



## Basketball Rulebook

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Enclosed are the official operating procedures for all New Orleans Recreation Development Commission (NORD) Athletic Programs. Any and all athletic programming conducted at NORD playgrounds is required to comply with these operating procedures.

These operating procedures are intended to enhance a competitive balance between playgrounds, minimize risks to participants, and promote enjoyable participation and sportsmanship. Any activities conducted outside the scope of these rules and regulations will not be considered to be part of the authorized NORD sports program that entitles players, coaches, and sponsors to certain rights and privileges.

The rules and regulations adopted herein have taken into consideration various sporting authorities with rule governing power not provided by NORD. However, the NORD rules and regulations outlined herein will supersede any others when applicable.

Our Site Facilitators are the NORD officials most closely connected to our athletic programming and will be most informed on matters regarding the playgrounds and applicable athletic leagues. We strongly suggest that parents, coaches, and players contact their playground Site Facilitator for any assistance needed.

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## **Purpose of the Rules and Eligibility Committee**

NORD has separate Rules and Eligibility Committees for each of the 9 sports it offers.

The purpose of each NORD Rules and Eligibility Committee is to determine the rules and regulations pertaining to the playing of games and environment as well as regulations pertaining to the eligibility of players.

The Committee shall consist of, at minimum, one (1) site facilitator or from each district, one (1) parent, three (3) industry experts, and one (1) official.

The NORD Rules and Eligibility Committee, at the request of the Athletic Director, provides recommendations or rules and eligibility interpretation.

### **I. Sport Committee Responsibility**

Each committee shall work in consultation with the Athletic Director to devise methods to determine rules, regulations and other awards and recognition in their specific sport.

### **II. Committee Membership**

Each sport committee is composed of four (4) volunteer coaches of that sport, one (1) NORD Athletics Representatives, one (1) parent, one (1) industry expert, and one (1) official.

### **III. Committee Leadership**

Each sport shall elect its own chair. NORD also recommends that each sport committee elect a vice-chair and secretary just in case the chair vacates the position.

### **IV. Term Limits**

Committee members and chairs serve for two years and may not be re-elected thereafter.

## **NORD Basketball Rules Committee**

Chevis Brimmer, Chairman

Katie S. Boyd, Vice Chairman

Anthony L. Roman Sr., Ex-Officio

Carl Gethers, Committee Member

John Dobard, Committee Member

India Chaney, Committee Member

Kevin Harris, Committee Member

Corey Schmidt, Committee Member

Larry Cook, Committee Member

Eric Weary, Committee Member

Silas Phipps, Ex Officio



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## Contents

Basketball Rulebook.....	1
2018-2019Key Dates & Deadlines.....	8
Program Focus & Overview.....	10
CODE OF CONDUCT .....	11
SUBSTANCE ABUSE .....	11
INAPPROPRIATE BEHAVIOR.....	11
NOTICE OF CRIMINAL PROCEEDINGS .....	11
GOOD SPORTSMANSHIP.....	11
COMMUNITY RELATIONS .....	11
ORGANIZATION .....	12
Programmatic Philosophy, Objectives and Eligibility .....	13
SECTION 1: AGE RESTRICTIONS.....	14
SECTION 2: NORD CONFERENCE & ATHLETIC DISTRICTS .....	14
2.1 NORD Conference Districts .....	14
2.2 NORD Athletic Districts Boundaries.....	14
3.1 Dual Participation.....	15
3.2 Player Participation Rule.....	15
SECTION 4: ELIGIBILITY, RESIDENCY & DUAL PARTICIPATION VIOLATIONS.....	16
General Sports Policies & Procedures .....	17
SECTION 5: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS.....	18
5.1 Scheduling.....	18
5.2 Protests .....	18
5.3 Forfeitures.....	18
5.4 Suspensions.....	18
5.5 Team Rosters.....	18
5.6 Coaching Staff Roles & Responsibilities.....	19



SECTION 6: RECORD-KEEPING .....	20
SECTION 7: TIEBREAKERS .....	20
<i>Basketball Playing Area and Equipment</i> .....	21
SECTION 8: PLAYING AREA AND EQUIPMENT .....	22
8.1 Goal Height.....	22
8.2 Ball .....	22
<i>General Basketball Rules</i> .....	23
SECTION 9: GENERAL PLAYING RULES .....	24
9.1 Press Rule .....	24
9.2 Offense/Defense .....	24
9.3 Game Time .....	24
9.4 Overtime .....	24
9.5 The Game .....	24
9.6 Substitutions .....	24
SECTION 10: NOVICE GUIDELINES .....	25
10.1 Age Requirements.....	25
10.2 Game Time .....	25
10.3 Player Participation .....	25
10.4 Defense.....	25
10.5 The Press Rule .....	25
10.6 Coaches .....	25
10.7. USA Basketball Participation and Rest Guidelines.....	25
USA BASKETBALL PARTICIPATION GUIDELINES .....	26
<i>Safety Policies</i> .....	27
SECTION 11: FLEXIBILITY & STRETCHING .....	28
11.1 Static stretching .....	28
11.2 Ballistic Stretching .....	28
11.3 Stretching Recommendations .....	28
SECTION 12: CONDITIONING & PRACTICES.....	28
All teams are required to use a practice plan and maintain a copy during all practices. ....	28
12.1 Preparation.....	28



12.2 Conditioning.....	28
12.3 Practice Structure/Scheduling .....	29
<i>First Aid &amp; Emergency Policies .....</i>	<i>30</i>
SECTION 13: FIRST AID .....	31
SECTION 14: EMERGENCIES .....	31
14.1 Heat Related Illnesses.....	31
14.2 Physical Injuries .....	32
14.3 General Muscles, Bone & Joint Care .....	33
14.4 Safety Precautions.....	33
<i>Concussion Protocol .....</i>	<i>35</i>
SECTION 15: SIGNS AND SYMPTOMS.....	36
SECTION 16: ACTION PLAN .....	36
APPENDIX 1: Battery of A School or Recreation Athletic Contest Official.....	37
Appendix 2: Coaches Code of Conduct.....	38
Appendix 3: Parent Code of Conduct .....	40



## *2018-2019 Key Dates & Deadlines*

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## 2018-2019 KEY DATES & DEADLINES

<b>December 2, 2017</b>	NORD Rules Committee Summit
<b>December 6, 2017</b>	NORD Basketball Clinic hosted by UNO @ Lakefront Arena Auxiliary Gym, 6:00pm
<b>December 8, 2017</b>	Practice Schedule Distributed
<b>December 9 , 2017</b>	USA Basketball Clinic – Rosenwald Gymnasium 9am
<b>December 11, 2017</b>	Practice Begins
<b>December 11-14, 2017</b>	Take ID Photos of first time participants at practice; Jr. NBA Challenge Week
<b>December 16, 2017</b>	Point Guard Positional Clinic Shooting and Ball Handling Positional Clinic
<b>December 22, 2017</b>	Full team registration ends
<b>January 3, 2018</b>	Season begins
<b>January 12, 2018</b>	Deadline to Add-On Players
<b>February 26, 2018</b>	Boys & Girls Playoffs Begin
<b>March 15, 2018</b>	Championships Games Lyons Recreation Center
<b>March 16, 2018</b>	Championship Games Joe W. Brown Recreation Center



## *Program Focus & Overview*

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## **CODE OF CONDUCT**

The New Orleans Recreation Development Commission (NORD) encourages citizens in the New Orleans community to become volunteers on playgrounds and in all of our recreational programs. The safety and security of our participants is our foremost concern. It is the responsibility of NORD to ensure that our facilities are safe play areas for children and completely free from any form of abuse or inappropriate behavior. We encourage good sportsmanship, fun, and personal improvement over an atmosphere of fierce competition.

For the above stated reasons, all volunteers must comply with appropriate Codes of Conduct as described below. All volunteers must submit a background check from the New Orleans Police Department. Background checks will be valid for a period of one (1) year and will need to be resubmitted following that period. All applications are subject to screening by the New Orleans Police Department.

## **SUBSTANCE ABUSE**

Substance abuse is strictly prohibited on all NORD facilities and during the management of any NORD programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with NORD will be turned in to the police department and prosecuted to the fullest extent of the law. NORD volunteers are not allowed to drink alcohol at any NORD facilities while volunteering.

## **INAPPROPRIATE BEHAVIOR**

All volunteers are strictly prohibited from any inappropriate behavior, including, but not limited to, that which could be construed as physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching).

## **NOTICE OF CRIMINAL PROCEEDINGS**

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their NORD supervisor immediately. Failure to give prompt and proper notice may constitute grounds for dismissal.

## **GOOD SPORTSMANSHIP**

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all NORD programs and relieved of all volunteer coaching duties. Examples of poor sportsmanship include, but are not limited to, ridiculing of officials, opposing teams or coaches, and use of profanity.

## **COMMUNITY RELATIONS**

Volunteers will display a positive image of NORD at all times. All interactions with NORD staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.



## ORGANIZATION

- All teams and coaches participating in sanctioned leagues will be under the supervision of NORD and its staff.
- NORD uses the Louisiana High School Athletic Association and the National Federation of High School playing rules for this program except where applicable within each sports' individual rules handbook.
- All coaches are REQUIRED to complete all NORD designated clinics.
- All coaches are required to submit to a background check.
- All home game sites will be responsible for having a first aid kit on the sidelines during all games and AED on site.
- Each team is responsible for having water available to their team players at all times.
- It is the Site Facilitator's responsibility to see that the above rules are **STRICTLY** enforced.



## *Programmatic Philosophy, Objectives and Eligibility*

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The competitive balance and integrity of our program are maintained by strict adherence to the following eligibility criteria. Coaches and supervisory personnel must make every effort to assure that players and their parents are aware and are in compliance with these criteria. Failure to do so may result in teammates being exposed to games lost due to forfeiture.

## SECTION 1: AGE RESTRICTIONS

Participants must play in their correct age classification as specified within the rules and regulations below. Each sport dictates its own age restrictions and age divisions, which may vary from sport-to-sport. Age restrictions are as follows, based upon the current year. Additionally, **the players cannot reach 7, 9, 11, 13 and 15 years of age by the dates listed below for the current calendar year:**

- Tackle Football – September 1
- Cheer – September 1
- Basketball – December 31
- Dance – December 31
- Track & Field – December 31
- Baseball/Softball – May 1
- Volleyball – October 1
- Flag Football – September 1

## SECTION 2: NORD CONFERENCE & ATHLETIC DISTRICTS

### 2.1 NORD Conference Districts

The NORD Conference districts shall be divided as follows:

- EAST - NORD Downtown District and NORD Lakeshore District
- WEST- NORD Uptown and Algiers Districts

### 2.2 NORD Athletic Districts Boundaries

#### *Lakeshore District*

Beginning at Lake Pontchartrain and the Jefferson Parish Line, South on the Jefferson Parish Line to the Southern Railroad tracks north of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to Interstate 610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. East along the St. Bernard Parish line to the Rigolets. West through the Rigolets and Lake Pontchartrain to the Jefferson Parish line.



#### *Downtown District*

Beginning at the Mississippi River and Pontchartrain Expressway, North along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to I-610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. West along the St. Bernard Parish line to the Mississippi River. West along the Mississippi River to the Pontchartrain Expressway.

#### *Uptown District*

Beginning at the Mississippi River and the Jefferson Parish line, north along the Jefferson Parish line to the Southern Railroad tracks, North of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to the Mississippi River to the Jefferson Parish line.

#### *Algiers District*

All of Orleans Parish on the Westbank of the Mississippi River.

### **SECTION 3: RESIDENCY & DUAL PARTICIPATION**

All participating players shall reside within Orleans Parish

#### **3.1 Dual Participation**

- Participants may not simultaneously play NORD and LHSAA Senior High School varsity sports in cases where the seasons overlap.
- NORD prohibits dual participation in its own programs. Dual participation with other teams, not affiliated with NORD or LHSAA, is permissible.

#### **3.2 Player Participation Rule**

Upon entering the NORD Athletic program (irrespective of age), participants may compete at the park or playground of his or her choosing and in any geographic location. This becomes the participant's 'home park.' Thereafter, players must complete a transfer request to move from one park to another. Transfers will be granted at the Athletic Director's discretion for the following (including, but not limited to):

- Domicile change
- No team offered in child's age at current playground
- Health and safety concerns for child and/or parent
- Park or playground discontinued program after season began
- Parental custody change



#### **SECTION 4: ELIGIBILITY, RESIDENCY & DUAL PARTICIPATION VIOLATIONS**

Any challenges of the eligibility credentials of a participant will be fully investigated by NORD prior to assessment of penalties. Participants will be required to produce documentation to support their eligibility status.

- Verified violators, identified by means of protest as outlined in these regulations, or any other means of identification, may result in immediate expulsion from the program.
- Violators are subject to suspension for the remainder of the year plus one (1) additional NORD youth athletic program.

When a player or coach is declared ineligible by the NORD Athletics Rules Committee or the NORD Athletic Director, the following actions may occur:

- The disqualified player's or coach's team shall forfeit all games in which the disqualified player's name appeared on the team roster, RecTrac Sheet, or sign-in sheet. A disqualified player is considered as follows:
  - Age
  - Residency
  - Dual Participation
  - The disqualified player shall remain ineligible for the current calendar year.
- The head coach shall also appear before the NORD Disciplinary Committee for a hearing, and after the committee determines the coach's involvement, the head coach may be suspended for one (1) year, with no further coaching responsibilities.





## ***General Sports Policies & Procedures***

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## SECTION 5: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS

### 5.1 Scheduling

There will be no changes to the regular schedule of games, except for extreme emergencies, weather conditions, or if deemed necessary by the Athletic Director.

### 5.2 Protests

Protests for the current season must be submitted in writing by the Head Coach to the Site Facilitator within 24 hours of the game being protested. After review and verification, the Site Facilitator submits the recommended protest in writing to the respective District Manager. The grounds for protest include the following:

- Eligibility of Opposing Team's Players and Coaches;
- Residence outside of Orleans Parish;
- Validity of player identification; and
- Dual participation.

**\*\*NOTE:** The burden of proof, once team rosters have been accepted, will be on the protesting party. If proven to have ineligible player(s), appropriate penalty will apply.

All validated protests will be reviewed by the appropriate sports rules committee and a decision will be rendered within five (5) business days from receipt of the protest. All protests must be submitted one (1) week prior to the final match of the regular season.

**Officials' judgment calls may not be protested under any circumstances. Protests that cite officials' calls will be denied without further consideration.**

### 5.3 Forfeitures

- Teams that fail to be at the game site and ready to be checked by grace period, (10 minutes after scheduled time), shall forfeit.
- Teams that fail to comply with pre-game check in times could be subject to forfeiture of game.
- Forfeiture determinations can only be declared by the assigned NORDC representative
- Teams that have an ineligible coach on the bench or sideline will receive a non-compliance forfeit at the conclusion of the game or match.

### 5.4 Suspensions

Games suspended for weather conditions may be resumed at a later date from the point at which it was suspended, if deemed necessary by the Head Official.

### 5.5 Team Rosters

The official team roster is a vital document that allows NORD to verify the credentials of players at game sites. The official team roster will be distributed by NORD.

- **Roster minimums and maximums are as follows:**
  - Basketball: 15 maximum; 7 minimum



- If a park cannot make a team for any age group because of roster limitations, that player may choose to play at another available park.
- There will be a five (5) business day waiting period there will be a five business day waiting period from the date an add-on is submitted to the date they are allowed to participate in a game. This policy refers to transfers, as well as new players. This is designated to allow student athletes to gain necessary training and instruction before being placed in game-time situations.
- Each team shall come to each league game and city-wide tournament game with that sport's a minimum number of players. Those minimums are:
  - Basketball: 5
- When a team starts a league game or a city-wide tournament game with less than the minimum number of players, that team shall register a forfeit for that game.
- Every player certified on the lineup sheet must play. If a violation occurs, the team will forfeit that game.
- **If a team forfeits two (2) league games for any reason {no-show, team reported late, lack minimum number of players (5)}, then that team shall be out of the league and play-offs for the remaining current league year.**
- All coaches' names must appear on all rosters.
- Duplicate numbers on player uniforms are STRICTLY PROHIBITED; each player must have a distinct jersey number.
  - After NORD rosters are distributed, transfer from roster to roster will only be allowed only if a team folds and up until 50% of all games have been played.

**\*\*NOTE:** In cases of personal emergencies and/or where necessary for maintaining a competitive balance, the NORD Athletic Director reserves the right to consider roster transfers after 50% of games have been played.

## 5.6 Coaching Staff Roles & Responsibilities

- Any and all coaching staff is required to give consent for NORD to conduct a background check. The background check includes but is not limited to sex offender registries maintained by the Louisiana State Police, child abuse and criminal history records. The appointment of a volunteer is conditional upon receiving no inappropriate information on the background check.
- Coaches and Site Facilitators are responsible for knowing and abiding by all the policies, procedures, rules, and regulations outlined in this manual, where applicable.
- Coaches are required to attend the NORD rules and skills clinic. Any coach failing to attend rules clinic meetings or subsequent make-up clinic will not be allowed to coach. **NO EXCEPTIONS.**
- All coaches are expected to set a positive example, especially in their behavior and sportsmanship, to their team. The use of PROFANITY is **STRICTLY PROHIBITED** AT ALL TIMES.



- Ridicule or harassment of officials by coaches or members of his team, the opposing team, or otherwise, will not be tolerated.
- Coaches are required to keep their respective team on the court, track or field during a game. If any coaches remove their team during the game, they will be subject to dismissal by NORD.
- NORD coaches are not allowed to serve as officials in games within the same class or division as their team.
- Coaches must have a copy of emergency contacts and physicals at all games.
- Coaches ejected from a game are required to immediately leave the facility, are suspended from their team's next game, and may not attend the game from which they are suspended. If a suspended coach returns to the facility after the game and engages in unsportsmanlike conduct such as confronting a game official, the suspended coach shall be subject to further disciplinary action.
- All head coaches are responsible for ensuring that only members of the coaching staff are on the bench or sideline. The maximum number of coaches allowed per team is as follows:
  - Basketball – 3 (one head coach; two assistants)

Upon request, each team is allowed to have one (1) video camera on the sideline and must be kept outside of the official bench area, as defined by the officials. All requests for video cameras must be submitted in writing to the District Manager no less than five (5) days prior to the requested game, and must be approved in writing. Videographer credentials will be distributed prior to the game, if approved. These credentials may be revoked at any time.

## SECTION 6: RECORD-KEEPING

All forfeits shall be recorded in the official record book as defined below with an asterisk denoting that the game was a forfeit.

- Basketball 2-0

## SECTION 7: TIEBREAKERS

In the event of a tie, (2 teams from the same division having the same record) ties will be broken in the following manner, in order:

- Head to Head Win – Will always break a tie. If two teams have the same record, but they played each other in the regular season the winning team will advance.
- Record against team with the best record.
- Record against team with the second best record.
- Record against team with the third best record.
- Record against team with the fourth best record.
- Coin toss.



## ***Basketball Playing Area and Equipment***

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## SECTION 8: PLAYING AREA AND EQUIPMENT

### 8.1 Goal Height

#### **Boys**

- Boys in the Sophomore, Junior and Senior divisions (ages 9-14) will use regulation height goals for play.
- Boys in the Freshmen division (ages 7-8) and participants in the Novice division will use Biddy Basketball goals or regulation goals will be lowered to 8ft.

#### **Girls**

- Girls in the Junior and Senior divisions (ages 11-14) will use regulation height goals for play.
- Girls in the Sophomore division (ages 9-10), will use Biddy Basketball goals or regulation goals will be lowered to 8ft.
- Girls in the Freshman division (ages 7-8) will use Biddy basketball goals or regulation goals will be lowered to 8ft

### 8.2 Ball

#### **Boys**

- Boys in the Freshmen and Sophomore divisions will use a 28.5 inch ball.
- Boys in the Junior and Senior divisions will use a 29.5 inch ball.

#### **Girls**

- All girls' divisions will use a 28.5 inch ball.

#### **Novice**

- All participant in the Novice division will use a 27.5 inch ball.



## ***General Basketball Rules***

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## SECTION 9: GENERAL PLAYING RULES

### 9.1 Press Rule

- Definition of the Press Rule: If a player intentionally impedes, reaches in, or alters the opponents progress moving the ball forward prior to half court, then this shall constitute pressing.
- There shall be no pressing in the first half for the Freshmen and Sophomore divisions.
- The Junior and Senior divisions may play any defense at any time.
- Pressing must stop if the lead goes to 10 or more points in ages Freshmen and Sophomore divisions. When the lead goes below 10 points, the press may resume.
- Pressing must stop if the lead goes to 25 or more points in the Junior and Senior divisions. When the lead goes below 15 points, the press may resume.
- The press may be used by all classes in all overtime periods.
- Press rule violations:
  - The first violation of the press rule shall result in a warning.
  - Additional violations of the press rule shall result in a one (1) shot technical foul and possession of the ball.
  - All other technical fouls shall result in two (2) shot technical fouls.

### 9.2 Offense/Defense

- The offense is allowed open play.
- The defense is allowed open play with the exception of the above rules (Section 9.1).

### 9.3 Game Time

- Freshman, sophomore and junior divisions will play four (4) six minute quarters (Running time), except for the last minute of each quarter (Regulation time).
- Seniors shall play 6 minute quarters (Regulation time).
- All half-time breaks will be five minutes in length.
- A time out may be called any time if you are in possession or if the ball is dead.
- Three (3) second lane violations shall be called in all leagues.

### 9.4 Overtime

- The overtime period shall last two (2) minutes in all leagues except Novice. **Novice will not play overtime.**
- One time-out will be granted to each team for each overtime period.
- Overtime period will continue until a winner is determined.

### 9.5 The Game

- All leagues shall jump ball to begin the game and all overtime periods. Alternating possession shall be used all other times.
- All leagues shall shoot the bonus on the 7th team foul and double bonus on the 10<sup>th</sup> foul.
- All leagues shall be given two time-outs for each half. If you don't use these time outs in the half, you lose them.
- Time outs do not carry over to the next half or into overtime.

### 9.6 Substitutions

There will be an open substitution system for all ages. **All kids must play!**





## SECTION 10: NOVICE GUIDELINES

### 10.1 Age Requirements

- Players must turn seven (7) after December 31.

### 10.2 Game Time

- Game time will be four (4) quarters, six (6) minutes of running time for each. Clock stops on free throws (shooting fouls only) and during dead balls under a minute in the last quarter.
- The Novice League will not play overtime.

### 10.3 Player Participation

- All players must play one full quarter of the game.

### 10.4 Defense

- Teams can play any defense inside the designated area.
- Defense begins inside the three-point line.
- The first warning for not following the above regulations regarding defense will result in a warning. After the first warning, a violation on defense will result in the offensive team shooting a free throw and then being awarded the ball out of bounds.

### 10.5 The Press Rule

- No pressing during the game.

### 10.6 Coaches

- Coaches can be on the court during play. The coach of the offensive team must remain outside the 3-point line. The coach of the defensive team must remain below the baseline. During a transition coaches must do their best to get to their designated area as quickly as possible.

### 10.7. USA Basketball Participation and Rest Guidelines

- NORD participants in the novice division shall adhere to the USA Basketball Participation and Rest Guidelines set forth for 7 and 8 year-old participants contained herein.



## USA BASKETBALL PARTICIPATION GUIDELINES

AGE	GAME LENGTH	GAMES PER WEEK	PRACTICE LENGTH	PRACTICES PER WEEK
5-6	20-28 min	1	30-60 min	1
7-8				
9-11	24-31 min	1 to 2	45-75 min	2
12-14	28-32 min	2	60-min	2-4



## *Safety Policies*

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## SECTION 11: FLEXIBILITY & STRETCHING

Flexibility exercises should be incorporated into the conditioning program utilized during preseason and regular season workouts. Increasing the flexibility in athletes' results in players being less injury prone and more likely to perform with higher ability.

### 11.1 Static stretching

A stretch that is held in a challenging but comfortable position for a period of time, usually somewhere between 10 to 30 seconds is considered a static stretch. Static stretching is the most common form of stretching found in general fitness and is considered safe and effective for improving overall flexibility.

### 11.2 Ballistic Stretching

This form of stretching is **STRICTLY PROHIBITED**. Ballistic stretching is a form of passive stretching or dynamic stretching in a bouncing motion. Ballistic stretches force the limb into an extended range of motion when the muscle has not relaxed enough. A ballistic stretching example would be a hurdler's stretch where the trunk of the body bounces towards the extended leg to stretch the hamstring.

### 11.3 Stretching Recommendations

- Teams should conduct light cardio warmups prior to stretching
- Any and all stretching done by players should NOT involve drastic stretching or stretching to the point of pain.
- All stretches are to be done slowly.
- Neck bridging is NOT recommended. The neck bridge exercise is demanding and requires precise technique and focus. It may be dangerous because it places considerable stress on the cervical spine and may cause neck injury.

## SECTION 12: CONDITIONING & PRACTICES

All teams are required to use a practice plan and maintain a copy during all practices.

### 12.1 Preparation

- Every practice is required to incorporate proper calisthenics and stretching at the beginning of each practice session.

### 12.2 Conditioning

- Any conditioning exercises are **NOT** to be used as punishment. Site Facilitators will monitor practices to ensure this practice is adhered to.
- Conditioning of players should concentrate on building cardiovascular strength by incorporating jogging, sprint drills and callisthenic exercises.
- Coaches ensuring ALL players are properly hydrated by drinking adequate amounts of water before, during, and after workouts is extremely important, especially during earlier pre-season workouts.



- The administration of salt tablets, vitamins, any form of medication or sports enhancing additives, drugs, energy drinks (Monster, Red Bull, Rockstar, etc.) and/or supplements to players is **STRICTLY PROHIBITED**.

### 12.3 Practice Structure/Scheduling

- No practice of any kind can begin prior to the official start of practice, as dictated by the Athletic Division.
- All practices **MUST** be conducted at a NORD-approved facility.
- No team will be allowed to practice unless their coach is present.
- No team will be allowed to practice unless a site facilitator is present.
- All practices must end by 8:30pm.
- Practice is to be authorized by the NORD Athletics Department at times when the playground will be open, with availability to first aid equipment, water and telephone.



## ***First Aid & Emergency Policies***

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## SECTION 13: FIRST AID

- Coaches shall always be prepared to seek immediate medical attention for any and all injuries that occur.
- NORD supervisory personnel are trained in first aid and CPR procedures. In emergency situations, coaches are to seek assistance from NORD supervisory personnel, as well as a physician, nurse or any other emergency medical personnel present at the practice and/or game site.
- Any and all injuries, regardless of severity and site of injury, must be reported to the playground Site Facilitator. All details and information about the injury must be accurately documented on a NORD injury report and submitted in a timely manner.
- Coaches are required to have their players' phone numbers and emergency contacts on file and readily available for use in the event of an emergency situation. Parents must be immediately advised of all injuries.
- Each NORD playground maintains first aid supplies in a designated area. Coaches are required to know where these supplies are located at their playground for quick accessibility in the event of an emergency situation.
- Each playground is equipped with a first-aid kit.

## SECTION 14: EMERGENCIES

### 14.1 Heat Related Illnesses

Overexposure to heat causes heat related illness. Once the signs and symptoms of a heat related emergency begin to appear, the player's condition can quickly become life threatening. Recognizing heat related signs and symptoms in its early stages increases the chances of reversing symptoms.

#### *Heat Cramps*

These are the first signals that the body is having trouble with the heat. Signs and symptoms include painful muscle spasms occur in the legs and abdomen.

#### Treatment:

- Have the player rest in a cool place.
- Give cool water to drink.
- Lightly stretch the muscle and gently massage the area.
- Encourage the player to continue drinking plenty of fluids.
- Carefully monitor the player for further signs or symptoms of heat-related illness.

#### *Heat Exhaustion*

Signs and symptoms include cool, moist, pale, ashen or flushed skin, headache, nausea, dizziness, weakness, and severe fatigue.

#### Treatment:

- Move player to cooler environment with circulating air while applying wet towels
- Loosen or remove clothing
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes.
- Discontinue player's participation in practice or game.



- Carefully monitor the player for any changes in condition and/or additional signs or symptoms of a more serious condition.

#### Heat Stroke:

Heat stroke is a **SERIOUS LIFE THREATENING MEDICAL EMERGENCY**. Signs and symptoms include refusing water, vomiting, red appearance, hot to touch, dry skin, rapid and weak pulse, and/or shallow breathing.

#### Treatment:

- Move player to **cooler** environment with circulating air while applying wet towels
- Keep player lying down---if vomiting, place player on their side.
- Remove/loosen any tight clothing.
- Apply cool, wet cloths. Ice packs should be applied on player's wrists and ankles, on the groin, each armpit, and on the neck to cool the large blood vessels. Be sure to place a cloth barrier between the skin and the ice pack.
- **DO NOT APPLY RUBBING ALCOHOL.**
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes.
- If there is a **change in consciousness, 911 should be called immediately** as this is life threatening.

#### 14.2 Physical Injuries

When a player is injured, be careful and be sure to leave the player lying flat, especially when a head, neck, or spine injury is involved. Do not move the player, get medical treatment right away. **DO NOT PICK A PLAYER UP BY THE BELT**, especially if an injury is involved.

#### Bruises

The simplest type of closed wound is a bruise. This occurs when an injury causes blood and other fluids to seep into the surrounding tissues, which results in the area swelling and changing color.

#### Treatment:

- Elevate injured part as long as **IT DOES NOT CAUSE MORE PAIN.**
- Apply direct pressure on the area to decrease bleeding beneath the skin.
- Apply wrap ice with a damp cloth or small bag of ice to the injured area for a period of about 20 minutes. Place a thin cloth barrier between the ice and bare skin. Remove the ice for 20 minutes before reapplying.

**\*\*NOTE:** Do not assume that all closed wounds are minor injuries. Coaches and/or trainers should examine the player to determine whether or not more serious injuries could be present. Should the player have any of the following signs/symptoms, 911 should be called immediately:

- Player complains of severe pain or cannot move a body part without pain.
- The force that caused the injury was great enough to cause serious damage.
- The injured extremity is blue or extremely pale.

#### Fractures

Closed fractures are a complete break, chip or a crack in a bone and the most common type of fracture. Open fractures are more dangerous due to bone breaking the skin, which will cause risk of infection and severe bleeding.

**Always suspect a serious injury when any of the following signals are present:**





- Significant deformity
- Extreme bruising and swelling
- Inability to normally use the affected part
- Bone fragments sticking out of a wound
- Player complains of feeling bones grating
- Player felt or heard a snap or pop at the time of injury
- Injured area is cold to the touch and/or the affected area feels numb
- Cause of the injury suggests that the injury may be severe.

**\*\*NOTE:** If the fracture involves a large bone such as the thigh, has severed an artery and/or is affect breathing, the injury is life threatening and 911 should be called immediately.

### 14.3 General Muscles, Bone & Joint Care

#### **Remember RICE!**

<b><u>Rest</u></b>	Do not move or straighten the injured area
<b><u>Ice</u></b>	Stabilize the injured area in the position it was found. Splint the injured part *Only if the person must be moved and it does not cause more pain.
<b><u>Compression</u></b>	Fill a plastic bag or wrap ice with a damp cloth, apply to the injured area for 20 minutes and remove the ice pack for 20 minutes. Reapply if needed. Place a thin cloth barrier between the ice and bare skin.
<b><u>Elevate</u></b>	<u>DO NOT</u> elevate the injured part if it causes more pain.

#### **Splinting**

- Splint only if the person must be moved or transported by someone other than emergency medical personnel.
- Splint only if you can do so without causing more pain.
- Splint an injury in the position you find it
- Splint the injured area and the bones or joints above and below the injury.
- Check for circulation (feeling, warmth and color) before and after splinting.

**\*\*NOTE:** HEAD, NECK AND BACK INJURIES CAUSES UNINTENTIONAL DEATH OR LIFELONG NEUROLOGICAL DAMAGE----CONTACT 911!!! **Player should not be moved.**

### 14.4 Safety Precautions

#### **Bodily Fluids/Blood**

NORD employees, league commissioners and volunteer coaches are to be aware and monitor situations during practice and games, when there is an injury that results in blood being present. Good hygiene shall be practiced. Towels, uniforms, cups and water bottles should not be shared. They must be cognizant that anytime there are blood and body fluids present, it must be treated with respect, regarding its ability to transmit infectious disease. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious.

Before competing, all athletes must cover wounds on their body. Practice or competitive play must be stopped and any injured player must be immediately attended to.



In the event of injury or sickness involving blood or bodily fluids, the following procedures must be followed:

- If at all possible, injured person shall render first aid to himself and cover his own wound.
- When rendering first aid, protective gloves must be worn when it is anticipated blood or bodily fluids are involved.
- Clean gloves must be worn for each individual treated.
- Do not wear the same gloves for multiple injured parties.
- An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash their hands with soap and hot water, whether or not protective gloves have been worn.



## *Concussion Protocol*

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## SECTION 15: SIGNS AND SYMPTOMS

Athletes who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or “pressure “ in head
Is confused about assignment or position	Nausea or vomiting
Forgets instructions	Balance problems or dizziness
Is unsure of game score or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to sound
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows, mood, behavior, or personality change	Concentration or memory problems
Can’t recall events prior to hit or fall	Confusion
Can’t recall events after hit or fall	Does not “feel right” or is “feeling down”

## SECTION 16: ACTION PLAN

If you suspect that an athlete has a concussion, the following four (4) steps should be taken:

1. Remove athlete from play.
2. Ensure that the athlete is evaluated by an appropriate health care professional. Non-medical personnel such as the coach should NOT judge the seriousness of the injury.
3. The coach should inform the athlete’s parents or guardians about the possible concussion and provide the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until an appropriate health care professional has provided written clearance to return to practice and play. (See *Post Concussion Medical Clearance Form* in the appendix section)

**WHEN IN DOUBT, SIT THEM OUT...**



## **APPENDIX 1: Battery of a School or Recreation Athletic Contest Official**

LSA-R.S. 14:34.4

A.(1) Battery of a school or recreation athletic contest official is a battery committed without the consent of the victim when the offender has reasonable grounds to believe the victim is a school athletic or recreation contest official.

(2) For purposes of this Section, "school athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or school or school board employee of any public or private elementary and secondary school while actively engaged in the conducting, supervising, refereeing, or officiating of a school sanctioned interscholastic athletic contest.

(3) For purposes of this Section, "recreation athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or recreation employee of any public or quasi-public recreation program while actively engaged in the conducting, supervising, refereeing, or officiating of a sanctioned recreation athletic contest.

B.(1) Whoever commits the crime of battery of a school or recreation athletic contest official shall be fined not more than five hundred dollars and imprisoned not less than forty-eight hours nor more than six months without benefit of suspension of sentence, except as provided in Paragraph (2).

(2) The court, in its discretion, may suspend the imposition of the sentence and place the offender on probation with the condition that he shall perform five days of community service work. Failure to successfully complete the community service work, as determined by the supervisor of the program to which he is assigned, may result in revocation of probation



## Appendix 2: Coaches Code of Conduct

### Coaches Code of Conduct

- I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach;
- I understand that many children participate in sports for numerous different reasons, and that the number one reason is to have fun;
- I understand that as a youth coach I am obligated to honor the games rules, opponents, officials, teammates and self, and to teach players to do the same.

**Therefore, by participating as a youth sports volunteer, I will adhere to the following codes:**

**A. I will create an appropriate environment for our children that:**

- Focuses on safety, fun, skill development and education;
- Has a positive lasting impact on the children of our community;
- Promotes building character and learning life skills;
- De-emphasizes a 'win-at-all-costs' attitude;
- Is fair, consistent and best meets the emotional and physical needs of all children;
- Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.

**B. I will act responsibly and do my best to assure that:**

- I provide playing time for every child that is consistent with the rules of NORD;
- I properly educate players on the importance of teamwork, effort, having fun and playing fair while properly instructing age appropriate fundamentals and skills;
- I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications;
- I am familiar with the objectives of the youth sports program. I strive to achieve these objectives and communicate them to my players and their parents;
- I cooperate with the administrator of our organization in the enforcement of rules and I will report irregularities that violate sound competitive practices;
- I provide a healthy and safe environment for my players, which are in accordance with my leagues' safety procedures and provide safe instruction and use of equipment.

**C. I will display appropriate behavior - I understand that violation of the following will jeopardize my privilege to coach.**

- I will treat each player, opposing coach, official, parent or administrator with respect and dignity, and refrain from using profanity, intimidations tactics and inappropriate language;
- I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.

**D. Terminal behavior - I understand that violation of the following codes will result in immediate termination of my privilege to coach with NORD.**

- I will never coach under the influence of drugs or alcohol.
- I will never initiate or participate in any form of verbal or physical assault on staff, volunteer, official, parent or child.



## Coach's Code of Conduct

### Results of Violations

Violations of the **Coaches Code of Conduct** will result in written documentation, advisory consultation and possible disciplinary action. The following data outline the disciplinary procedures of the New Orleans Recreation Development Commission. Failure to fully understand the NORD Code of Conduct policy does not exempt one from the ramifications if such rules are violated whether intentionally or unintentionally. All disciplinary infractions will be decided upon by the NORD Disciplinary Committee.

#### ▪ **Conduct Codes A and B**

- Any violation under codes A and/or B will result in verbal consultation by the NORD Recreation Athletic Director;
- A second violation under codes A and/or B will result in a disciplinary hearing with the NORD Disciplinary Committee. Suspension of the coach's privilege to manage/coach NORD youth sports programs for, at minimum, 1 game may accompany;
- A third violation under codes A and/or B will result in a disciplinary hearing with the NORD Disciplinary Committee and may result in termination of the coach's privilege to manage/coach NORD youth sports programs.

#### ▪ **Conduct Code C**

- Any violation under Code C will result in a disciplinary hearing with the NORD Disciplinary Committee. Suspension of the coach's privilege to manage/coach and attend NORD youth sports programs for, at minimum, 2 games, will accompany;
- A second violation under Code C will result in disciplinary hearing with the NORD Disciplinary Committee. Termination of the coach's privilege to manage/coach NORD youth sports programs may follow.

#### ▪ **Conduct Code D**

- Any violation under Code D will result in a disciplinary hearing with the NORD Disciplinary Committee and may result in termination of the coach's privilege to manage/coach NORD youth sports programs.

Anyone with knowledge of a violation of the rules listed in NORD Code of Conduct who fails to report them to the NORD Athletic Department will result in disciplinary action.

NORD reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct.



### Appendix 3: Parent Code of Conduct

NORD implemented the following Parent Code of Conduct for the important message that it holds about the proper role of parents in supporting the youth of our community and their child in sports.

The essential elements of character building and ethics in sports are the foundations of sportsmanship and are demonstrated by the core principles of respect, responsibility, fairness, and good citizenship.

As a NORD Parent, I hereby pledge to provide positive support, care, and encouragement for each child participating in NORD by adhering to the following code of conduct:

- I will encourage good sportsmanship by demonstrating positive support at all times.
- I will remember that children participate to have fun, and that the game is for youth, not adults.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language.
- I will teach my child that doing one's best is more important than winning.
- I will respect the officials and their authority during games.
- I will not confront coaches or managers at any time during games.
- I will refrain from coaching my child or other players during games.
- Alcoholic beverages are prohibited.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action levied by the NORD Disciplinary Committee that could include, but is not limited to the following:

- Verbal Warning
- Written Warning
- Parental suspension for games
- Parental season suspension
- Parental removal from all league activities

NORD retains the sole authority to determine what, if any, disciplinary action is appropriate for any conduct infraction.