



YOUTH BASKETBALL MANUAL



City of San Fernando Department of Recreation and Community Service
208 Park Ave.
San Fernando CA 91340
818-898-1290



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THANK YOU FOR YOUR PARTICIPATION IN OUR SPORTS PROGRAM!

MISSION STATEMENT

The City of San Fernando Youth Sports Program is designed to be a source of fun and enjoyment for the community's youth, while building their character and self-esteem. We strive to teach the youth life lessons that will have value beyond the playing field. We as recreation professionals and parents are here to develop children's abilities to evolve their full potential, their talents and increase their skills in any recreational sport and more importantly... life.

General Information

Rules and regulations not contained in this manual or in any handout materials will be governed by the City of San Fernando Department of Recreation & Community Services.

Elastic Clause: the City of San Fernando Parks and Recreation shall have complete charge of the Youth Basketball League. Any and all situations not specifically covered by these rules shall be acted upon by the City of San Fernando Parks and Recreation, and all actions by them will be FINAL.

If there are any further questions or ideas regarding the Youth Basketball League, please contact the City of San Fernando Parks and Recreation.

Results and Schedule

Results for matches will be on the City website www.sfcity.org under Youth Sports Programs the next business day following the match.

Amendments

This manual or any section thereof may be amended through evaluation by team managers, referees, etc., as deemed necessary by City of San Fernando Parks and Recreation. If you have any questions, concerns or need information on the Youth Basketball League, please call our Recreation Office (818) 898-1290, Monday through Thursday between 9 a.m. to 1 p.m. and 3-6 p.m. or Friday 9 a.m. to 12 p.m.

IMPORTANT CONTACT INFORMATION

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Facility Policies

Children at Matches

Children accompanying parents and players must remain in the gymnasium at all times and must be properly supervised.

Food and Beverage

Absolutely NO FOOD OR BEVERAGE will be allowed in the gymnasiums. Please do not litter City grounds with trash. Any player or team representative detected with alcohol on his /her breath will be asked to leave the facility and will be reported to our office.

Smoking

Smoking is not allowed in or around City facilities, including locker rooms and hallways.

Athletic Braces

All braces (knee, arm) must have all metal covered and padded. If it is not covered properly, the player will not be allowed to participate. Braces designed for athletics are acceptable.

Alcohol

Alcohol is not allowed in any City facility or in any City parks. Violators of this City Ordinance will be suspended from league play and may face fines and or legal penalties.

Game Time

The Facility will open 30 minutes before the first game time. Please plan accordingly.



COACHES INFORMATION

1. No team shall have more than two (2) coaches. They are designated as Head Coach and Assistant Coach.
2. Head Coach Appointments are to be made by the Recreation Supervisor or designated staff for one (1) season.
3. All coaches will be evaluated following each season. This evaluation will be used to determine whether or not he/she will be invited back to represent a team in our program in the future.
4. All coaches are required to submit a formal application and background check. The background checks are subject to approval of the Recreation and Community Services Department.
5. All Assistant Coaches may be selected by the Head Coach after the skills assessments and draft, pending approval of the Recreation Supervisor or designated staff member. Assistant Coaches must also submit a formal application and background check.
6. All coaches must understand and agree to carry out the duties, responsibilities, policies, and philosophies as established by City of San Fernando Department of Recreation and Community Services. All coaches must be approved by the Recreation Supervisor or designated staff member. Any coach not carrying out these duties and responsibilities will be subject to dismissal by the department.
7. Head Coaches are required to communicate with parents and players throughout the season regarding practice times, game schedules, rules, conduct, responsibilities, etc.
8. Coaches should always keep in mind they are setting examples in sportsmanship and fair play and should conduct themselves accordingly at all times.
9. Only the Head Coach and their Assistant will be allowed to sit on the bench with the team during the playing of an official game.
10. Only the Head Coach will be allowed to stand during the game. The Assistant Coach must remain seated on the bench during the game.
11. Only the head coach is allowed to make direct contact with referee. Other coaches may not leave the bench area for the purpose of discussion with an official.
12. During all games and practices coaches must dress appropriately.

Coach/ Program Evaluation

Upon the conclusion of the season or at any time you feel it necessary to provide feedback on your coach or the program you will be able to do so by filling out our evaluation form. All



evaluations are anonymous and the Program Director will receive the form. These evaluations are important and will allow us to continue to strengthen our league.

ROLE OF THE COACH

PURPOSE

As a coach of a youth athletic team, you have an enormous influence on the life of each youth on the team and in the program. Next to the parent, you are probably one of the most important adults in the youths' lives. Each youth on the team looks to you for guidance and leadership. You will find yourself, at one time or another, in the position of being a father, a mother, a teacher, a friend, and a disciplinarian; and many times all of these on the same day -- your guidance effects the youths in all situations.

It is the intent of the City to insure that games shall be conducted with good sportsmanship and fair play. It is our hope that the managers and coaches be the type of individuals who our society can point to as worthy examples for youths to follow.

COACH CONDUCT & RESPONSIBILITIES

1. A coach, assistant coach, parent, spectator or player shall not at any time lay a hand upon, push, shove, strike, or threaten to strike a referee, or they are subject to ejection from the game, as well as, any or all games left in the season.
2. A coach, assistant coach, parent, spectator or player shall not verbally abuse a referee or use profane, obscene, or vulgar language in any manner or at any time.
3. A coach shall not appear at any time in an intoxicated condition, smell of alcohol or have in his/her possession any alcoholic beverage.
4. A coach shall be responsible for the conduct of his/her own spectators or rooters on either side of the playing area.
5. A coach shall be responsible for the conduct of his/her players while they are on the field or sidelines.
6. A coach shall be responsible for ensuring that his/her assistant coaches exhibit good sportsmanship before, during and after the game.
7. Win, lose, or draw, all coaches, assistant coaches and players will be required to show good sportsmanship by giving a cheer to the other team and shaking hands after the game.

COMMUNICATION POLICY

24 HOUR RULE: Parents sometimes disagree with a coach's decision or coaching style, especially when it involves their child. Parents have to understand that the coach does not represent a player, but the entire team and must make decisions from the team perspective first and foremost. For parents, it is important to separate their child's sports development from game emotions. For this reason, we have adopted the "24 HOUR RULE", which simply states that the coach will not discuss game situations until at least 24 hours after the game. This rule helps to



move the discussion away from the presence of the players and allows all parties to have time to put things in perspective and cool off if necessary.

Line of communications should follow the chain of command:

Parents/Players → Coaches/Asst. Coaches → Program Staff → Recreation Supervisor

CODE OF CONDUCT

1. The City of San Fernando Department of Recreation and Community Services has a zero tolerance for unsportsmanlike conduct or behavior by an individual (players, coaches, officials, spectators, or parents) at any city function or event and said behavior will be subject to partial or permanent suspension.
2. Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
3. The length of the suspension will be determined by either the Recreation Supervisor or the Department Director.
4. Any player, coach, spectator or parent that enters the field of play and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) with another person will be suspended from the program and any City of San Fernando Recreation & Community Services related facilities for any practice, game, or activity for one calendar year from the date of the incident.
5. No player, coach or spectator shall refuse to abide by an official's decision.
6. No player, coach or spectator shall be guilty of objectionable demonstration of dissent at an official's decision.
7. No player or coach, other than the Head Coach, should discuss with an official in any manner the decision reached by an official.
8. No player or coach shall be guilty of using unnecessary rough tactics in the play of the game against an opposing player.
9. No player, coach or spectator shall be guilty of personal verbal abuse upon any official for any reason.
10. No player, coach or spectator shall be guilty of physical attack as an aggressor upon any players, official or spectator.
11. No alcoholic beverages are allowed on any park property. Anyone violating this rule is subject to arrest and expulsion from the League.
12. No player, coach or spectator shall use profanity. Offending players/coaches may be subject to ejection, possible suspension/expulsion from the league.



13. If ejected, a player or coach must vacate the premises. Failure to abide by this will result in forfeiture of the game, and possible law enforcement involvement.

14. Any player, coach or spectator ejected by an official or a supervisor will be suspended from the team's next two (2) scheduled games. Any ejection due to fighting will result in expulsion for one (1) year. A suspension from the game is also a suspension from the playing site. A second ejection in the same season results in a suspension from all remaining games for that season. If circumstances warrant, the suspension may include all competitive programs offered by the City of San Fernando Recreation and Community Services Department. Seasonal suspensions may be appealed to the Recreation Supervisor.

15. Game suspensions may apply to regular season games and/or tournament play and may, at the discretion of City of San Fernando Recreation and Community Services Department, be carried over to future seasons.

SPORTSMANSHIP

Good conduct and sportsmanship is expected at all times. Any player ejected from the gym by a City of San Fernando staff for unsportsmanlike conduct must sit out one league match before being allowed to play again. Any player ejected twice from this league in the same season may be suspended for the remainder of the season and possibly asked to leave the program indefinitely at the discretion of the League Supervisor and/or League Coordinator.

The referee or park staff shall have the power to warn and/or eject a player, substitute, manager, or spectator who commits, in the referee's opinion, any of the gross violations of sportsmanship:

1. Persistently addresses the officials in regard to decisions that are made.
2. Makes derogatory comments about/or to the officials, any staff, or players.
3. Trying to deliberately distract the other team members.
4. Delaying the game in any way.

- Fighting, baiting of players or verbal abuse of umpires will not be tolerated. Players guilty of these infractions will be suspended.

- Any player ejected for any reason shall sit out the next two scheduled games. Two ejections will result in the player being suspended from the league.

HONORING THE GAME

The key to preventing adult misbehavior in youth sports is a youth sports culture in which all involved "Honor the Game." Honoring the Game gets to the ROOTS of the matter and involves respect for the Rules, Opponents, Officials, Teammates and one's Self. You don't bend the rules to win. You understand that a worthy opponent is a gift that forces you to play to your highest potential. You show respect for officials even when you disagree. You refuse to do anything that embarrasses your team. You live up to your own standards even if others don't. Here are ways that **coaches and**



parents can create a positive youth sports culture so that children will have fun and learn positive character traits to last a lifetime.

Before the Game:

1. Make a commitment to Honor the Game in action and language no matter what others may do.
2. Tell your child before each game that you are proud of him or her regardless of how well he or she plays.

During the Game:

1. Fill your children's "Emotional Tank" through praise and positive recognition so they can play their very best.
2. Don't give instructions to your child during the game. Let the coach correct player mistakes.
3. Cheer good plays by both teams (this is advanced behavior!)
4. Mention good calls by the official to other parents.
5. If an official makes a "bad" call against your team? Honor the Game—BE SILENT!
6. If another parent on your team yells at an official? Gently remind him or her to Honor the Game.
7. Don't do anything in the heat of the moment that you will regret after the game. Ask yourself, "Will this embarrass my child or the team?"
8. Remember to have fun! Enjoy the game.

After the Game:

1. Thank the officials for doing a difficult job for little or no pay.
2. Thank the coaches for their commitment and effort.
3. Don't give advice. Instead ask your child what he or she thought about the game and then LISTEN. Listening fills Emotional Tanks.
4. Tell your child again that you are proud of him or her, whether the team won or lost.

LEAGUE INFORMATION

League Divisions

1. Players must sign up and play in their respective league age division. Divisions are as follows

Age 5-6 Coed
Ages 7-8 Coed
Ages 9-10 Coed
Ages 11-13 Coed
Ages 14-16 Coed

2. The age cutoff date is August 1st. Participants must be 6 years old and cannot turn 18 prior to August 1st.
3. A completed application and one form of full payment (check, cash, and credit card) are due at the time of registration.
4. All players must attend a skills assessment in order to be drafted. Those who are absent



from the skills assessment will be placed on teams by names being drawn randomly.

5. Player assessments will be held for ages seven (7) and above and will be supervised by the program staff. Participants entering a new age group will be placed on a new team. No special requests will be honored.
6. 5. Once an individual player begins a season with one team, he may not switch to a different team. NO EXCEPTIONS!!!
7. Rosters will be checked before games to insure only registered players are playing.

RULES AND REGULATIONS

All leagues are governed by the current years rule book except specified herein:

NOTE: City of San Fernando Department of Recreation & Community Services reserves the right to make any changes deemed necessary to insure safe and efficient operation of the league.

PLAYER DRAFT RULE

1. The player placement will take place after the player assessments. The City of San Fernando Dept. of Recreation & Community Services (RCS) Staff will supervise the coaches during the player draft to evenly distribute players to provide a fair and fun game.
2. Players who do not attend assessments will still be placed, but will make it difficult to keep teams balanced. It is important to attend assessments. Players who do not attend assessments will be selected by draw after all eligible players have been drafted. These players will be placed on a team by the City of San Fernando Dept. of RCS.
3. Head Coaches with children in the league will be placed on their team.
4. Brothers and sisters in the same age group will be placed on the same team. If siblings are not in the same age group, request has to be made before assessments to the City of San Fernando Department of RCS. Requests will be reviewed by the City of San Fernando Dept. of RCS. Accommodations are not guaranteed.
5. Any circumstance where transportation needs arise and a player needs to be paired with a particular player or coach will need to submit requests in writing prior to the draft. Requests will be reviewed by the City of San Fernando Dept. of RCS. Accommodations are not guaranteed.

TEAMS

1. Each team shall consist of a maximum of ten (10) players. This number is depends on the number of registrants and may be adjusted by the Recreation and Community Services Department.



2. The Program Staff or designated staff must determine the number of registrants the program can accommodate. The Program Staff will develop the selection to accommodate the needs of all teams, including possible modifications of draft order depending on returning players and other factors.
3. No active City of San Fernando Coach shall recruit players to play in or on programs and/or teams outside the San Fernando Youth Program that directly affects the current attendance to leagues. Violation of this rule will result in expulsion from the program.

LEAGUE AWARDS

1. The City of San Fernando Dept. of RCS provides individual awards for participants of teams that finish in first and second place in Championship. Participation awards are provided to participants in leagues that do not have post season tournaments.

DUAL PARTICIPATION

1. Players may participate in only one (1) team in the San Fernando Youth Basketball Program.

UNIFORMS AND EQUIPMENT

1. Jerseys will be provided by the City of San Fernando Dept. of RCS. Parents will be required to purchase black shorts/pants and shoes. Teams shall NOT alter the uniforms that are distributed to players in any manner. Jerseys should be tucked in at all-time throughout the game
2. No jewelry, including earrings, shall be worn by any player, except for medical identification.
3. Game balls and equipment needed for practice and games will be supplied. All other personal equipment shall be supplied by the teams and individuals.
4. Only Gym shoes allowed in the Gymnasium

SEASON SCHEDULE

1. Practices and games will be scheduled on a rotating basis. Practices will be held during the week with games being held on Saturdays. Tuesdays or Thursdays may be utilized as an additional game day if needed.
2. During all scheduled league practices or games, only participants and Recreation and Community Services Department approved coaches will be permitted on the playing surface. All parents, siblings, and other spectators should remain in the bleachers.
3. All leagues will play at least eight (8) regular season games. Number of regular season games will be determined by the number of teams in each division.



4. All game schedules are final. Coaches are not allowed to reschedule league games or schedule games/scrimmages against teams outside of our league. The Recreation and Community Services Department may reschedule games for reasons that affect the whole league such as weather cancelations and school make up days. Coaches are allowed to switch practice times with another coach. The Program Staff must be notified of the switch/change to the master schedule.

PLAYOFFS & CHAMPIONSHIP

1. End of Season Tournaments
2. 5 -8 year old coed divisions: There will be no end of season tournaments for these ages.
3. All Other divisions: There will be a single elimination end of season tournament. Seeding for these tournaments will be based on regular season standings.

ALL DIVISION RULES

1. All games will begin with a jump ball
2. All age divisions will play two (2) halves of 20 minutes each.
3. All teams will receive four (4) time outs per game (two time-outs per half). Time-outs may not exceed one minute in length. The clock will stop during all time-outs. Unused time-outs in the first half do not carry over to the second half. A time-out shall not be granted unless there is a "dead ball" or the team with possession calls for a time-out. Time outs will be carried over to overtime periods. Teams will receive one (1) additional time out per overtime period. Time outs will last one (1) minute.
4. Each player must play a minimum of eight (8) minutes per half. If rule is not met, the team violating this standard will forfeit their win. If certain circumstances (injury, medical conditions, emergency, etc.) do not allow the player to meet the time standard, only then will the team be excused.

5.	Goal Height	Free Throw Distance	Ball Size
5-6 Coed	8'	12'	Jr. - 27.5"
7-8 Coed	8'	12'	Jr. - 27.5"
9-10 Coed	10'	15'	Int. - 28.5"
11-13 Coed	10'	15'	Reg. - 29.5"
14-16 Coed	10'	15"	Reg.- 29.5"

COED AGES 5-6 AND COED AGES 7-8 DIVISIONS ONLY



1. “Five Minute Rule” At every five (5) minute mark, the referee will stop ball (preferably on dead ball) to advise coaches it is time for the mandatory substitutions. This rule guarantees that every player will play the minimum of eight (8) minutes a half.
2. The score will not be displayed on the scoreboard and no standings shall be kept.
3. Regulation scoring system will be used. No free-throws will take place in the 5-6yr old division. If a foul occurs, the team that commits the foul will lose possession. If player is fouled on a shot attempt, the team will receive the ball on baseline.
4. For the 7-8 year old division, free-throws will be shot 12ft from basket.
5. Full court defense is not allowed for age groups 5-6yr olds and 7-8yr old divisions. Defensive players are to wait until ball crosses half court.
6. No Lane Violations for this division.
7. In the event that the score is tied at the end of regulation play, the game will end in a tie. No overtime will be played for these age groups.
8. The clock will run continuously until the last two (2) minutes of the game. During the final two (2) minutes, the clock will stop on all dead ball situations and time outs. (Unless there is a 10 point lead or higher, clock will run).
9. Teams will have a grace period of 10 minutes to gather at least four (4) players to start the game and at least four (4) players to end the game.
10. Teams must have at least four (4) eligible players at the game site signed in and ready to play no later than 10 minutes after scheduled game time. If a team is still not ready to play after 10 minute extension, a forfeit will be declared. If both teams fail to arrive after the 10 minute extension, a double forfeit will be declared and the game will not be rescheduled.
11. Half time will last five (5) minutes.

These Divisions will be governed by the CIF rulebook unless otherwise stated in out in-house rules.

AGES 9 AND UP DIVISIONS ONLY

1. Games will consist of two (2) twenty minute halves. The game timing device shall run continuously, except for time outs, and emergencies. The last two minutes of the game will be played with a stop clock, unless one team is ahead by more than 10 points.
2. Each player must play a minimum of eight (8) minutes per half. – All Divisions.
3. A jump ball will start the game. There will be alternating possessions after each held ball.



4. A lane violation will be called on any offensive player that remains in the lane for more than three (3) seconds.
5. Backcourt pressure is allowed, unless there is a lead of ten (10) points or higher. Violations will result in a warning. If violation continues, there will be a one (1) shot technical on the defensive team.
6. The bonus rule (1+1) will be in effect on the seventh team foul of the half and two (2) free throws on the tenth team foul.
7. In the event of a tie, there will be a two (2) minute overtime period. One (1) time-out will be granted for each team during overtime. Clock will stop on time-outs and dead ball situations but only in last minute of overtime play.
8. The clock will run continuously until the last two (2) minutes of the game. During the final two (2) minutes and over time, the clock will stop on all dead ball situations. (Unless there is a 10 point lead or higher, clock will continue to run).
9. Teams will have a grace period of 10 minutes to gather at least four (4) players to start the game and need at least four (4) players to end the game.
10. Teams must have at least four (4) eligible players at the game site signed in and ready to play no later than 10 minutes after scheduled game time. If a team is still not ready to play after 10 minute extension, a forfeit will be declared. If both teams fail to arrive after the 10 minute extension, a double forfeit will be declared and the game will not be rescheduled.
11. Half time will last five (5) minutes.

PLAYERS AND SUBSTITUTES

All players must play a **minimum** of 8 minutes per half. Please keep in mind that the players are here to learn and have fun. If you are having a problem with a player not showing up to practice or a player with a bad attitude, please bring it to the attention of a program staff member.

A substitute shall enter the game only when the ball is dead, has checked in at the score table, and has been recognized and called in by the official. A player who has been withdrawn from the game may not re-enter before the next opportunity to substitute after the clock has been started following his/her replacement.

Coaches may not add players to his/her team without the permission of the program leader. If a coach adds a player without permission, it will result in disciplinary actions.

FORFEITS



1. There will be a ten (10) minute grace period for the first game of the day. Teams may start and play with four (4) players.
2. All other games will start at the regular scheduled game time or immediately following the previous game.

PROTESTS

1. The only legal protest is one involving the use of an ineligible player.
2. Player eligibility protests must be submitted in writing by the head coach and must be filed within twenty four (24) hours of the game in question. All decisions about protests will be determined by the Dept. of RCS staff.
3. No head coach or assistant coach may leave the bench during a game to protest a call made by an official.

OFFICIALS

1. Only officials and scorekeepers approved by the Department of RCS will be assigned to league games.
2. Only score keeper and Department staff are permitted to sit at the scorer's table.
3. A game may be played with one (1) trained official. If both scheduled officials are absent, the game will be cancelled.

FOULS & PENALTIES

1. The referee or staff member may forfeit a game if any player or bench personnel fail to comply with any rules, regulations, coach's code of conduct, or repeatedly commits acts that make a travesty of the game.
2. If any player receives an unsportsmanlike technical foul during the game, it will count as a personal and team foul, and the player must sit for 10 consecutive minutes. If the player receives a second unsportsmanlike technical foul, the player must be expelled from the rest of that game and the first half of the teams next scheduled game. A player can be ejected from the game after receiving the first technical foul depending on his or her actions.
3. If any coach receives a technical foul during the game, it will count as a team foul and all coaches must sit for the remainder of the game (unless during time-outs). The coaches may not leave the coach's box (area) during time-outs. If a coach receives a second technical foul during the same game, he/she must leave the facility and will not be allowed in the facility for the teams next scheduled game. Failure to do so will result in a forfeit of the game. A coach can be ejected after receiving the first technical foul depending on the extreme of his or her actions. If a coach is ejected from two games for



unsportsmanlike conduct during league play, he/she will be removed from the coaching position and will not be able to participate in any further practices or games. Any coach that receives 2-technical over the course of the season will be automatically suspended for one game. Any coach that receives 3-technical during the course of the season will be removed for the rest of the season.

4. In the event of a fight, participants will be prohibited from participating for the remainder of the season, including playoffs and championship game.

MISCELLANEOUS

Absolutely no alcohol is allowed at any city facility. The City of San Fernando Police Department will be responsible for providing periodic checks for alcohol. One of the laws they enforce is: NO ALCOHOL in the park. Inform your players not to bring alcohol into the park.

No glass containers allowed at any time.

COMMUNICABLE DISEASE RULE (Blood Rule)

City league procedures to deal with bleeding participants:

1. Whenever a player suffers a laceration or wound, where bleeding or oozing occurs, the game will be stopped immediately.
2. The player will be removed from the game until the bleeding has stopped and the wound is adequately covered.
3. If a legal substitute is available, he/she will replace the injured player and play will continue.
4. If no substitute is available, the game clock will be stopped for a reasonable length of time (three to five minutes) to enable the injured player time to dress his/her wound.
5. The player may re-enter the game only with the officials' approval. This means bleeding must be stopped and/or wound covered. Any article of clothing that is saturated with blood must be removed and replaced.

PARENT'S CODE OF CONDUCT FOR YOUTH SPORTS

1. Support the goal in youth sports, including skill development, emphasizing fundamentals, building teamwork, and encouraging fair play.
2. Be a good role model and encourage good sportsmanship at all times by setting a positive example.
3. Support all participants, including teammates and opponents, coaches, referees and spectators.
4. Demonstrate positive attitude by not embarrassing yourself, your child, or any other participant by yelling or creating a scene.
5. Strive to learn the rules of the sport and support the officials in their enforcement of these rules.



6. Teach your child to respect other players, coaches, referees, and spectators, regardless of their race, creed, gender or ability.
7. If there are any concerns, calmly seek solutions at a proper time and location, refraining from confrontations in front of children.
8. STRIVE TO MAKE YOUTH SPORTS FUN.

Penalties for not adhering to this Code of Conduct may range from a verbal warning to expulsion from the activity.

Note: The League Supervisor shall rule on all matters not specifically covered in these rules.

The City of San Fernando Department of Recreation and Community Services reserves the right to change any rule as deemed necessary in order to assure the safety and wellbeing of its participants and to preserve the overall integrity of the league. We urge you to consider the intent of these rules which is to equalize competition. Please participate with the spirit of these rules in mind.