

Centennial Basketball Association



In-House Handbook

2011-2012

Version 1.1

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*All the information listed in this handbook is subject to change

What is the CBA ?

The Centennial Basketball Association was formed in 1987 by Dan Hutter, Tom Kaluza and Jerry Kline with a primary objective of creating a program with close ties and common goals as the Centennial Boys' Varsity basketball program. In its initial year, the CBA had 9 In-house teams and 7 traveling teams and after many years, now supports both the girls and boys programs with approximately 26 traveling teams and 40 In-house teams.

The CBA's primary goals are to support a program that is:

- Run primarily by volunteers
- Low cost
- Positive influence on the community
- Team oriented
- Focused on the development of Centennial's Varsity basketball programs
- Equal opportunity for boys and girls
- Emphasis on "sportsmanship, commitment and dedication"

It is the CBA's hope that athletes receive the following benefits from this program

- Learning basketball fundamentals
- Opportunity for supervised and organized competition
- Mentoring in good sportsmanship
- Opportunity for team participation
- Organized use of practice & game facilities
- Exposure to the benefits of community involvement (through volunteerism and the mentoring of younger athletes)
- Community & school pride

It is the CBA's hope that the community benefits from this program by:

- Providing positive release of energy for our communities' young.
- Providing "no or low cost" opportunities for children of families in need
- Teaching our young athletes the benefits of "returning something to the community"

CBA Board of Directors

The board of directors is elected during our annual meeting. Please refer to the website for a current list. Please contact the appropriate director based upon your request. If you have an interest in becoming a member of the board, please contact the President.

Monthly Board Meetings

- Regular meetings of the Board are held monthly throughout the year. These meetings are held in the city council chamber room at Circle Pines City Hall. If the room is unavailable, a variety of places such as, homes of board members, the Centennial High School cafeteria, Community Services rooms, etc. may also be used.
- Please check the CBA web site for information on meeting dates and times. (<http://www.centennialbball.org/>)
- ***CBA board meetings are open to all CBA members.*** A CBA member is anyone over the age of 18, who volunteers within the CBA program, is a parent or legal guardian of a player in the program, or coaches a team.
- You may contact the CBA Secretary if you wish to be notified about upcoming meetings to express a concern, bring an idea or if you want to help out.

CBA Web Site Address

<http://www.centennialbball.org/>

- List of current board members with e-mail addresses
- Calendar of events (Meetings, registration, try-outs, tournaments, clinics, camps, etc.)
- Traveling basketball information (Registration forms, teams, coaches)
- In-House basketball information (Registration forms, teams, coaches, game/practice schedules)
- Link to the CBA, Team Identity, Online basketball store where you can purchase great, Centennial Basketball merchandise.

Philosophy

The Centennial Basketball Association strives to create a positive, fun environment for boys and girls to develop basketball skills, promote teamwork, and instill in them the principals of sportsmanship, honesty, loyalty, courage and respect.

Fall Registration

- The time and place of on-ground registration will be published in the local “Quad Community Press” and on our CBA website. Look for this information in mid August.
- Registration for in-house basketball is available on-line for several weeks each fall at www.centennialbball.org. Refer to the website and August issues of the Quad Community Press for more information.
- All participants must be registered online or the official registration form provided by the CBA. These are available on our website prior to registration or at the tables during registration.
- Registration forms MUST be signed by a parent/legal guardian as a waiver of liability against the CBA prior to tryouts or participation.
- Accident insurance is included in the registration fees.
- Registrations accepted after the last scheduled date is subject to a late penalty of \$10.00 in addition to the normal fee.
- Any person who knowingly registers under an assumed name, or gives an incorrect age or grade, becomes ineligible and is suspended for the remainder of the playing season.
- No Officer, Director, or coach is permitted to conduct any sort of invitational program separate from the CBA.
- Any player that wishes to play for a CBA team, and does not attend a Centennial school or live in the school district, must file a petition to the Board of Directors. The Board of Directors must approve the petition before the player is eligible.

Fees

The CBA is a nonprofit organization. All fees that are paid to participate in In-House basketball are used to support the program. Costs include gym fees for practice, equipment, insurance, and other miscellaneous expenses.

Parent Code of Conduct

- I will be responsible for my child's commitment, making sure they attend all practices and games and adhere to the "Players Code of Conduct".
- I will do my best to remember that basketball is supposed to be FUN and that winning and losing are part of all players' experience.
- I will encourage good sportsmanship by demonstrating positive support for ALL players, coaches and officials.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. I will let the coach's coach and the officials officiate.
- I will not use any trash talk or profanity.
- I will remember that the coaches are volunteers who are doing the best job they can. I will address any concerns I have to the coach at the appropriate time or contact the CBA In-House director.
- I will make sure my child knows that win or lose, I am proud of them and their efforts. I will allow them to do their best without fear of failure. I will provide constant, positive reinforcement.
- I will encourage them to have fun.

Player Code of Conduct

- I will make the commitment to attend all practices and games and adhere to the “Players Code of Conduct”.
- I will work hard, put my team before myself and support my teammates in practice and in competition.
- I will be respectful of teammates, coaches, officials, volunteers and spectators. I will encourage good sportsmanship in victory and defeat by demonstrating positive support for ALL players, coaches and officials. I understand that my actions are a reflection of my family, team, school and community.
- I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will not use any trash talk or profanity.
- I will demand a sports environment that is free from alcohol, drugs, and tobacco and will refrain from their use at all times.
- I will remember that the coaches are volunteers who are doing the best job they can. I will accept constructive criticism and not take it personally. I will address any concerns I have to the proper people at the appropriate time.
- I will respect and adhere to the rules governing eligibility and competition.
- I will believe in myself and play with confidence. I will not let fear of failure hold me back or dwell on my mistakes.
- I will have fun!

Grievances

- A grievance is a dispute or complaint involving a coach, player or a CBA Board member.
- Any grievance must be submitted, in writing to either the President or Vice-President of the CBA within five (5) days, stating the time, place and as many specifics of the incident as possible.
- Members of the Board of Directors will discuss and decide how to settle the grievance/complaint in a timely manner.
- The Board of Directors will discuss and decide the issue after the parties involved have been dismissed and will notify the parties of the decision, in writing within forty-eight (48) hours.

Coach's Responsibilities

- All coaches are required to take the concussion training found at www.cdc.gov/concussion/HeadsUp/online_training.html
- The coach has the ultimate responsibility and accountability in the running of the team.
- All coaches in the CBA are expected to be examples of good sportsmanship and instill the principles of good sportsmanship in all players.
- A coach should teach all players the fundamentals of the game of basketball and the Centennial varsity basketball system.
- When a dispute or question arises, the coach will deal with officials in a respectful manner.
- A coach in the CBA must not be under the influence of alcohol prior to or during practices or games, while responsible for the transportation of players.
- A coach must not engage in the use of illegal drugs at any time.
- A coach must not use abusive or vulgar language in the presence of officials, players, parents, or spectators.
- A coach must not physically or verbally abuse any player, official, parent or spectator.
- Coaches are responsible for the conduct of assistants, players and fans. Upon requests of the officials, he/she will take whatever action necessary to allow the game to continue.

- If an issue arises among players and/or parents, an opposing team or a tournament, it is the coach's responsibility to notify the CBA president, vice president or In-House director as soon as possible to address the issue appropriately.
- Coaches should hold a meeting for players and parents at the beginning of each season to share their coaching philosophy and objectives for the season.
- Coaches are encouraged to communicate, in positive terms, team and individual player's progress throughout the course of the season.
- Coaches may request a team parent to assist with the administrative/communication process.
- Coaches are responsible for all the equipment that is issued to them. (Balls, First Aid Kit, Ball Bag and any other equipment furnished to the team). All equipment should be kept in good condition and must be returned to the CBA at the end of the season at the coach's wrap up meeting or no later than two weeks after the season is completed.

Playing Season

The regular season runs from October to mid January. The In-House tournament is held in mid to late January.

Team Formation

CBA teams are formed to provide as balanced competition as possible within the league. Members of the CBA In-House teams are assigned to teams based on the following:

- A parent who volunteers as a coach or assistant coach will have their son(s) or daughter(s) assigned to their team.
- Consideration of limited special circumstances
- A player's height and weight.
- Random draw

No player may be added to any team's roster without CBA approval.

Special requests for placement of a player on a specific team or with a specific coach are generally not honored. Any special requests will be reviewed by the CBA In-House Director on an individual basis. Special requests will only be honored if it is determined that it would not affect the goal of creating balanced competition within the league.

Practices

- In-House teams practice once per week during the regular season. The CBA does not decide days or times for team practices. These are determined by Community Services in an effort to minimize potential conflicts with other sports and school activities. Practice times and days of the week may not necessarily be optimum, but Community Services and the CBA do the best they can with limited resources.
- An In-House coaches' clinic and referee's clinic for the high school referees will be scheduled during the season. The coaches' clinic is designed for coaches to learn how to plan their individual team practices so that they are focused on teaching fundamental basketball skills.
- Coaches will receive individual team practice times at the in-House coaches' clinic at the beginning of the season. Practices are posted on the CBA website once they are set. Coaches will supply players with individual team practice schedules.
- Coaches are not to schedule any additional team practices beyond the one hour weekly practice.
- In order to have a successful team, practice is essential, and therefore it is important that players attend all practices. Parents are expected to communicate to the coach any practices or games that their son or daughter will miss.
- We expect that all players and coaches respect all gyms and equipment. Do not use any equipment that has not been authorized by Community Services. If it's not for basketball, leave it alone. No throwing or dribbling of basketballs will be allowed outside of the gyms.
- If there is a school closing due to inclement weather or for any other reason it also means any practices or games scheduled in that building are cancelled as well. You can call the Centennial School Closing Information Line at 763-792-6030 for information on emergency school closings. School closing information is also broadcast on WCCO-AM (830) radio.
- You may arrive at your designated practice facility no more than 10 minutes early and must be picked up afterward at the designated finish time.

Shooters Club

To encourage our players to practice in the off-season, the CBA sponsors the “CENTENNIAL SHOOTERS CLUB”. The club is open to all traveling, in-house and varsity players.

Each player who makes and records a minimum of 5000 shots from April 1st to September 30th will become a member of the club. The Members will be recognized each year with the presentation of a “Shooters Club T-Shirt”.

In addition to a T-shirt, players may earn addition awards. Each award is earned by accumulating made baskets. Players can receive more than one prize each year. Total shots are accumulated from year to year to determine prizes. Prizes for each level are awarded just once.

Players are asked to chart MADE SHOTS on the “Shooters Club Shot Chart” or on your own calendar. Shots must be made on a 10 foot basket and vary from free throws, lay-ups, 3 pointers, etc. You are on your honor to be truthful. Shot charts must be mailed by December 1st on that year to be eligible for awards. All members of the CENTENNIAL SHOOTERS CLUB will be recognized at halftime of a varsity game during the season.

SHOOTERS CLUB SHOT CHARTS are available in March through your coach. If you have any questions, you can contact the CBA Shooters club director.

Summer Cougar Camp

The boys and girls varsity staff will run a summer basketball camp, through community services, for 3rd through 9th grade in-house and traveling players. Registration will take place in the spring. Watch for information in the summer community services bulletin.

Coach Selection

Head coaches and assistant coaches must fill out a coach’s application and agree to have a police background check done and approved by the CBA Board before they are permitted to coach.

If there is more than one applicant for head coach and/or assistant coach, selection by the In-House coordinator will be based upon the following:

- Basketball experience
- Coaching experience and history
- Knowledge of the game
- Ability to provide the time commitment
- High School players must coach with an adult

Eligibility and Suspension

- Only registered players are eligible to practice or compete with a CBA In-House team.
- Any game in which a team uses an ineligible player is declared a forfeit. Any game in which both teams use ineligible players is declared no contest and is not replayed.
- Only the head coach, or in his absence any assistant coach, may suspend a player.
- A coach may suspend any player who:
 - a. Fails to respect the authority of the coaches, officials/referees and facility supervisors.
 - b. Uses any form of tobacco, alcohol, or narcotics.
 - c. Displays poor sportsmanship, either by word or deed.
 - d. Any technical foul is an immediate benching of the player for a time to be determined by the coach.
 - e. Each subsequent technical foul, for the playing season, must be reported to the In-House director by the coach to determine the disciplinary action.
- All suspensions must be submitted in writing by the coach to a Board member within forty-eight (48) hours and verbally inform the respective parents/legal guardians within twenty-four (24) hours of the violation.

School Suspension Policy

The CBA policy for students subject to school suspension is for the parents and the CBA participant to be responsible for following the exact terms of the school suspension with regards to all CBA activities. Current school policy is that once a suspension occurs, the child is not allowed on any school district property until the suspension is complete. This includes all games and practices. In addition to the school district policy, the player will not be allowed to participate in any CBA practices or games during their suspension.

Injury Prevention

- Be conscious of injury prevention. Try to create a safe environment for practices and games.
- Report all injuries to the coach when they occur. Have all skin abrasions treated and covered, no matter how minor.
- Warm up thoroughly before every practice and game.
- Players should inform coaches when they are really tired. That is the time when injuries are most likely to occur.
- Personal equipment (T-shirts, socks, supporters, etc.) should be clean. Skin infections start with dirty equipment.
- Never indulge in horse play. You expose both your teammates and yourself to injury.
- Learn the fundamentals of basketball well. Players who know how to play well are seldom injured. The best injury insurance is aggressive, alert play.

Uniforms

All In-House teams will be supplied with uniform shirts. All uniform shirts should be kept clean and in good condition. If a uniform shirt gets damaged during the season the player is responsible for its replacement.

Players shall wear their uniform shirt and basketball type shorts and non-marking athletic shoes at all games. Players shall wear a basketball style shirt or t-shirt, basketball type shorts and non-marking athletic shoes at practices.

Centennial Basketball Players Oath

As a member of a In-House team, I promise to play hard during games, and work hard during practices. I understand my responsibility to be at games and practices on time and be mentally and physically ready to play. I promise to bring a positive attitude towards my play, as well as the play of my teammates. I recognize that one individual cannot win a game, it takes a team. I promise that if I have any questions or concerns about my play, the team, or my role on the team, I will talk with my coach about them, not my teammates.

In-House League Official Rules for Season and Tournament Play

GAME SCHEDULE

<u>Skill</u>	<u>Time</u>	<u>Notes</u>
First Half periods		
1. Five on Five	5 minutes	<i>There will be a 30 second break between periods.</i>
2. Five on Five	5 minutes	
3. Five on Five	5 minutes	
4. Five on Five	5 minutes	
Half Time period		
1. Lay-ups	2 minutes	<i>2nd and 3rd graders only – a maximum of 12 points for free throws and 12 points for Lay-ups will count towards the total game score. Each is worth one point. Lay-ups will alternate each week from left hand to right hand</i>
2. Free Throws	3 minutes	
Second Half periods		
1. Five on Five	5 minutes	<i>Hoops will be set at 9 feet for 2nd and 3rd graders.</i>
2. Five on Five	5 minutes	
3. Five on Five	5 minutes	
4. Five on Five	5 minutes	

OFFICIAL RULES

1. Normal Minnesota High School Basketball rules except as denoted above or below.
2. No time outs except for the scheduled half-time time out.
3. No free throws after fouls.
4. One point will be awarded for each foul after eight team fouls per half.
5. Player fouls will be kept and a player will foul out on the 5th foul.
6. Shooting fouls: If a player is fouled in the act of shooting and the basket is good, the team receives 2 + 1 = 3 points and the ball goes to the other team. If the basket is not good, the team receives 1 point and the ball.
7. In 4th grade and above: During the final 5 minute period of the game, all fouls will be worth 1 point to the other team.

8. No full court press!
9. For 2nd – 3rd graders, traveling and double dribble will not be strictly enforced to begin the season, but will be by the midway point. 3 seconds in the lane and palming the ball will not be enforced at this age, but will be reminded by the referees. The defense must set up inside the 3pt. line to allow the offense to get started.
10. Man to man defense only. Coaches are allowed to teach help defense. Stop the ball, then get back to your player. Double-teaming is not allowed for 2nd – 3rd graders, but will be allowed in 4th grade and above. Each defensive player must be assigned to an offensive player. No zone defense is allowed.
11. **Participation rule:** All players must play an equal number of periods each game. Inequities in a given game should be corrected the following week. Over the course of the season, each player should play an equal number of periods if the player attends each game. **THIS IS THE IN-HOUSE LEAGUE RULE.**
12. Each team must provide a scorekeeper.
13. Score sheets should be turned in to the CBA Site Coordinator within 5 minutes of the end of each game. Turning score sheets in is important as team awards will be made for best free throw shooting and lay-ups (2nd/3rd grade), regular season total offensive points scored and regular season total defensive points allowed.
14. In the event of a tie at the end of a game a single two minute ‘sudden death’ period will be played. If neither team scores then the game will conclude as a tie.
15. Technical fouls: Technical fouls can be awarded to coaches either during or after the game but only by the CBA site coordinator or a CBA board member. The first technical foul during the season will result in a written warning from the CBA. A second technical foul during the season will result in dismissal of the coach without exception. Technical fouls will be made at the discretion of either a CBA board member or CBA site coordinator who is monitoring the court at the time (similar to technical fouls in high school basketball). **The CBA board has no tolerance for harassment of officials. The CBA board views the role of referees to help teach the rules of the game and the In-house league as an INSTRUCTIVE not a COMPETITIVE league.**
16. Tournament rules:
 - ◆ All teams will play a minimum of 3 games.
 - ◆ Coaches will submit an expected rotation to the scorer’s table before each game.
 - ◆ Team with the best record wins.
 - ◆ Tie-breakers for tournament are:
 1. First tie-breaker - Highest number of points scored in tournament.
 2. Second tie-breaker – Lowest number of points allowed in tournament.
 3. Third tie-breaker – Coin toss.