

Central Maine Basketball Conference



League Handbook

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Central Maine Basketball Conference League Handbook

Mission

CMBC will provide a structure for communities to utilize in the development of a youth basketball program that serves as a feeder program for High School basketball teams.

Organization

CMBC's purpose is to operate a youth travel basketball league for children in 5th and 6th grades that live in Maine communities. The Waterville Parks and Recreation Department will act as league administrator. The Department will prepare the schedules, keep accurate standings, collect the league fee and rosters, and handle all necessary paperwork.

All league information can be found on our website at <http://www.waterville-me.gov/parks/central-maine-basketball-conference/> or on Facebook.

Divisions

There are two divisions for both boys and girls that teams can participate in. They are 5th Grade and 6th Grade. The season dates are determined by the League Administrator and are posted on the homepage <http://www.waterville-me.gov/parks/central-maine-basketball-conference/>.

5th/6th Grade Division

The primary focus of the 5th/6th Grade division should be learning to play within a team environment. Players should be taught basic offensive play-sets, using screens, passing, and moving without the basketball as well as the fundamentals of man-to-man defense. The coach's objective is teaching the players where they should be on the basketball court during a game in order for the team to get the best shot possible. The objective is to translate good team play into wins as the level of competitiveness increases.

Teams - Rules and Eligibility

1. Teams must provide all required paperwork for team, coach and all players before they are allowed to participate in CMBC.
2. Any community that fields more than one team per division must divide the talent as equally as possible.
3. If a team has insufficient players at a game, the team with insufficient players will forfeit the game but it is recommended that the opposing team rotates some players "on loan" so the game can be played. On loan players playing time is not added to his/her percent of playing time.
4. Teams must be affiliated with a school, recreation department program or through the YMCA/Boys & Girls Club. No parent organized teams will be permitted to participate in the league. No AAU teams will be permitted into the league.

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Players – Rules & Eligibility

1. Each player must register and complete all required forms prior to participating in any CMBC practices or games. The fee covers the cost of playoffs, any awards and other limited administrative costs. Also, some communities might charge an additional fee per player to cover the cost of practice time and referees.
2. All players on the team are encouraged to play at grade level. No players may “play down”. If you have one or more players in the 6th grade, and several from the 5th grade, you must play in the 6th grade division. Players must be in 5th or 6th grade.
3. Players may not participate on more than one CMBC team per season.
4. A player ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
5. Any player who is ejected more than once during the course of a season will be removed from the League for the balance of the season. If a player is ejected from the last game of the season the CMBC League Administrator has the option to carryover the one game suspension to the playoffs or the following season.

Other Important Information

League Fee:

The league fee will be determined each year by the League Administrator. The league fee for the 2015/16 season will be \$125.00 per team.

Schedule:

The schedule will be established by the League Administrator. Coaches and Coordinators must notify the Recreation Coordinator by ***Friday, November 6th*** as to how many teams they will have in each division. ***CMBC Registration Form must be completed for each team.***

Games will be scheduled for a particular weekend. It is up to the coaches to mutually decide on the specific date, time and location. The schedule will determine the home team.

Rosters:

Rosters will be submitted to the League Administrator prior to the second game (weekend of December 12th). It is strongly encouraged that each roster has a minimum of ten players. Please completely fill out the form provided at the end of the handbook.

Changes to the roster can be made up until the fourth game (weekend of December 26th). Final rosters must be received no later than December 31st. Players must be represented on one roster only.

Code of Conduct Forms:

Everyone must complete a code of conduct form in order to participate in the CMBC. All forms must be signed and returned with the official roster.

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Standings:

In order to keep accurate and up-to-date standings, it is essential that the home team contact April at the Waterville Parks and Recreation Department, 680-4744. If you are unable to reach April, ask for Bobbie-Jo or Matt. You can also fax your scores to 877-7532 or email them to aames@waterville-me.gov. All game results must be submitted no later than 1:00 pm on Monday, January 25th. Playoff seeding will be based on the submitted game results.

Website/Facebook:

The Central Maine Basketball Conference has a website. This website is updated frequently. All information for the league, including forms, standings, schedules, etc. will be posted on this site. Please go to <http://www.waterville-me.gov/parks/central-maine-basketball-conference/>. If there is other information you would like to see on the website, please email April at aames@waterville-me.gov.

Playoffs:

The format for playoffs is a single elimination style tournament. Teams are seeded based upon the game results submitted to the Waterville Parks and Recreation department. The season will last nine weeks. Playoffs will occur as follows:

5th grade boys & girls – Weekend of January 30th

6th grade boys & girls – Weekend of January 30th

Playoffs will be held in Waterville. Surrounding communities may also host games. Teams will be notified once playoff schedules are completed.

Coaching Responsibilities

Coaches must know that they have tremendous influence, good or bad, on the players. They should never value winning over good sportsmanship and other ideals of good character.

1. Be a role model at all league activities.
2. Keep a copy of this handbook with you at all games in case any questions arise.
3. Have a copy of the division rules located at the scorer's table for both coaches and the referees to reference in case a question/issue arises.
4. Read and abide by the goals, objectives and rules for the appropriate team grade level.
5. Secure resources necessary for practices and home games, including the gymnasium, referees, score keepers, and statisticians.
6. The home team is responsible for notifying the League Administrator with the results of the games.
7. Notify your opponent and master scheduler in a timely manner if you anticipate having insufficient players for a scheduled contest.
8. Take appropriate and immediate action against disrespectful or inappropriate comments, cheers, gestures, harassment of players or officials, and any action that invites or encourages inappropriate behavior.

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9. Keep the information on the registration and medical information/release forms private and destroy the forms by shredding or burning them at the end of the season. Failure to do so is in violation of the Freedom of Information Policy for children.
10. Provide for effective supervision during and after practices and contests. Never leave a child waiting to be picked up.
11. Notify the League Administrator within 24 hours of any inappropriate conduct on the part of a participant, spectator, coach or parent.
12. Make sure all participants and spectators are aware that smoking is not allowed and possession of intoxicants and/or illegal substances is prohibited at recreation events and on school and recreational property.
13. Cancel or suspend a contest, if in the coach's view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions.

These coaching responsibilities are not all-inclusive. Coaches are expected to use common practices and common sense.

Coaching Hints

1. Be the coach you would have wanted to play for.
2. Believe in your players.
3. Be prepared to teach your players how to learn and how to accept coaching.
4. Model good sportsmanship. It is a habit, most of which is established in practice.
5. Give liberal praise but minimize talking. Kids learn by doing. Comment on a player's actions only when you really have something to say, otherwise they will tune out the constant chatter.
6. Don't give false or constant praise. It will be tuned out too.
7. Judge the effectiveness of your practice by how many times each kid touched the ball, performed a skill and had fun.
8. Inject and encourage fun, humor and laughter.
9. Don't use sarcasm, it does not feel good and undermines your ability to coach.
10. Don't substitute yelling for constructive coaching.
11. Understand that spirit is contagious and success is infectious.
12. Practice fairness. Treat kids equally. Every player should receive equal practice time and be expected to share equally in duties such as picking up equipment, trash etc.
13. Say no without feeling guilty and yes without resenting it. Avoid hemming and hawing.
14. Don't hesitate to say, "I am sorry", "I am wrong" and "I don't know".
15. Never single out an individual player and scold or humiliate them in front of other people. Embarrassment creates contempt and insecurity.
16. Be open to player and parent comments and suggestions.
17. Realize learning usually comes by making mistakes.
18. Remember players do not learn skills or strategies during a game situation.
19. Know that a team with spirit and cohesiveness can beat a higher skilled team.
20. Know that for older players understanding the purpose of a drill is just as important as the ability to execute the skill.
21. Ask for help when you need it.

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Referees

Having qualified individuals referee games is very important to the overall quality of the CMBC basketball experience.

All games will be officiated by two IABBO officials as often as possible. It is recommended that if a team is unable to get IABBO officials for the game, they should contact the opposing coach prior to the game. This may allow the other coach to suggest an additional IABBO official for the game from their community.

In the event that they cannot, the following are specific referee requirements for each CMBC approved game:

1. Referees must be a minimum of 15 years of age.
2. Referees under age 18 may only serve with an adult referee.
3. Two referees should be assigned to each game, when possible.

Expectations for Spectator Behavior

The Central Maine Basketball Conference appreciates your support and participation in this season's basketball program.

We ask that you help us to make the season a productive, safe and enjoyable one for all involved by showing your respect for and good sportsmanship toward all players, coaches, referees, league organizers and spectators. Specifically:

- Please make it a priority for players to attend all practices and games. If missing a session is necessary, be sure the coach knows this as soon as possible.
- Try to praise each player's contribution to the game, whether that contribution is a good shot or a good try.
- Don't focus on winning or losing. If a player is developing skills, getting exercise and having fun, he or she is experiencing success in the program.
- Please don't coach from the sidelines. It is confusing for the players, and it's the coach's job. If you have questions or concerns about a coach's actions or strategies, find a time after a game or practice to ask the coach about them. Keep in mind that coaches are volunteers who contribute a lot of time over the season to make the league possible.
- Almost all the League referees are volunteers and over the season give up many hours so that the kids can play ball. Please remember that referees do not win or lose ball games, and please do not express any disagreement you may have with a referee's calls.
- The Central Maine Basketball Conference has adopted some league-specific rules that are designed to help young players develop. If you have questions about a league rule, feel free to ask a coach, referee or league organizer about it at a time that is convenient for both of you.
- The Central Maine Basketball Conference has adopted policies and procedures for handling formal complaints. If you wish to file a complaint, contact the representatives from your town for a form. The form can also be used for compliments and concerns.

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Complaints

1. Anytime a player or coach is ejected from a game, the coach from the opposite team is expected to fill out an ejection report and submit it to the league administrator as soon as possible.
2. All coach's complaints will be initially handled at the town/school level by the appropriate staff member.
3. All parent, guardian, referee, spectator or coaches concerns or complaints shall be documented on the Compliment, Concern & Complaint Form and submitted to the appropriate Community Coordinator and League Administrator.
4. All complaints of a serious nature must be brought to the CMBC League Administrator immediately for review.
5. Once a complaint has been brought to the CMBC League Administrator, the coach in question may be required to appear before the League Administrator for a hearing on the incident(s).
6. All decisions and incidents of a serious and consequential nature must be brought to the League Administrator within 48 hours.
7. A coach being ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
8. Any coach who is ejected more than once during the course of a season will be removed from the league for the balance of the season and may not be allowed to return to CMBC in the future.
9. If a coach is ejected from the last game of the season, the League Administrator has the option to carryover the one (1) game suspension to the following season.
10. Any coach who verbally or physically threatens a referee will be permanently removed from the league.
11. A coach who behaves inappropriately at any CMBC activity will be suspended from coaching for the remainder of the season or indefinitely.
12. All CMBC League Administrators decisions are subject to appeal and will be heard at the discretion of the Waterville Parks and Recreation Director.

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EJECTION REPORT

Individual Ejected: _____

Date of Ejection: _____

Community Represented: _____

Division: *(circle one)* 5th Girls 5th Boys 6th Girls 6th Boys

Team: _____

Was this ejection the first offense? *(circle one)* Yes No

What actions precipitated the ejection? _____

Who initiated and carried out the ejection? _____

And what was their roll in the game? *(circle one)* Referee Coach CMBC Representative Other

Name of individual filing report: _____

CMBC staff's action: _____

COMPLIMENT, CONCERN & COMPLAINT FORM

Date of Contest or Practice: _____

Town Represented: _____

Division (*circle one*): 5th Girls 5th Boys 6th Girls 6th Boys

Team: _____

Compliment, Concern, Complaint: _____

What action would you like to see? _____

Why? _____

To be completed by CMBC Staff Member

What was the finding of CMBC staff member?: _____

Action taken by CMBC: _____



CENTRAL MAINE BASKETBALL CONFERENCE

2015-16 LEAGUE RULES

Games will comply with National Federation rules with the following exceptions:

1) Defense:

- a) Teams must play half-court man-to-man defense in the first half. Help and recover is allowed. Trapping is prohibited in the first half.
- b) Teams may apply any type of defense in the second half.
- c) Coaches are encouraged to discuss the interpretation of man-to-man defense with the official(s) prior to the start of the game. *Please see page 16 of the CMBC handbook for clarification.
- d) Full court pressure is allowed in the 2nd half when a team's lead is less than 10 points.
- e) Violation of Section A of this rule will result in a team warning for the first infraction and a technical foul for each subsequent violation. The technical foul will not count as a team or personal foul.

2) Substitution Rules:

- a) Each team will start the game with five players.
- b) At the first stopped ball near the five (5) minute mark of the first half, players that have not played will be substituted into the game.
- c) Free substitution will occur during the last ten (10) minutes of the 1st half and the entire twenty (20) minutes of the 2nd half.
- d) If a team starts the game with more than ten (10) players, the coach will be allowed to substitute players in the first ten (10) minutes of the 1st half. Players that play in the first five (5) minutes of the 1st half are not allowed to play in the next five (5) minutes of the first half. (Example: A team has 12 players. The coach starts with 5 and substitutes 1 in at the 3 minute mark. At the next stoppage around the 5 minute mark of the first half, the coach puts in 5 players that have not played. The coach will then substitute the 12th player into the game at the next opportunity.) Coaches are not required to substitute any extra players in during the first ten minutes of the game.
- e) If a team starts with less than ten (10) players, the coaches must meet prior to the start of the game. The opposing coach will choose the player(s) that will be substituted in during the second 5 minutes of the first half. Coaches are encouraged to make this decision away from the players.
- f) This rule can be modified if both coaches agree to the modification PRIOR to the start of the game during the regular season only. During the end of the season playoffs, there will be absolutely no modification to this rule.

3) Officials: Games will be officiated by IAABO officials as often as possible. Use of Jr. IAABO officials is allowed as long as they are accompanied by a certified IAABO official. Teams are encouraged to contact the opposing coach as soon as possible if you are unable to get IAABO officials for your game.



CENTRAL MAINE BASKETBALL CONFERENCE

2015-16 LEAGUE RULES

- 4) Foul Shots:
 - a) Any player will be allowed to jump over the foul line during a foul shot.
 - b) 5th grade players may shoot up to 18" in front of the foul line. 5th grade players on a 6th grade team may not shoot in front of the foul line.
 - c) A player occupying a marked lane space may enter the lane on the release of the ball by the free throw shooter.

- 5) Game Length and Time:
 - a) A regulation game will consist of 2 twenty (20) minute half's.
 - b) Half time will be 5 minutes unless otherwise agreed upon by both coaches.
 - c) Overtime periods will be three (3) minutes, if necessary.
 - d) Run time will be used; however, the clock will be stopped during the last two (2) minutes of each half and during any whistle or stoppage of play during any overtime period.
 - e) Each team will be allotted three 60-second time-outs and two 30-second time-outs during a regulation game. One additional 60-second time out is allowed per overtime.

- 6) Grade Level of players:
 - a) All players on the team are encouraged to play at grade level.
 - b) No players may "play down". If you have one or more players in the 6th grade, and several from the 5th grade, you must play in the 6th grade division.
 - c) Any 5th grade player that is playing with the 6th grade team may not also play on the 5th grade level team.
 - d) 4th Grade Players: Players should be from the 5th or 6th grade; however, if your team does not have enough 5th grade players, you may have up to five (5) 4th grade players on your team.
 - 1) At no time will 4th grade players be allowed to play in the 6th grade level.
 - 2) Teams cannot place 4th grade players on rosters in place of 5th grade players.
 - 3) Having 4th grade players should be the exception, not the norm.
 - e) At no time will any players be allowed to play that are not in 4th, 5th or 6th grade.

Updated 10/06/2015

CENTRAL MAINE BASKETBALL CONFERENCE (CMBC)

COACHES' CODE OF CONDUCT

I hereby pledge to live up to my responsibilities as a CMBC Coach by adhering to the **CMBC Coaches' Code of Conduct** as follows:

- I will place the emotional well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will be knowledgeable of the CMBC rules and I will teach these rules to my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will remember that I am a **youth** sports coach, and that the game is for the children and not the adults.
- I will not be under the influence of any drugs, tobacco or alcohol at any CMBC practice, game or event.
- I will be responsible for unruly actions of my players and my assistant coaches. I will assist CMBC staff in dealing with unruly players' parents or spectators.
- I will not verbally or physically abuse any player, official, parent, or gym supervisor for any reason.
- I will abide by all the rules and regulations established by the City of Waterville Parks and Recreation Department and the CMBC.

I understand that failure to abide by the above Code of Conduct or any serious violation of rules and guidelines may result in the removal, suspension or termination of a volunteer coach.

Coaches' name _____ Team _____
(print)

Coaches' signature _____ Date _____

CENTRAL MAINE BASKETBALL CONFERENCE (CMBC)

PARENT AND PLAYERS' CODE OF CONDUCT

I hereby pledge to provide support, care, and encouragement for my child participating in the CMBC program by adhering to the **Parents' Code of Conduct** as follows:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, officials and gym supervisors at every game, practice, or other CMBC event.
- I will place the emotional well-being of my child ahead of any personal desire to win and will maintain a "fun is #1" attitude.
- I will support coaches and officials working with my child, in order to encourage a positive, enjoyable experience for all.
- I will remain calm during the games and if my child or their teammates makes a mistake I will help them learn from their mistakes.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all CMBC practices, games and events.
- I will insist that my child treat other players, coaches, spectators, and officials with respect.
- I will require that my child's coach be trained in the responsibilities of being a CMBC coach and that the coach upholds the Coaches' Code of Conduct.

It is imperative that parents conduct themselves in a proper manner. Use of profanity, verbal or physical harassment towards officials, staff, coaches, other spectators or players will not be permitted. I understand that failure to abide by the above Code of Conduct may result in parents being asked to leave the premises, and possibly excluded from attendance at future games.

Parent's Signature _____ Date _____
.....

I hereby pledge to be positive about my CMBC experience and accept responsibility for my participation by adhering to the **Players' Code of Conduct** as follows:

- I will demonstrate and encourage good sportsmanship from myself and my fellow players at every practice and game.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will do my best to listen and learn from my coach.
- I will treat my coach, other players, officials and spectators with respect.
- I will abide by the rules of the game and will always play fair.
- I will accept the judgment calls of the game officials.
- I will offer encouragement to my teammates.
- I deserve to have fun during my sports experience and will alert my parents or coach if it stops being fun!
- After each game I will demonstrate "Winning without gloating" or "Losing without complaining".

It is imperative that players conduct themselves in a proper manner. Use of profanity, verbal, or physical harassment towards officials, staff, coaches or players will not be permitted. I understand that failure to abide by Code of Conduct may result in game suspension or league expulsion.

Players' signature _____ Date _____

Team _____

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Defense Clarification

Help and Recover Versus a Zone: Clarification is needed in regards to the difference between “help and recover” and a zone. In man-to-man defense, players are not allowed to just stand in an area and pick up players who come into their area (which constitutes a zone). Players are allowed to help and recover. Defensive players must know where their man is on the court and can sag as far as basketline to be in help position. Admittedly, at times this can look like a zone, however the distinction between a man-to-man and zone is whether or not the defensive player knows where the person he is supposed to be guarding is located and adjusts defensively. In addition, it should be noted that double teaming in the paint (sometimes confused for a zone) is generally not called. This is to promote help defense. Since defensive players can sag to the basketline, they often end up in the paint either helping out or going for a rebound. Clearly, referees sometimes have a hard time distinguishing between a zone, double teaming, and straight man-to-man. It relies to a degree on the judgement of the officials, and as we all know, we can view things slightly differently. We encourage you to speak with the opposing coach and officials prior to tip-off to ensure that all share in the interpretation of “help and recover.” Please read attachment A regarding “help and recover” to offer further clarification.

DEFENSE “Attachment A”

Zone Defense: When defensive players guard a specific area and any offensive players that enter that area.

Man-to-Man Defense: When defensive players guard a specific offensive player.

Help and Recover: When a defensive player’s teammate is beaten by his/her offensive player, that player may help his/her teammate until the beaten teammate recovers. Once the beaten teammate recovers, he/she must find the person that he/she was originally guarding (unless the teammates switched offensive players).

Defense in the Paint: When players are in correct help-side position, they are allowed to sag as far as basketline. Once the ball comes into the paint, defensive players are allowed to help their teammates. As a result, more than one player often ends up guarding the ball. This generally does not constitute double teaming. In fact, it is good team defense.

Offensive team clears its players out to isolate one player: Frankly, we would be disappointed if any team clears out players to the far sides of the court to create an isolated one-on-one situation. This tactic is not teaching youth to play as a team. If this were to occur, defensive teams facing this situation are permitted to sag to the middle (basketline) to help out. The defensive players, however, must know where their offensive players are (see your player and the ball) and adjust accordingly. The basketline rule is in place to discourage this type of offensive tactic.



Waterville Parks and Recreation Central Maine Basketball Conference 2015/2016 Team Registration Form

TEAM NAME: _____

COACH - CONTACT INFORMATION <i>(Please print clearly)</i>			
FIRST NAME:		LAST NAME:	
COMMUNITY REPRESENTED:			
EMAIL ADDRESS (required):			
CELL PHONE:		HOME PHONE:	
<i>Email is the primary way to receive information for the league. We cannot register your team without a current email address.</i>			

ASSISTANT COACH - CONTACT INFORMATION <i>(Please print clearly)</i>			
FIRST NAME:		LAST NAME:	
COMMUNITY REPRESENTED:			
EMAIL ADDRESS (required):			
CELL PHONE:		HOME PHONE:	
<i>Email is the primary way to receive information for the league. We cannot register your team without a current email address.</i>			

League fee: The league fee will be determined each year by the League Administrator. The league fee for the 2015/16 season will be \$125.00 per team. The league fee is due prior to the start of the season.

Rosters: Rosters will be submitted to the League Administrator prior to the second game (weekend of December 12th). It is strongly encouraged that each roster has a minimum of ten players. Please completely fill out the form provided at the end of the handbook.

Changes to the roster can be made up until the fourth game (weekend of December 26th). Final rosters must be received no later than December 31st. Players must be represented on one roster only.

Code of Conduct Forms: Everyone must complete a code of conduct form in order to participate in the CMBC. All forms must be signed and returned with the official roster.

By signing this form, you are agreeing to register your team in the Central Maine Basketball Conference for the 2015/2016 season. There will be no refund of your league fee once the season has started. Any refunds prior to the start of the season, removal from the schedule at any point during the season, and playoff eligibility are at the sole discretion of the League Administrator.

Coach/Coordinator Signature: _____ Date Signed: _____

FOR OFFICE USE ONLY									
LEAGUE FEE RECEIVED		AMOUNT PAID		DATE PAID		PAYMENT TYPE		STAFF INITIALS	
CODE OF CONDUCT FORMS RECEIVED		DATE RECEIVED		STAFF INITIALS					
ROSTER RECEIVED		DATE RECEIVED		STAFF INITIALS					