the protest and inform the Coach what decision they have made.

No protest may be filed on Referee's judgment calls.

Referees and officials
The Referees will determine compliance with the rules. The Referees are in charge of the game and their decisions are final.
Before the start of each game, the Referees will briefly meet with the Head Coach for introductions. This time may also be used to discuss any pending concerns, rule interpretations, or playing conditions.

Questions and comments about referees can be routed to the Commissioner, appropriate Chairperson or Referee Supervisor.

Coaches, players and fans conduct and responsibilities
The Head Coach of a team must be a minimum of 18 years old as of September 1, 2012.

Head Coaches are responsible for controlling themselves and their assistant coaches, their team and their fans. All assistant coaches must be sitting during the entire game.

A Coach must always be present when his or her players are in a school for practices or games. Following practices and games, team members should leave the school as soon as possible. Coaches must not leave players unattended if a parent is not present. We highly recommend that there be at least two adults present at all practices and games.

Only rostered players, parents of players, and Coaches should attend practices.

While attending practices and games, all Coaches, players and fans must remain in the gym, with the exception to obtain a drink of water or to use the restroom.

Only the head Coach, Assistant Coach and rostered players shall sit on the team’s bench during games. Additional team support must sit in the area established for spectators.

No food or drink including water bottles shall be brought into the schools unless the host school permits it. This is a school district rule and you must follow their rules at all times.

No tape or markings shall be placed on gym floors, except by Referees who may temporarily place tape on a gym floor to mark the free throw line during games.

If you notice any damage to the school facilities, or your team causes damage to the facilities, let the school monitor or custodian know immediately. Damage could consist of such things as torn nets on baskets, broken rims, marks on the gym floor, punctured basketball, etc.
Make sure the adjustable baskets are in the same position at the end of practice as they were at the start, and at the end of each evening, returned to the 10’ height. (Exception is Crestview—there, please leave the baskets at the 8’ height) This will require relaying information from one Coach to the next, so the last Coach of the evening knows at what height to leave the adjustable baskets.

There shall be no smoking, use of alcoholic beverages or drugs, or gambling in the school facilities or on the school premises. Coaches and Referees will enforce this rule. If problems arise, call the police at 911.

Coaches, players and fans are encouraged to cheer for their team. Negative cheering against opponents will not be tolerated. Coaches, players and fans are not to direct any verbal abuse, profanity, or other form of ridicule or harassment at a Coach, Referee, Committee members or player. A person doing so will be warned, and if it is repeated, the Referee may elect to call a technical foul, eject the offending person or declare the game a forfeit in favor of the non-offending team.

If fans of one or both teams harass a Referee, he or she may call "TIME" and ask the coaches to speak to their fans about confining their vocal efforts to cheering for their own team. If harassment continues, the Referee may declare the game a forfeit in favor of the non-offending team or "no contest" if both teams are at fault.

If any coach kicks a chair or scorer’s table, or uses profanity or harasses a Referee or Basketball Committee member, he or she will be suspended for one game, including tournament games. This action will be reviewed by the Basketball Committee and is subject to further action. A second occurrence will result in termination from the program and any other BPAA program for the duration of one year.

It is the responsibility of each player and coach to report the use of threatening, abusive language and to report this problem to the Referee. The Referee will issue a warning. If the problem occurs again, a technical foul will be called and the player using the inappropriate language or action will be removed from the game and will be suspended for the following game.

Cancellation of practices
When you are unable to use your scheduled practice time, please notify the grade level commissioner as soon as possible. We need to give the school district at least two weeks notice on any cancellations. We encourage all coaches to find another coach to exchange or give up your gym time. **DO NOT call the Parks and Recreation Department, or the School Office.**
What to do in case of an injury

If a player is knocked unconscious or seriously injured:

1) Notify the local police by calling 911.
2) Note the time the injury occurred. Leave the player lie in the same position as they have fallen, unless their breathing is being impaired.
3) Do not try to straighten a possible broken or fractured limb.
4) Cover the player to maintain body heat in the event of shock. If possible, put a covering on the floor and on top of the player.
5) Keep the player comfortable and soothe their feelings about the injury.
6) Keep other players and the crowd away from the injured player.
7) When the police arrive, they will decide if they can treat the injured player or if an ambulance is needed.
8) Notify the parents of the injured player, as soon as possible, of the injury and what action is being taken.
9) Report all injuries to your League Commissioner and to the School Office as soon as possible.

Remember to remain calm and use your best judgment on what to do in the situation. The practice or game can wait while attending to the injured player.
Harassment Policy of Brooklyn Park Athletic Association (BPAA)

BPAA believes that every participant has the right to an environment free of unwelcome verbal or physical conduct, which harasses, disrupts, or interferes with the individual’s performance or which creates an intimidating, offensive, or hostile environment.

BPAA will not tolerate its members engaging in this type of behavior. Any member participating in such negative conduct will be subject to appropriate corrective action, which may include termination from all activities.

- **Member Harassment** means - unwelcome conduct directed toward a member that illegally discriminates against that member, unreasonably interferes with an individual’s performance, or creates an intimidating, hostile or offensive environment.
- **Sexual Harassment** means - unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - Submission to such conduct is made either explicitly as a term or condition of an individual’s participation; or
  - Submission to or rejection of such conduct is used or threatened to be used as the basis for participation; or
  - Such conduct unreasonably interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment.

Guidelines:
If you become aware of a situation involving unwelcome and/or inappropriate behavior directed toward you or another participant, report it immediately to your coach, parent, or player representative.

If for any reason you do not feel that you can speak to your coach, parent, or player representative about the situation, please report to a Director or Executive Officer of BPAA.

Upon receipt of a written and signed complaint under this policy, BPAA will initiate an investigation of the situation. The investigation will document the responses of all individuals involved.

Disciplinary Action:
Any disciplinary action taken in response to the findings of a harassment complaint will be based on the individual circumstances of each situation. Disciplinary actions may include, but are not limited to written warnings, suspension or legal action.
In addition, if it is determined that a person has falsely and intentionally accused someone of harassment, appropriate disciplinary action may be taken, which may include suspension or legal action.

Disciplinary Action Policy of BPAA Basketball Program
The BPAA Basketball Committee will have the authority to take disciplinary action toward anyone who participates in the Basketball Program. This is to include committee members, coaches, players, parents and fans who are attending games or practices.

Disciplinary action by the Basketball Committee will be taken at its discretion concerning any complaint regarding any action either physical or verbal that is detrimental to the basic purpose of BPAA: the physical, mental, moral and character development of its members.

Intoxicating liquor will not be allowed on school property in accordance with School District Policy, Cities of Brooklyn Park and Brooklyn Center Ordinance. Violation of said policy or ordinance could result in notification of the Police and disciplinary action by the Basketball Committee.

**Tobacco use is not allowed on school property and no consumption of alcoholic beverages or drugs by a coach prior to a start or during a game or practice will be tolerated. Violation will result in disciplinary action or suspension.**

Violation of the Basketball Program’s regular season rules and/or tournament rules, whether intentional or unintentional, will be cause for disciplinary action. Harassment, that to trouble, worry or torment in a repeated manner with either verbal abuse, the use of profane language or non-profane language, or physical gestures done to suggest physical harm, whether done intentionally or unintentionally, will be cause for disciplinary action. Unsportsmanlike conduct of being unfair, in rules and/or conduct will be cause for disciplinary action.

When a grievance is lodged against an individual or group in the BPAA Basketball Program, said grievance will be in written form and presented to the Chairperson or Chairpersons of the Basketball Committee within three (3) calendar days of said violation.

The Basketball Committee will then notify both the grievant and the person or persons grieved by mail of a meeting, with all concerned people present to hear the grievance.

The Basketball Committee will then consider the merit of the grievance. If disciplinary action is taken, the grieved may proceed to the Grievance Committee if the grieved does not accept the decision of the Basketball Committee. The grieved must notify the
President of the Brooklyn Park Athletic Association within seven (7) calendar days of his or her intention to appeal the action of the Basketball Committee, or the decision of the Basketball Committee will be enforced.

Disciplinary action by the Basketball Committee will have no limits. The Basketball Committee will not be held personally liable by any legal action taken by the grieved for its disciplinary action.
## Player Participation Form

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