



2019

COACHES MANUAL



Bernalillo County Parks, Recreation & Open Space
Youth Basketball League
Winter 2019

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November 2019

Welcome, Coaches, to the Winter 2019 Youth Basketball League (YBL). Please read through this manual to better understand the policies and procedures of Bernalillo County's Youth Basketball League.

The YBL is designed to provide a positive recreational athletic experience for the youth of Bernalillo County. All divisions are Coed. A (15) fifteen-minute minimum playing-time rule is utilized. All players registered for the league will receive a team uniform, consisting of a reversible jersey with a number, and a pair of shorts. All players are expected to wear the complete issued uniform for all games. All participants of our league will also receive a participation trophy, which will be distributed before the end of the season.

We thank you for the time that it takes to coach our youth and we look forward to having a wonderful season.

If you have any questions, please feel free to contact me at:

BC Sports Office: (505) 314-0415

My Direct Line: (505) 314-0465

My Work Cell: (505) 934-8469

Sincerely,

A handwritten signature in black ink, appearing to read 'Ashley R. Gutierrez', written in a cursive style.

Ashley R. Gutierrez
Bernalillo County
YBL Sports Coordinator
argutierrez@bernco.gov

Important Contact Information

Sports and Fitness Program Staff

LAURA KENNEDY, SPORTS SECTION MANAGER 314-0412
ASHLEY R. GUTIERREZ YBL COORDINATOR 314-0465
HEATHER L. MARTINEZ ADMIN. OFFICER II 314-0268
RUTH Y. SMITH, ADMINISTRATIVE ASST. 314-0410

Bernalillo County Sports Main Office: 314-0415
111 Union Square St. SE Suite 203
Albuquerque, NM 87102

10-Game Season (all games on Saturdays)

Inclement Weather Hotline: 314-0411

(In case of inclement weather, games will be rescheduled)

Important Dates to Remember:

Season Begins: November 9, 2019

Season Ends: Late January/Early February 2020

League Black-Out Dates:

Post-Thanksgiving, Saturday, November 30, 2019

Post-Christmas, Saturday, December 28, 2019

(Please Note: Bernalillo County observes all major holidays and all offices are closed on those days.)

**Bernalillo County Parks, Recreation & Open Space
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Youth Basketball Facilities

LOS PADILLAS COMMUNITY CENTER

2117 Los Padillas Rd SW 87105
505-468-7600

MOUNTAIN VIEW COMMUNITY CENTER

201 Prosperity SE 87105
#505-314-0297

NORTH VALLEY ACADEMY

7939 4th St. NW 87114
#505-998-0501

PARADISE HILLS COMMUNITY CENTER

5901 Paradise Blvd. NW 87114
#505-314-0245

RAYMOND G. SANCHEZ COMM CNTR.

(a.k.a "ALAMEDA" COMM CNTR.)
9800 4th St. NW 87114
#505-468-7800

WESTSIDE COMMUNITY CENTER

1250 Isleta Blvd. SW 87105
#505-314-0176

RUDOLFO ANAYA ELEMENTARY SCHOOL

2800 Vermejo Park Dr SW, Albuquerque, NM 87121
#505-880-3744

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FACILITY RULES

- *All coaches are responsible for the supervision of their players, parents & fans.*
- Parents are responsible for any youth spectators not participating with the Youth Basketball League.
- Coaches shall ensure that all of his/her players and spectators have left the complex at the conclusion of practice.
- **NO FOOD, CANDY, OR BEVERAGES ARE ALLOWED IN THE GYM.**
- The facility must be left clean, as it was before it was utilized.
- Shoes that create black marks may **NOT** be worn in the gym area at any time.
- Basketballs are to be carried in the hallways and bounced in the gym area **ONLY**. Please do not throw balls at walls or ceilings.
- Report any damaged equipment to the gym supervisor assigned to the facility *immediately*.
- Please do not allow your players or spectators to touch bulletin boards or other school items while you are utilizing the facility.
- All teams that utilize the facilities will help with cleaning up prior to departing.
- No pets or animals allowed (except for qualified service animals) during practices or games.

ALL RULES MUST BE FOLLOWED IN ORDER TO MAINTAIN USE OF THESE FACILITIES FOR THE YOUTH BASKETBALL LEAGUE

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YOUTH BASKETBALL LEAGUE
5/6 Year-Olds Division
RULES AND REGULATIONS

- A. Will use the junior size ball (27.5")
- B. Will be played on an 8-foot goal.
- C. Score **will not** be displayed. The scoreboard will show game time only.
- D. Must have 5 players to begin the game.
- E. A fifteen-minute minimum playing time rule is used.
 - 1. All coaches **MUST** rotate his/her entire bench every five (5) minutes until all players have played their minimum required playing time of 15 minutes. The 5-minute stoppage is for substitutions **ONLY**. This is for the purpose of switching players; this is **NOT** a time out. If coaches require a timeout, they must signal for one. Coaches who attempt to take advantage of this time to run a play will be warned *once*; thereafter, a technical foul will be called. It is crucial for games to be completed on time.
- F. **A five-second count will be in effect for lane (Paint).**
- G. A coin flip will determine which team will start the game by taking the ball out from their opponents' baseline. The alternating possession rule will be in effect thereafter. Note: this rule will change by mid-season to a "jump ball", so that the children are better prepared for the next level.
- H. Games will be two (2) twenty (20) minute halves. There will be a 3-5-minute break at halftime (**depending on time schedule**).
- I. Ten-foot free throw line. One shot, on a shooting foul only. Ten-second time limit on the free throw. Clock stops: last minute of the 2nd half **only**.
- J. Each team will be allowed two (1) minute time-outs per half. Time-outs cannot be accumulated.

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- K. A coach for each team will be allowed on the court. Please do not get in the way of the official.
- L. **NO FULL COURT PRESS IS ALLOWED.** Once a team gains possession of the ball, the defensive team must immediately drop back behind the half-court line. The defensive players must remain behind the half-court line until the ball and player crosses the half-court line.
- M. **Illegal Offenses:** Four corner spread; stack away from the ball; and any isolation plays.
- N. **Over and back violation:** When an offensive ball handler approaches the half-court line, the ball and both feet need to cross the line before an over and back call can be called. If a ball handler crosses the half-court line with the ball and one foot, they are allowed to go into the backcourt to elude the defender(s). Basketball rules provide that once the ball and both feet cross the line, the over and back can be called.
- O. **Fouls:** All players will be allowed seven (7) fouls per game. Fouls are only kept to prevent teams/players from continually fouling without consequences. All fouls will be recorded on the official score sheet.

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YOUTH BASKETBALL LEAGUE
7/8-Year-Olds Division
RULES AND REGULATIONS

- A. Will use the Women's size ball (28.5")
- B. Will use a 9-foot goal height.
- C. Game score will be displayed. The score will be removed from the clock until the score is reduced under 15 points.
- D. You must have 5 players to begin the game.
- E. A fifteen-minute minimum playing time rule is used:
- F. **A five-second count will be in effect for lane (Paint.)**
- G. Each team will be allowed two (1) minute time outs per half. Time outs cannot be accumulated.
- H. A jump ball will be utilized to start the game. The alternating possession rule will be in effect thereafter.
- I. Fifteen-foot free-throw line. One shot, on a shooting foul only. Ten-second time limit.
- J. Games will be two (2) twenty-minute halves. The clock only stops the last two (2) minutes of the second half. Halftime will be 3-5 minutes (depending on time schedule).
- K. Illegal Offenses: Four corner spread; stay away from ball; and any isolation plays.
- L. Over and Back Violation: When an offensive ball handler approaches the half-court line, the ball and both feet need to cross the line before an over and back call can be made. If a ball handler crosses the half-court line with the ball and one foot, they are allowed to go into the backcourt to elude the defender(s). Basketball rules provide that once the ball and both feet cross the line, the over and back call be called.
- M. **NO FULL COURT PRESS IS ALLOWED.** Once a team gains possession of the ball, the defensive team must immediately drop back behind the half-court line. The defense may not guard any member of the offensive team or intercept any pass until the ball and player crosses half-court.

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- N. Defense: Teams must play man-to-man defense. Zone defense and double teams are illegal. [Help defense is allowed](#); if an offensive player with the ball drives past the defender and a teammate leaves his/her assignment to stop the ball, then rotates back to his/her original assignment *before* the original defender is able to recover, this is allowable and is not considered a double team. The “help defender” **MUST** rotate back to his/her original assignment **BEFORE** the original defender recovers and defends the ball. At no time shall two defenders be “on the ball” at the same time. This is a judgment call and officials have been trained to look for double teams. Defenders are allowed to switch players.
- O. Fouls: All players will be allowed seven (7) fouls per game. Fouls are only kept to prevent teams/players from continually fouling without consequences. All fouls will be recorded on the official score sheet.

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YOUTH BASKETBALL LEAGUE
9/10-Year-Olds
RULES AND REGULATIONS

- A. Will use a Women's size basketball (28.5).
- B. Will be played on regulation height goals (10').
- C. A fifteen-minute minimum playing time rule is used.
- D. A Jump Ball will be conducted at the beginning of every game. The alternating possession rule will be in effect thereafter.
- E. A fifteen (15) point rule is in effect. Once a team is ahead by 15 points or more, the winning team **MUST** drop back to half court on a made or missed basket. The score will be removed from the clock until the score is reduced under 15 points.
- F. The trailing team will receive all jump ball possessions.
- G. Games will be two twenty-minute halves. There will be a three (3) minute halftime.
- H. All coaches **MUST** rotate his/her entire bench every five (5) minutes until all players have played their minimum-required playing time of 15 minutes. The 5-minute stoppage is for substitutions **ONLY**. This is for the purpose of switching players; this is **NOT** a time out. If coaches require a time out, they must signal for one. Coaches who attempt to take advantage of this time to run a play will be warned *once*; thereafter a technical foul will be called. It is crucial for games to be completed on time.
- I. Each team will be allowed two, one-minute time-outs per half. Time outs cannot be accumulated. If a team can only field 4 players for a game, that team will be given one extra time out per half in order to prevent player exhaustion. The official or Gym Supervisor will discuss this with both coaches *prior to tip-off*.
- J. Free throws will be allowed on all shooting foul situations only. The shooter will be allowed 10 seconds to shoot the free-throw. The clock will continue to run during free throws except in the last 2 minutes of the second half.

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- K. You may play zone and man-to-man defense both half **AND** full court in this division. Once a team is ahead by 15 points or more, they **MUST** drop back to half-court on defense.
- L. No full-court, man-to-man, or zone press until the 3rd week of competition.

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YOUTH BASKETBALL LEAGUE
11/12, 13/14 Year-Old Silver Division
RULES AND REGULATIONS

- A. Will use a regulation high school basketball (29.5") (Men's Ball).
- B. The Silver Division games will be played on regulation-height goals (10').
- C. All individuals must play a minimum of fifteen minutes in each game, 5 minutes per quarter. Free substitution is allowed after all players have played their minimum time.
 - 1. Games will be two twenty-minute halves. There will be a three (3) minute halftime.
 - 2. All coaches **MUST** rotate their entire bench every five (5) minutes until all players have played their minimum-required playing time of 15 minutes. The 5-minute stoppage is for substitutions **ONLY**. This is for the purpose of switching players; this is **NOT** a time out. If coaches require a time-out, they must signal for one. Coaches who attempt to take advantage of this time to run a play will be warned *once*; thereafter a technical foul will be called. *It is crucial for games to be completed on time.*
- D. A Jump Ball will be conducted at the beginning of every game. The alternating possession rule will be in effect thereafter.
- E. Each team will be allowed two, one-minute time-outs per half. Time outs cannot be accumulated. If a team can only field 4 players for a game, that team will be given one extra time out per half in order to prevent player exhaustion. The official or Gym Supervisor will discuss this with both coaches *prior to tip-off*.
- F. Free throws will be allowed on all shooting foul situations only. The shooter will be allowed 10 seconds to shoot the free-throw. The clock will continue to run during free throws except for the last two (2) minutes of the fourth quarter.

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- G. A fifteen (15)-point rule is in effect. Once a team is ahead by 15 points or more, the winning team **MUST** drop back to half court on a made or missed basket. The score will be removed from the clock until the deficit is reduced below 15 points.
- H. The trailing team will receive all jump ball possessions if the mercy rule is in effect.
1. **Technical fouls/Flagrant fouls/Intentional fouls** – 1 free throw and the ball out of bounds. Technical fouls count as a team and personal foul. Flagrant fouls can result in ejection.
 2. If a player receives a technical foul, that player will be required to sit out of the game for the remainder of the half. Penalty time is counted towards a player's equal or minimum playing time requirement. If no substitute is available, the team will play shorthanded.
 3. **15-Point Differential Rule** - If the score differential between teams reaches a difference of **15 points** the scorekeeper will remove both teams' scores from the scoreboard until the deficit is reduced below 15 points.
 4. Full court Press: A full court press may be used during the game. Once a team is ahead 15 points, they must drop back to half court on defense.

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YOUTH BASKETBALL
COMPETITIVE LEAGUE
11/12, 13/14 Gold Divisions
RULES AND REGULATIONS

- A. Game will consist of two (2) twenty (20) minute halves. Clock only stops on the last two (2) minutes of the 2nd half ONLY.
- B. All teams will receive two (2) full time-outs per half. If overtime, each team will receive one (1) time out.
- C. Overtime (if necessary) will be a three (3) minute period. The clock will only stop the last minute of overtime.
- D. Will use a regulation high school basketball (29.5)
- E. Will be played on regulation height goals (10')
- F. The score will be removed from the scoreboard until the score is reduced under 20 points.
- G. Governed by High School Rules - ***The National Federation of State High School Associations (NFHS)***

Bernalillo County Sports staff reserves the right to establish guidelines for any and all rules or infractions not covered in the league rules and to refuse participation to any individual or coach if they do not obey the rules and regulations and keep within the spirit of sportsmanship.

YOUTH BASKETBALL LEAGUE INFORMATION

Team statisticians cannot sit at the scorer's table or converse with the officials. They may double-check their book with the scorers' book during halftime and after the game, but the officials' decisions regarding the official score book are final.

FORFEIT TIME:

- A. Forfeits will be avoided as much as possible. Each team should have at least five eligible players to begin a game. At the coaches' option, teams may provide players to the opposing team to create a more balanced game. In this instance, **PRIOR TO TIPOFF**, coaches must agree to play under these conditions. Once the conditions are agreed upon verbally and the game is underway, protests will not be considered. A five-minute grace period will be given. At five minutes past game time, the Gym Supervisor will declare a forfeit.

WEATHER LINE: FOR GAME INFORMATION ONLY!

- A. In case of inclement weather, or crisis situations, no decision will be made on the status of the games until at least 1 hour before the first game. There will be days when a decision may not be made until game time due to late breaking situations.
- B. If weather prohibits a game from being played, the Inclement Weather Hotline will be updated and contain all relevant information.

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- C. If and when an official observes that a player is bleeding, has an open wound, or has any amount of blood on his or her uniform, the player must leave the game. (In an instance when a substitute is not available, the official may allow time for the player to receive medical attention, but the time may not be excessive in the judgment of the official.) If a substitute is available, the player must leave and may not reenter until after the clock has run and a substitution opportunity occurs. The injured player is not to return until the bleeding has stopped, the open wound is covered, and blood on the uniform is removed. An excessive amount of blood on a uniform would mean it is saturated to the extent the blood might transfer to another player or the blood could soak through to the skin. The player must change his/her shirt and this necessitates a change to another number, or no number. The scorebook will be updated.

ELASTIC POWER:

Bernalillo County Sports Staff reserves the right to establish guidelines for any and all rules or infractions not covered in the league rules, and to refuse participation to any individual or coach if they do not obey the rules and regulations, and/or keep within the spirit of sportsmanship.

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**YOUTH BASKETBALL LEAGUE
INFORMATION, CONTINUED...**

COMMENT ON THE RULES: These rules are intended to create a balance of play; to create an atmosphere of sportsmanship and fair play; and to emphasize cleverness and skill without limiting freedom of individuals or team play. It is important to know the intent and purpose of a rule so that it may be intelligently applied in each play situation.

UNIFORMS: All players on a team are to wear the uniform given by Bernalillo County Sports Department. (Players will not be allowed to play unless they have a complete uniform.) *If a parent is approved for a refund, the full uniform must be returned in clean condition. If not fully returned, the following charges will apply: \$12.50 for the non-return of the jersey; and/or \$12.50 for the non-return of the shorts, (for a maximum of \$25.00 for the entire set), which charge will be deducted from the total refund granted.*

JEWELRY/HEAD BANDS: No rings, watches, bracelets, earrings of any kind (starter or otherwise), chains, headbands wider than 2 inches, or necklaces are to be worn by players. It is the responsibility of each coach to make sure his/her players are adhering to this rule. Technical fouls will be assessed on each count of infringement when discovered by the referee, and the article must then be removed.

NOTE: Alcohol, smoking and chewing tobacco products in all Albuquerque Public Schools and Bernalillo County buildings are prohibited.

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PLAYERS' CODE OF CONDUCT

The following "Player Code of Conduct" has been adopted for Bernalillo County Parks & Recreation Programs. These rules of conduct will be strictly enforced during the season. It is the Coaches' Responsibility to ensure all players know and adhere to the rules.

1. NO PLAYER SHALL: At any time lay a hand upon, push, shove, strike or threaten to strike, or verbally threaten an official/player or staff member. Officials are required to immediately suspend the player from further play and report such player to the League Director. Such a player shall remain suspended until the case has been considered by the League Director.
2. NO PLAYER SHALL: be involved in a physical altercation with another player, coach, or spectator.
3. NO PLAYER SHALL: refuse to abide by officials' decisions. Officials are required to immediately suspend the player from further play and report such player to the League Director. Officials and supervisors are empowered to warn, eject, and recommend suspensions for fans, players and/or coaches for any misconduct or violation of rules.
4. NO PLAYER who is ejected from a game may continue to make verbal comments or threats from the stands or surrounding areas. Ejected players *must* leave the gym.
5. NO TEAM SHALL: have 2 or more team members (Players or Coaches) ejected from the game.

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6. NO PLAYER, COACH OR SPECTATOR SHALL: consume alcoholic beverages on Bernalillo County or Albuquerque Public Schools property.

Teams/Coaches are responsible for their players' and spectators' conduct before, during, and after the game. All spectators, as well as participants, must conform to all Bernalillo County Parks & Recreation rules and regulations. Improper behavior or unsportsmanlike conduct will not be tolerated in Bernalillo County programs.

ENFORCEMENTS:

1. All suspensions carry an automatic probation period. Once a player(s), coach, and/or team have been placed on probation, their conduct will be monitored throughout the remainder of the season. Further conduct violations will result in a minimum of suspension extending through the remainder of the season, as well as forfeiting all fees paid to date.
2. Warning methods: verbal and written notices.
3. Suspended coach or player: Suspension from the playing area will result in the League Director investigating the suspension. Must leave the playing area (gym) in 3 minutes.
4. If a suspended coach, player or spectator does not leave the contest area, the game will be a forfeit.
5. The official, supervisor, league coordinator or other Bernalillo County staff shall be responsible for suspending the offending parties from the playing area.
6. The league Coordinator has "elastic power" in determining suspensions, penalties, or rule interpretations. Officials will have the authority to penalize for unsportsmanlike behavior. This is a judgment call by the official and cannot be protested. There will be no tolerance for those that deviate from the league's code of conduct.

BCPR YOUTH SPORTS PHILOSOPHY

- To promote **having fun** and to enjoy the game of basketball.
- To learn and develop the fundamental skills necessary to compete in the game of basketball.
- To teach the participants teamwork, fundamental skills and the rules of the game.
- To develop a positive attitude about fair play.
- To develop intrinsic rewards for playing the game.

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COACHES' CONDUCT AND EXPECTATIONS

- All coaches **MUST** wear their **County issued I.D.'s** at all times. If a coach forgets it, he/she may **NOT** sit at the bench during the game.
- Refuse to disparage an opponent, an official, or others associated with sports.
- Demonstrate high ideals, desirable attitudes, and good sportsmanship, and demand the same standards for players.
- Only one (1) coach is allowed to stand during the game. All coaches must stay within the bench area (coaches' box). If there is not a designated coaches' box, it is the determination of the YBL Staff to set those parameters.
- Maintain self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials.
- Emphasize the importance of proper sideline behavior and the necessity of restraining from entering the playing area to engage in unsportsmanlike physical or verbal behavior.

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- Promote the purpose of competition, which is to increase the physical, mental, emotional, and social well-being of players. The value of competition is derived from playing the game fairly.
- Be modest when successful and gracious in defeat.
- Provide *all* players the opportunity to use and develop initiative, leadership, and judgment.
- Promote the physical condition and well-being of players, refusing to jeopardize the health of the individual.
- Teach athletes that it is better to lose fairly than win *unfairly*.
- Supervise participants under your immediate care.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with the players.

PARENTS' CODE OF CONDUCT

This code of conduct applies to all Parents/Guardians involved in our organization's league. Youth sports should be fun. Parents should also assist in the development of good character and other important life skills. Showing good character and sportsmanship means living by the "Six Pillars of Character": Trustworthiness; Respect; Responsibility; Fairness; Caring; and Citizenship. Our participants do tend to follow the example that is shown them by adults. Coaches, it is your responsibility to promote a positive attitude/atmosphere. Please be sure to talk with your parents about the Parents' Code of Conduct below:

- **Remember, children play for their own enjoyment, not yours.**
- **Do not force an unwilling child onto the field or court.**
- **Applaud good plays by opposing players as well as your own.**
- **Set a good example. Children learn best by example.**
- **Teach your child to *always* play by the rules.**
- **Show your child that hard work and an all-out effort can matter more than victory.**
- **Help your child improve skills and sportsmanship in every game. Your child will then be a winner, even in defeat.**

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- ***Never* ridicule or yell at your child for making a mistake or for losing a game.**
- **Do not publicly question a referee's judgment or integrity.**
- **Recognize the value of volunteer teachers/coaches, referees, and officials, and give them signs of respect.**
- **Support all efforts to remove verbal and physical abuse from youth sports.**

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NOTES:



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