



WESTGATE BASKETBALL  
ASSOCIATION COMPETITION  
OPERATIONS MANUAL

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## 1. TEAM ENTRIES

Junior teams can only be entered by a club and will be able to participate in the junior competition once the club has:

- completed the online entry form with Westgate Basketball Association (WBA, referred to as the Association in this document) by the due date
- paid the prescribed fee within 30 days of invoice date
- entered all player names into their respective teams before the first game of the season.

Senior teams will be able to participate in the senior competition once the team has:

- completed the online entry form with Association by the due date
- made any online payment upon completion of the online entry form (if applicable)
- entered all player names before the first game of the season.

## 2. PLAYER REGISTRATION

All players must be registered with the Association to play in our competitions.

A player must be registered with their club by the round of the season that would allow them to be eligible to play finals in accordance with 9.12 of the by-law. In certain circumstances a club may seek permission for a player to be registered after this time.

Clubs seeking a late registration of a player will fill in the late registration form (see Appendix A).

The determination of whether a player is eligible will be, in the first instance, made by a person nominated by the Association. When considering whether to approve an application, the nominated person will consider:

- the number of players available to the team
- whether the player has started late for a valid reason (e.g. serious injury, new to the area, just finished playing another sport, etc.)
- the impact playing a new player late in the season will have on the integrity of the competition.

If the nominated person feels that permitting the player into the season may be contentious, the request is forwarded to the DCSC, which will be asked to vote within five working days of receiving the request.

## 3. GRADING PROCESS

### Domestic Competition

The intent of the grading process is to ensure there is a sustainable junior domestic competition that balances the need to have all players competing with a reasonable chance of success and continuing to improve the standard of the competition.

To determine the appropriate allocation of teams into grades for each domestic season the association will establish a Grading Sub-Committee. The Grading Sub-Committee is open to representatives from all domestic competition clubs.

The first three rounds of the domestic season will be grading rounds. The fixtures for grading rounds will be published each week.

The Grading Sub-Committee will meet prior to the first grading round and then weekly until grading is completed to determine scheduled games and to allocate teams to divisions.

At any time during the grading period the Grading Sub-Committee may determine that an individual age group competition does not warrant more than a single undivided competition. Where this is the case the regular season for that age group competition will start before the completion of the normal grading rounds.

At the end of the grading rounds, teams will be assigned to grades as determined by the Grading Sub-Committee. All results and ladder points will be cleared and restarted at the end of the grading rounds.

The Grading Sub-Committee may, of its own accord, consider the regrading of a team where the results from the initial rounds of the regular season indicate a team may have been assigned to a grade that does not reflect their standard of play. In addition, a club may request a reconsideration of a team's grading outcome through its representative on the Grading Sub-Committee.

If a team is regraded after round 4 due to a decision made in the grading process, the allocation of points is at the discretion of the Grading Sub-Committee.

### Senior Competitions

The Association's Competition Coordinator reserves the right to grade teams into such divisions as are necessary, taking into account the number of entries in a division, the number of byes created on a given competition day, the relative strength of teams, and the past performance of a team in a division.

## **4. FINALS ELIGIBILITY**

To be eligible to play in a final of a particular division, a player must firstly hold a Basketball Victoria primary affiliation and current affiliation with the Association (i.e., be registered with Basketball Victoria and their club on PlayHQ or similar) and play in at least one half of the scheduled rounds in the fixture of that division minus one game.

For example, if there are 14 rounds in a season, a player must play in 6 games to be eligible. This will include grading games.

In the case of the number of rounds not being divisible by two, the next higher number divisible by two will be the required number of matches (e.g., the required number of matches for 15 scheduled rounds would be 8).

Byes count as a qualifying game.

In the event of a notified walkover, all players of the non-forfeiting team in either their previous match, or their following match, shall be marked "in play" for the purpose of finals eligibility.

In the event of an un-notified walkover all players of the team receiving the walkover who are present and named on the score sheet will be marked 'in play' for the purposes of finals eligibility.

## **5. REPLACEMENT PLAYERS - FINALS**

In the Junior Domestic Competition, clubs can play players who have not qualified in a particular final as a replacement player as long as the following circumstances are met:

- A replacement player can only be the 5<sup>th</sup> player in a team (i.e., if the team is left with only 4 players available to play in the particular final)
- The replacement player must be sought from the same team, who may not have originally qualified to play finals. If there are no other unqualified players from the same team available, a player from the same club from a lower age group can request to play

- Requests for replacement players must be submitted in writing to the Domestic Competition Sub-Committee (DCSC) and agreed upon before the player takes the court. If a replacement player does not meet the above criteria, the club may then apply for an exemption. Applications for exemption must be made in writing to the DCSC from the club delegate, addressing the above points a minimum of five days prior to the first day of finals.

## 6. MEDICAL EXEMPTIONS - FINALS

An application for a medical exemption must be submitted in writing to the Association with a medical certificate required as supporting documentation.

An exemption will be given for any games missed by the player that are covered by the medical exemption application if:

- the player was registered and assigned to the team prior to the illness or injury, and
- the application has been submitted a minimum of five days prior to the first day of finals.

### Other Exemptions

Any other request for exemption will be considered on a case by case basis by the Association or its delegates.

## 7. MODIFIED RULES

### **Under 8**

U8s is played as a mixed competition with single gender teams also allowed.

### Height of the Ring

- The ring is lowered to eight (8) feet for games.

### Ball

- A size 5 ball is used for games.

### Half Time Shots

- Every player must attempt at least 1 free throw shot with the team attempting 10 shots. In the event that teams have less than 10 players, the coach selects the appropriate number of players to take a second shot.

### Foul Shots

- Foul shots are taken from the closer free throw line.

### Scoring

- The 3-point line is not recognised.
- A maximum of 10 points per player per game. If a player has 9 points and scores another 2 points, only 1 point will count for a total of 10 points.
- Once a player has reached their maximum allotment and is fouled resulting in free throws, the coach nominates another player to take the shots.
- If a player scores after reaching their maximum allotment, the score will not count and treated as a violation resulting in the opposition gaining position.
- When all players on the team have scored their maximum allotment they regain the ability to score with no restriction on how many points an individual can score for the rest of the game

- Game results are not published
- No finals are played for this age group.

## **U10-U12 All Divisions**

### Foul Shots

- All foul shots in U10 & U12 games are taken from the closer free throw line

### Ball

- A size 5 ball is used for all Under 10 games
- Ball sizes for all other age groups are as per Basketball Victoria rules

## **U10-U14 All Divisions**

### Mercy Rule

To ensure the development of good offensive and defensive habits and fun of opposition players, the Mercy Rule for younger age groups (Under 14 and below) will be adopted. The Mercy Rule is implemented once a team is leading by 20 points or more during a game. The leading team will be required to pull their defence back to inside their defensive 3-point line.

**Application:** When a team reaches a 20-point lead during a game, it must play man-to-man defence from behind the 3-point line (i.e., no full-court or half-court press permitted).

The referee will remind players and coach to play defence from behind the three-point line if they fail to apply the Mercy Rule. A referee may elect to stop the game or call a dead ball to ensure a team correctly applies the Mercy Rule.

Note: The coach of the trailing team may elect not to apply the Mercy Rule.

### Man to Man Defence

For younger age groups (Under 14 and below) all teams will be required to play man to man defence for the full game. This philosophy is that the use of zone defence does not teach players good defensive habits, hinders the long-term development of players and limits the offensive development and fun of opposition players.

Each defensive player must guard a player of the offensive team – you must know who you are guarding.

Under the principles of correct man to man defence, players may sag off their player into a “help” position and be in a position to guard their player should they receive the ball.

Where a team plays half court man to man defence, all players must pick up their opponent once they have crossed the centre line.

This rule does not apply when a defensive team has less than five players on the court

### **Penalties for Use of Zone Defence**

At no stage is the coach/team manager/players/spectators to approach the opposition team. If a team is concerned about an opposition playing a zone defence, the following procedure is followed:

- A complaint is lodged with the club which will forward to the Association if deemed necessary.
- For the following game the Association will nominate a representative to view the reported team and confirm they are playing a zone. The nominated person may

Speak to the coach if they are concerned that the team (or any player) is not playing to acceptable man to man defensive principles. It is preferable that the nominated person speak to the coach prior to any penalty being imposed, however the deliberate and premeditated use of a zone defence at a critical time in a game may be penalized immediately by calling a technical foul.

- The referee does not determine whether or not a violation has occurred. That decision rests solely with the nominated person.
- If a team incurs a second violation, a technical foul is called and the head coach will be disqualified from the game.

## 8. FINALS

### Club Based and Senior Competitions

The top four teams on the ladder in each grade shall comprise the final four and will play finals. If less than four teams the Association shall determine the system used.

The following format will be used:

- Semi-Final (1) - 1 v 4
- Semi-Final (2) - 2 v 3
- Grand Final - Winner of Semi-Final (1) v Winner of Semi-Final (2)

The Association may determine, during the grading phase, that an A/B finals series, where the top eight teams participate in finals. The top four teams play in the A finals, with teams finishing in fifth to eighth playing in the B Finals. This occurs where there are a large number of teams in a particular division. In these circumstances the Association will determine the finals format on a case-by-case basis.

## 9. SCORE BENCH OFFICIALS

Each team will supply a competent person to act as score bench official for all matches except Grand Finals.

If a team cannot supply a competent person to act as their score bench official, the team will nominate a player to act as their score bench official. This player may act as a substitute during the match but only if their replacement on the score bench is also a competent person.

In the case of a team having only five players and no competent person to act as score bench official, the team must play with four players with the fifth player acting as a scorer. This player may act as a substitute during the match but only if their replacement on the score bench is also a competent person.

In the case of a team having only 4 players and no competent person to act as score bench official, the opposing team shall perform the functions of both roles to the best of their ability.

Under no circumstances may either of the rostered match officials act as score bench officials.

The Association will supply score bench officials for Grand Final matches.

## 10. TIMING REGULATIONS

### Club Based and Senior Competitions

- Warmup Period: Minimum two (2) minutes
- Game Length: Two (2) x twenty (20) minute halves

- Half Time: Two (2) minute break
- Time Outs: Two (2) per team, per half
- The clock stops on each whistle during the last two (2) minutes of the game
- Time outs are not permitted in the last minute of the first half

#### Finals Club Based and Senior Competitions

Semi-finals games will be run as per the regular season.

For the Grand Finals the clock stops as follows:

- All time outs
- Each whistle during the last minute of first half
- Each whistle during the last two minutes of the game.

For both the Semi-Finals and Grand Finals, the first two overtimes will be for a period of three minutes with one timeout per team, per extra period.

If scores are level after two overtimes the game will be decided by the next point(s) scored. Following the second overtime the game will be paused, the clock turned off, and a jump ball will be called. No additional time outs will be granted.

## **11. SIN BIN RULE**

A player/coach who displays poor conduct or sportsmanship may warrant a technical, unsportmanslike or disqualifying foul.

For players: The player will not be allowed to return to the court for five (5) minutes of playing time. The referee will note the time on the playing clock that the player leaves the court and instruct the scorer to write down the earliest time that the player may re-enter the game, through a normal substitution.

For coaches: The coach needs to leave the bench for five (5) minutes of playing time. The referee will note the time on the playing clock that the coach leaves the bench and instruct the scorer to write down the earliest time that the coach may rejoin the bench.

On return to the game, if the player/coach commits a similar indiscretion, a disqualifying foul will be applied with the normal penalty.

Any player/coach who receives two (2) such fouls in a game will be disqualified and ejected from the stadium.

A player/coach who receives two (2) such fouls is suspended for the following round and is not allowed to attend the venue for that round.

Examples include:

- Player who leaves the court with time on the clock 12:35 may return the nearest available substitution opportunity after the clock ticks past 7:35.
- Player who is sent to sin bin at 3:20 in the first half may re-enter the game after the clock ticks past 18:20 in the second half.
- Player who is “binned” after 5 minutes to go in the second half may not return to the game.



A player who receives technical, unsportsmanlike or disqualifying foul will be ejected from the stadium immediately and suspended for one round. The player is not allowed to enter any Association venues for that round, including in the capacity as a referee or coach.

The fouls are to be noted in PLAYHQ against the player's record.

## **12. HEAT POLICY**

When the court temperature reaches 35 degrees, the Association's Referee Supervisor must implement the following timing rules:

- Warmup Period: Minimum two (2) minutes
- Game Length: Two (2) eighteen (18) minute halves
- Half Time: Two (2) minutes
- Team Time Outs: Two (2) per team per half, time outs are not permitted in the last minute of the first half
- Compulsory Time Out: the referee must call an additional compulsory timeout close to the nine (9) minute mark in each half.
- The clock stops on every whistle during the last two (2) minutes of the second half and for the referee's compulsory time out.

When the court temperature reaches 40 degrees, the game must be called off.

## **13. CLEARANCES**

Movement of players between clubs is regulated by the Association and requires a clearance to be approved by the player's current club and the Association.

Players must have a clearance request approved before they play for their new club.

The Association will be guided by the following general principles and considerations when deciding to approve or decline clearances:

- That players wishing to play basketball are not unreasonably prevented from doing so at their preferred club.
- Where there are financial, or property matters in dispute with a player's current club the Association may decline a clearance until such time as the monies owing are repaid or club property is returned.
- The clearance of the player to a new club will not adversely affect the competition.
- Clearances for players that have already played for the club they are transferring from during the current season will only be approved where there are extenuating circumstances.

Responsibility for applying for a clearance rest with the club the player is transferring to. The process for applying for a clearance is:

- The club the player is transferring to will submit an online transfer notice
- Notification will be emailed to the club the player is transferring from for their approval. Clubs respond to clearance requests received by the date specified by the Association
- Final approval from the Association.

Any disputes relating to the clearance process must be submitted in writing to the Association by the club which the player is transferring to.

## **14. PERMITS**

The effect of the permit is to allow a player to participate with another Club for the duration of a season, but the player will remain registered with their original Club.

A permit application must be submitted on the prescribed form from an authorized club representative and is valid for one season only.

A permit will be accepted only where both clubs approve of the arrangement and the arrangement commences prior to the half-way point of the season. All permits requested after the end of the grading period are subject to approval by the Association.

## **15. FEES AND FINES**

Fees may be for the following at the discretion of the Association:

- Team registration fees
- Game fees.

Fines may be applied to the following at the discretion of the Association:

- Late team registration
- Withdrawal of a team after the season cut-off date
- Notified forfeit fine
- Un-notified forfeit fine
- Damage to stadium issued uniforms for repair or replacement
- Damage to venue or Association property.

Please refer to the most current schedule of fees and fines on the Association's website or request a copy from the Association directly.

## **16. COMPLAINT RESOLUTION PROCESS**

The Association may appoint one or more persons to investigate an incident or complaint arising out of basketball. This process is available to anyone connected with basketball. It may involve a complaint in a game where a reportable offence occurred, but no official saw it happening. The incident need not necessarily occur at the stadium but could be anywhere, as long as it is connected with basketball at Westgate.

Any team or individual wishing to make a complaint about any matter relating to the Association's competitions or other matters relating to the Association must do so in writing to their club representative. The club representative can then raise the issue directly with the Association.

Individuals (e.g. referees, Referee Advisor, spectators not associated with a club) may also raise the issue directly with the Association.

Referees can also directly report an incident through Westgate's internal reporting system.

Once receiving an official complaint, the Association will appoint a minimum of two members of the Westgate Tribunal who will investigate the incident or complaint, one of which will be designated the Tribunal Chairperson. The Association will inform the club(s) (if relevant) and complainant of the process that will be undertaken, including the expected timing for the investigation.

The Association has the right to refuse admission to our venues for anyone subject to an investigation. In cases where this is applied, notification will be provided to the individual and the club.

The investigation will be undertaken in any manner the Tribunal wishes, and will have regard to referee reports, witness statements (where required), the Basketball Victoria Tribunal By-Laws, and the Basketball Victoria Member Protection By-Laws.

It is expected that clubs will be proactive in working with Tribunal to undertake the investigation, including making contact with their coaches, team managers and players/parents to gain witness statements (where required) and identify individual who may be subject to the investigation. Clubs who do not comply in the time prescribed by the Association, will be subject to reporting to the Basketball Victoria Tribunal.

Following the investigation, the Tribunal Chairperson will present the report to the Board with one of the following recommendations:

- The incident or complaint is a reportable offence which should be heard before a Westgate Tribunal
- The incident of complaint is suitable for a mediation meeting with the Westgate Tribunal
- The incident or complaint is considered harassment, discrimination or vilification and a complaint should be made to Basketball Victoria under the Member Protection By-Laws
- The incident or complaint requires no further action.

The Board (or delegate) will inform all parties subject to the investigation (including parents where minors are involved) of the process the incident or complaint will be dealt with (e.g. if a hearing is required), the anticipated timing of any proceedings, and the rights and responsibilities of all affected parties.

Clubs will also be notified of any action relevant to their players, coaches and parents and outcomes of any Westgate Tribunal decisions in relation to the Junior Domestic Competition. The DCSC will also be updated regarding the outcome of Westgate Tribunal Hearings and publication of the outcome of these hearings (personal information to be redacted) will be published on the Westgate webpage.

## **17. REPRESENTATIVE PLAYER POINTS RULE**

The intent of this rule is to maximise the chance of creating a fair and sustainable competition in which all players can compete with a reasonable chance of success and/or progression of success.

The rule relates to how players who currently or have recently play(ed) representative basketball (e.g. VJBL) will be graded for the domestic competition.

The rule will apply to all age groups in the Association's domestic competition.

Each player who has played representative basketball will be allocated a point score:

- A player who has played Victorian Championship (VC) 4 points
- A player who has played VJBL level 1 or 2 3 points
- A player who has played VJBL level 3 or 4 2 points
- A player who has played VJBL 5 & below 1 point

Each team will then be allocated a maximum of **11 points** and cannot exceed this number of points at the time of registration, grading or for any game during the season.

Bottom age representative players will be allocated 1/2 (half) points when moving up an age group in their first summer season for that age group.

Where a player plays in the Association's domestic competition at an age group that is one age level above the age group they are eligible to play (by their date of birth), then 1/2 (half) points will apply to that player's point value.

In addition, the following is noted:

- No player with a point value of 3 or 4 may play in a team below Division 1
- No representative player with a point value of 1 point or more may play below Division 2.

For former representative players no longer playing representative basketball, but continuing to play in the Association's domestic competition, a player will have half points allocated for the first 2 seasons of domestic basketball (i.e., both summer and winter seasons) directly following their retirement.

The points shall be applied in the following manner for each basketball season by the DCSC:

- For the Association's domestic summer season (typically commencing October of each year) the points will be allocated according to the player's representative team for the representative season just concluded
- For the Association's winter season (typically commencing in April/May) the points will be allocated according to the player's representative team for the representative season for which grading will have just been completed
- Where any doubt exists, the onus is on the club to seek out from the DCSC, the points to be awarded to any player they are seeking to include in a team.

The operation of this rule is subject to the over-riding right of the Association to accept or reject the entry of any team at any level of the competition. The effect of this is that the Grading Sub-Committee may invite a team to play above its nominated age group, even if that team complies with the points system set out below. Alternatively, the team may continue to play at the nominated age group, however, will not be eligible to play in finals.