

**Ketchikan Dribblers League
League Manual
Version October 2005**

Coaches are responsible for maintaining the respectful and considerate conduct of themselves, players and parents at all times.

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GUIDELINES

I. LEAGUE ORGANIZATION:

1. Dribblers Board of Directors are responsible for:
 - a. Reviewing and implementing each Dribbler's League Season with the League Manager, per the League Manual.
 - b. Working closely with the League Manager.
 - c. Reviewing promptly all necessary decisions involving player and coaching changes.
 - a. Monitoring the conduct of coaches.
 - b. Interpreting all policies to the coaches.
 - c. Working with the League Manager to supply the teams with all pertinent information on the program (League standing, schedules, etc.).
 - d. Working with the Equipment Manager to provide all needed equipment.
2. The season will culminate in a championship tournament in each division except for the 2nd and 3rd grade co-ed division.

II. LEAGUE OFFICIALS:

NOTE: Any League official must not make any decisions for the League if any coach or League official thinks the decision would create a conflict of interest. He/she must pass the decision making process to the Board of Directors for action.

1. League Manager is responsible for:
 - a. Full season and post-season tourney scheduling of all League division games, gyms, and game times,
 - b. Full and post-season scheduling of team practices and practice sites,
 - c. Development and maintenance of current digital file and hardcopy listings of team rosters for League divisions,
 - d. Serve as the League contact with team coaches, developing and maintaining the season list of coaches, as well as providing hard copy materials at tryouts, drafts, and meetings,
 - e. Serve as the League draft coordinator, preparing and providing all paperwork necessary prior to the draft to involved members and coaches,
 - f. Coordinate with the referee association designate to set up the referee schedules for specific League divisions,
 - g. Maintain League documents and records in digital and hardcopy formats,
 - h. Coordinate scheduling of gym use through direct contact with the area gym coordinators and/or other designates,

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- i. Serve as the League contact with the team sponsors, including filing and tracking of associated paperwork,
 - j. Serve as League Media (newspaper) contact and Web site Manager, and
 - k. Prepare draft meeting agendas that address current issues and decision items
2. Equipment Manager:
- a. Serves as a member of the Board of Directors.
 - b. Orders uniforms, balls, and any other necessary supplies.
 - c. Works closely with the League Manger to get equipment, schedule of games, referee duties and practice schedules to coaches.
 - d. Keeps an inventory of all equipment and supplies it to the League Manager.
3. Division Coordinator:
- a. Serve as members of the Board of Directors.
 - b. Attends tryouts and presides at Division drafts to insure fair discussion and settlement of coaches options.
 - c. Communicates any problems with coaches, referees, fans and protests to the Board of Directors.
 - d. Ensures all coaches are familiar with all League rules.
4. Coach is responsible for:
- a. Issuing team uniforms by assigning individual jersey numbers to each player.
 - b. Give jersey assignment list to division coordinator and equipment Manager.
 - c. Getting uniforms back at the end of the season.
 - d. Having a scorekeeper and timekeeper at all games.

III. ROSTERS

1. When sign-up sheets are turned in, the League Manager is responsible for checking them for completeness, legibility and also for verifying the ages listed on the sign-up sheet for all players.
2. The League Manager will sign and date the sign-up sheet, signifying that the **grades** have been verified and that all entries are complete and legible. If problems are found, the League Manager will send the roster to the Division Coordinator or current Board Member for corrections or will make the correction through a phone call. In certain cases involving home school, correspondence classes, or other extenuating circumstances, age verification documents may be used for grade equivalence. These cases will be Board evaluated.
3. Suggested documents for grade verification are as follows:
 - a. School record signed by authorized school personnel.
 - b. Current Report Card

Suggested documents for age verification, should the board request it, are as follows:

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- c. birth certificate
- d. hospital records
- e. passport

A copy of the proof of eligibility document must be on file. The age verification master list may be used as a verification document tool for returning players. Staff is required to maintain on file for the verification documents for future reference (i.e. future eligibility protests necessitating a review of the document).

5. Team rosters will be targeted at 10 players. Late registration players will be wait-listed until mid season, when, if not placed, registration fees will be returned to the parents. When teams request to add players, the following procedures must be used:
 - a. The Coach will submit the standard addition request for approval to the Board.
 - b. The League Manager will work with Division Coordinator to randomly select and place players to teams requesting new players.
 - c. Players would be assigned up to the end of the first half of the season.
 - d. As for all additions, once the player's name appears on the Official Roster, he/she is eligible to play.

IV. COACHES TRAINING PROGRAM

1. If the League provides a coach or referee clinic, attendance will be mandatory.
 - a. Coach, assistant coach, and referees must attend scheduled sessions.
 - b. Division coaches meetings may be scheduled by KDL staff in addition to the Coaches Training Program.
 - c. Coaches training should include a referee clinic.
 - d. Materials and booklets for referees shall be provided by the League at these sessions.
2. All training will be scheduled and planned by the Board of Directors.
 - a. All sessions will follow a format established by the Board of Directors.
 - b. A board member will be present for the training program and will be available to answer questions concerning the basketball program.

RULES AND REGULATIONS

I. SPECTATORS CODE OF CONDUCT

Children play sport for fun. They are not playing for the entertainment of the spectators and they are **NOT** miniature professionals. Applaud good performances from each team. Congratulate all players, regardless of the outcome. Respect the referee's decisions. Always be positive. Never ridicule or shout at a child for making a mistake during competition. Condemn the use of violence in any form, be it by spectators, coaches, or players. Respect your team's opponents and officials, for without them there would be no competition. Encourage players to obey the rules and the decisions of the officials. Demonstrate appropriate social behavior by not using foul language, harassing players, coaches, or officials. Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment. Always respect the use of the facilities and equipment provided.

Teams are responsible for their fans. A referee has the right to call a technical team foul as a result of inappropriate spectator behavior. A second team foul will result in fan expulsion from gym, or the team will face forfeiture. It is the Coaches responsibility to insure proper spectator behavior on behalf of his/her team.

It is up to us, the adults, to provide the best possible example today for tomorrow's future.

II. RULES

KDL staff, coaches, officials, spectators and players must follow the following rules:

1. FOR ALL AGE GROUPS – The official current year's **NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS' BASKETBALL RULES** will be followed except as indicated below.
2. EXCEPTIONS
 - a. Teams in all age divisions are required to play strictly man to man defense for the first half of the season. The second half of a season, all divisions (with the exception of Kindergarten thru 1st and 2nd thru 3rd grade coed "Pee Wee" divisions) will have the choice to play man to man or zone defense.
 - b. Both teams must be ready to play within 5 minutes after the time scheduled for the game to start. At the expiration of this time, the official shall declare a forfeit if one or both teams are not ready to play.
 - The referee's timepiece shall be the official time.
 - KDL staff or program volunteers cannot set this rule aside.

- c. Dunking will not be allowed before, during, or after the game. Dunking during a game will result in the cancellation of the basket and a technical foul will be assessed against the offending player. Dunking before or after a game may result in disciplinary action by the Disciplinary Committee.
 - Dunking is defined as the driving, forcing, pushing, or attempting to force the ball through the basket with the hands.
- d. Any team that forfeits a game will be subject to review by the Board of Directors as to the circumstances that led to the forfeiture. Forfeiture by a team could result in players being assigned to other teams, the order of distribution being determined by the draft guidelines or the League Manager.
- e. **A technical foul violation for unsportsmanlike conduct is an automatic 2 points and ball out of bounds to the offended team. Rule violations (such as 6 players on the court) are not considered unsportsmanlike conduct, and the penalty is simply ball out of bounds to the offended team.**

III. PLAYING TIME

- f. For all age divisions, every player in uniform and sitting on the bench during a game must be given the opportunity for meaningful playing time in each game.
 - If a player meets the qualification requirements they will receive meaningful playing time which is hereby defined as a minimum of **5 minutes** playing time per half of each game. During post-season tournament play, the minimum playing time is 4 minute per half of each game.
 - Meaningful playing time is defined as actual time on the court.
- g. Meaningful playing time qualifications
 - Attend all scheduled League practices.
 - Have only excused absences, i.e. school, homework, family, or restriction. An example of an unexcused absence would be the player participating in multiple extracurricular activities and not attending a scheduled KDL practice.
 - The coach must be notified of a player's absence in a timely manner .
- h. A technical foul will be assessed if a player does not receive meaningful playing time. A technical foul will be issued for each violation; two points plus ball out of bounds to the offended team. If a violation occurs at the end of the first half, the second half will start with the ball taken out of bounds to the offended team.
 - The above requirements are waived if disciplinary actions are in effect, with notification to the Board of Directors and the League President.

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- i. This statement will further clarify Rule 3, Section 5 of the National Federation of State High School Association's Basketball Rules.
 - Officials shall not permit any player to wear jewelry, braces, casts and other personal equipment, which in the judgment of the official might be dangerous. All bracelets, rings, earrings, body piercing, necklaces and other such jewelry must be removed (including posts). Hats, scarves and beaded hair-dos are illegal. Barrettes may be worn if deemed safe or may be taped if rough edges exist. Knee braces with metal and or plastic supports must be taped and padded.
- j. Each team will get four, one minute time-outs as needed per game and will receive (1) *one* additional time-out for each overtime period needed.
- k. Foul shots will be (11) eleven feet for the Kindergarten thru 5th grade divisions and (15) fifteen feet for all older League divisions.
- l. The "Key" area is considered to be from the dotted line (circle) in and including the normal key for 4th-5th grade division. It is the normal area (full key) for all other divisions.
- m. The game starts with a tip-off, then alternate possession for each jump ball and start of each quarter. Each overtime period will begin with a jump ball.
- n. Unsportsmanship like conduct (yelling, arguing, taunting the opposition, or berating teammates) will not be tolerated. The 1st offense will result in a technical foul. The 2nd offense will result in a technical foul and immediate dismissal from the game. The offender will also be suspended from the next game immediately following on the schedule, subject to review by the Board of Directors.
 - **Note:** This rule includes ALL coaches, players, and fans.
- o. Three-point baskets are allowed and scored in the 6th to 7th grade and older divisions.
- p. No coach will be allowed to pull his team from the floor during a game. If the coach has been told by an official to leave the game because of two technical fouls, the coach must appoint a substitute coach for the remainder of the game. If a coach insists on removing his team from the floor or objects strongly to being removed from the game, he will be subject to dismissal from the League.
- q. Any player or coach who receives two technical fouls during any game will be required to leave the premises where the game is being played and will appear before the Board of Directors.

IV. AGE DIVISIONS/ELIGIBILITY

1. **ELIGIBILITY:** Any young person from the first grade to a senior in high school. No player shall be 19 years of age at time of registration.
2. **THE LEAGUE DIVISIONS** are as follows:

Kindergarten thru 1 st grade	coed
2 nd - 3 rd grades	coed

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4 th -5 th grade	boys
4 th -5 th grade	girls
6 th -7 th grade	boys
6 th -8 th grade	girls
8 th -10 th grade	boys
9 th -12 th grade	girls
11 th -12 th grade	boys

3. EXCEPTIONS

- a. Requests for exceptions will be considered for the following cases:
 - Physically handicapped player wishing to play. (medical verification required)
 - Mentally handicapped player wishing to play. (medical verification required)
- b. Requests for all exceptions not listed shall be made in writing to the Board of Directors.
- c. Approval/disapproval will be made at the regular board meeting after observation, if applicable, of the player by a board representative or his/her designee.

V. GAME LENGTH

- a. Eight (8) minute quarters in all age divisions.
 - All divisions will have a one (1) minute break between quarters and a five (5) minute half-time break.
 - All overtime periods will be three (3) minutes and (1) full timeout.

VI. UNIFORMS

1. **JERSEYS:** Players must wear team jerseys provided by KDL. Numbers must be on the front and back of each jersey. Players may not wear identical numbers.
 - White T-shirts or in colors that match team jerseys may be worn under the jersey. The T-shirt must be short sleeved (above the elbow) and the sleeves must be hemmed. Shirts are to be tucked in on boys/males. Girls/females are not bound by this rule unless female model jerseys are provided.
2. **PINNIES:** Are not intended to be worn as a team's regular uniform. Pinnies may only be used when two (2) teams have the same color shirt.
3. **SHORTS:** Players must wear either KDL athletic shorts or League approved shorts.

4. **SHOES:** Basketball shoes or rubber-soled non-marking shoes must be carried into the gym for any game or practice. It will be the responsibility of the coach and referees to inform and enforce this rule.
 - **PENALTY:** Players will not be allowed to participate if they are not in proper uniform. Should a player with an improper uniform enter the game undetected, the official, upon detection will assess a two point technical foul for each occurrence and remove the player from the game until a proper uniform is obtained.

VII. COACH/TEAM RESPONSIBILITY

1. All KDL teams must have a **coach**/team representative who has been approved by the KDL Board sitting on the bench. The coach/team representative must meet the minimum age requirements as indicated below.

TEAM AGES	MINIMUM AGE REQUIREMENTS
4 th -5 th grade	Coach/team representative must be a minimum of eighteen (18) years old.
6 th -7 th grade	Coach/team representative must be a minimum of eighteen (18) years old.
9 th grade and older divisions	Coach/team representative must be a minimum of twenty one (21) years old.

2. The coach/team representative must also have his/her name registered on the official score sheet prior to the start of the game.

VIII. ON-SITE REFEREE

1. The on-site referee is responsible for controlling the actions of the coaches, teams, officials and spectators.
2. The on-site referee is responsible for reporting any incidents to the League Manager.

IX. GAME BALL

1. The official game ball is:

AGE GROUPS	BALL SIZE
Kindergarten thru 3 rd grades	youth ball
4 th -5 th grades	official women's size
6 th grade and older boys	official men's size
6 th grade and older girls	official women's size

2. However, if one team has a leather ball of the appropriate size, both teams may agree to use that ball. If either team disagrees then the League issue basketball must be used.

X. GAME CANCELLATION DUE TO WEATHER

1. In the event that weather conditions are such that the KDL basketball program must be cancelled, the cancellation information will be transmitted to coaches, players, parents, and officials in the following manner:
 - a. **MONDAY-FRIDAY EVENING GAMES**
The city wide program cancellation will be transmitted to the media by 2:30 p.m. Information of the cancellation will be broadcast on radio stations. Check www.ketchikandribblers.com for any cancellations.
 - b. **SATURDAY GAMES**
The city wide program cancellation will be transmitted to the media by 7:00 a.m. Information of the cancellation will be broadcast on radio stations. Check www.ketchikandribblers.com for any cancellations.

XI. MID SEASON TOURNAMENTS

1. Special teams assembled during the regular season will be coached by the two coaches currently at the top of their respective divisions. If a coach declines, the next team coach is offered the position. Each coach within the division will select one player off their team. The remaining players on the team will be selected by the special team coaches.

XII. PLAYOFFS

1. Only KDL teams will participate in the League championship playoffs.
2. All games will be played in a board authorized gym.
3. Tournament seeds will be determined by:
 - a. Overall win/loss record in the regular season play.
 - b. In case of a tie for a playoff berth, the team with the best record in League play against the other tied team (s) will secure the berth.
 - c. If a tie for a playoff berth cannot be broken as stated above, a coin flip will determine the seed.
4. **PLAYOFF REGULATIONS**
 - a. Both teams must be ready to play within five (5) minutes after the time scheduled for the game to start. At the expiration of this time, the officials shall declare a forfeit if one or both teams are not ready for play. The referee's timepiece shall be the official time. KDL staff or program volunteers cannot set this rule aside.

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- | | | |
|----|---|-----------------------|
| b. | The official game ball is: | |
| | DIVISION GRADE | OFFICIAL BALL |
| | 4 th -5 th grades | official women's size |
| | 6 th grade and older boys | official men's size |
| | 6 th grade and older girls | official women's size |

However, if one team has a leather ball of the appropriate size, both teams may agree to use that ball. If either team disagrees, then the League issue basketball must be used.

- c. Teams may have up to three non-playing personnel on the team bench during any playoff game. **NON-PLAYING PERSONNEL** is defined as coaches, Managers, and trainers. It does not include injured players who are not able to play; they may sit on the bench as part of the team.
- d. A coin toss by the presiding game official will determine which team will wear pinnies or undershirts, when both teams are wearing the same colored jersey.

XIII. PROTESTS

1. The League President, with review by the Vice President, will rule on all protests. Their decision is final.
2. Only player ineligibility or rules misinterpretation is grounds for protest.
3. Ineligibility must be protested prior to 5:00 p.m. of the second working day following the protested game. A \$20.00 check or money order must accompany the protest payable to Ketchikan Dribblers League. The protest-filing fee will be returned if the protest is upheld and the most recent game in which the ineligible player participated will be forfeited.
4. All protests on **RULES MISINTERPRETATION** must be registered with the officials and scorekeeper before the next live ball and the score sheet must be signed by the officials and both coaches involved. If either coach refuses to sign the score sheet, the official will note the refusal in the book.

EXAMPLE: While the ball is in play, an act occurs upon which Team A's coach decides to protest the game based upon a **RULES MISINTERPRETATION:**

When the official calls time, Team A's coach summons the official and notifies her/him of the intention to protest.

The official summons Team B's coach to the bench and both officials and coaches sign the book.

Team A's coach writes the reason for the protest on the sheet where space provided.

The scorekeeper shall record on the score sheet the score, quarter, and time of protest.

5. If one or more steps of the Protest Procedures are not followed, the protest is invalid. KDL staff cannot set this procedure aside.
6. The KDL President will judge the protest within three (3) working days of receiving the protest and within one (1) day after review by the Vice President will issue a written response.

EXCEPTION: During tournament play all protests will be settled prior to the start of the next tournament bracket. If the rule interpretation is upheld, the result will stand. If the rule interpretation is overturned, the game will be restarted at the point of the protest.

XIV. ALLSTAR TOURNAMENTS

1. Post-season Allstar team players will be voted on to the team(s) by the division coaches.

To be eligible for a post-season Allstar team, a player must play in at least 80% of the team's regular season games.

ASSEMBLY POLICIES

I. GENERAL

The League will be broken into nine (9) divisions: Kindergarden through 1st grade, 2nd – 3rd grade boy and girls (co-ed), 4th-5th grade boys, 4th-5th grade girls, 6th-7th grade boys, 6th-8th grade girls, 8th-10th grade boys, 9th-12th grade girls, 11th-12th grade boys. The two youngest divisions are called the “Pee Wee” Divisions.

Each division will draft teams in order that all teams will have approximately the same number of players, with a targeted limit of 10 players per team.

The League Manager and Division Coordinator will preside over each assembly. They will insure that the order of the assembly is followed and that each team has the right mixture of age groups when the assembly is over.

II. ASSEMBLY ORDER

The order will be determined by using the reverse order of the previous year's League season finish. If there are any ties in the final season's standings, a coin flip will determine the assembly order of the teams that tie.

The team that wins the season-ending tournament will have the last pick in the draft no matter where they finish during the regular season.

III. TEAM MAKE-UP

All teams will be made up by age group using the following table:

Players <u>PER TEAM</u>	Maximum <u>PER AGE</u>	Minimum <u>PER AGE</u>
9	5	2
10	6	2

The 4th-5th grade and 6th-7th grade teams can have any age make-up.

If a team has met the above requirements for a certain age group, and there are not enough remaining players to fulfill the requirements for the other age groups, the draft would continue until the correct team size is met.

All kids signing up and attending a try-out will be assigned to a team providing there is an opening available. Otherwise they will be placed in a pool and assigned to teams, as they are needed. There will never be enough kids in the pool before the draft to complete the smallest team's roster in the League.

IV. OPTIONS

All draft options (head coaches, brother/sister options) shall be presented to the Division Coordinator, the League Manager, and the Division coaches prior to the start of the draft. Trading of players will be allowed after the assembly has concluded only when an option.