



CHARLES COUNTY DEPARTMENT OF RECREATION, PARKS AND TOURISM ADULT 18+ BASKETBALL LEAGUE GUIDELINES

I. THE LEAGUE:

- A. **Mission:** To enhance the quality of life of our residents and visitors by providing well rounded recreational and competitive sports programs focusing on building a sense of community and improving the overall quality of life for current and future generations.
- B. **Philosophy:** The Charles County Adult Basketball Leagues are first and foremost recreational sports leagues. The purpose of these leagues is to provide an opportunity for Charles County residents to participate in an organized sanctioned basketball league.
- C. **Administration.** Leagues will operate under the jurisdiction of the Charles County Department of Recreation, Parks, and Tourism (all guidelines are subject to review and changes may be made at the discretion of the League Coordinator). Items not specifically listed in these guidelines will be decided upon by the League Coordinator, and any questions or discrepancies should be brought to the League Coordinator's attention; allenm@charlescountymd.gov, 301-932-3470 x5150
- D. **League Format.** Regular season play will be an 8 game, round-robin format. Each league is contingent upon having at least four teams. A single-elimination tournament for the top four (4) teams of each division will be held at the conclusion of the regular season. If a league consists of four (4) teams or fewer, then all four (4) teams will advance to the single-elimination tournament.
- E. **Division Breakdown. TEAM CLASSIFICATION: Teams may be placed in leagues at the discretion of the League Coordinator.**
1. **"A" Division:** Intended for teams and players to participate in a highly competitive atmosphere, who possess advanced or intermediate basketball skills.
 2. **"B" Division:** Intended for teams and players to participate in a competitive atmosphere, who possess intermediate basketball skills, but at a slightly lower level than "A."
 3. **"C" Division:** Intended for teams and players to participate in a competitive atmosphere, who possess intermediate or novice basketball skills.

II. COACHES/MANAGERS:

- A. Each team must have a designated coach or manager who will be the team representative and will be responsible for the following:
1. Be the liaison between League Coordinator and team.
 2. Attend all coaches/managers meetings. Ensure that phone numbers and addresses are current and valid at all times.
 3. Inform team members of all information about the league (rules/regulations, schedules).
 4. The conduct of players and team spectators.
 5. Obtain and return on time to office of the League Coordinator, all league information required such as franchise fees, registration, rosters, etc.
 6. Reinforce the recreation philosophy to all players.
 7. Responsible for keeping team bench and surrounding area free of trash resulting from team members and team spectators.
 8. Ensure team members clear the bench area, including behind the bench area, in a timely manner, no more than 15 minutes, after the game has concluded.
- B. A technical foul will be charged to the coach if team members or supporters linger around the scorer's table.

III. TEAM MEMBERSHIP.

- A. A 20% administration fee is deducted for all refund requests 4 weeks prior to the league starting; a 50% refund if withdrawal requested 2 weeks prior to the league starting; no refund will be given inside of two weeks.
- B. Each team will be limited to a maximum of 15 players (no exceptions).
- C. Additions, substitutions and/or subtractions to the roster must be in writing and submitted to the office of League Coordinator before players are eligible to play in any game. Fax # 301-934-5624
1. **Fall/Winter Season - Last day to add/drop is November 7, 2018**
 2. **Winter/Spring Season Last day to add/drop is March 17, 2019**
1. Adding or Dropping players must be done by using the current Add/Drop form. A verbal addition will not be accepted, nor will it be accepted at the game site.
 2. Teams needing to add players after last day to add/drop may do so with the permission of the League Coordinator, but such teams are not eligible for

- regular season awards or tournament play.
3. Teams may not hold players on their team past the add/drop date to avoid elimination in the program.
 4. **Add/Drops must be received by the League Coordinator by the Wednesday before the game by 1:00 p.m.**
- C. Completed team rosters (with names, signatures, addresses, phone numbers, etc.) must be submitted to the League Coordinator before their team's first game.
- D. Out of County Players:
1. Non-residents of Charles County are welcome to participate, however, in the circumstance in which a division is at full capacity, rosters with Charles County citizens may be given priority.

IV. PLAYER ELIGIBILITY.

Players must be at least 18 years of age and not eligible to participate at the high school level.

- A. Any team that knowingly or unknowingly plays a non-roster or illegal player will automatically forfeit all games in which the illegal player participated.
- B. A player may only play in one league or division per season sponsored by the Department of Recreation, Parks & Tourism. If it's determined that the player played in two different leagues he can be suspended up to four games.
- C. **Each team is required to have every player on their roster show a picture ID before playing in their first game only.** At any time during the season, Department of Recreation, Parks, and Tourism reserves the right to ID any player whose eligibility comes into question.
- D. The League Coordinator will provide the Facility Attendant with copies of team rosters for their onsite use. However, any administrative changes to rosters will only be conducted through the main office. Players are responsible for providing proof of identification to determine player eligibility to the Facility Attendant (if not, he or she will immediately be declared ineligible).
- E. Smoking and/or the possession and consumption of alcoholic beverages are strictly prohibited on Board of Education Property. Any player, coach, or spectator who violates the Board of Education Rules and Regulations regarding smoking and the possession and consumption of alcoholic beverages on school property will be subject to a thirty (30) day suspension and possible removal from the program. Any period of the suspension not served during the current season will be carried over to the next season.

V. EJECTIONS/SUSPENSIONS

A. Consequences for suspensions/ejections will be decided by the Recreation, Parks, and Tourism office based upon a 3 Tier system. Any player, parent, coach, or spectator who is suspended may not attend any game sites until their suspension has been fulfilled. In the event that games are postponed or rescheduled, suspensions will indefinite until games are played.

1. Tier One: 2 game Suspension

a) A tier one offense may be issued based on the following criteria, which includes but is not limited to:

1. Is involved in or ejected from a game by an official for harassment, obscene gestures or language, or any other unsportsmanlike behavior. The result of these actions may result in a 2-game suspension, effective immediately, starting with your teams next scheduled game.

2. Any further ejections may result in suspension from the league.

2. Tier Two: Suspension for remainder of season

a) Players may be suspended from the league and all Department of Recreation, Parks, and Tourism programs for the remainder of the season.

b) A tier two offense will be issued, at the discretion of the League Director, based on the following criteria, which includes but is not limited to:

1. Committing multiple tier one offenses within the same season.

2. Striking, shoving, bumping, tripping, or threatening an official, player, coach, spectator, Recreation, Parks, and Tourism staff member or league official during or after a game, on Charles County Community Center, Public School, or Park

3. Tier Three: 2 Year Suspension

a) Anyone involved in a tier 3 offense may be suspended from the league and all Department of Recreation, Parks, and Tourism programs for a minimum of two years.

b) A tier three offense may be issued, with discretion from the League Director, based on the following criteria, which includes but is not limited to:

1. Committing multiple tier one or tier two offenses with a year of the previous offenses.

2. Involvement in a severe incident that displays excessive or relentless

disobedience of our mission, including but not limited to; harassment, fighting, or conduct with intent to harm an official, player, coach, spectator, Recreation, Parks, and Tourism staff member or league official during or after a game, on Charles County Community Center, Public School, or Park Property.

VI. GAME RULES.

- A. Unless modified by these guidelines, all games will be played in accordance with the current **High School Federation basketball rules**. The following exception will be in effect: When shooting a foul shot, the players are allowed to go into the lane as soon as the ball is released.
- B. The game will consist of two **20-minute** halves.
- C. During the regular season, **if a game is tied at the conclusion of regulation, a three (3) minute overtime period will be played. If the game is still tied at the conclusion of the first overtime period, a second three (3) minute overtime period will be played.** Games will end in a tie if a winner is not declared at the end of the second overtime period. A winner must be declared in post season play therefore overtime periods will continue until a winner has been declared.
 - 1. Overtime periods will be **5 minutes long in post season play**.
- D. Each team is allowed 4 full time outs. In the event of overtime, each team will receive one additional timeout per overtime period. Time outs left from regulation will carry over.
- E. The clock will only stop for time outs and shooting fouls. **During the last two minutes of the game (and overtime periods), the clock will stop on all dead ball situations.**
- F. Officials will get players in and out of the game as soon as possible
- G. Dunking will only be allowed at high school gyms.
- H. Team lineups must be submitted at least two (2) minutes before the scheduled game.
- I. There will be no grace periods. However, if a team does not have enough players to start the game (players must be dressed and, on the court,), the official game clock will start (but play itself will not begin). **Any team that doesn't have enough players at the start of the game will be penalized in the following manner:** The opposing team will receive two points at the start of the official game and two points for every minute that has elapsed off the game clock until the team being penalized has fielded a complete team (five [5] players). If

enough players arrive within the first ten (10) minutes of the first half of the game, the game will be played. The time elapsed will not be added back to the official game clock. **Example:** If Team A and B have a 10:00 a.m. game, Team A has eight players, and Team B has four or fewer at game time, the clock will start, and the official game time will begin to elapse. If Team B has a fifth team player show up and 15:00 is showing on the game clock (5:00 has elapsed from the game clock), the game clock will stop, Team A will be awarded 12 points and possession of the ball, and the game will begin from that point. If Player #5 does not show up until after 10 minutes has elapsed off the game clock, the game will be declared a forfeit.

- H. Half-time will be three (3) minutes in length.
- I. Teams will shoot bonus free throws on the seventh (7th) team foul.
- J. **A "three technical foul" rule will be in effect during the season. A team incurring three technical fouls in a game automatically forfeits that game. The "three technical foul" rule pertains to technical fouls which are assessed for player or coach unsportsmanlike conduct as well as team players and supporters loitering around the statistician's table.** Other technical fouls (i.e., not having a player in the score book, too many players on the court, dunking in a middle school, or arriving late, etc.) will not be assessed toward the three technical foul rules.
- K. Spectators/Supporters, while not encouraged to attend, will be permitted. However, spectator/supporter control will be the responsibility of the head coach. Play will be suspended; a technical foul could be charged, and games may be forfeited if a team's supporters are unruly. Spectators/Supporters must sit on the bleachers opposite the team benches. **If a team receives a technical foul because of Spectators/Supporters, it counts as an unsportsmanlike conduct technical foul.**
- L. Only the two coaches and players are allowed on and around the bench area. Violation of this could result in a technical foul. **If a team receives a technical foul for violating this rule it also counts as an unsportsmanlike conduct technical foul.**

VII. EQUIPMENT.

- A. Game balls will be supplied by League Coordinator.
- B. **The uniform requirement will be identical shirts with at least a six (6) inch number on the front or back.**
 - 1. No duplication of numbers. There will be no exceptions to this policy.

2. Any team or team member that does not have a shirt(s) will not be allowed to participate and could result in a forfeit.
3. A player who is bleeding, or has an open wound, or has an excessive amount of blood on his or her uniform must leave the game to resolve this situation and may not return prior to the first opportunity for such players to re-enter.

VIII. LEAGUE REGULATIONS.

A. **Refund.** Teams that pay their franchise fee and drop prior to the league starting date will be assessed a \$100.00 fee. Teams that drop after the league starting date are not eligible for a refund.

B. Forfeiture

1. Teams that **forfeit two consecutives or a total of three games could be dropped from the league.**
2. Any team using an ineligible player or using a player under an assumed name will automatically forfeit all games in which the illegal player participated. Any player guilty of this infraction will be suspended.
3. **Any repeat infraction of the above rule will result in that team being dropped from the league and all scheduled games not played will be forfeited to the opponents.**

C. Protests.

1. Rule interpretations and player eligibility are the only grounds for protest and must be protested at the time of the incident, and before play resumes. If the referee's decision is not accepted, the coach must immediately notify the Facility Attendant of their intention to protest. The protest will be logged in the official score book.
2. If by chance a situation cannot be clarified by the Facility Attendant, a written protest may be made. **IF THE COACH HAS NOT ADDRESSED THE FACILITY ATTENDANT FOR ON THE SPOT CLARIFICATION, THE LEAGUE COORDINATOR WILL NOT ACCEPT A PROTEST ON THE MATTER.**
3. Formal protests (including player eligibility) must be submitted in writing to the Department of Recreation, Parks, and Tourism Office within two working days of the incident. A \$100 fee will be applied.

D. Tie Break Procedures. **The tie break procedures will only be used if teams are tied in regular season standings, and will be as follows:**

1. Win/Loss record in head to head competition.

2. Point differential in head to head competition.
3. Points allowed in head to head competition.
4. Points allowed against the entire league.
5. If possible and necessary, a playoff game will be held.

E. **Awards:** The head coach may pick one of three awards options. Choice of awards must be made immediately following the championship game. Player name verification is required immediately following the game for all awards. Shirt sizes and numbers are required if the shirt option is selected. Shirt logo must be submitted no more than one week after the championship game.

1. The Tournament Champion will have the option of choosing one of the following:
 - i. Individual player trophies with player names and numbers.
 - ii. Sponsor trophy and medals for players.
 - iii. Championship shirt for all players including numbers and player names on the back. Teams may submit a shirt design for approval or use a County developed design. All designs must be approved by the League Commissioner. Shirts must include the Charles County Recreation logo and County Seal. Sizes, names, and numbers must be submitted immediately following the championship game.
 - iv. \$150 discount off the next league the team registers for.

IX. CANCELLATION AND GAME RESCHEDULING PROCEDURES.

- A. Only games canceled because of inclement weather will be rescheduled by the League Coordinator. **NO OTHER CANCELLATIONS WILL BE ACKNOWLEDGED.** Games that are to be rescheduled may be played either during the weekend (Friday, Saturday, Sunday) or at the end of regular season.
- B. If schools are closed due to inclement weather, all Recreation, Parks, and Tourism programs are automatically canceled unless coaches are notified otherwise.
- C. Charles County Recreation, Parks and Tourism uses the mobile notification system "RainedOut". This is a free group communication system that allows sports organizations to notify participants about closures and cancellations. Please sign up for your free account prior to the sports season.

Step 1: Go to www.rainedout.com

Step 2: Search Charles County Recreation, Parks & Tourism

Step 3: Enter your mobile phone number or email address to receive text alerts about closures and cancellations.

Step 4: Once you confirm your mobile phone number or email address,

subscribe to any group you think is appropriate for your sports season.

CONCUSSION FACT SHEET

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding”, “getting your bell rung”, or what seems to be a mild bump or blow to the head can be serious.

Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost, even if they do not directly hit their head.

The potential for concussions is the greatest in athletic environments where collisions are common. Concussions can occur, however, in any organized or unorganized sport or recreational activity. As many as 3.8 million sports and recreation-related concussions occur in the United States each year.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

Signs Observed by Parents or Guardians

- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall events prior to hit or fall
- Cannot recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”



HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion

- Ensure that they follow their coach's rules for safety and the rules of the sport
- Encourage them to practice good sportsmanship at all times
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly
- Learn the signs and symptoms of concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- **Seek medical attention right away**
 - A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports
- **Keep your child out of play**
 - Concussions take time to heal. Don't let your child return to play until a health care professional says it's ok. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- **Tell your child's coach about any recent concussion**
 - Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

Remember, you can't always see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. It's better to miss one game than the whole season.

For more detailed information on concussion and traumatic brain injury, visit:
<http://www.cdc.gov/injury>

Sudden Cardiac Arrest (SCA) **Information for Parents and Student Athletes**

Definition: Sudden Cardiac Arrest (SCA) is a potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes' risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

Causes: SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

Warning Signs of SCA

- SCA strikes immediately.
- SCA should be suspected in any athlete who has collapsed and is unresponsive.
- No response to tapping on shoulders
- Does nothing when asked if he/she is OK
- No pulse

Emergency Response to SCA

- Act immediately; time is most critical to increase survival rates.
- Recognize SCA.
- Call 911 immediately and activate EMS.
- Administer CPR.
- Use Automatic External Defibrillator (AED).

Warning signs of potential heart issues: The following need to be further evaluated by your primary care provider.

- Family history of heart disease/cardiac arrest
- Fainting, a seizure, or convulsions during physical activity
- Fainting or a seizure from emotional excitement, emotional distress, or being startled
- Dizziness or lightheadedness, especially during exertion
- Exercise-induced chest pain
- Palpitations: awareness of the heart beating, especially if associated with other symptoms such as dizziness
- Extreme tiredness or shortness of breath associated with exercise
- History of high blood pressure

Risk of Inaction: Ignoring such symptoms and continuing to play could be catastrophic and result in sudden

cardiac death. Taking these warning symptoms seriously and seeking timely appropriate medical care can prevent serious and possibly fatal consequences.

Information used in this document was obtained from the American Heart Association (www.heart.org), Parent Heart Watch (www.parentheartwatch.org), and the Sudden Cardiac Arrest Foundation (www.sca-aware.org). Visit these sites for more information.

Frequently Asked Questions about Sudden Cardiac Arrest (SCA)

What are the most common causes of Sudden Cardiac Arrest (SCA) in a student athlete?

SCA is caused by several **structural** and **electrical** diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are **inherited**, which means the tendency to have these conditions is passed from parents to children through the genes. Some of these conditions are listed below.

1. *Hypertrophic cardiomyopathy (HCM)*: HCM involves an abnormal thickening of the heart muscle and it is the most common cause of SCA in an athlete.
2. Coronary artery anomalies: The second most common cause is congenital (present at birth) abnormalities of coronary arteries, the blood vessels that supply blood to the heart.
3. Other possible causes of SCA are:
 - a. *Myocarditis*: an acute inflammation of the heart muscle (usually due to a virus).
 - b. Disorders of heart electrical activity such as:
 - c. *Long QT syndrome*.
 - d. *Wolff-Parkinson-White (WPW) syndrome*.
 - e. *Catecholaminergic Polymorphic Ventricular Tachycardia (CPVT)*.
 - f. *Marfan syndrome*: a condition that affects heart valves, walls of major arteries, eyes, and the skeleton.
 - g. Congenital aortic valve abnormalities.
Comotio Cordis: concussion of the heart from **sudden blunt non-penetrating blow** to the chest
 - h. Use of recreational, **performance-enhancing** drugs, and **energy drinks** can also bring on SCA.

How can we minimize the risk of SCA and improve outcomes?

The risk of SCA in student athletes can be minimized by providing appropriate prevention, recognition, and treatment strategies. One important strategy is the requirement for a yearly pre-participation screening

evaluation, often called a sports physical, performed by the athlete's medical provider. Since the majority of these conditions are inherited, **be aware of your family history**, especially if any close family member:

1. had sudden unexplained and unexpected death before the age of 50.
2. was diagnosed with any of the heart conditions listed above.
3. died suddenly /unexpectedly during physical activity, during a seizure, from Sudden Infant Death Syndrome (SIDS) or from drowning.

Take seriously the warning signs and symptoms of SCA

Athletes should notify their parents, coaches, or school nurses if they experience any of these warning signs or symptoms. Schools in Maryland have AED policies and emergency preparedness plans to address SCA and other emergencies in schools. Be aware of your school's various preventive measures.

If a cardiovascular disorder is suspected or diagnosed based on the comprehensive pre-participation screening evaluation, a referral to a child heart specialist or pediatric cardiologist is crucial. Such athletes will be excluded from sports pending further evaluation and clearance by their medical providers.