



Hingham GALS, Inc. Coaches/Parents Handbook

- **Purpose:** The purpose of GALS is to develop and promote girls basketball within the Town of Hingham. GALS strives to provide girls with the opportunity to learn, train and play with their peers with the hope that each girl will develop individual skills, fitness, a sense of teamwork and a sense of fair play.
- **Parent Concerns:** If a parent has a concern about team management, he or she should talk to the Coach of their child's team first on an individual basis. If the parent does not feel that is possible, then he or she should talk with the Division Director. If, between the Coach and the Division Director, the concern is not addressed, or the problem is not solved, then the parent should contact the President and/or a member of the Executive Committee. Contact information is at the end of this manual.
- **Parent's Responsibility:** **Your children are your responsibility before, during and after each practice and game.** If you are unable to be there, please make alternative arrangements with another adult. Notify the coaches or referees of any hazards on the court, or indications that your child should be removed from the game.
- **Referees:** Referees will enforce the rules of the game, taking into account the skill levels of the players in each division. Referees are primarily experienced older girls and boys who have received some training as referees. They will control the game. Any negative action or verbal abuse of referees will not be tolerated and will result in warnings, ejection from the game/gym, suspension from GALS or ejection from GALS.
- **Sportsmanship:** Good sportsmanship is required of all players, parents, coaches and spectators. Coaches are responsible for their players' conduct and wellbeing on the court. Parents are always responsible for their children's conduct on the court and while in the gym. Referees are instructed to foster good sportsmanship. Any player, parent, coach, or spectator not acting in a sportsmanlike manner, as determined in the sole discretion of the referee, shall be subject to ejection from the gym. If you are ejected you should quietly and



appropriately remove yourself from the gym and thereafter address any concerns you may have to the President and/or the Executive Committee which shall, as they determine, review any incident and determine the appropriate course of action.



- **Playing time:** GALS requires that all players shall be afforded the opportunity to play at least one-half of the available playing time during any game that the player attends. Although the coach is not expected to keep exact track of the amount of time each player plays during a game, the coach is responsible for assuring that all players are provided with opportunity to play one-half of the game. In addition, no player shall play more than one quarter greater than any other teammate, excluding a fouling out instance. Additional information in this regard is contained in the Game Rules portion of the handbook.
- **Team Structure:** the Executive Committee reserves the right to re-structure teams after the season begins to insure fairness and parity.
- **Parking:** Please observe all posted parking signs and regulations and park in marked spaces. The Hingham Police Department will ticket and/or tow improperly parked cars.
- **Non-profit:** GALS is a strictly volunteer non-profit corporation with an “open book” policy regarding its operations. All are encouraged participate in the running of GALS and attend GALS meetings. Certain meetings of the Executive Committee will not be open to the general public.

REGISTRATION

- All players must register before participating. Registration includes payment of the appropriate registration fee and completion of the on-line registration.
- Any proposed change of a team’s roster must be approved by the appropriate Division Director and the Executive Committee.
- Submission of a registration application or request (or agreement) to coach shall be deemed “a consent” to all of the terms and conditions of this handbook.



UNIFORMS AND EQUIPMENT

- The registration fee will entitle each player to the use of a uniform during the season. Each player is responsible for keeping his uniform clean. At the end of each season, each player may keep her uniform.
- A player shall not wear anything that is considered by the referee to be dangerous to themselves or to other players. All referees, with the support of all coaches involved, will enforce this rule.
- Players will not wear any of the following: earrings, finger rings, barrettes of any type (elastics bands are acceptable), wristwatches, wrist chains, neck chains, casts of any type.
- The referee will check each player of both teams to assure that all players meet the requirements to play.
- Players are encouraged to wear kneepads, mouth guards and, if appropriate, protective eye wear with a strap.

EQUIPMENT

Each team will be given the following equipment, all of which the coach is responsible for returning at the end of the season (with the exception of player's uniforms):

- Player's jerseys
- Basketballs (5)
- Equipment bag
- Pinnies



FIRST AID

- Each gym has been issued a First Aid Kit. Such First Aid Kits are intended for team use only.
- Liability Waiver Forms must be brought to each practice and game so that they are available in case of injury.
- If your First Aid Kit is used or needs replenishing, contact your Division Director.

GAME POSTPONEMENT

- GALS discourages the postponement of any games. Coaches cannot take it upon themselves to postpone games without notifying and receiving the approval of their Division Director. If the Division Director is not available, contact a member of the Executive Committee, the President, Vice-President, Treasurer or Secretary.
- If a game must be postponed because of snowstorm or for any other reason, the Division Director will contact the coaches (we will establish a "telephone tree" to minimize the number of calls that need to be made by any one person).
- All postponed games shall be rescheduled at the discretion of the Division Director as and when he or she deems appropriate.

ZERO TOLERANCE POLICY

- All persons responsible for a team and all the spectators shall support the referee. Failure to do so will undermine the referee's authority and has the potential of creating a hostile and dangerous environment for players, the referee, coaches and all other participants and spectators.
- GALS has adopted the following rules and procedures regarding referees:

NO ONE IS TO ADDRESS THE REFEREE DURING THE GAME!!



- Exceptions for persons responsible for a team (i.e., coaches):
 - 1) During the game
 - (a) Responding to a referee initiating communication
 - (b) Making substitutions
 - (c) Pointing out emergencies or safety issues
 - 2) At the end of a quarter, half-time or at the end of the game
 - (a) A coach may ask a referee to explain a rule(s) in a polite and constructive manner
 - (b) Polite, friendly, constructive feedback may be given to a referee
 - (c) Absolutely no sarcasm, harassment or intimidation
 - 3) Penalties:
 - (a) 1st minor infraction-referee should ignore
 - (b) 2nd minor infraction-referee should politely give offender a verbal warning
 - (c) 3rd minor infraction-referee should caution offender
 - (d) 4th minor infraction-referee should eject offender
 - (e) 1st serious infraction-referee should caution or eject offender in the referees discretion
 - (f) The referee always has the power to impose a technical foul at any time as he or she determines appropriate.

- Exceptions for all others, including spectators:
 - 1) During the game
 - (a) Responding to a referee initiating communication
 - (b) Pointing out emergencies or safety issues
 - 2) Penalties
 - (a) 1st infraction-referee should stop the game and ask the coach or coaches to quiet the offending spectator.
 - (b) 2nd infraction-referee should stop the game and politely request that the coach or coaches give the offender a verbal warning that the next infraction will result in the ejection of the offender and/or abandonment of the game and imposition of a forfeit upon the offending parties' team..
 - (c) 3rd infraction-referee should stop the game and politely instruct the coach or coaches to direct that the offender leave the gym. If the offender fails or refuses to leave the gym, then the referee should abandon the game.



- (d) If the referee abandons the game, directs a person to leave the gym, or issues a caution, the referee shall send a report to the Executive Committee for review.
 - (e) Coaches must support the referee and follow the referee's instruction. Failure to do so may result in suspension or ejection from GALS. Any dispute should be resolved in a professional manner with the focus being on the well being of the players. All disputes should be addressed to the adult in charge of the gym (gym monitor), a member of the Executive Committee, the President, Vice-President, Treasurer, or Secretary/Clerk.
 - (f) At the end of a quarter, halftime or at the end of the game, spectators should not address the referee. If you have an issue or concern, you should address one of the coaches who will address the referee or a representative of the Executive Committee at the appropriate time and place.
 - (g) **Any player, coach, or spectator that is ejected from a game is automatically suspended from the next game.** A player, coach or spectator that is ejected for a second time will be suspended from the league for the remainder of the season, including playoffs. Any game that is played with an illegal player, coach or spectator will be forfeited.
- The Executive Committee has full power and authority to impose sanctions (e.g., suspensions, forfeits, expulsion from league) in its sole discretion. The Executive Committee shall review and investigate all referee reports and other complaints addressed to it, and shall issue sanctions as it deems appropriate. Sanctions may include forfeit of the game, forfeit of games, exclusion from playoffs and other contests, suspension from GALS, ejection from GALS. All decisions of the Executive Committee shall be final. Submission of a registration application or request (or agreement) to coach shall be deemed "a consent" to all of the terms and conditions of this handbook.

PLAYER ELIGIBILITY

- Player eligibility shall be determined in the sole discretion of the Executive Committee.
- Division placement shall be determined in the sole discretion of the Executive Committee.



REFUND POLICY

- Refunds shall be made in the sole discretion of the Executive Committee.

RESPONSIBILITIES AND EXPECTATIONS

- The Coach
 - 1) Teach, and instruct the players about the game of basketball (skills, teamwork, good sportsmanship, winning and losing).
 - 2) Talk slowly and clearly.
 - 3) Be on time for practices and games.
 - 4) Plan practice sessions, and plan for the game (pre-game instructions, substitute system, etc.).
 - 5) Give players equal opportunity and equal time.
 - 6) Encourage and be positive in correcting faults.
 - 7) Have an adequate supply of balls and equipment on hand.
 - 8) Know emergency procedures (ambulance, telephone numbers, first aid, etc.).
 - 9) Extend welcome other coaches, players, parents and spectators.
 - 10) Be prepared to restrain, politely but firmly, overly enthusiastic parents.
 - 11) Be courteous to referees.
 - 12) Listen to the players.
 - 13) Organize team procedures.
 - (a) Develop team list with addresses, telephone numbers, and email addresses.
 - (b) Develop cancellation procedures.
 - (c) Develop practice and game schedules.
 - 14) Know the rules of the game and to pass that knowledge on to your players.
 - 15) Discuss player progress with parents.
 - 16) Complete end-of-the-year player evaluations to assist the league in choosing teams for the following year.
 - 17) Be capable of working miracles on a regular basis—to make every player want to play basketball on a competitive or recreational basis.



➤ The Parent

- 1) Make sure the player arrives at practices and games on time.
- 2) Make sure the player arrives at practices and games with the proper equipment and attire.
- 3) Stay at practices and games whenever possible.
- 4) Support the player and the team.
- 5) Help coach wherever possible, if requested.
- 6) Inform the coach if a player cannot attend a practice or a game.
- 7) Encourage your child, and other children and the team, but not to insult or discourage the opposition.
- 8) Be enthusiastic, yet not critical.
- 9) Acknowledge good plays by the opposition.

➤ The Player

- 1) Responsibilities
 - (a) Arrive at practices and games on time with the proper equipment and attire.
 - (b) Perform to her potential (by the player's own standards; not those of adults).
- 2) Rights
 - (a) Have "equal playing" opportunity throughout the season.
 - (b) Enjoy the game of basketball without undue pressure from the coach or parents.

➤ The Referee

- 1) Fairly administer the rules of the game with sensitivity **to the level and quality of play reasonably anticipated in each division.**
- 2) Be free from harassment and inappropriate conduct on the part of players, coaches, parents, and spectators.
- 3) Note that the rules of regulation play are not strictly enforced at lower division levels.



- 4) Note that **rules are enforced with greater strictness at the end of the season** than at the beginning as players develop and have a greater understanding of the game.

LEAGUE AND DIVISION GOALS

Each division has different goals and priorities.

- **Division 1 (1st & 2nd graders) and Division 2 (3rd & 4th graders):** In Divisions 1 and 2, the emphasis shall be on introducing each player to the fundamentals of basketball. The priority at this level is not winning games but rather to teach the girls the basic rules of the game and how to:
1. Pass (e.g., bounce, chest, baseball and soccer passes)
 2. Dribble with each hand.
 3. Pivot
 4. Shoot (teach form for both lay-ups and outside shots)
 5. Play defense (basic defensive positions).

Remember, this will most likely be the girls' first introduction to basketball and it will have been **a very successful season** if your players develop a greater interest in and liking for the game.

- **Division 3 (5th & 6th graders):** In Division 3, continuing to teach the fundamentals of basketball shall be the main priority. The players at this level can be introduced to the basic offensive concepts (such as picking, give and goes), proper shooting form, rebounding (boxing out, footwork, outlet passing), and defensive concepts.
- **Division 4 (7th & 8th graders):** In Division 4, continuing to teach the fundamentals of basketball shall be the main priority. The players at this level should be introduced to more sophisticated concepts, including basic plays, full court pressing, out of bounds plays and help defense.



RULES OF PLAY

- Teams must field 5 or more players in order to start a valid game. Teams who fail to field 5 or more players at the start of the game will forfeit that game. Game time shall commence promptly at 10 minutes past the hour, however, the referee has sole discretion over the actual start time of each game.
- Games shall consist of four eight (8) minute quarters, running time.
- If the margin is ten (10) points or less, then **stop time shall be used in the last two minutes of the fourth quarter.**
- Five fouls allowed per player (player is out on the 5th foul). **Technical fouls count toward the five fouls for disqualification** and toward the team fouls in reaching the bonus free throws.
- On the 10th team foul and above per half, the player will shoot two foul shots.
- Each team receives two (2) 60-second time outs per half. **Unused first half timeouts do not carry over to the second half.**
- Time outs must be called by a player or coach whose team has control of the ball or by any player or coach after a referee's whistle (dead ball).
- A player committing a foul should turn and raise her arm to identify herself to the scorer.
- Substitutes should report to the scorer and wait to be waived in by the referee.
- An injured player must be removed if the coach or other bench personnel is beckoned on to the court. The player may re-enter the game at the next opportunity to substitute.
- Three point shots are allowed if court is marked.
- Failure to put the ball in play within five seconds results in loss of possession.



- **There will be NO OVERTIME period during the regular season.** Overtime rules will apply during playoff week, and the rules will be published prior to the start of the playoffs.
- All teams must play girl-to-girl defense; **no zone defense is permitted.** In Division 4, zone defense is permitted.
- **Double-teaming is not permitted in Divisions 1 through 3.** Double-teaming is permitted in Division 4.
- **Defense is NOT permitted in the backcourt,** except in Division 4. Once a defensive player has control of the ball in the backcourt, her opponents must retreat to half court to play defense.
- **The team on offense must advance the ball and cannot use the “no defense in the back court” rule to stall the clock.** The referee will declare a turnover if the ball does not advance over half court within 10 seconds.
- Coaches should make all substitutions at the beginning of each quarter. Substitutions required to replace an injured player will not require a team time-out, but are at the sole discretion of the referee. Refer to the supplemental Substitution Rule document for further information regarding this rule.
- No player shall play more than two quarters (half the game) until all players on that team have played at least two quarters (half the game). In addition, no player shall play more than one quarter greater than any other teammate, excluding a fouling out instance. Coaches should distribute excess playing time in a fair and balanced fashion rather than permitting one player to receive a disproportionate amount of playing time, particularly if that team is maintaining a lead of ten or more points.
- In Division 4, **no full court press is permitted by either team if either team has a lead of more than 15 points.** To clarify, when one team is not allowed to press because of the point differential, then neither team can press until the point differential is less than 15 points. Please note: “Total points scored” does not count in any “tie-breaker” formula for playoffs.
- No free throw shall be attempted after time has expired at game’s end or in extra period unless the points would affect the outcome of the game.



- In lieu of jump balls, the alternating possession rule will apply. The official scorekeeper is responsible for keeping track of which team will receive the ball. The **alternating possession rule also determines** which team begins on offense and which team begins on defensive at the start of the second, third, and fourth quarters.

- Referees will
 - 1) Not strictly enforce the rules of regulation play at lower division (1 & 2) levels.
 - 2) Enforce the rules of regulation play with greater strictness at the end of the season than at the beginning as players develop and have a greater understanding of the game.
 - 3) Instruct players during the game and will explain the rules and infractions of the rules as part of the instructional nature of GALS.

REMEMBER, BEFORE YOU ACT, SAY OR DO SOMETHING, THINK ABOUT HOW YOU WILL FEEL ABOUT YOUR WORDS AND ACTIONS TOMORROW. HAVE FUN!!



Player Substitution & Time Out Policy

Guiding Principles

- GALS is recreational based basketball league. The aim is to promote equal access and playing time for all participants, regardless of ability.
- In the same game, no one player can play more than one additional quarter than the player who plays the least amount of quarters.
- A quarter is defined as a complete **eight (8) minute** period of time.
- In-quarter substitutions **are not allowed**; except in the following circumstances:
 - a) A **player disqualification** either by receiving the fifth (5) personal foul, or being ejected by the referee.
 - b) An **injury to a player**, where it is determined that she is unable to continue play.
 - c) A team having **more than ten (10)** players in attendance at the game.
 - d) A team having **seven (7) or fewer players** in attendance at the game. As a health and safety consideration, you may rotate players in, during a quarter, in order to give winded players a breather.



Time Out Policy

- Each team will have **two (2) time outs per half**. Note: time outs do not carry over from the first half to the second half.
- When a team has **eleven (11) or twelve (12) players**, **no time out** will be required for a mid-quarter substitution. An automatic substitution stoppage will be granted by the referees **at the dead ball nearest to four- minute mark** of each quarter.
- If a team has **seven (7) or fewer players**, **a time out will be required** in order to substitute a player during a quarter.

Game Situations – Balancing Playing Time

- With **ten (10)** participants, each girl must play two (2) complete quarters. No player is allowed to play an additional quarter, unless a disqualification or injury occurs.
- When **nine (9)** girls come to a game, each of the nine (9) must play two entire quarters, however, two (2) of girls must play an additional third quarter. Remember, **no girl can play the entire game**, unless a disqualification or injury occurs.
- When **eight (8)** girls are present, all eight (8) must play two quarters, and four (4) must play an additional third quarter. Once again, **no girl can play the entire game**, unless a disqualification or injury occurs.
- When **seven (7)** girls are in attendance, all seven (7) must play two quarters, and six (6) must play an additional third quarter. Once again, **no girl can play the entire game**, unless a disqualification or injury occurs.
- With **six (6)** girls present, all six (6) must play three quarters, and two (2) girls **may play the entire game**.
- When you have **five (5)** participants, you must play all five (5) girls the entire game. Should a disqualification or injury occur, you may continue play with the remaining members of the team.



- When a team has more than **ten (10)** participants, this situation calls for careful consideration of player substitution rule. In order to support these scenarios, in-quarter substitutions are required.
 - a) When **eleven (11)** girls are present, everyone must play one (1) quarter, and nine (9) girls must play an additional second quarter. **Two (2)** girls will only play one quarter of the game. It is the coach's job to ensure that these girls play two (2) quarters in the next game.
 - b) When **twelve (12)** girls are present, everyone must play one (1) quarter, and eight (8) girls must play an additional second quarter. **Four (4)** girls will only play one quarter in the game. It is the coach's job to ensure that these girls play two (2) quarters in the next game.
- Throughout the season, **the distribution of playing time is mandatory**. In other words, **the best players on your team are not allowed to play more than your weaker players each week**. The extra playing time must be evenly distributed throughout the season to all players.



Overtime Substitution Rules

During the **regular season, there is no overtime.** Game ending in a tie will be recorded as a tie.

During the playoffs, a **three (3)** minute first **overtime** period will be played.

At the dead ball **nearest to 1:30 mark** of the first overtime period, the whistle will sound and **each team will be require to substitute players.** Consider this situation as a mini first half / second half game. The normal substitution rules apply with one exception, **teams with eleven or more players** present at the game you **need only substitute up to ten.** The remaining players are not required to play in the overtime.

Should the game remained tied at the conclusion of the first overtime period a second 3 minute overtime period will be required. Unlike the first overtime, **there is no substitution required, nor will any substitution be allowed,** except for injury, health and safety, or disqualification.

Should the game remain tied at the conclusion of the second overtime, a **third sudden death/sudden victory** period will commence. This period will be untimed, as either **the first basket or free throw wins the contest.** The second overtime rules govern substitutions.

Each overtime period will begin with a **jump ball at center court.** Each team receives one timeout per overtime period. The timeouts do not carry over from "one overtime period" to the next. Although the sudden death/sudden victory period is untimed, the one time out rule still applies.