SPORTS OFFICE

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YOUTH BASKETBALL RULES AND REGULATIONS

The Burbank Parks & Recreation basketball program is conducted according to the rules of the California Interscholastic Federation. Situations not specifically covered in these league rules shall be left to the discretion of the Burbank Athletic Federation (BAF) Board of Directors and Sports Office Staff.

General Information

- This program is conducted by the Parks and Recreation Department Sports Section.
- The Burbank Athletic Federation Board of Directors shall act as an advisory board and act on all disciplinary cases and eligibility cases.
- When more than one league within a given group, classification shall be determined by team's ability, with better teams placed in a higher league.
- League is open to youth in 3rd-8th grades.
- A minimum of fifty percent (50%) of each team's roster must consist of players who live or attend school in Burbank. The remaining players may be non-residents.

Manager's and Coach's Responsibility

1. All managers and coaches must be in good standing with the Burbank Athletic Federation.
2. Managers are directly responsible to the Burbank Athletic Federation and the Parks and Recreation Department for league fees, rosters, team business and conduct of players, coaches, parents, and spectators.
3. Managers are responsible for ensuring that Medical Consent Forms are completed and collected for all players and are properly maintained and available at all practices and games.
4. Managers are responsible for keeping unauthorized persons off of the team bench and controlling the conduct of their team at all times.
5. It is the manager's responsibility to prevent players from leaving the court and mingling with the spectators during the game.
6. Team managers will be responsible for keeping their teams off the general playing area until the conclusion of the preceding game.
7. Managers are responsible for the proper care and immediate return of all Parks and Recreation Department equipment and all sponsor's uniforms and equipment.
8. Managers are responsible for the conduct of their team's spectators and will take all necessary steps to inform them of the rules, purposes and philosophy of the Youth Basketball Program.
9. Managers, coaches and players may not smoke in any facility furnished by the Burbank Parks and Recreation Department for practices or games.
10. Coaches will refrain from verbally coaching their players in a negative manner while they are on the court. Discretion of the referee or the Sports Office Staff will be used to handle the situation.

11. All coaches must complete the volunteer background check requirements established by the Burbank Parks and Recreation Department prior to participating in any organized practices or games. These requirements include:

    - **City of Burbank Live Scan:** Required one time for all coaches. Live Scan must be completed through the City of Burbank.
    - **National Center for Safety Initiatives (NCSI) Background Check:** Required every two (2) years and must be completed online using the link provided by Parks and Recreation Department administrators.

    All required background checks must be completed and cleared before coaches are permitted to participate in any team activities.

11. Managers are responsible for tracking player substitutions and ensuring that all players receive adequate playing time.
12. All teams must have a responsible adult present at all games and practices.
13. No team shall use the name or trade name of any alcoholic beverage. All team names are subject to Sports Office approval. If a team name is not submitted before the league schedule is printed, the manager's last name will be used.
14. All coaches, including head coaches (managers) and assistant coaches, must register through the City's registration system and be listed on the team's official roster. Teams may register additional coaches; however, only one (1) head coach and two (2) assistant coaches, for a maximum of three (3) coaches, are permitted on the team bench during games. Only registered coaches and players listed on the official roster may occupy the team bench. Only one (1) coach may stand at a time during play.

    Parents and unauthorized individuals are not permitted to sit on the team bench, approach the score table, or enter the basketball court at any time. Violations will result in a technical foul assessed to the team bench.

Rosters

1. Team rosters shall consist of no more than ten (10) players unless special arrangements have been approved by the League Director.
2. All coaches and players must register at www.burbankparks.com for the current season and be listed on the team's official roster.

Grade-Level Eligibility

3. Players may participate in the division corresponding to their current grade level or in a higher-grade division. Players are permitted to play up in division but are not permitted to play down.
4. Team managers and coaches are responsible for ensuring that all players on their rosters meet the league's grade-level eligibility requirements.
5. If a player's grade-level eligibility is questioned and brought to the attention of the Sports Office, the Sports Office reserves the right to verify the player's current grade level. The Sports Office will contact the team manager/coach and the player's parent or guardian to request official documentation.

6. All documentation must be current, dated, and issued by the player's current school. Acceptable documentation includes:
    a. Current School Report Card: A report card clearly identifying the student's name, current grade level, and applicable school year.
    b. Official School Verification Letter: A dated letter issued by the student's current school confirming the student's name, current grade level, and applicable school year.
7. All requested documentation must be submitted to the Sports Office for review. Players whose grade-level eligibility is under review may be temporarily restricted from participating in league games until their eligibility has been verified.
8. Players found participating in a division below their current grade level will be considered ineligible for that division. Any games in which an ineligible player participated will be subject to the league's existing eligibility, forfeiture, and disciplinary rules.
9. The Sports Office reserves the right to make the final determination regarding grade-level eligibility based on the documentation submitted.
10.
11. Any participant who deliberately falsifies their registration or eligibility information will be suspended, and all games in which the ineligible player participated will be forfeited.
12. Any player listed on two different team rosters will be automatically suspended until the matter is reviewed by the Burbank Athletic Federation (BAF).
13. All team rosters are subject to approval by the League Director to maintain fair and balanced competition throughout the league.

Players

1. All players must be in good standing with the Burbank Athletic Federation (BAF).
2. All players must be officially registered and listed on their team's approved roster before participating in any league game. **Penalty:** Any team using an ineligible player will forfeit all league games in which that player participated.
3. Beginning in Week 3 of league play, no additional players may be added to a team's roster without an approved waiver from the Sports Office. Waivers will only be accepted through the end of Week 5. No roster additions will be accepted after this deadline.
4. A player's residency eligibility will be determined as of the first day of the league season. Once established, that eligibility will remain valid for the remainder of the season.
5. Players may participate in a higher grade division but may not participate in a division below their current grade level.

Waivers

1. Beginning in Week 3 of league play, all roster additions require a waiver approved by the Sports Office. Waivers will only be accepted through the end of Week 5. No roster additions will be accepted after this deadline.

2. The manager requesting to add a player must complete the Waiver Request Form and submit it to the Sports Office via email.
3. Upon receipt, the Sports Office will review the waiver request and distribute it electronically to managers within the same division for their consideration. Managers may choose to approve or deny the request. Each waiver must receive the required number of manager approvals, as determined by the Sports Office. Approval is voluntary, and not all managers within the division are required to approve the waiver.
4. If a player wishes to transfer from one team to another, the player's current manager must provide written confirmation to the Sports Office via email releasing the player before the waiver process can begin.
5. Once the required number of manager approvals has been obtained, the Sports Office will review the completed waiver and determine final approval. Manager approval alone does not guarantee that a waiver will be approved.
6. Following Sports Office approval, the player must complete registration through CivicRec, including all required forms and applicable fees, before being added to the team's official roster.
7. No player may participate in a league game until the waiver has been approved by the Sports Office, registration has been completed, and the player has been added to the official roster.

PLAYERS DRESS AND EQUIPMENT:

1. All players must remove any rings, jewelry, or any potentially dangerous hair, wrist, neck or ear objects while playing.
2. A team member shall not remove the jersey and/or pants/skirt in the visual confines of the playing area. Any violation of this rule will result in a technical foul being called on the offending player or players.
3. In a game situation in which two teams have the same color uniforms, home team will determine which team will reverse their jerseys.
4. Tennis or athletic shoes must be worn on the gym floor. Street shoes or shoes that mark the gym floor will be forbidden on the gym floor.

PLAYERS CONDUCT:

1. All players must observe the Burbank Athletic Federation Players' Code of Conduct and all rules.
2. No profanity or lack of self-control is permitted toward the game officials, scorekeeper or gym supervisor.
3. Player or bench personnel receiving two technical fouls in one ball game shall automatically be ejected from the game. The ejected player or bench personnel will also be suspended for the next game. Additional remarks will lead to removal from the gym and possibly a lengthened suspension. Note: Based on severity of conduct, player or bench personnel may be ejected from the premises.

THE GAME:

RULES NOT COVERED HEREIN, WILL BE APPLIED AS WRITTEN IN THE CURRENT California Interscholastic Federation.

1. The length of the playing time per quarter will be eight minutes, running clock, stopping only for

time-outs. There will be a full stop clock (including ball out of bounds and shooting fouls) during the last minute of the half and the last two minutes of the game. There will be one minute between quarters and five minutes between halves. Calling time-outs during a free throw: the clock will start once the ball is back in play, not during the free throw attempts.

2. Overtime periods will be three minutes running clock except the last minute, which will be a full stop clock. A second overtime will be declared SUDDEN DEATH with the first team scoring points declared the winner.
3. Each team will be allotted five time-outs per game and may use no more than three of these per half. Unused time outs do not accumulate from first half to second half. Unused time outs from second half do accumulate and may be used in any overtime period. During overtime, each team is always entitled to at least one time out.
4. Each team should be ready to play 15 minutes before game time. A team must field at least four players by game time.
5. All teams are required to wear matching uniforms with clearly visible numbers on the back of each jersey. All jersey numbers are permitted. Teams must have either reversible jerseys or an alternate set of uniforms in a contrasting color to distinguish themselves from the opposing team.
6. Each team must provide its own practice basketball and game ball, except for the Little Dribblers Division. Game officials will select the best available ball for each game.
    - Little Dribblers Division: A junior-size basketball (27.5") will be used. The City of Burbank will provide the official game ball for all Little Dribblers games.
    - 3rd/4th Grade Boys & All Girls Divisions: A women's-size basketball (28.5") will be used.
    - 5th/6th & 7th/8th Grade Boys Divisions: A regulation-size basketball (29.5") will be used.
7. Substitutes may enter the game only by notifying the official scorer and then enter upon recognition by the referee.
8. Teams shall submit a written list of players to the score table 10 minutes prior to the start of the game. Starting players shall be designated on the list three minutes prior to the start of the game.
9. A ten-second (10) backcourt violation will be called if the offensive team fails to advance the ball from its backcourt into its frontcourt within ten seconds. Penalty: Loss of possession.
10. All grades will play with regulation 10' baskets.
11. Any game which has a team leading by more than 15 points will have a running-clock the last 2 minutes of the game
12. Each player must receive a minimum of eight (8) minutes of playing time, equivalent to one full quarter. If a player has not met this requirement by the end of the third quarter, the player must start the fourth quarter and remain in the game until the minimum playing-time requirement has been fulfilled. Exceptions may be made for players who arrive late, become injured or ill, or are removed from play for disciplinary reasons. Coaches must notify the scorekeeper or Sports Office staff of any circumstances preventing a player from meeting the minimum playing-time requirement.
13. Home team will sit on the left side of the score keeping table and will have choice of uniform color. Visiting team will sit on the right side of the score keeping table. Home team and visitors will be listed on your schedule.
14. Good sportsmanship is expected of everyone involved with the game. Derogatory comments or unsportsmanlike behavior will not be tolerated from the parents, coaches, or players. The referee shall have authority to forfeit a game if behavior becomes inconsistent with the sportsmanship goals of the Youth basketball program.
15. If a team has a lead of 20 points or more in the 2nd half, the possession arrow will be set toward the

trailing team's basket and will not be reversed until point differential is 19 or less

LITTLE DRIBBLERS DIVISION – SPECIAL RULES

The Little Dribblers Division will follow all rules and regulations established for the 3rd/4th Grade Division, with the following exceptions and recommendations:

1. Basket Height - All Little Dribblers games will be played using 7-foot basketball hoops.
2. Zone Defense (Encouraged, Not Required) Coaches are encouraged to utilize zone defense to help players develop an understanding of defensive positioning and teamwork. This approach is intended to minimize multiple players chasing the ball at once and promote a more organized style of play. Zone defense is not mandatory, and coaches may use other defensive strategies.

General Playing Rules:

All other playing rules, including game duration, substitutions, participation requirements, violations, and fouls, will follow the 3rd/4th Grade Division rules unless otherwise specified by the Sports Office.

SPECIAL RULES (3/4 DIVISION):

1. In the 3/4 divisions an offensive player is allowed five seconds in the key.
2. In the 3/4 division, no full court press in the back court is permitted by the defensive team at any time. No backcourt press is allowed once the offense is in possession of the ball. The defense must retreat back across the half court line before they can play defense or steal the ball. No defensive plays will be allowed until the offense crosses the half court line.
    - Penalty: First violation will result in a warning. Second violation will result in a two-shot technical foul being called on the bench.
3. In the 3/4 division, free throws will be shot from 13 feet.

SPECIAL RULES (5/6 & 7/8 DIVISION):

1. In the 5/6 and 7/8 divisions an offensive player is allowed three seconds in the key.
2. In the 5/6 and 7/8 division, a full court press is allowed to be used, however no team shall at any time during the game employ a full court press while they are in possession of a 15-point lead or more. Penalty: First violation will result in a warning. Second violation will result in a two-shot technical foul being called on the bench.

FORFEITS:

1. Canceled games will count as a loss to a team. A forfeited score is 20-0. A team refusing to play after having received instructions from the referee to do so shall be declared to have forfeited the game, except in the case in which a team has been made incomplete by reason of injury (team shall lose the current game but will keep the benefit of points which have been won.). ***No team shall benefit in the standings from a forfeit.***
2. A team must have a minimum of four (4) eligible players present and ready to play at the scheduled game time. Failure to meet this requirement will result in a forfeit.
3. If a team drops to less than four players after the game has started, the game will continue only so long as the team with less than four players holds the lead or stays within three points of its opponents.
4. There will be ABSOLUTELY NO SCHEDULE CHANGES after the schedule has been prepared and the league has started unless there is an error on the part of the Sports Office.

5. In the event that your team has to forfeit a game, the Sports Office should be given at least twenty-four hours' notice out of courtesy to the other team and officials. The forfeiting team becomes responsible for a $10 administrative fee.
6. Any team that forfeits more than three (3) games during a single season will be ineligible to participate in the playoffs, regardless of the reason for the forfeits. If a team qualifies for the playoffs but is deemed ineligible, the remaining eligible teams will be reseeded accordingly.