

# OFFICIAL RULES GOVERNING ADULT BASKETBALL LEAGUES

City of Round Rock Parks and Recreation Department

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## I. DEFINITION and ROLES

**Round Rock Parks & Recreation Department (PARD)** – is the organization responsible for conducting all aspects of the adult basketball league. This includes, but is not limited to, registration, conducting meetings (with managers, officials, score keepers, suspension hearings & more), leagues schedules & standings and awards, and providing quality service to the league.

**PARD Team** – is responsible for the conducting league registrations, maintenance of league schedules (original, reschedule & playoffs), updating league rosters when applicable, and providing quality service to the league.

**Officials** – are appointed by PARD. Officials are responsible for conducting basketball league games from the time of “pre-game” through the end of game. Officials are also responsible for providing quality service to the league. Game officials will be certified by an accredited agency that could include (but not limited to) TAAF, UIL and/or TASO.

**Score Keepers** – are appointed by PARD and have specific record keeping duties for league or tournament games. This includes collecting a line-up from each team as defined in the rules, keeping track of each game’s statistical information and reports any information regarding the PARD basketball league to PARD team.

**Line-up Sheet/Card** – this is the official listing of players, turned in to a scorekeeper prior to game time. If the line-up sheet is not turned in before game time, the game is then forfeited. Game time is forfeit time.

**Game Time** – the official time listed on the PARD League schedule. Game time is forfeit time (also known as “scheduled game time”). The clock used will be that in the gym or if that clock is obviously incorrect, the official’s watch time will be used. PARD reserves to the right to schedule and reschedule games as deemed necessary.

**Roster** – an official roster is a form provided by PARD that includes team managers, assistant managers, and all players first and last names, and DOB’s. Rosters could also include email addresses, phone numbers and home addresses. Completed rosters are due prior to the first game and will result in forfeit should it not be turned in by deadline. Rosters are kept at the PARD office and can be updated throughout the season. No less than five (5) players and no more than twelve (12) players can be carried on a roster at any time. It is the manager’s responsibility to make sure a roster is current. In the event a player is suspended and not listed on the team roster that is on file with PARD, the entire team could also be suspended. All changes must go through the Athletics Coordinator with PARD to be official.

**Team Managers** – are completely responsible for their team. This includes but is not limited to: receiving schedules, updating their team’s roster as needed, turning in game line-ups, ensuring all players’ uniforms meet the uniform requirements, personal, player and fan behavior at all times including from “pre-game” through the end of the game, handling protests, awards pick-up, and attending managers’ meetings as scheduled. Team managers are the team’s liaison between their players and PARD as well as between their players and officials and/or score keepers.

**Players** – these are members of registered teams. Players are responsible for their own behavior at all times.

**Holidays**- the following holidays will be honored and no games will be scheduled. The holidays are: Easter Sunday, July 4<sup>th</sup>, Halloween, the week of Thanksgiving, the week of Christmas, the week of New Years, the Sunday of Memorial Day weekend and the Sunday of Labor Day weekend.

**Forfeiting Games**- if a team does not give the Athletics Coordinator (512-671-2881 or [bcollins@roundrocktexas.gov](mailto:bcollins@roundrocktexas.gov)) a 24 hour minimum notice when forfeiting a game, a \$25 fee will be charged to that team. This fee must be paid by the following game or the team will be taken off the schedule. This is to eliminate opposing teams from showing up unnecessarily and inconveniencing them. If both teams do not show up and PARD has not been notified, both teams will take a loss.

**Request to Reschedule Games** – If a team is requesting to reschedule one of their games once the official schedule has been posted, a \$50 fee will be charged to the team requesting the change. Games will be rescheduled only IF: the other

team agrees to the reschedule and there is an open spot to reschedule (PARD will NOT reschedule if only 1 game is being played on a given night). Fee must be paid before the reschedule occurs. Any reschedule must fall within the league parameters and approved by the Athletics Coordinator.

## II. SUPERVISION AND ADMINISTRATION

- A. In all matters not covered by current NCAA men's playing rules or City League Rules, the Athletics Coordinator shall have jurisdiction.
- B. Athletics Coordinator reserves the right to move teams to different leagues as necessary to maintain a competitive balance in the league.
- C. All CMRC rules and guidelines apply while at CMRC
- D. Officials will be appointed by the Round Rock Parks and Recreation:
  - a. All officials & score keepers so appointed shall have complete charge of the game as outlined Round Rock Parks and Recreation local rules.
  - b. It is PARD's goal and preference that two officials and one scorekeeper be scheduled and present for each league game. Should only one (1) official be present at a game, a team will still play the game, as scheduled. There is no option for rescheduling.

## III. GENERAL

- A. The Parks and Recreation Department will be utilizing the Clay Madsen Recreation Center Gymnasium for the Adult Basketball League. To ensure the continued use of these facilities, all posted CMRC rules and guidelines must be followed. The following rules are of significant importance:
  - a. Managers, players and spectators are restricted to the gym area.
    - i. Managers, players and spectators may not enter the gym area until 15 minutes prior to the start of their scheduled game.
    - ii. Managers, players and spectators must exit the gym area within 15 minutes after their scheduled game OR at the conclusion of the last game.
    - iii. The back court is reserved for PARD programs/leagues and the front court is reserved for CMRC members. In order to use the front court, a valid membership is required.
  - b. No dunking is allowed at CMRC.
  - c. No food will be allowed inside the gym. Drinks must be in a resealable container.
  - d. No smoking or alcohol allowed on CMRC property.
  - e. Basketballs are available to loan to CMRC members only. In order to loan one, a valid membership card must be presented.
- B. Violation of these rules could cause multiple game suspensions, forfeits or permanent removal from league play.

## IV. ELIGIBILITY OF PLAYERS/TEAM ROSTERS

- A. All teams must follow the proper registration procedure to be eligible for league play.
- B. All league teams will have a roster on record with the Round Rock PARD. If roster is incomplete, protests may result in forfeit.
- C. A maximum of twelve (12) players may be listed on the team roster at any given time.
- D. All players participating must be eligible under the rules set forth by the National Collegiate Athletic Association (NCAA). Any rules not covered by PARD Rules will then proceed to current NCAA men's playing rules for jurisdiction/enforcement.
- E. All players must have a picture ID at all times. IDs may be checked to confirm age or identity at any time. NO ID – NO PLAY. IDs will be checked before end of season tournament games.
- F. All players must be eighteen (18) years of age or older on the day of the game. Any player under the age of eighteen (18) years is illegal and said game will be forfeited.
- G. All players must be listed on the team roster by 5:00 P.M. on the day of his participation with any team (or the Friday before for weekend games). This information may be emailed or called in at 512-218-5540. NO FAXES. Roster changes will not be accepted at CMRC.
- H. A player may participate on any team provided they are listed on the roster and the teams play in different leagues. Any player on two team rosters within same league is illegal. If protested, both teams may forfeit game. Said player also becomes ineligible to play in a championship game. Example: a player may play on both an open and low team on Wednesday night.
- I. Any player who has been suspended from league play for any reason and who has not been reinstated shall be considered ineligible until he is reinstated by the Athletics Coordinator.
- J. An illegal player can play and be protected from any protests from the opposing team IF the manager picking up the player(s) approaches the official and opposing manager prior to game time to get approval. This will be

documented by both officials and scorekeepers. If the manager chooses not to ask for permission, the existing rule will be in effect and the game will be played as normal.

- K. The responsibility of player eligibility will rest with team manager(s).
- L. Changes can be made to roster at anytime during the season. To be eligible for the end of season tournament, a player must be listed on the team roster prior to the 4<sup>th</sup> “played” game. If team roster is full, dropping a player may nullify eligibility for later playoff game.

## **V. EQUIPMENT AND UNIFORMS**

- A. Uniform requirements: Jerseys similar in color with a six (6) inch **minimum** number on the back OR on the front. Exception: The first two weeks of the season only.
- B. A number must be either one or two Arabic numerals between 0 and 99. Fractions, symbols, decimals or roman numerals are not allowed.
- C. Duplicate numbers are not permitted to be worn by members of the same team and teammates cannot share jerseys.
- D. Mesh pinnies will be provided by the department for teams with jerseys of the same color. A coin toss between the two teams will determine which team wears the pinnies.
- E. Reversible Jerseys with numbers on both sides are recommended to avoid the above-mentioned situation.
- F. Numbers must be permanently affixed to the jersey. No masking tape or magic marker will be allowed.
- G. Only non-marking athletic shoes are allowed on the gym floor.

## **VI. REGULATIONS FOR GAME CONDUCT- GENERAL**

- A. All players MUST check in at the CMRC front desk prior to entering the gym and be checked off the team’s roster.
- B. Warm up time will begin five (5) minutes prior to game time. If the earlier game carries over the time limit, warm up time is at the discretion of the officials.
- C. Line-ups will be turned into the scorekeeper five (5) minutes prior to game time. All line-ups are due by scheduled time—no exceptions. If the earlier game carries over the time limit, the team line-ups are still due by their original game time.
- D. Team managers are to print legibly starting line-ups, consisting of players first and last name, number and all player substitutions.
- E. Failure to turn in the official line-up to the scorekeeper by game time will result in a forfeit of scheduled game to opposing team.
- F. A team may start and end with four players. If the fifth player arrives, they must be added to the line-up and cannot enter the game until a stoppage in play indicated by the official.
- G. Game time is forfeit time. Game time is the time listed for your team on the current schedule. The clock used will be that in the gym or if that clock is obviously incorrect, the official’s watch time will be used.
  - a. If both teams agree, the Gentlemen’s rule can be used.
    - i. The game clock will start and two (2) pts will be awarded each minute (1) to the complete team. After ten (10) minutes if a fourth (4<sup>th</sup>) player does not arrive, a forfeiture will be awarded for the complete team. Forfeits are scored as a score of zero (0) for the losing team. An average score of games played to that point in the season will result as the winning team’s score for a win by forfeit.

## **VII. LENGTH OF GAME**

- A. The game will consist of two (2) twenty (20) minute halves with a running clock. The running clock will stop during the last two (2) minutes of the second (2<sup>nd</sup>) half for all whistles. Mercy Rule- if a team is up by more than 20 points in either of the halves the clock will remain running at all times.
- B. A three (3) minute half-time will be observed.
- C. Each team will be allowed two (2) thirty (30) second time outs per half. Unused time outs will not be carried over.
- D. One overtime period will be played in the event of a tie score at the game conclusion. At the end of this overtime period, if the score is still tied, a sudden death period will be played. After the tip off, the first team to score will win.
- E. An overtime period will consist of one (1) three (3) minute period with the clock stopping for all whistles during the entire period. Each team will have one (1) time out.

## **VIII. FORFEITS**

- A. No forfeit shall be declared earlier than the scheduled game time. TWO EXCEPTIONS:
  - a. Team suspension from league.

- b. Advance notification to the Parks and Recreation Department office by team manager that his team is unable to play as scheduled. This must be completed by 24 hours in advance.
- B. Double forfeits are not a tie game; they are counted as a loss for both teams. A full team must be present at the gym in order to award a forfeit to said "winning team." If neither scheduled team has enough players present, a double forfeit will be declared. If you are the team forfeiting, you MUST notify the Parks and Recreation Department office via phone or email prior to the game.
- C. Forfeiting of two (2) scheduled games may automatically suspend the forfeiting team from further league play, without benefit of a refund. This may also affect remaining league schedules, which in turn may or may not be altered. Allowing said team to continue in league play (current and future) is reviewed by the Athletics Coordinator.
- D. Forfeiting a game during regular league play without following proper league procedure may eliminate your team for contention of playing in any championship game.
- E. Forfeits are scored as a score of zero (0) for the losing team. An average score of games played to that point in the season will result as the winning team's score for a win by forfeit.

**IX. CONDUCT OF MANAGERS AND PLAYERS**

- A. **ABUSIVE BEHAVIOR** (anything not addressed in the following section will be the decision of the Parks and Recreation Department):
  - a. Unsportsmanlike conduct and abusive behavior will not be tolerated.
  - b. Managers are held responsible for the conduct of their players, coaches and spectators.
  - c. If the disruptive person(s) is a spectator, the official will give one (1) warning to the disruptive person(s) and the team manager. Should the situation continue, the official has the right to forfeit the game or take other appropriate actions deemed necessary (evict the person(s) from the gym, call the police and/or press charges, etc).
  - d. Should the disruptive person(s) be a player(s), no warning is required before the official takes appropriate action. This may include ejection for a flagrant error of misconduct.
  - e. If a player or coach receives two (2) technical fouls in one game, that person will be suspended for the remainder of the game in progress and the next scheduled games for one week.
- B. **In the event a player is ejected the official may:**
  - a. Determine that no further action needs to be taken against the player/team.
  - b. Take necessary immediate action i.e. forfeit the game and/or require the offending player(s) to leave the gym, etc.
  - c. Suspend the player for additional games up to one week. This will include one full week of the player playing in any sport through Parks and Recreation (volleyball, kickball, softball, basketball, and flag football), regardless of whether the player is listed on a roster or is a "pick up player". This will be effective immediately during the game the player was ejected and will carry a full 6 days. The player may resume play the following week. The suspension also prohibits the player from being a spectator or inside the facility while games are being played.
  - d. The week long suspension will be in effect until the suspension is completed. Any byes or other acts of nature that do not permit a team from playing could result in a longer suspension for the player. This will be determined by the Parks and Recreation Department.
  - e. Any violations of the suspension could result in a longer suspension or forfeit by their team.
- C. **In the event a player exhibits extremely dangerous or threatening behavior:**
  - a. Parks and Recreation will determine the suspension of the player. This could include multiple games/weeks suspension and/or probation. It will be the decision of Parks and Recreation Department representatives.
  - b. If a fight occurs before, during or after the scheduled game at CMRC, the player who started the fight and his entire team will automatically forfeit the current game and be suspended for the next scheduled game. Further suspension will be determined by Parks and Recreation. The team will also be ineligible for the end of season tournament. A fight is defined as a confrontation involving one or more players, coaches or other team personnel wherein (but not limited to) a fist, hand, arm, foot, knee or leg is used to combatively strike the other individual.
  - c. If a threat is made towards another player or official and the police department is called, the player who made the threat and his entire team will automatically forfeit the current game and be suspended for the next scheduled game. Further suspension will be determined by Parks and Recreation. The team will also be ineligible for the end of season tournament.
  - d. This suspension is subject to appeal upon request.
  - e. In the event a team/team member physically or verbally abuses an official or a City employee, said player(s) or team may be ejected immediately and will not return to play until contacted by Parks and Recreation.

## **X. PROTESTS**

Only the team manager or the assistant manager may make protests. A protest logged by anyone other than the opposing team manager will not be accepted. All protests must be made to the game official prior to the play or the completion of the game (whichever is applicable). Player eligibility protests must be made prior to the game completion and the following procedures must be followed:

### **Types of Protests:**

- A. **Playing Under An Assumed Name:**
- The player in question has until the completion of the game to produce a picture ID that confirms their legal identity. This must be presented and noted to the game official. The official game time is NOT halted to complete this process.
  - If a player cannot or refuses to produce the ID, the game is forfeited immediately under the cause of "playing under an assumed name."
  - When the player in question produces an ID to the official, identification is noted with the official. If the player's ID does NOT match the name he/she she is playing under, the game is forfeited immediately. The officials will make notes as to the nature of the forfeit on said game score sheet and turn it to the Athletics Coordinator.
  - In addition to the game forfeit, the team manager will be suspended for one (1) game.
  - If this occurs a second time, the team will be suspended for the remainder of the season and the team manager will be suspended from all PARD athletic programs for one year.
- B. **Illegal Player (not on the team roster):**
- If the protest is regarding an "ILLEGAL PLAYER," the opposing team manager must notify the game official. The official will note the identification of said player and this information will be forwarded to Athletics Coordinator. The protesting team manager must submit a written protest to the Athletics Coordinator within forty-eight (48) hours after completion of the game accompanied by the protest fee of \$25.00/per player. However, Saturday, Sunday or holidays will not count in the time limit.
  - The burden of proof will rest with the manager making the protest.
- C. Any protest other than eligibility of players must be made and noted by the official, at the next immediate stoppage of play and prior to the next play. A written protest accompanied by the protest fee of \$25.00/per player or rule must be submitted within forty-eight (48) hours to the Athletics Program Coordinator, in order to be accepted.
- D. If the protest cannot be resolved from the rules utilized by Round Rock PARD, a ruling will be determined by members of the Parks and Recreation team.
- E. The officials' decision shall be final on judgment calls and game conduct. These decisions do not involve interpretation of the rules or the eligibility of players. Judgment calls CANNOT be protested.

## **XI: CONCUSSION PROTOCOL**

1. Parks and Recreation provides coaches, parents, referees, contractors, and participants with information from the Center of Disease Control and Prevention (CDC) on the signs, symptoms and behaviors associated with sports related concussions and head injuries; and should incident occur be able to recognize, respond and report. The CDC's website includes concussion resources for coaches, parents, officials and youth participants, as well as access to a training course.
2. PARD encourages all coaches, parents, officials and participants to utilize these resources to educate themselves on the signs, symptoms, behaviors and prevention of sports related concussions and head injuries.
3. The following link about sports related concussions and head injuries is provided to all users:  
<https://www.cdc.gov/headsup/youthsports/index.html>

## **XII: DETERMINATION OF CITY LEAGUE WINNER**

- A. The top four teams in each league (Open league and Low league) that have won the most games between contending teams will go to a top four team playoff single elimination tournament.
- B. This tournament will be held the week(s) following the last regular season night.
- C. Team ranked 1 will play 4 and 2 will play 3.

- D. In the event of two (2) or more teams in the same league having the same win/loss record at the conclusion of the scheduled season, the results of head-to-head competition during the regular season will be used. If still tied, the team giving up the least amount of points during regular season will be ranked above the other team.
- E. IDs will be checked before end of season tournament games.
- F. Awards: The team that wins the single elimination tournament will receive championship shirts.