

# CYO Basketball League of Western Mass

## Guidelines & Rules

2019 – 2020





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## PROGRAM NAME

- The programs official name is CYO Basketball League of Western Mass, but is often referred to as WMCYO Basketball, or WMCYO.
- In this document when WMCYO is used it is referring to CYO Basketball League of Western Mass or the Board of Directors for the CYO Basketball League of Western Mass.

## WMCYO BOARD OF DIRECTORS, DIVISION DIRECTORS & OTHER OFFICIALS

### **Board Members**

- Hugo Mariani – President
  - Dave Griffin – Vice President
  - Tony Cignoli, Community Member
  - Dr. Gary Gorman, Community Member
  - Edward Godek, Community Member
  - George Circosta – Agawam St. John’s
  - Christine Phillips – St. Patrick’s – South Hadley
  - Terry Yusko – Most Holy Redeemer - Hadley
  - Judy Nevarez – SOY - Springfield
- **Athletic Director** – Hugo Mariani – (413) 505-9532 - wmcyobasketball@gmail.com
  - **Master Scheduler** – Edward Godek – (413)-530-4282 - schedule.wmcyo@gmail.com
  - **Web Coordinator** – Tim Lossee - timwmcyo@gmail.com
  - **Division Directors**
    - Girls 3<sup>rd</sup> & 4<sup>th</sup> Grade Division – Hugo Mariani
    - Girls 5<sup>th</sup> & 6<sup>th</sup> Grade Division – Hugo Mariani
    - Girls 7<sup>th</sup> & 8<sup>th</sup> Grade Division – Hugo Mariani
    - Boys 3<sup>rd</sup> & 4<sup>th</sup> Grade Division – Hugo Mariani
    - Boys 5<sup>th</sup> & 6<sup>th</sup> Grade Division – Edward Godek
    - Boys 7<sup>th</sup> & 8<sup>th</sup> Grade Division – Ann Mann

## ABOUT THIS DOCUMENT

- This document is a living document, as complete and detailed as possible, while keeping it as concise as possible.
  - o In some cases, the same information is conveyed in multiple locations.
    - This is by design to make sure the information that is needed is referenced in the places it is needed to make it easier for the reader, so they do not jump all over the document for a complete answer.
    - If there is conflicting information in multiple sections, this is an unintended error, please contact [schedule.wmcyo@gmail.com](mailto:schedule.wmcyo@gmail.com) and inform them of the issue.
    - WMCYO will be the decider of which version is correct.
  - o All rules and guidelines are intended for the good of WMCYO, all programs, all teams, and all players.
    - o Sometimes what is good for the whole, may not be the best for an individual player, team, or program if this is the case WMCYO may choose to review the guidelines or rules and adjustment.
    - o WMCYO is the final decider in all rules and guidelines.
    - o The rules & guidelines will be updated as needed/required.
- When in doubt about any of the rules and guidelines ask.
  - o Please do not assume you know, acting on assumptions then asking for forgiveness may cause unintended consequences, discipline or penalties by WMCYO.
  - o Exploiting any unintended loopholes for the benefit of any program, team or player will not be allowed, and will incur discipline or penalties.
  - o Any questions about this document should be directed to your program coordinator, and they will contact WMCYO.
- Coordinators should read and understand the whole document, they do not have to agree with it but must follow and enforce it.
- All rules and guidelines in the document apply to all teams and programs that enter WMCYO.
  - o The 2<sup>nd</sup> grade program run my St. Thomas, West Springfield, for WMCYO, will follow most of these basic guidelines.
  - o St. Thomas had been granted permission to make adjustments for the 2<sup>nd</sup> Grade program only.
- WMCYO will make all determinations about any rules & guidelines not covered in this document.

## DECISIONS, RULES & GUIDELINES

- When appropriate decisions, rules, and guidelines will be discussed and reviewed at a coordinators' meeting.
- In some cases, coordinators will be given the opportunity to vote on the topic.
  - o If a vote is taken only Catholic programs may vote, with one vote per program or board member.
  - o Any votes are recommendations to the WMCYO board.
  - o The WMCYO board has the final decision on all decisions, rules & guidelines.

## COMMUNICATION

- WMCYO communicates with program coordinators via email and via the website [www.wmcyo.org](http://www.wmcyo.org).
- Each program must provide WMCYO at least one email active valid email address to be added to the coordinators' broadcast list.
  - o WMCYO will accept up to two additional email addresses (a total of three) from each program.
  - o One of the three email must be the individual who is responsible for your schedule and entering your home scores.
- Coordinators are responsible for checking their email frequently and consistently during the CYO basketball season.
  - o Not checking email and missing a deadline or not submitting a required form is not an excuse.
- While the athletic directory and master scheduler are both available via cell phone and texting, but any communications about changes & issues must be emailed.
- Some deadlines or topics require emails to be sent in specific formats which must be followed.
- Some coordinators have requested information be sent via text instead of email, with the sheer number of communications we send it is not possible to text all communications.
  - o If you cannot check email frequently, then we suggest you ask another party in your program check them for you.
- Any communication from a team or program should be handled through your program coordinator, and they will contact the appropriate WMCYO official.
  - o Once the coordinator has contacted the correct person at WMCYO then depending upon the reason for communication the WMCYO may contact the coach, parent, or other individual initiating the contact.
  - o Please request that your programs communicate in this method, with 40+ programs, 200+ teams, 2400+ players the communication needs to be funneled through the coordinators.
- When WMCYO sends a coordinators' broadcast email we purposely do not hide the email addresses or send as blind carbon copies, that way all coordinators have access to the entire email list.
  - o The coordinators' email list should only be used for WMCYO related emails only, before sending emails about any other topic permission should be granted by the athletic director.
  - o Please be careful replying to broadcast emails and reply only to those who need it not the entire list.
  - o If you have a complaint, specific question, or issue you should send that email to only the parties involved, and not copy the entire list.
- WMCYO also has an Alert email list.
  - o The purpose of this email list is to alert the recipients of weather-related closings or other emergency cancellations.
  - o Anyone can sign up for these alerts, we encourage all coordinators, coaches, parents, and guardians to sign-up for these alerts.
  - o For more information about the Alerts see the Snow / Inclement Weather Cancellations section of this document.

## CONTACT LISTS

- WMCYO will create and distribute to coordinators contact lists that include
  - o Coordinator Contact Lists
  - o Division Coordinator Lists
  - o Coaches Lists
- These contacts lists are not to be shared with anyone outside of WMCYO.
- These contact lists are not to be shared on any website or social media.

## WEBSITE

- WMCYO maintains a website for the benefit of sharing information with all programs, coaches, teams, players and the general public.
- The website address is [www.wmcyo.org](http://www.wmcyo.org)
- All necessary forms, deadlines, and information will be posted on the website, in addition to emailed.
- The website also has a portal where all home game scores both during the regular season and end of year tournament must be entered.
  - o The online scores will automatically generate standings during the regular season.
  - o The online scores will automatically fill-in and generate the brackets for the end of season tournament.

## FORMS & INFORMATION

- Throughout the season WMCYO will ask for information and forms to be filled out and returned with specific deadlines.
- Failure to return the information or form by the deadline will may result in specific penalties as stated with each form and in the Deadlines section of this form.
- These forms information may include but are not limited to:
  - o Program Information Form.
  - o Team Rosters
  - o Team Evaluation Forms
  - o Black-Out Forms
  - o Home Schedule Forms
  - o Online Score Entry

## DEADLINES

- Throughout the season WMCYO will impose a set of deadlines when paperwork must be submitted, fees paid, or scores entered.
- Failure to meet these deadlines may result in your program or team(s) may be prohibited from playing, not being scheduled or part of or all their remaining schedules cancelled.
- The deadlines will be outlined in a schedule distributed at the beginning of the season.
- Coordinators will be reminded of the deadlines via email a minimum of a week prior to the deadline.
- When possible, deadlines will also be posted on [www.wmcyo.org](http://www.wmcyo.org).

## PROGRAM & TEAM ELIGIBILITY

- WMCYO is operated to provide the Catholic parishes and schools of the Springfield Diocese with a league to play CYO Basketball in.
- In addition to Catholic teams and programs, WMCYO has opened the league up to teams and programs from other religious denominations, community programs, public schools, and even club/select teams.
- All teams Catholic or not must follow all rules and guidelines as presented in this document.
- Programs or teams wishing to enter WMCYO may request to do so, but WMCYO decides what programs can enter WMCYO.
- WMCYO may choose to prohibit any team or program from joining WMCYO.

## PROGRAM INFORMATION FORM

- All prospective programs must fill out a Program Information form prior to being admitted to WMCYO.
  - o Filling out and submitting the form does not provide automatic admission to WMCYO, forms must be reviewed by WMCYO.
  - o Any program that is not being admitted will be contacted by WMCYO to inform them of the decision.
- The form must be filled out completely and correctly, if you have any questions about the form or how to answer the question please email the master scheduler.
- When providing the number of teams, we know that you may not have the final information yet, but please provide your best estimate at the time the forms are due, we understand that you may have fewer or more teams.
- It is very important that you also fill out your home gym availability on the form so that WMCYO can start to look for gym space if needed.
- It is also very important to fill out whether you are using WMCYO insurance so that we can plan for the number of players to purchase insurance for.
  - o WMCYO purchases the insurance so that it is effective on November 1<sup>st</sup>, in order to do this we need an accurate estimate of the number of players that will be requiring insurance.
  - o If you wish to opt out, you must have comparable insurance and you will be required to submit proof of insurance and follow the guidelines in the Insurance/ Insurance Fee section of this document.
- If you do not submit the form, you will not be sent the scheduling files.
- The form is usually due mid-October, for exact due date please check the WMCYO Dates & Deadlines, which is a separate document.

**PLAYER ELIGIBILITY**

- Each player may only play on only **ONE** team in WMCYO.
- If a player is eligible to play on multiple teams or in multiple WMCYO programs, they must choose only **ONE** program and **ONE** team to play for.
- WMCYO players may play for other leagues and programs outside of WMCYO.
- All players must adhere to the age guidelines set by WMCYO.
  - o See Age Restrictions section for more details.
  - o If extenuating circumstances exist, they must be approved by WMCYO prior to the player joining the team.
- WMCYO requires that a player must play for their Catholic Parish or Catholic School over playing for any other team.
  - o If their Catholic School does not have a school team, but the school is affiliated with a specific parish they must play for that parish if they chose to play in that community.
  - o If there are extenuating circumstances, then prior to signing up for a different program the appropriate program(s) or WMCYO should be notified and one or both must approve prior to the player signing up with another program.
- If the player is not Catholic or if they are Catholic there is no Catholic team for them to play for at their parish or Catholic School, then they may play for another program within their home community
- If a player's parents/guardians live in separate communities or attend separate Catholic Churches, then the player is eligible to play in either of the communities' programs.
  - o They still must play for a Catholic program over a community or club program.
  - o The rule of only playing on only **ONE** team in WMCYO still applies.
- If a player participates in school of choice to a community other than their home city/town, then they may play for a team in either their home city/towns or their school's city/town's.
  - o If they are Catholic, they still must play for a Catholic program over a community or club program.
  - o If the player chooses to play in the community they attend school in, and the school is a Catholic School, they must play for the Catholic School team or the parish team that the Catholic School is affiliated with, they may not choose a separate program.
- If there is no team or space on their home team for player to play, then they may be placed on another team within their community or a neighboring community.
  - o Their home city/town program or the WMCYO must be notified and approve the player transfer.
    - Approval is via a waiver, and waivers must be in writing.
  - o If a player is placed on a team outside of their home city/town, then that player may choose to continue to play for the new program in future seasons.
    - Unless the waiver was specifically for one year only, and there are circumstances requiring the return.  
WMCYO must approve all waivers.
    - The new program must have space and be willing to allow the player to remain.
  - o If the player chooses, they may return to their home program in future seasons.
  - o Players are not allowed to "team shop" or bounce from team to team every season, unless extenuating circumstances exist, and it is approved by WMCYO prior.
- "Team Shopping" or "Team Jumping" is strongly discouraged, players caught doing this may be prohibited from playing in WMCYO at all or at least on a specific team or for a specific program.
  - o Teams/programs caught encouraging players and their families to join a specific parish, group, program, or community center for the express reason of being eligible to play WMCYO will be prohibited from joining WMCYO.
  - o If players, teams, or programs are caught after the start of the season then the player, team or program will face possible expulsion from WMCYO.
- Any player not playing for the appropriate team as outline above must receive a waiver from the appropriate program or they are not eligible to play in WMCYO.
  - o The waiver needs to be in writing, not just verbal.
  - o WMCYO must be informed of all waivers and **MUST** approve all waivers.

- If the appropriate program refuses the waiver, then the coordinator of the new program may appeal to the WMCYO.
  - It is likely that WMCYO will abide by the original programs decision unless there are extenuating circumstances.
- When in doubt about eligibility a program coordinator should contact WMCYO and ask for their opinion or approval.
  - Failure to ask, then asking for forgiveness is not acceptable, and may result in player, team or program discipline or penalties.
- Programs may set their own eligibility criteria; their criteria cannot be in conflict or override any WMCYO criteria if they are entering their team(s) into WMCYO's program.
- Failure to adhere to these rules may result in forfeiture of games, team/program removal from future participation in WMCYO Basketball, and other sanctions to be determined by WMCYO.

## AGE RESTRICTIONS

- WMCYO divisions are setup based upon the current grade the player is in during that season.
- Age of a player only comes into play for an upper age limit.
  - o The age limits consider the possibility of a player starting school at a later age, and/or repeating a grade.
  - o If a player starts school at an early age, they still must play on the team that corresponds to the grade they are in.
- Players from a lower grade level can play up a level(s); however, it is strongly recommended that they play with or for appropriate grade level team.
- In some rare cases players may advance or skip a grade level in school, an example moving from 3<sup>rd</sup> grade to 5<sup>th</sup> grade, in these cases the player may still be eligible to play on the younger grade level team.
  - o WMCYO should be notified and approve the placement prior to adding the player to the roster.
  - o Proof of the advancement is required.
  - o The approval should be noted on the roster when it is submitted to WMCYO.
- In case of a player with special needs WMCYO may approve the player to play on a lower grade team.
  - o WMCYO should be notified and approve the placement prior to adding the player to the roster.
  - o WMCYO sets the criteria on a case by case basis, and due to privacy, no information will be shared.
  - o The approval should be noted on the roster when it is submitted to WMCYO.
- **Age Limits for 3<sup>rd</sup> & 4<sup>th</sup> Grade teams** – The player may not turn 11 years old before January 1<sup>st</sup> of the current season.
- **Age Limits for 5<sup>th</sup> & 6<sup>th</sup> Grade teams** – The player may not turn 13 years old before January 1<sup>st</sup> of the current season.
- **Age Limits for 7<sup>th</sup> & 8<sup>th</sup> Grade teams** – The player may not turn 15 years old before January 1<sup>st</sup> of the current season.
  - o Example For the 2019 – 2020 season a player who turns 13 before January 1,2020 cannot play on a 5<sup>th</sup> & 6<sup>th</sup> grade team, they must play on a 7<sup>th</sup> & 8<sup>th</sup> grade team even if they are still in the 6<sup>th</sup> grade.
- Coordinators are responsible for checking and confirming the ages of all players on their teams.
- Players found to be ineligible after the start of the season are deemed ineligible and may be banned from playing the remainder of the season.
  - o WMCYO will make the decision of the penalty on a case by case basis.
  - o Many factors including issues in prior seasons, the players impact on the team, the team's record will be considered.
  - o Penalties may be placed on the player, the team, and/or possibly the entire program.
- Teams and programs with multiple ineligibility issues may face the team or program being suspended from the balance of the season, face the possibility of probation during the balance of the season or future seasons, or may not be invited back for future seasons.

## TEAM COMPOSITION RULES

- To be eligible to play in WMCYO all players must follow the Player Eligibility and Age Restriction guideline above and must follow the must be guidelines below.
- Teams must be composed of players of the appropriate age groups, see the Age Restrictions section.
- Teams must be composed of a single gender, there are no coed teams allowed.
  - o If you have a player who associates as gender natural or as a different gender, they can play WMCYO, but please contact the athletic director prior to assigning to a roster so we can ensure they are placed appropriately to meet their needs and that there are no conflicts with other teams during the season.
  - o On a case by case basis a player in 3<sup>rd</sup> & 4<sup>th</sup> grade may be allowed to play on a team of a different gender, if there is not team of their gender in your program.
    - Contact the Athletic Director to discuss before adding to a roster.
- If a team(s) does not meet the following compositions or qualifications, then they will not be allowed to participate in WMCYO Basketball.
- Team Shopping” or “Team Jumping” is strongly discouraged, players caught doing this may be prohibited from playing in WMCYO at all or at least on a specific for a specific team or program.
- Teams/programs caught encouraging players and their families to join a specific parish, group, program, or community center for the express reason of being eligible to play WMCYO will be prohibited from joining WMCYO.
  - o If players, teams, or programs are caught after the start of the season then the player, team or program will face possible expulsion from WMCYO.
- Teams must be composed of / made up of one of the following compositions:

## CATHOLIC PARISH TEAMS

- o Are made up of players from a specific Catholic Parish, or groups of parishes within a city/town.
- o Individual parishes may choose to accept players from outside their parish, each parish sets their own eligibility criteria.
- o The players are to all be from the city/town where the parish resides.
- o Automatic exceptions to the rule:
  - If a parishioner resides in another city/town but is a member of the sponsoring parish then they may play for the parish team.
  - If the parish team accepts players from outside their parish, and a player lives on the boarder of a neighboring community, and the parish team is closer to the player then the closest home team in their community, then they may play for the parish team if there is space and the parish eligibility criteria allows it.
  - If there no active WMCYO teams in their City/Town, then players may play for a parish team that is local to them provided there is space available and the parish eligibility criteria allows it. The player must be in an abutting community, the player cannot randomly pick a program.
- o Any other exceptions must be approved by the WMCYO, prior to the team/player joining the league.

- **CATHOLIC SCHOOL TEAMS**

- Are made up of players that attend the Catholic School and may be comprised of several communities, if they are enrolled in the Catholic School.
- The Catholic School may also accept players from the School's Parish.
- They may also choose to accept players from outside their School & Parish, which reside in their specific city/town.
  - Note: while accepting players from the Community and Parish is allowed by WMCYO for general season play, eligibility for the Catholic Schools' Tournament is determined by different criteria.
- Automatic exceptions to the rule:
  - If the team accepts players from outside their school and parish, and a player lives on the boarder of a neighboring community, and the team is closer to the player then the closest home team in their community, then they may play for the parish team if there is space and the parish eligibility criteria allows it.
  - If the team accepts outside players and there no active WMCYO team in their City/Town, then players may play for a parish team that is local to them provided if there is space available and the parish eligibility criteria allows it. The player must be in an abutting community, the player cannot randomly pick a program.
- Any other exceptions must be approved by the WM CYO, prior to the team/player joining the league.

- **OTHER RELIGIOUS DENOMINATION TEAMS**

- Follow the same rules as Catholic Parishes.
- WMCYO requires that a player should be play for their Catholic Parish or Catholic School over playing for any other team.
  - If there are extenuating circumstances, then prior to signing up for a different program the appropriate program or WMCYO should be notified and must approve prior to the player signing up with another program.

- **COMMUNITY TEAMS**

- Which include Public School Teams, Charter & Other Private School Teams, City/Town Recreational programs, Boy & Girls Clubs, YMCA, and other similar teams.
- WMCYO requires that a player should be play for their Catholic Parish, Catholic School or School Team over playing for any other team. If there are extenuating circumstances, then prior to signing up for a different program the appropriate program or WMCYO should be notified and must approve prior to the player signing up with another program.
- As with other teams the players should primarily be composed of members of their program/school and should be from the program/school's home city/town.
- Community teams must be comprised of players from a single community.
- A community team cannot recruit or select players from multiple communities and play in WMCYO.
- Automatic exceptions to the rule:
  - If a member of the program resides in another city/town but is a member of the program/school, then they may play for the program.
  - If the team accepts players from outside their program, and a player lives on the boarder of a neighboring community, and the team is closer to the player then the closest home team in their city/town then they may play for the program team if there is space and the programs' eligibility criteria allows it.
  - If the program accepts outside players and there no active WMCYO team in their City/Town, then players may play for the program that is local to them provided if there is space available and the program's eligibility criteria allows it. The player must be in an abutting community, the player cannot randomly pick a program.
- Any other exceptions must be approved by the WM CYO, prior to the team/player joining the league.

- **AAU / SELECT / CLUB TEAMS**

- Can play in WMCYO; however then must be comprised of players from a single community.
- A club teams cannot recruit or select players from multiple communities and play in WMCYO.
- WMCYO requires that a player should be play for their Catholic Parish, Catholic School or School Team over playing for any other team. If there are extenuating circumstances, then prior to signing up for a different program the appropriate program or WMCYO should be notified and must approve prior to the player signing up with another program.
- Automatic exceptions to the rule:
  - If a member of the program resides in another city/town but is a member of the program/school, then they may play for the program.
  - If the team accepts players from outside their program, and a player lives on the boarder of a neighboring community, and the team is closer to the player then the closest home team in their city/town then they may play for the program team if there is space and the programs' eligibility criteria allows it.
  - If the program accepts outside players and there no active WMCYO team in their City/Town, then players may play for the program that is local to them provided if there is space available and the program's eligibility criteria allows it. The player must be in an abutting community, the player cannot randomly pick a program.
- Any other exceptions must be approved by the WMCYO, prior to the team/player joining the league.

## ROSTERS

- Coordinators are responsible for ensuring that all information is **completed and is accurate**.
- Each team playing in WMCYO must submit a complete roster at the time of registration.
- The roster must contain the program name, the appropriate gender must be selected, and the appropriate age group selected, and a team number assigned.
  - o If you have one team in that age and gender the team number is 1, your second team would be 2, and so on.
  - o Your "best"/highest skill level team should be team 1, and next team 2, and so on.
  - o The team number does NOT correspond to the requested divisional placement.
- WMCYO will identify the team by the Program Name, Gender, Age Group & Team Number.
  - o WMCYO will not use individual teams' nicknames or mascots to identify the teams.
  - o WMCYO will only use nicknames or mascots to identify a whole program.
- The rosters must contain **ALL** the required information about every player, which includes:
  - o the players full name (both first and last name.)
  - o date of birth – coordinators should be checking birth certificates (WMCYO does not need/want copies)
  - o home address
  - o grade they are currently in
  - o what school they attend.
- There must also be complete information for the head coach and any assistant coaches which includes:
  - o Full Name
  - o Cell Phone Number
  - o Email address
- A maximum of 15 players are allowed on any roster.
- A minimum of 8 players is required.
  - o If this is an issue for any reason, please consult WMCYO **BEFORE** registering the team.
- No additions or changes to rosters are permitted after December 31<sup>st</sup>.
- There can be no more than 2 additions/changes to any roster, unless there are extenuating circumstances that are approved by WMCYO prior to the changes or additions.
  - o WMCYO must be notified of any additions or changes **PRIOR** to the player(s) playing in a game.
  - o WMCYO must approve any roster additions prior to them playing in a game.
- The procedure for notifying WMCYO is to email the athletic director directly.
  - o The message header should be **Roster Change and your CYO Programs Name**.
  - o DO NOT reply to another email or part of an email chain, it must be a **NEW** email.
  - o The email must contain all information about the additional player that is required on the roster.
  - o WMCYO reserves the right to review and block any additions or changes.
  - o Programs with what WMCYO considers excessive changes may face penalties, which may include cancellation the remainder of the season, probation, or not being admitted end of year tournament, or other penalties as deemed appropriate by WMCYO on a case by case basis.
- Boys are only allowed to play on boy's teams, and girls are only allowed to play on girl's teams, the only exception to the rule are teams playing in K-2 levels or the 2<sup>nd</sup> Grade program.
  - o In rare cases WMCYO may approve 1 or 2 players playing on a 3<sup>rd</sup> & 4<sup>th</sup> grade team, you should contact the WMCYO athletic director for approval before adding the players, the team cannot be coed.
- Any team using a player not appearing on their roster will forfeit the game(s) that the player has played in.
  - o The player may be prohibited from further play.
  - o Teams and/or programs with multiple issues may face penalties, which may include cancellation the remainder of the season, probation, or not being admitted end of year tournament, or other penalties as deemed appropriate by WMCYO on a case by case basis.

## TEAM EVALUATION FORMS

- An evaluation form must be filled out for each team and it must be filled out completely and accurately.
  - o Failure to complete the form or if filled out wrong may result in the team being placed in a higher division than they should.
  - o For more information about team placement please see the Team Divisional Placement & Adjustment section of this document.
- The evaluation form must contain the program name, the appropriate gender must be selected, and the appropriate age group selected, and a team number assigned.
  - o If you have one team in that age and gender the team number is 1, your second team would be 2, and so on.
  - o Your "best"/highest skill level team should be team 1, and next team 2, and so on.
  - o The team number does NOT correspond to the requested divisional placement.
- WMCYO will identify the team by the Program Name, Gender, Age Group & Team Number.
  - o WMCYO will not use individual teams' nicknames or mascots to identify the teams.
  - o WMCYO will only use nicknames or mascots to identify a whole program.
- The team must be accurately represented on the form, if WMCYO determines that the team is not filled out accurately then the team may be placed in a higher division whether at the initial placement or at the second placement.
- If the team, or majority of the team, plays together in another league during CYO season or during another part of the year it must be noted on the form.
  - o Just because a team plays in other league does not automatically mean that they will be placed in an upper division, but it will affect the team's placement overall.

## CORI REPORTS

- WMCYO requires that all coaches, including the scorer, have a valid CORI on file with the Springfield Diocese or WMCYO.
- For any Catholic program the CORI reports should be processed through your parish or school.
  - o Catholic programs may also be required by their parishes or the Springfield Diocese to complete not only a CORI report but complete the VIRTUS Online training.
  - o Program coordinators are responsible for coordinating with their parish and their volunteers.
  - o Coordinators are responsible to confirm with WMCYO that the appropriate paperwork is on file with their parish.
- For any non-Catholic programs CORI reports must be filed through WMCYO **every year**.
  - o WMCYO may require a fee for having the CORI processed.
- There must be at least one adult with a valid CORI report on file anytime that minor children/players are present in any facility hosting WMCYO practices, games or other events.
  - o Your parish or host programs may have more strict guidelines that you are required to follow, but they cannot be less than stated above.

## RULE OF THREE

- WMCYO has a rule of three, that requires that no minor child/player be alone with any adult, there must be at least three individuals at any time.
- It is preferred that the third individual be another adult but can be another minor child/player.
- The only exception is if the adult and child are family.
- This rule is to protect all individuals, especially minor children/players safety.
- The adult(s), or at least of the adults, must also have a valid CORI report on file.

## CODE OF CONDUCT

- A parent or guardian of all players must read and sign a current copy of the WMCYO Code of Conduct each season.
- A current copy of the WMCYO Code of Conduct can be found at the end of this document and on WMCYO's website. [www.wmcyo.org](http://www.wmcyo.org)
- The coordinator of each program is responsible for ensuring each play has a signed copy, and for keep the copies. They should **NOT** be sent to WMCYO.
- There should also copy of the WMCYO Code of Conduct hung in the entryway of each gym that hosts WMCYO games.
- In the event of a conduct related issue WMCYO may request the signed copy of the code for conduct for any player or an entire team.
  - The coordinator will be notified in writing, via email, if the signed document(s) are required.
  - The coordinator will have 24 hours from the time of the email to submit the documents, either in person or scanned and emailed.
  - Failure to submit may result in player, team or program suspension.

## GYM CONDUCT & DECORUM

- Regardless of what programs/teams or home/visiting teams are playing and what gym they are playing in every player, coach, fan, visitor, and volunteer is a guest in that gym.
  - o The gyms are owned by parishes, schools, community centers, and other programs and if there are issues then the home or host program could lose use of the gym.
- It is very important for all programs whether home/host or visiting to ensure that their teams, coaches, fans and visitors behave appropriately and follow the WMCYO Code of Conduct, which can be found at the end of this document and on the website [www.wmcyo.org](http://www.wmcyo.org)
- There will be **ZERO** tolerance for any individual, team or program that breaks the code of conduct and creates a disturbance or issue at an WMCYO game or event.
- Coaches, both home and visiting teams are responsible for making sure their teams and fans behave appropriately.
- Besides typical conduct and decorum issues as outlined in other sections of document the following may also be considered conduct & decorum issues:
  - o Failure to pay entry/admission fees
    - If a team or program constantly has individuals that do not pay or cause an issue about having to pay the entry fee, then the host gym may choose to block that team from returning to their gym.
    - WMCYO must be contacted before the team or program is blocked
  - o Mercy Rule violations and/or running up the score
    - See the Mercy Rule in the Game Day Rules section, as well as the Penalties and Discipline section for more information.
  - o Making noise or distracting the shooter while they are shooting as outlined in the Game Day Rules section.
- If a gym coordinator determines the conduct or decorum is getting out of control, whether it be home/host team related or visiting team related, then they may:
  - o Pause the game and address the entire gym or the offenders directly.
  - o They may ask the offender(s) to vacate the gym.
    - If they fail to vacate the gym the game can be suspended until the offender(s) vacate the gym.
    - If they refuse to vacate or the situation escalates then the coordinator has the option to cancel the remainder of the game.
      - o If the game is suspended, then WMCYO will be the decider of the outcome of the game.
    - If deemed necessary, the gym coordinator may also contact the local police department.
- If the visiting coach feels there is an issue, they should ask the scores table or referee to identify the gym coordinator.
  - o Then an assistant coach or parent from the team should find the coordinator and ask them to speak with their coach at the next dead ball.
  - o If the gym coordinator is not available, or the coach feels the situation is getting too bad, then the coach should pull their team off the court and vacate the gym quietly and peacefully.
    - The coach should contact their coordinator as soon as possible, and the coordinator should contact WMCYO.
    - WMCYO will be the sole decider of the outcome of the game.
- WMCYO provides that the gym/site coordinators have the sole discretion over the immediate situation, unless WMCYO official is present during the incident then the coordinator may defer to the WMCYO official.
- Any issues should be reported by the gym coordinator or program coordinator to both the Athletic Director and the Master Scheduler as soon as possible, but certainly within 24 hours.
  - o Visiting teams should have their program coordinator make the contact.
  - o If contacting via phone, a follow-up email should be sent detailing the situation.
- Home/host gyms determine what programs/teams are allowed in their gym.

- If there are programs or teams with severe or repeat issues, then the home/host gym may request to WMCYO that the team or program not return to the gym for future games, or that they not play on the visiting programs home court either.
- WMCYO will review the situation and determine if there is reason or cause for such situation, please see the Cancellation for Cause and/or Discipline/Penalty section of this document.
- The visiting team may also decide that the teams should not play again regardless of home or away.
  - WMCYO will review the situation and determine if there is reason or cause for such situation, please see the Cancellation for Cause and/or Discipline/Penalty section of this document.
- If the same team, program, or multiple teams in a program have repeated issues then WMCYO may take actions to remedy the situation which may include the team, program, coach or other offender being:
  - Put on probation.
  - Suspended short term.
  - Suspended for the remainder of the season.
    - Prohibited from entering the End of Season Tournament.
    - Prohibited from join WMCYO in future seasons.

## WMCYO BASKETBALL FEES

### - REGISTRATION FEE

- All teams are required to pay a registration fee to play in WMCYO.
- There may be separate fees based on your programs type.
- The registration fee is due at the time of registration.
- For more information about this year's fees please see the separate handout WMCYO Fee Schedule at the end of this document.

### - INSURANCE & INSURANCE FEE

- All participants will be competing at their own risk and should have their own insurance coverage, in addition they must be covered by the supplemental insurance policies of CYO Basketball League of Western Mass.
- The CYO Basketball League of Western Mass insurance is an additional fee above and beyond the team registration fee.
- For the current years fees please see the current WMCYO Basketball Fee Schedule, which at the end of this document.
- The insurance fee must be paid at the time of team registration.
- For a player to be eligible for the league insurance, their full name, address and date of birth must appear on the roster submitted to WMCYO.
- If a player is injured will participating in WMCYO notify CYO Basketball League of Western Mass Athletic Director Hugo H. Mariani Jr., 413-505-9532, wmcyobasketball@gmail.com, for insurance forms within 24 hours of the injury.
- The league's supplemental insurances only cover your team & players for WMCYO events including games, scrimmages, practices, and WMCYO tournaments.
  - It does NOT cover your team is they play in events outside of WMCYO including, but not limited to other leagues, non-WMCYO games, & non-WMCYO tournaments.
- If your team is covered by other liability insurance and you wish to opt out of the WMCYO liability insurance, you should contact the WMCYO athletic director to discuss.
  - The deadline to contact the athletic director will be on the WMCYO Dates & Deadline, which is a separate document.
  - Proof of the insurance and WMCYO coverage on your policy will be required in writing, failure to provide proof will require you to purchase WMCYO liability insurance for your teams or they will not be scheduled.
  - If at any time it is deemed that your supplemental insurance does not meet WMCYO's requirements then your team(s) will be suspended from WMCYO, and all home and away games for your team will be cancelled.
- Even if a team opts out of the liability coverage, they must still purchase the supplemental coverage which is at a discounted rate. Please see the WMCYO Basketball Fee Schedule, which is a separate document.

- **CANCELLATION DEPOSIT FEE & ADDITIONAL CANCELLATION FEES**

- A \$200.00 per program deposit is required to be paid in a separate check from the other fees.
- It is a deposit and the check will not be cashed unless a team in your program incurs a cancellation fee as outlined in the CANCELLATION POLICY in this document.
- The actual cancellation fee for a single game in WMCYO this year will be \$100.00, for any game that is cancelled as outlined in the CANCELLATION POLICY in this document.
- In the event of a cancellation the full check will be deposited and WMCYO will issue payment to the home/host gym on your behalf.
  - If your program does not have a second cancellation WMCYO will return the balance of your deposit at the end of the season.
  - If your program does have a second cancellation WMCYO will issue the payment to the home/host gym on your behalf.

Once the second \$100 payment is used your program will be responsible for submitting another \$200 deposit check.

WMCYO reserves the right to suspend/cancel any games home or away until the new deposit is received, including not scheduling your team for the second part of the season or End of Year Tournament.
- At the end of the season any undeposited checks will be destroyed, if you would like your check returned please contact the athletic director.
  - Deposits will not be destroyed or returned until a minimum of 2 weeks after the end of the End of Year Tournament.
- Note: any programs that wish to collect a forfeit fee from another program must follow the rules as outlined in the Cancellation and Scoring sections of this document.

- **HOME GYM USE FEE**

- Every program/team should strive to find their own home gym, see the HOME GAME / HOME GYM section of this document.
- If you are unable to procure your own gym, then your program must pay \$100.00 per "Home" game booked at a neutral site by WMCYO on your behalf.
- WMCYO requires that every team play a MINIMUM of three home games.
- The fee must be paid at the time of registration, if not paid than any team missing the fee will not be scheduled for any games, both home and away.
- In the event one of your home games assigned to your program is cancelled by WMCYO or the host gym, and is not rescheduled, then the \$100.00 fee for that game will be returned to you.
- If your opponent cancels one of your home games with short notice or no shows, then your \$100.00 fee for that game will be returned to you. The opponent will be charged the cancellation fee to cover the cost of the gym as outlined in the Cancellation section of this document.
- If you cancel your own home game with short notice, or no show then your \$100.00 fee for that game will **NOT** be returned to you.

## FAILURE TO PAY FEES AT REGISTRATION

- All fees including Registration Fee, Insurance Fee, Cancellation Fee Deposit, and Home Gym Fee (if required for your teams) are due at the time of team registration along with a complete roster and team profile for each team.
- If you do not submit all fees WMCYO reserves the right to not evaluate your teams for initial placement.
  - o If your team(s) are not placed in a division prior to the start of the initial scheduling process they will **NOT** be scheduled at best until the second part of the schedule and may not be scheduled at all.
- Even if your team(s) are placed in a division they will **NOT** be scheduled until the fees are paid.
- If your team(s) are not placed for the first part of the season, there is no guarantee that they will be placed for the final part of the season either.
  - o New teams will only be added if they are needed to help fill out a division.

## RETURNING OF FEES / REFUNDS

- Other than unused cancellation deposits, no fee will be returned or refunded if a team or program leaves WMCYO after the season starts.
  - o WMCYO considers the season to start as soon as the scheduling process begins, which is as soon as the initial division placements are emailed to the coordinators.
- This includes both if the team or program decide to leave WMCYO for any reason or if they are removed from WMCYO for any reason.

## GYM ENTRY / ADMISSION FEE

- WMCYO allows home/host gyms to charge an admission/entry fees to watch a game.
- Program coordinators are responsible for informing their coaches, parents and guardians that they may be charged an entry fee.
- Even if your program opts to not charge an entry/admission fee, or they are not allowed, your parents or guardians will have to pay the fee at gyms charging them.
- Players playing in the game, and up to a maximum of two coaches and one scorer are to be admitted for free.
- Players that are not playing in the current game in the gym they are entering may be charged the admission/entry fee.
- Children may also be charged admission/entry fees.

## REFEREES

- All WMCYO games MUST have 2 referees.
- While it is strongly recommended that referees be certified, WMCYO currently does not require that referees are certified.
- Home/host gyms are responsible scheduling & paying their own referees, WMCYO is not responsible for any fees.
- Home/host gyms are responsible for informing the referees about any/all WMCYO rules that may be different from other leagues which includes but are not limited to:
  - o Pressing Rules
  - o Mercy Rules
  - o Free Throw Rules
  - o Any other times outlined in the Game Day Regulations Section.
- WMCYO reserves the right to prohibit individual referees from participating in WMCYO games, even if they are certified, and regardless of the gym or program they are working for.
  - o Programs and home/host gyms will be notified in writing by WMCYO, via email, if a referee they are using is prohibited. The WMCYO master scheduler should also be notified.
  - o Any further use of the prohibited referee may result in any or all the following:
    - Forfeiture of games.
    - Cancellation of part of or possibly the remainder of the season, including End of Season Tournament.
    - Being prohibited from hosting games in the future, including End of Season Tournament.
    - Being allowed to enter WMCYO in future season.

## HOME GAMES

- All WMCYO Basketball programs are required to have “home” games.
- While all there currently is no maximum number of home games allowed, if you schedule too many home games your team(s) may have limited to no away games. (See Scheduling section for more information.)
- WMCYO suggests that all teams have a **minimum** of 6 home games, and they should be spread out over the season.
- All teams are **REQUIRED** to have a **minimum** of 3 “home” games.
- Please note that a team with few home games may have fewer games overall, then teams that have more home games.
- Each program should work to procure a gym for their “home” games.
  - o If your program does not have their own gym some potential sources for gyms are:
    - Local public & private schools
    - Local community centers
    - Local YMCA or Boys & Girls Clubs
    - Other Local CYO Programs
  - o If you procure your own gym space your program is responsible for any costs/fees associated with your gym use.
    - Your program is also responsible for providing two referees, a score keeper and timekeeper, and paying their fees. (Unless you have negotiated with the host gym to provide them on your behalf.)
    - Any cancellation fees assessed by the gym, or officials will be your programs responsibility.
    - **WMCYO will not pay or subsidize any gym or officials’ fees on your behalf when you procure your own gym.**
  - o If the “away” team cancels the game, they are subject to the Cancellations Policy set forth by WMCYO just as they would for any program using their own gym. For more information see *WMCYO Basketball Fee Structure and Cancellation Policy*.
- If it is not possible for a program to procure gym space/time, then they may work with WMCYO to obtain “home” gym space.
  - o The space that WMCYO has is extremely limited, therefore the number of home games will be limited and is first come first serve.
  - o The gym time/space provided can potentially be on a neutral court or may be provided at another CYO program’s home court.
  - o If WMCYO provides your program with gym time/space, then you are required to pre-pay for the space prior to any schedule (Home or Away) being issued as outlined in the *WMCYO Basketball Fee Structure*.
    - The fee you pay to WMCYO for WMCYO providing gym time/space will cover both the gym and any referees needed.
      - WMCYO or the host program will arrange for the referees on your behalf.
      - The gym provided may still charge entry fees and host a snack bar / concession stand.** Any proceeds from those stay with the host gym and are not required to be split or given the “home” team or used to cover any fees.
    - If the “Home” team cancels the game, then they are still responsible to adhere to the *Cancellation Policy* to find a replacement team, if you do not your fee for this gym use will be forfeited, as the host gym will still have fees they need to pay.
      - The WMCYO and the host program both must approve the alternate team.
    - If the “Away” team cancels they are subject to the Cancellation Policy.
      - In addition to your program approving the alternate program both the WMCYO and host gym must approve the alternate program.

- In the event of a weather cancellation, or a cancellation by the host gym (if the gym cannot/is not rescheduled) then your fee will be returned to you at the end of the season.
    - If the game is cancelled in the first part of the season, then a game may be added by the schedulers in the second half of the season if the schedule has not been issued yet.
  - In the event of any issues that occur in a WMCYO or host gym, then the issue should be reported to WMCYO. WMCYO with the “home” program and host gym to resolve any issues, which may include cancellation of future games.
  - Any unused gym fees by a program, unless they have been fortified due to cancellation, will be returned to the program at the end of the season.
- WMCYO reserves the right to prohibit a gym from hosting WMCYO games, regular season or tournament games.

## REGULAR SEASON GAMES

- All teams in good standing with WMCYO at the time of scheduling will be scheduled for both home and away games in regular season.
- The number of **home games** a team has is set by the home schedule each program provides in their own home/host gym.
  - o Please see the Home Games section for more information about home games.
  - o If your program does not have a home/host gym, then please the Home Games section for more information on how you can procure home gym space.
- The number of **away games** a team has is not guaranteed.
  - o While the number of away games a program or team has may be affected by the number of home games, they have there is no direct correlation.
    - More home games do not mean more away games, in fact could cause limited away games.
    - Less home games do not mean less away games, it could mean more away games.
  - o The number of away games a team has is based on several factors
    - Number of home games a team/program has.
    - The division your team(s) is in.
      - Small divisions tend to have fewer total games, then larger divisions.
      - If teams in your division all have fewer home games, then there are fewer away games.
    - Time availability and the number of black outs.
    - Availability and willingness to travel.
    - The program or team(s) past decorum/reputation (in both prior seasons and the current season).

## END OF SEASON TOURNAMENT

- At the end of the season WMCYO will coordinate an End of Season Tournament for all teams in good standing in WMCYO.
  - o This is a tournament, not play-offs because divisions will be adjusted and broken up to make the games more competitive.
  - o In the tournament teams will be adjusted as outlined in the Team Placement and Adjustments section of this document.
- Any team/program that wishes to not play in the tournament can opt-out of playing.
  - o If a team/program wishes to opt out they must do so by the End of Season Tournament Placement meeting.
  - o If a team/program does not opt-out before the meeting they may be charged the cancellation fee.
- WMCYO chooses the venues for all tournament games, each venue is responsible for all responsibilities outlined in the Home Gym Responsibilities section of this document.
  - o After the tournament is over, WMCYO will reimburse the host gyms the “going rate” for referees for all End of Season Tournament games they hosted.
  - o The “going rate” will be announced prior to venues being selected.
  - o If your program is in good standing and you wish have your home gym considered to host tournament games, please contact the Athletic Director before the end of regular season play.
    - Just because programs have availability does not mean that games will be placed in any or all their availability.
    - The Athletic Director is the sole decider over what gyms are used to host game for the tournament.

## SCHEDULING OVERVIEW

- The scheduling process may seem easy and that it is a few clicks of the mouse and it is done, but it is actually a very complex time-consuming process. The following outline will help to explain the process.
- Please remember if/when you ask for more time and extensions and they are not granted it is not personal there are typically 40+ programs with 200+ teams and well over 2,400+ games that are scheduled in a short period of time.
- Deadlines, requiring specific forms, and accuracy are extremely important.
- WMCYO will create a basic schedule including:
  - o Opening date for the first part of the season.
  - o End date/final game for review before the adjustment period.
  - o End date for first part of the season, which is later than the end date/final game before the review.
  - o The 1<sup>st</sup> date for the second part of the season.
  - o The final date for games that count toward standings for the End of Season Tournament.
  - o There is typically at least one week, including a weekend, between the last game that counts and the End of Season Tournament, programs can have games during that time but WMCYO will **NOT** schedule them, each program will have to find their own opponent.
- Balanced schedules of a home and away with the same two opponents is **NOT** possible.
  - o The main reason is the fact that each team sets their own home schedule.
  - o Time conflicts, blackouts, and team availability also effect scheduling.
- Only games officially scheduled by WMCYO count towards your WMCYO record and standings.
  - o If an alternate opponent is found for a game due to cancellation, then the master scheduler is to be notified **BEFORE** the game is played.
    - If the opponent is deemed to be equivalent then the game will count towards your official record and standings, if not then the game will not count.
    - For more information about how to submit alternate opponents see the Score Entry section of this document.
  - o No games added by home gyms will count towards their official record or standings.
  - o If a home team changes their schedule on their own without cause, then those games will not count towards their official record or standings.
- During the scheduling process WMCYO does allow programs or teams to black out specific dates, times, days of the week and many other options; however, WMCYO will not schedule around another leagues schedule so do not ask.

## SCHEDULING PROCESS

- Each home gym submits their home schedule for the **entire season**, at the beginning of the season.
  - o This is usually due before registration and evaluations; this deadline is critical. See the WMCYO Dates and Deadlines for the exact date required.
    - Failure to meet this deadline may result in your team(s) not being scheduled for the first part of the season.
    - If they are not scheduled for the first part of the season, they will only be added to the second part if they are needed for a division, if they are not needed then they may not be scheduled.
  - o If a home gym schedules what WMCYO feels are an excessive number of home games, we reserve the right to limit the number of games WMCYO schedules.
  - o WMCYO strongly recommended that you change up or rotate your schedules, and not schedule the same team at the same time each week.
  - o If the same team is scheduled at the same time each week and multiple teams have teams in the same division schedule to play the same time, then scheduling conflicts arise and some games may not be filled.
  - o WMCYO teams may be scheduled to play two games in the same day in order to fill as many of the home games as possible.

- Cancelling one of the games due to multiple games in a day is not cancellation for cause, your program is responsible for finding a replacement.
- WMCYO attempts to fill all home games, but there are some cases when it is not possible.
  - We attempt to spread any openings evenly and not consistently penalize the same programs.
  - Programs with many home games may experience a larger number of vacancies than those with fewer games.
  - Teams with fewer games are not guaranteed to have their whole home schedule filled.
  - Due to the fact that different divisions are schedule by different people, and the time constraints it is not possible to adjust programs schedules to move any holes to the beginning or end of the day, each program can try to make these switches on their own, but the visiting team must agree to the switch.
  - If a home program finds a team to play in the empty slot, aka hole, that game will NOT count in the official standings.
- All the home schedules submitted are double, and triple checked for accuracy, if dates and/or times are not entered in the correct format then when they are compiled, they will not format correctly when complied.
- Once they are checked, they are compiled into one master schedule.
- The next step is the beginning of season evaluations and divisions are assigned, see the Team Divisional Placement & Adjustment section for more information.
  - All teams need to have submitted all required paperwork and fees, failure to do so may result in a team or whole program not being scheduled.
  - The division lists are compared to the home schedules to confirm that all teams have home games, if none are scheduled and a home gym fee has not been paid then the team will not be scheduled at all home or away.
  - When the initial divisions are announced they will not be adjusted.
    - As soon as the divisions are announced no changes can be made to any home schedule, at least for the initial part of the season.
    - No additional home schedules can be added.
    - If a program needs to adjust their home schedule for the first part of the season, they will be required to do it themselves once the schedule is issued.
      - Reminder the visiting team(s) must agree to the change(s).
      - If the home team changes the game to another time and the originally scheduled team does not play, then it will not be counted in the official record or standings.
  - Home games for teams that have paid for WMCYO to schedule their home games in host gyms are scheduled.
  - The divisions are inserted into the schedule and it is sorted via division and broken into parts for the schedulers to schedule the games.
- Each division is then manually scheduled by the schedulers who have many factors to take into consideration:
  - Home Gym Requirements
  - Black outs
  - Time Constraints
- Once all schedules are complete for the first part of the season, they are returned to the master scheduler and re-compiled.
  - The master scheduler checks the schedule for accuracy and may make any adjustments as they see necessary.
  - The master scheduler will also attempt to fix any errors they find.
  - Additional double headers may also be added at this point if the master scheduler deems appropriate.
- The master scheduler then generates each individual schedule for each team, as well as home / host gym schedules, program schedules, and a master schedule.

- The master schedule is also converted into the score entry program.
  - The program will be made available to home / host gyms ASAP, usually within 7 to 10 days of schedule being issued.
- Every attempt will be made to make sure that the schedule is completed a minimum of 4-5 days before the first games.
- Schedules are then emailed to the coordinator(s) of the program, they will not be emailed to individual teams.
  - It is the coordinator(s) responsibility notify their team(s) of their schedule.
  - Failure of the coordinator to notify a team is not considered an excuse, if the team misses a game it is considered a no-show and cancellation fees will apply.
- After all schedules have been emailed to the coordinator(s) they will be sent to the website coordinator.
  - As soon as possible they will be put on the website for everyone to be able to view.
  - The process will not be completed until after the score entry page is up and running, so it may take 10 to 14 days.
- Any changes or issues unless they are a result of a WMCYO error are the responsibility of the individual program(s) or team(s).
  - If they are a result of a WMCYO error WMCYO will do everything possible to correct the issue.
  - Cancellations fees are not paid by WMCYO due to issues.
- The scheduling process halts temporarily at this point, until the adjustment meeting.
- If a program has any changes / adjustments that are required to their home schedule they should submit them ASAP to the master scheduler, see the WMCYO Dates and Deadlines for the exact date required.
  - Any changes must be submitted to the master scheduler prior to the division adjustment meeting.
  - Failure to submit the changes prior to that meeting will result in no change being made.
- The adjustment meeting is held as outlined in the Team Divisional Placement & Adjustments section of this document, and new Divisions are announced.
- Once the new/adjusted divisions are announced the process resumes.
- The updated divisions are inserted into the schedule and it is sorted via division and broken into parts for the schedulers to schedule the games.
- Each division is then manually scheduled by the schedulers who have many factors to take into consideration:
  - Home Gym Requirements
  - Black outs
  - Time Constraints
- Once all schedules are complete for the remainder of the season, they are returned to the master scheduler and re-compiled.
  - The master scheduler checks the schedule for accuracy and may adjust as they see necessary.
  - The master scheduler will also attempt to fix any errors they find
  - Additional double headers may also be added at this point if the master scheduler deems appropriate.
- The master scheduler then generates each individual schedule for each team, as well as home / host gym schedules, program schedules, and a master schedule.
  - The master schedule is also converted into the score entry program.
    - The program will be made available to home / host gyms ASAP, usually within 7 to 10 days of schedule being issued.
  - Every attempt will be made to make sure that the schedule is completed a minimum of 4-5 days before the first games.
- Schedules are then emailed to the coordinator(s) of the program, they will not be emailed to individual programs.
  - It is the coordinator(s) responsibility notify their team(s) of their schedule.
  - Failure of the coordinator to notify a team is not considered an excuse, if the team misses a game it is considered a no-show and cancellation fees will apply.

- After all schedules have been emailed to the coordinator(s) they will be sent to the website coordinator.
  - o As soon as possible they will be put on the website for everyone to be able to view.
  - o The process will not be completed until after the score entry page is up and running, so it may take 10 to 14 days.
- At this point the regular season scheduling process is completed.
  - o If there are any changes or issues unless they are a result of a WMCYO error are the responsibility of the individual programs or teams.
  - o If they are a result of a WMCYO error WMCYO will do everything possible to correct the issue; cancellations fees are not paid by WMCYO due to issues.

## **BLACK OUTS IN SCHEDULING**

- WMCYO understands that individual programs and teams may have times, days, teams, and locations that they cannot play, in these cases they maybe be submitted as “black outs”.
- All black outs must be submitted in writing via the Black Out form.
  - o Texts, emails not on the form, phone calls will not be accepted.
  - o Black-Outs for the entire season must be submitted with the home schedules for a program, if the team/program does not have a home schedule it should be submitted separately by the same date as the home schedule.
  - o Once the initial divisions are announced no changes or additions to black outs may be submitted for the initial part of the season.
  - o If there are changes or additions to a programs or teams black outs for the 2<sup>nd</sup> part of the season they should be submitted ASAP, the exact deadline can be found on WMCYO Dates & Deadlines which is a separate document.
    - Anything submitted after the meeting will not apply.
    - Additions or changes must also be submitted via the Black-Out form.
- The more black outs a team/program has the less games they are likely to have.
- WMCYO reserves the right to reject excessive black out requirements, the master scheduler is the sole decider of what is considered excessive.
- WMCYO understands that teams may be playing in other leagues or even other sports, but we cannot and will not schedule around other leagues schedules, so please do not ask.
- WMCYO cannot black out multiple teams around one another’s schedule because the coach is coaching multiple teams so do not ask.
  - o This is impossible because different schedulers schedule each division.
  - o Your coach should find an assistant that can cover if there are multiple games at the same time.
- All black outs must be submitted every year, there are no carry-overs from prior season.

## STANDINGS

- Standings are calculated by win percentage only.
  - WMCYO teams all play different number of total games, as well as home and away games, win percentage is the only fair way to calculate the standings.
  - Win percentage is calculated by total wins divided by total number of games.
    - For total wins, each win counts as 1 point, and each tie counts as ½ point.  
Wins & Ties always count, even if it is against a team from lower division.
    - The total number of games played is the combined total of each win, tie, forfeit, or loss.  
Please note that losses to a team in a higher division do NOT count in standings.  
If a team moves up or down at the adjustment time, then the loses are adjusted based on the placement of the opponent associated with the lose if they are in a higher division then the loss is erased for that game, even if it counted prior to the adjustment.  
In these cases, a higher division is a higher division by number not just a higher part of the same division.
- Only official WMCYO games count towards standings, games added by home/host gyms that were not officially scheduled by WMCYO will not count.
- Head to Head games do not count, unless two teams have identical win percentages.
- Teams are encouraged to check their standings often.
  - Reminder that it may take a 7 to 10 days for the standings to be accurate at the start of the season, and after the adjustments are made.
  - Also, a reminder that it may take up to a week for scores to be entered after a game is played.
  - If there is a question or dispute about the standings of a specific team the coordinators should contact master scheduler.
    - Only coordinators, not coaches should contact the master scheduler.
    - When contacting the master scheduler please have specific details not just what the standings should be.
    - If you just give what you believe to be the correct standings, we do not know which game(s) are in dispute.
- Standings are most important at the adjustment meeting and at the End of Season Tournament.

## TEAM DIVISIONAL PLACEMENT & ADJUSTMENTS

- WMCYO's goal with all divisional placement is to provide competitive, qualify basketball for all skill levels.
  - o "We are not here to make champions"
- WMCYO breaks up each age group into multiple Divisions, typically up to four divisions.
  - o The divisions are typically numbered 1 through 4, but can be named, lettered, color coded, or any other method the WMCYO chooses.
    - WMCYO may also combine or eliminate divisions as needed, combinations and removals may happen at any of the placement times.
      - In the event of no top division teams, then the top division might be Division 2, or might be called Division 1/2.
    - Cross over games between divisions are played, losses to higher division teams are handled as outlined in the Standings section of this document.
  - o Each division can then be split up into subdivisions, which may be called by directions (East, West, etc.), colors (Blue, Green, Orange, etc.), Letters (A, B, C, etc.), or any other method chosen by WMCYO.
- When WMCYO requests information about a team, whether written or verbal, it is very important the information is received promptly, accurately, and by the required deadline.
  - o Failure to submit the information, incomplete information, or false information will likely result in your team(s) not being placed in any division at all.
  - o If the information is incomplete, then it may also result in your team(s) being placed in higher divisions, WMCYO will act conservatively in this aspect and place a team(s) in higher division(s).
- WMCYO Divisions do not necessarily line up with divisions in other leagues, especially AAU.
  - o Teams that are division 2 in other programs might be division 1 or division 3 in WMCYO.
  - o When self-evaluating please make sure you are completing the evaluation based on WMCYO criteria.
- The number of home games a teams or program has is not considered when placing teams in divisions.
- Teams are placed in divisions at three times during the year
  - o **Initial Divisional Placement** – which applies to the first part of the season.
  - o **Final Divisional Placement** – which applied to the second part of the season and until the end of the regular season.
  - o **End of Season Tournament** – which applies to the tournament.
- Regardless of which placement period, once the divisions are announced and published there will be NO moving teams until the next placement period.
  - o WMCYO asks for input from coaches and program coordinators at each of the placement periods, however in the end the Division Directors, Master Scheduler, and Athletic Director have the final decision on placement of any team in WMCYO.

## - INITIAL DIVISIONAL PLACEMENT

- Is determined by several factors.
  - The primary factor is the Team Information form, which is to be filled out properly & completely by the team's coach or the program coordinator.

This form provides the primary information about the team including # of players, ages, skill levels, what other programs that the players or team plays in, etc.

It is very important the form be filled out as completely and correctly as possible.

    - Coordinators & coaches know their teams the best, failure to provide accurate information may result in incorrect placement.
    - Once division are announced/published not team will be moved until the second half of the season.
  - A jamboree is another tool that might/may be used to evaluate teams.

WMCYO will make the decision each year whether a jamboree is being used or not.

In some cases, a jamboree might be used in only certain age groups.

In a jamboree each team is brought in to play one to several little mini-games against teams similar ranked on their team profiles.

    - Evaluators will watch the team and make a recommendation for placement.
    - Note placements might change throughout the jamboree, so any potential placement is NOT final until the jamboree is complete, even then it is subject to adjustment.
    - Ideally the same evaluators will view all teams in a specific age group to provide consistent opinions.

If a jamboree is used it is very important that ALL teams attend and participate.

    - Failure to attend for any reason will result in a team being placed conservatively, which will likely mean one of the higher divisions if not in the tom division.
    - It is also important that ALL players attend and participate.
      - If you have players missing it is the coordinator or coach's responsibility to notify the evaluators of what player is missing and their skill level is.
      - Failure may result in your team being moved up substantially at the Final Divisional Placement, even if your team
    - Even if you want to be in the top division you must still attend the jamboree your team can be judged with the other potential top division candidates.
  - An interview, which is a new potential tool WMCYO may use.

A representative, preferably the coordinator or the team's coach would meet with a representative(s) for WMCYO and any paperwork would be reviewed, including any team profiles and any jamboree paper (if there is a jamboree) could be reviewed.

The representatives could be the division coordinator, schedulers, master scheduler, WMCYO board members, the athletic director, or any other volunteer appointed to the task by WMCYO.

The team/program representative would have a chance to discuss and provide any information they wanted about their team(s); they will also answer specific questions about the team(s).

    - Interviewers will make a recommendation as to the placement of the teams.

- Note placements might change throughout the jamboree, so any potential placement is NOT final until the jamboree is complete, even then it is subject to adjustment.
- Ideally all teams in an age group would be interviewed by the same group, to provide consistent evaluations.
- A program or team(S) past performance, including coach, returning players, past placement of the team, prior team standings, etc. may also be contributing factors in a team's placement.
- WMCYO may change or add any evaluation factor they feel necessary to provide the best evaluations possible for ALL WMCYO teams.
- Regardless of what combination of factors are used the teams are then to be listed by the evaluators from top to bottom.
  - With the best team on the top, and weakest team last.
  - The recommended placement is noted for each team, but it is recommendation.
- The recommendations are then given to the division coordinators and/or schedulers.
  - This group will review the list and make any adjustments as they feel necessary.
  - At this time divisional and sub-divisional lines will be set up.
    - When considering where lines are placed the total number of teams in a sub-division is a considering factor, as well as all other factors outlined above.
    - Home schedules are **NOT** considered.
    - The pressing rules for this part of the season will also be finalized.
- The master scheduler and then finally the athletic director have the final decision of any placement.
- Once approved the divisions will be published and announced to everyone via email, as well as the pressing rules.
  - Once published/announced there will be no changes or additions.
  - The next opportunity for changes, adjustments, and additions will be made at the Final Divisional Placement.

- **FINAL DIVISIONAL PLACEMENT**

- After the first couple weeks of games are played an Adjustment Meeting will be held.
  - The date of the meeting will be published on the WMCYO Dates & Deadlines Schedule/Calendar and ALL coordinators will also be notified via email of the time and place of the meeting.

Note games from the first part of the season will continue as scheduled for and additional 1 to several more weeks while the meeting, adjustment, and rescheduling continues.
  - The meeting may be held as a formal group meeting or just as an opportunity for team representatives to meet with divisional coordinators and/or schedulers.

Representatives will have the opportunity to ask for any of their own teams to be adjusted up or down and the reason for the adjustment.  
Representatives will also be able to provide input on other teams in their divisions.  
Any of the requests made will be considered, but they are requests not guarantees.  
Failure to attend, not making a request, or requesting that a team not be moved does not guarantee that a team will not be moved.  
Please note requests **MUST BE MADE IN PERSON**.

    - Texts, emails, phone calls or any other form will **NOT** be accepted.
    - All request must be made at the meeting, after the meeting is over no other requests will be heard as the process must progress quickly to get scheduling underway.
- Once all requests are heard a combination of the division coordinators, schedulers, master scheduler, athletic director and/or other invited committee members, will review the requests.
  - This meeting is often held immediately following the Adjustment Meeting.
  - The group will review all requests.
  - In addition, the ad hoc committee can ask to review the records and scores for any/all teams making requests.
  - Additional information may also be provided by members of the ad hoc committee.
  - Adjustments will be made at the meeting including moving teams, moving divisional & sub-divisional lines, adding or removing divisions, and any adjustments to the pressing-rules.
  - At the completion of the meet a draft of the divisions will be submitted to the Master Scheduler.
- The master scheduler and then finally the athletic directory have the final decision of any placement.
- Once approved the divisions will be published and announced to everyone via email, as well as the pressing rules.
  - Once published/announced there will be no changes or additions.
  - The next/final opportunity for changes and adjustments will be made for the End of Season Tournament.

- **END OF SEASON TOURNAMENT PLACEMENT**

- After the last day of games that count toward standings, and Adjustment Meeting will be held.
  - Note games played after the last date of games, including make-up games, will **NOT** count towards divisional standings or the End of Season Tournament placement.
  - The date of the meeting will be published on the WMCYO Dates & Deadlines Schedule/Calendar and ALL coordinators will also be notified via email of the time and place of the meeting.
  - The meeting may be held as a formal group meeting or just as an opportunity for team representatives to meet with divisional coordinators and/or schedulers.
    - Representatives will have the opportunity to ask for any of their own teams to be adjusted up or down and the reason for the adjustment.
    - Representatives will also be able to provide input on other teams in their divisions.
    - Any of the requests made will be considered, but they are requests not guarantees.
    - Failure to attend, not making a request, or requesting that a team not be moved does not guarantee that a team will not be moved.
    - Please note requests **MUST BE MADE IN PERSON**.
      - Texts, emails, phone calls or any other form will **NOT** be accepted.
      - All request must be made at the meeting, after the meeting is over no other requests will be heard as the process must progress quickly to get scheduling underway.
      - If a program is going to pull one or more of their teams from the End of Season Tournament, they may submit this request via email to the master scheduler **PRIOR** to the meeting via email.
- Once all requests are heard a combination of the division coordinators, schedulers, master scheduler, athletic director and/or other invited committee members, will review the requests.
  - This meeting is often held immediately following the Adjustment Meeting.
  - The group will review all requests.
  - In addition, the ad hoc committee can ask to review the records and scores for any/all teams making requests.
  - Additional information may also be provided by members of the ad hoc committee.
  - Adjustments will be made at the meeting including moving teams, moving divisional & sub-divisional lines, adding or removing divisions, and any adjustments to the pressing-rules.
  - At the completion of the meeting a draft of the teams in each bracket will be submitted to the Master Scheduler.
- The master scheduler and then finally the athletic directory have the final decision of any placement.
- Brackets with locations, times and schedules will be published ASAP
- If a program or team pulls out of the End of Season Tournament after the brackets are issued that program will charged with a cancellation fee.

## CANCELLATION POLICY - (NON-WEATHER-RELATED CANCELLATIONS)

- HOME TEAM/PROGRAM NEEDS TO CANCEL A GAME IN THEIR OWN GYM.
  - If the home team needs to cancel a game, they should notify the visiting team ASAP, preferably 72 hours in advance.
  - If possible, the game is to be rescheduled as soon as possible.
    - If the game is in the first part of the season, then the game should be made up before the start of the final/second part of the season.
    - Both the home and visiting team need to agree and commit to the new game time.
    - WMCYO suggests that it be confirmed in writing via email.
    - If there is agreement on both sides to the new time, then the cancellation policy applies to the new time.
  - **Any potential rescheduling is handled by the two teams/programs involved not WMCYO.**
  
- HOME TEAM/PROGRAM NEEDS TO CANCEL A GAME IN A GYM SPACE THEY PROCURED FROM AN OUTSIDE SOURCE OTHER THAN WMCYO.
  - The home program is responsible to adhere to any agreement they had with the host gym.
  - **WMCYO is not responsible for any cancellation fees incurred.**
  
- HOME TEAM/PROGRAM NEEDS TO CANCEL A GAME IN A WMCYO, OR HOST GYM PROVIDED BY WMCYO.
  - They must follow the same guidelines as a visiting teams/programs as outlined below.
    - If a replacement team is found it must be approved by **both** WMCYO and host gym.
    - If not approved, then the team cannot play, and the “home” team will be responsible for paying the gym use fee assessed by WMCYO and will be charged a forfeit.
  
- VISITING TEAM/PROGRAM NEEDS TO CANCEL A GAME.
  - The visiting team must contact the home program to notify them of the cancellation ASAP, with a minimum required notice of 72 hours before the game.
  - The visiting team may request that the game be rescheduled, but it is up to the home team/program to determine the possibility, if it is not possible then the visiting team/program is required to find a replacement team to play in their place.
    - The home program must approve of the replacement team, or they cannot play.
    - If the home program does not approve the replacement, then a different replacement needs to be found or the original visiting team is still assessed the cancellation fee.
    - If the replacement team does not show up or cancels, the original visiting team is still assessed the fee.
    - The home program may also opt to find a replacement on their own.
    - If the home program agrees to find a replacement, then they assume reasonability and the visiting team is freed from any responsibility or fees.
  - If the visiting team does not find a suitable replacement, then their program will be charged the cancellation fee by WMCYO and given a forfeit.
    - This fee will be paid by WMCYO to the home program or host gym.
    - The home/host gym will be paid in a reasonable time frame, but may take a couple weeks.
    - In order to be paid the home/host gym must score the game as a forfeit in the scoring program, see the Scoring/Standings sections later in this document for more information.

- **NO SHOWS**

- If the visiting team or home team using a host gym “No Shows” without any notice or warning they will be charged the cancellation fee and will forfeit the game.
  - The home program should notify the master scheduler immediately of any no shows, notify them via email @ schedule.wmcyo@gmail.com.
  - Teams/programs with multiple no shows will face potential further sanctions by WMCYO which may include cancellation of the remainder of their season.
  - The team that “no showed” should be scored as a forfeit in the scoring program.
  - This fee will be paid by WMCYO to the home program or host gym.
  - The home/host gym will be paid in a reasonable time frame, but may take a couple weeks.
  - In order to be paid the home/host gym must score the game as a forfeit in the scoring program, see the Scoring/Standings sections later in this document for more information.
- Any home team that no shows in their own gym is the responsibility of their own program.
  - The visiting team should still notify the master scheduler @ schedule.wmcyo@gmail.com.
  - Programs with repeated no shows of their own teams in their gym may face potential sanctions by WMCYO which may include cancellation of the remainder of the season.
- Teams/Programs with multiple No Shows may also face other penalties in addition to the cancellation fee.
  - Those penalties may include, but are not limited to:
    - Cancellation of their remaining schedule.
    - Not being scheduled for the final part of the season.
    - Being prohibited from the End of Year Tournament.

- CANCELLATIONS FOR CAUSE/ISSUE

- If there if there is a reason, cause, or issue between two specific teams or programs and a game(s) should be cancelled, the coordinator should contact the scheduler via email at [schedule.wmcyo@gmail.com](mailto:schedule.wmcyo@gmail.com).
- The scheduler and WMCYO will review the potential issue and decide if the cancellation is warranted.
  - If the cancellation is warranted, then both teams will be notified.  
WMCYO will send out broadcast emails to try and help the home/host team replace the visiting team.  
If a suitable replacement is not found neither WMCYO nor the cancelling team are responsible for a cancellation fee.
  - If the cancellation is not deemed to be warranted, then WMCYO will work with both programs to keep the game a scheduled.  
If this is not possible and the **home team** is the team that cancels the game, then the visiting team is not responsible for any cancellation fees.
    - If the home team is responsible for finding their own replacement team.
    - On a case by case bases the Master Scheduler will determine if WMCYO will send an email on their behalf to try and help them fill the game.  
If this is not possible and the **visiting team** is the team that cancels, then the standard cancellation rules as stated above apply and Cancellation Fees can be awarded.
    - On a case by case basis the Master Scheduler will determine if WMCYO is send an email on their behalf to try and find a replacement game.
- Reminder WMCYO teams may be scheduled for two games in the same day, cancelling one of the games is not a cancellation for cause.
- Teams with “small rosters” that cannot field a team due to lack of players is not a valid cancellation for cause.
- Conflicting games with other leagues, tournaments, or sports are not a valid reason for cancellation for cause.
- Please note in almost all cases a schedule conflict is not a warranted reason to cancel for cause.

- SCHEDULE CHANGES

- If the home team needs to change their home schedule for any reason, the visiting team must agree with the change, we suggest the change be confirmed in writing.
  - If the visiting team cannot make the new change game as set by the home team, then they are **NOT** responsible for a cancellation fee.
  - If the visiting team confirms, in writing, that they accept the change then that team is bound by the cancellation rules as stated in this document.
- If the home team changes a game time at the visiting team’s request, and the visiting team confirms the new time then all the cancellation rules as stated in this document apply.

## SNOW / INCLEMENT WEATHER CANCELLATIONS.

- We strongly encourage all coaches, parents, guardians and coordinators to sign-up for the WMCYO Alerts email list.
  - o The sign-up form is found on the alerts tab of [www.wmcyo.org](http://www.wmcyo.org).
  - o WMCYO does not sell or share this list with anyone other individuals or programs.
- In the event of snow, inclement weather, or other issues individual gyms may choose to cancel or be forced to cancel their games by their host gym.
  - o When choosing to cancel or not cancel games a home/host gym should consider where the visiting teams are traveling from, and what the weather will be like when teams need to travel home.
  - o If this occurs the coordinator should email the master scheduler at [schedule.wmcyo@gmail.com](mailto:schedule.wmcyo@gmail.com) ASAP.
    - The master scheduler will notify the website coordinator and all cancellations will be posted on [www.wmcyo.org](http://www.wmcyo.org) on the alert tab as soon.
    - An email will be sent from the website to everyone who has signed up for the alerts notifying recipients to check the website.
  - o If it is short or quick notice the coordinator should also contact the coordinator of the visiting team.
- WMCYO may also determine to close/cancel the entire league.
  - o WMCYO may cancel for the entire day or part of a day, either games that start before or after a specific time.
  - o If WMCYO cancels the league then the WMCYO Insurance is also cancelled, therefore there will be no insurance coverage.
  - o Even when WMCYO cancels the entire league there are still some gyms that are independently insured that may opt to stay open.
    - In these cases, WMCYO insurance still will be cancelled and there will be no coverage for teams insured by WMCYO.
    - Any gym/program that opts to stay open should contact any visiting teams to ensure they are still coming.
    - Visiting team has no obligation to play the game.
    - If WMCYO cancels the league, then no cancellations fees or forfeits will be awarded for those games even if the home gym stays open.
- In the event of any weather cancellation by an individual program or the league WMCYO suggests the game be made up at an alternate time, if possible.
  - o WMCYO understands that gym time is a valuable commodity and it may not be possible to make up the game.
  - o If the cancellation is in the first part of the season any attempt to make it up should also be in the first part of the season especially if either teams changes division for the second part of the season.

## SCORE ENTRY

- All programs that host games are required to enter the scores into the online database for the games held in their gym.
  - o If your program pays the Home Gym fee to WMCYO, then WMCYO will arrange for your home scores to be entered into the online database.
  - o If you arrange for another gym to host your games, other than WMCYO, it is your programs responsibility to determine who will enter the scores.
- All scores from the prior week must be entered no later than the 5:00PM on Monday night.
  - o For the day of adjustment meetings, the score entry must be completed as outlined in the Dated & Deadlines document.
  - o Failure to enter scores correctly and on a regular basis may result in your home games being cancelled, the second part of the season not scheduled, and/or your program from being prohibited from participating in the End of Season Tournament.
- Entering scores included entering postponements, cancellations, forfeets, and rescheduling.
  - o If your program is going to request a cancellation fee for your home gym, then the game must be marked as a forfeit in the portal or WMCYO will not process the fee.
  - o After the game has been coded as a forfeit that the coordinator should email the master scheduler with the details.
  - o Both the coding as a forfeit and the email must be sent to have payment processed for you.
- The Master Scheduler will provide the program coordinators and gym coordinators with specific instructions on how to access the scoring portal and how to enter scores.
  - o Note while in the portal you can see all games, each coordinator can only enter scores for their own home/host gym only.
- If there are any issues with the online portal you should contact the following:
  - o If you are unable to log into the portal or enter scores for your home/host gym that contact the website coordinator.
  - o For all other issues, including incorrect scores or standings, contact the master scheduler.

## COORDINATOR RESPONSIBILITIES

- Every program must have a coordinator that is the main contact point for WMCYO for their program.
  - o There can be co/assistant coordinators, scheduling/gym coordinators, and any other positions each program wants.
  - o Coordinators may assign any duties and responsibilities to others in their group, but in they are still responsible to WMCYO.
- The coordinator is responsible for being the main conduit between WMCYO and their program, that includes notifying their program, including coaches and parents, of all WMCYO rules and guidelines as outlined in this document, any emails, the website, or any other items communicated to coordinators by WMCYO.
- The coordinator is responsible for reading, understanding, and enforcing all guidelines and rules in this document.
  - o The coordinators do not have to agree with the guidelines or rules, but they must enforce them.
  - o If you do not understand any of these rules or guidelines it is your responsibility to contact WMCYO to clarify any rule or guideline.
  - o Failure to enforce these guidelines may result in your program or team(s) being suspended, removed, not scheduled, or prohibited from future admission in WMCYO.
  - o The philosophy of “ask forgiveness later” is not acceptable, and could cause your player, teams, or program to be disciplined or receive a penalty.
- Coordinators must attend the coordinator meetings or send a proxy in their place.
- Coordinators are responsible for submitting all information, forms, and fees by their due date.
  - o Failure to submit any information, forms or fees may result it your program or team(s) not being scheduled, games suspended, games cancelled, or be prohibited from End of Season Tournament or future seasons.
- Coordinators are responsible for verifying all information on their program’s official rosters is correct.
  - o Coordinators are responsible for viewing birth certificates to confirm DOB, do **NOT** submit birth certificates to WMCYO.
  - o Coordinator need to also confirm that all other information required on rosters is filled in and is correct.
  - o The act of submitting the roster at registration, with the fees and other requirements, is confirming that all information is correct and had been verified by the coordinator, whether is it is signed by the coordinator or not.
- Coordinators are responsible to confirm all information on rosters is correct, and that all players and the team composition are in accordance with the WMCYO Rules and Guidelines as outlined in this document.
- Coordinators are responsible to provide each of their coaches with a copy of their roster which included at least First and Last Name and jersey number or all players.
  - o Coordinators need to make sure that their coaches are aware that when filling out the official score book in each gym also make sure they know that the always need to fill in First Name, Last Name and Jersey number.
  - o For tournament games coordinators need to provide the official roster that is returned to the coordinators at the end of the season, and they must bring it to **ALL** their End of Season Tournament games.
- Coordinators are responsible for informing all their coaches, and other adult volunteers are informed of all WMCYO Rules and Guidelines that apply to them.
- Coordinators are responsible for making sure there is a gym/site coordinator in the gym if they are not in their own home gym.
  - o The gym/site coordinator should not be the coach that is currently coaching the game.
  - o If the coordinator is coaching the team currently playing, they should have another person as the gym/site coordinator while they are coaching.
- Coordinators are responsible for informing the referees of all WMCYO rules, as outlined in the Referees section and the Game Day Rules section of this document.

- Even if the referee is certified it is very important to review the rules as WMCYO rules are different from other leagues.
- It is also suggested that you inform or remind the referees before each game whether pressing is allowed or not.
- Coordinators are responsible for having all players families sign the WMCYO Code of conduct.
  - Those copies are to be kept by the coordinator, not given to WMCYO.
  - IN the event of an issue WMCYO will contact the coordinator to request the signed Code of Conduct for any parties involved.
- Coordinators are responsible for procuring a home gym space and making sure that the home/host gym responsibilities are met, as outline in the Home/Host Gym Responsibilities outlined in this document.
- Coordinators are responsible for informing their coaches and parents of the entry/admission fee policy as outlines In the Admission / Entry Fee section of this document.
- The coordinator is responsible for all other duties as assigned in other parts of this document and a assigned by WMCYO throughout the season.

## COACHES RESPONSIBILITIES

- In addition to coaching, the main responsibility for all coaches is to be a role model for their team.
- Coaches should think about what they say and how they act as players often follow the coaches lead.
- If WMCYO holds a coaches' meeting all coaches are required to attend, if they cannot attend, they must send someone in their place, and the coach is responsible for obtaining the information presented.
- Coaches need to read and understand all WMCYO Game Day Rules and how they may differ from any other programs they may coach in.
- When in doubt of a rule or guideline coaches should ask their coordinator.
  - o Failure to ask or choosing to not ask and then ask for forgiveness after the fact is not acceptable and may result in discipline or penalties for you or your team.
- Coaches are responsible for making sure their parents and fans understand that they may be charged an entry fee when attending a WMCYO game, and if they are in multiple gyms in the same day, they will have to pay in all the gyms not just the first one.
  - o Note up to a maximum of two coaches and one scorer may enter the gym without paying an entry fee.
  - o Players playing in the current game are not charged, but players and other children may also have to pay.
- Coaches are required to fill out the official score book in each gym they go to.
  - o This includes the first name, last name and number for each player.
  - o Coaches should fill out ALL players on their roster at every game.
    - There is no penalty for having a player in the official book that does not play in the game or is not at the game.
    - Players who do not appear in book at beginning of the season but do later in the season or in the End of Year Tournament, often cause issues especially if the player is a strong/good player.
- Regardless if the game is home or away, coaches are responsible for their players, parents, and fans decorum.
  - o While a coach cannot control adults, they are responsible to keep them in check with the WMCYO Code of Conduct.
  - o Reminder technical fouls given to the bench or because of your team's fans are entered against the coach, and two fouls against the coach results in ejection and a 1 game suspension for the first offense.
- Coaches shall refrain from yelling at or harassing the referees.
  - o Coaches may question a call or ask about a call but should do so in a respectful manor.
  - o Failure to do so may result in discipline or penalties.
- Physical contact with a player from your team or the other team, another coach, or referee may result in penalties or discipline.
- Coaches should not comment about or to a player on the other team unless the comment is of a positive nature.
- If a coach has a problem at any gym they should ask to speak with the gym/program coordinator.
  - o Parents with problems should speak with their coach, and together they should speak with gym/program coordinator.
  - o After leaving the gym the coach should contact their own coordinator and inform them of the problem.

## HOME/HOST GYM RESPONSIBILITIES

- All home/host gyms are responsible for the following.
  - If a program has contracted with another facility to host their home games, they are responsible to coordinate with that facility to comply with these responsibilities.
    - If the host gym does not or cannot comply then the program using the gym must take responsibility, or they must seek alternate facilities.
    - WMCYO is not responsible to provide anything, including payment.
  - If a program has contracted with WMCYO to provide a host gym, then WMCYO is responsible to ensure the responsibilities are fulfilled.
- Home/host gyms should have a coordinator or person in charge that is on site during games.
  - They should be monitoring the facility and be available for any issues or communication that might be required.
  - The coach, who is coaching the game should NOT be the person in charge of the site during the game, please make sure you have an additional volunteer there to be in charge.
  - Even if the coach is the coordinator is coaching they should not be the person in charge while they are coaching.
- Home/host gyms should have a copy of the WMCYO Code of Conduct posted near the entrance to the gym, or in another visible location within the gym.
- Home/host gyms should provide a game ball of the appropriate size and in good condition.
- Home/host gyms are responsible for providing (2) official score books for the gym and ensuring that they are filled out completely and correctly.
  - The reason (2) books are required is so that while one book is in use, the second book is available for the teams for the next game while the first game is still in process.
  - All score books need to have first name, last name and # of all players.
    - Each coach is responsible for ensuring that their roster is filled in correctly.
    - There is no penalty in WMCYO for filling in a player that is not at the game, so all players should be filled in.
      - Failure to fill in a player may result in a technical foul being issued when a player not in the official book enters the game.
      - One foul may be issued for each player not listed.
    - Failure to list players when not in attendance can also lead to questions or issues later in the season when a player that may have missed one or more previous games attends a game later in the season.
- Home/host gyms must have a working score board with both a clock and means to keep score.
- Home/host gyms are responsible for scheduling and paying (2) referees and at least one person to keep the official score book and run the clock.
  - The home/host gym is responsible for setting their own pay levels and paying the referees and any other fees.
  - In the event of a no-show or late cancellation the home/host gym still must pay any fees as per any agreement they have with their personnel, if a cancellation fee is warranted WMCYO will reimburse the home program at a later date.
- Home/host gyms are required to have a basic medical kit available to all teams.
  - The kit should contain at least adhesive bandages for minor cuts and scrapes, ice packs, ace bandage, and trash bag.
- Home/host gyms must make sure the referees are informed of all WMCYO Game Day Rules as outline in this document.
- Home/host gyms are responsible to report to WMCYO any technical fouls and or decorum or code of conduct issues.
  - The athletic director, master scheduler and coordinator of the program should all be emailed with the information.
- Home/host gyms are required to enter scores into the online portal as outlined in the Scoring section of this document.

- Home/Host gyms are also responsible for all other requirements as specifically assigned in other sections of this document.
- WMCYO reserves the right to temporarily suspend games, cancel the season, or not schedule any home/host gym that does not fulfill these responsibilities.

## DISCIPLINE & PENALTIES

- WMCYO wants nothing more than to see all children that want to play basketball be able to play in a fair, safe, healthy, competitive environment. That is the many reason for the rules and guidelines in the document.
- In a perfect situation everyone follows the rules and then everyone plays basketball and has fun, unfortunately sometimes the rules guidelines get broken or are ignored, so they must be enforced via penalties.
- In this section we will highlight guidelines for both the general penalties and some specific penalties.
  - o These are guidelines the WMCYO will use, but each case and each situation is evaluated individually.
  - o In some cases, lesser or harsher discipline or penalties may be applied, depending on the situation, prior discipline, and other extenuating circumstances.
- WMCYO will make every attempt to be fair and equitable in all discipline and penalties.
  - o That includes gathering information from any parties involved in the situation, including the potential offenders.
  - o WMCYO will relay on coordinators to gather information from any individuals from their program and be the conduit for the information to WMCYO.
- When determining discipline or penalties, WMCYO will consider the past history with any entities involved, first time offenders may be granted lesser discipline while repeat offenders may receive harsher discipline or penalties.
- WMCYO may place discipline or penalties on the following entities:
  - o Individuals, including but not limited to players, coaches, volunteers, fans, coordinators, and referees.
  - o Individual Teams
  - o Entire Programs
  - o Host/Gym Locations
- Unless expressly prohibited in this document any discipline can be applied to any entity if WMCYO determines the discipline or penalty is warranted.
- Disciplinary decisions are made for the good of WMCYO as a whole, while taking into account the individual situations.
- **WARNINGS** - When possible WMCYO will provide a warning to any entity if the situation is appropriate.
  - o A warning is intended to give the entity the opportunity to fix any issue or situation prior to WMCYO having to seek disciplinary action or other penalties.
  - o Warnings may be issued indirectly in the form of a broadcast email to the entire WMCYO program.
    - In the case of an indirect warning no specific entities should be mentioned, just general comments with a warning of future potential penalties.
    - If indirect warnings have been issued, an entity may not receive a direct or specific warning before future penalties are issued
  - o Direct warnings may be official and come as a written warning directly from WMCYO, or they may be verbal and come from any WMCYO official, division director, board member, etc.
    - If a verbal warning is issued, then it should be memorialized in an email to the entity and the Athletic Director should also be copied.
    - Just because you are issued a verbal warning does not mean a formal written warning will be issued as the next step in discipline, discipline may progress to other levels directly from a verbal warning.
  - o Failure to correct the issue after a warning of any type will result in further discipline or penalties.
  - o If warnings are issued to multiple entities with the same program or team any further issues whether the same issue or a different issue may result in discipline other, than a warning.

- **PROBATION** - WMCYO may place any entity on probation for failure to follow rules or guidelines.
  - The probation may last the balance of the season or may apply to future seasons.
  - With the probation any further issues will result in a more severe discipline which should be defined clearly as part of the probation.
    - Further issues to cause harsher discipline or penalties do not necessarily have to be the same issue, they can be other issues with separate guidelines or rules.
  - Problems with multiple entities within the same program may result in teams or even the entire program being placed on probation.
  - Any entity that has been on probation multiple times in the same season or in multiple past seasons may be given harsher discipline or penalties than a first-time offender.
    - That includes a program with multiple entities on probation, whether current or in the past.
  - The entity being placed on probation will be informed that they are on probation in writing via email.
    - The email should also clearly inform the entity of what discipline or penalty that any future violations will bring.
    - The program coordinator, the WMCYO athletic director and other WMCYO officials necessary should also be copied on the email.
  - Any entity already on probation for on disciplinary matter, may receive harsher penalties for a first infraction in a different area.
- **SUSPENSION** –
  - Suspension is typically for a specific period.
  - No fees or funds will be reimbursed or refunded if any entity is suspended from WMCYO.
    - The only possible exception would be any unused cancellation deposits.
    - Depending on the time frame of the suspension the fees may be used to reimburse other programs if the suspension results in a cancellation with short notice as outlined in the cancellation policy.
- **TERMINATION/REMOVAL/EXPULSION** – Includes cancellation of seasons or being prohibited from End of Year Tournament.
  - No fees or funds will be reimbursed or refunded if any entity is terminated or removed from WMCYO.
    - The only possible exception would be any unused cancellation deposits.
    - Depending on the time frame of the termination/removal the fees may be used to reimburse other programs if the termination results in a cancellation with short notice as outlined in the cancellation policy.
- **BANNED/PROHIBITED** –
  - WMCYO may decide that any entity is banned or prohibited from the End of Year Tournament, or any or all future seasons.

## - SPECIFIC DISCIPLINES OR PENALTIES

- Please make sure you read the entire guidelines and rules document as there are specific disciplines and penalties laid out in other parts of this document.
- RUNNING UP THE SCORE
  - See the Mercy Rule section of this document for more information.
  - WMCYO should be notified about any teams or programs running-up the score.
  - WMCYO will also be reviewing the scores entered in the scoring portal and may also determine if score differentials are excessive.
  - WMCYO will contact both teams' coordinators and ask about the situation.
    - WMCYO will consider the skill level of both teams and any other factors available or presented when making their decision.
    - If WMCYO deems that there was not a justified reason, or that the winning team did not do enough to keep the score down then penalties will be applied.
      - Coordinators will be notified via email of any penalties.
      - Any game with excessive scoring may result in the winning team being given a forfeit for the game, but that is WMCYO's decision not each program.
      - For a first offense a warning will be issued to the coordinator and they will be on probation for the remainder of the season.
        - The warning & probation will apply not only to that team but all teams in that program.
        - Decisions need to be/will be made quickly, failure to reply to information requests may result in a warning/probation being issued.
      - Second offense for the same team will result in forfeiture of all games that WMCYO determines that the score was run-up on.
        - If the second offense occurs during the first part of the season the team or program may be suspended until adjusted schedule is issued.
          - The team(s) will be moved up to higher divisions, if they are in the top division then they may be required to play up a grade level.
          - If the teams refuse to move, then their season will be over.
        - If during the second part of the season, may suspended for the remainder of the season, including the End of Year Tournament.
        - If not suspended WMCYO may prohibit the team(s) from entering the End of Year Tournament.
      - Second offense, different team in the same program.
        - If the team/program is in good standing (no other discipline issues), then WMCYO may discipline according to first offense guideline, if there are other issues then second offense guidelines will be applied.
        - At this point any further offenses, even if a different team in the same program, will be considered by third offense guidelines, even if both teams have first offense penalties.
      - Programs with second offenses will remain on probation for the remainder of the season and or the following season too.
      - Third offense within the same program and the remainder of team's season is cancelled, even if it is still the first part of the season.
        - All games with excessive scoring will be forfeited.
        - At the third offense WMCYO will review the program also and may determine that the entire programs cancelled.

- WMCYO will determine if the program will be allowed to join WMCYO in future seasons.
  - if they are allowed to join in next season they will be on probation.
  - Any future penalties in the next season will result in automatic third offense discipline/penalties.
- Any team that has had the score run-up on them, WMCYO must agree, may choose to cancel any future games with the team that ran-up the score.
  - The game must be in the same part of the schedule.
  - Games cannot be cancelled with a team because they ran up scores with another team in another program in the same age group.
    - If the game was with another team in the same program and the same age group, and the team wishing to cancel is in a lower division or subdivision than the original team they will be allowed to cancel it without penalty, see below for more info.
    - If the game was with another team in the same program and the same age group, and the team wishing to cancel is in a higher division or subdivision than the original team, then the coordinator should contact WMCYO and the master scheduler to discuss the situation before cancelling.

The coordinator and the master scheduler must be notified ASAP if you wish to cancel a game due to excessive score differential, do not wait until just before the game.

If the next game is with 48 hours of original the incident, then before cancelling WMCYO and the master scheduler should be contacted.

If WMCYO agrees the cancellation is justified, then the game will be cancelled.

- If the team cancelling is the home team of the future game, then they are responsible for finding a replacement team to play.
  - The visiting team is not responsible for any cancellation fees or forfeits, but WMCYO will NOT help then find a replacement game.
  - WMCYO will help the home team find a replacement if possible.
- If the team cancelling is the visiting team of the future game, then they will not be held to any cancellation fees or forfeitures, even if the home team cannot find a replacement.
  - WMCYO will help home teams/programs on their first offense find a replacement if possible.
  - For second offenses WMCYO reserves the right on a case by case basis to not assist in finding a replacement team.
  - WMCYO will try to help the visiting team find another game, if possible. It may not be possible.

○ ILLEGAL PLAYERS/ROSTER ISSUES

- Coordinators are responsible to confirm all information on rosters is correct, and that all players and the team composition is in accordance with the WMCYO Rules and Guidelines as outlined in this document.
- WMCYO reviews rosters, if an illegal player is found by WMCYO then they will be prohibited from playing in any future games.
  - The coordinator will be notified by WMCYO in writing via email of the suspension and prohibition.
  - WMCYO will decide on a case by case basis if the player can play on another team.
- If WMCYO believes it is likely that a roster was falsely filled out intentionally, then in addition to the player being removed it is possible that the team or the entire program will be suspended or removed from WMCYO for the remainder of the season, End of Year Tournament and possibly future season(s).
  - The team and the program will at a minimum be on probation the remainder of the season, and the following year.
- Any program with multiple illegal players will face disciplinary action by WMCYO, the minimum penalty will be probation for the remainder of the season and the next season.
  - Harsher penalties may be applied on case by case bases, the entire program and any other disciplinary issues will be considered when deciding the penalties.

○ ILLEGAL TEAMS

- Any teams deemed to be illegal by WMCYO will be immediately removed from WMCYO, and prohibited from joining WMCYO in the future.
- A team may be deemed illegal for many reasons including but not limited to composition, age, roster switching, multiple illegal players.
- Coaches and coordinators for illegal teams may face probation, suspension, termination, and future bans from WMCYO.
  - When deciding on punishment WMCYO will consider any past or current issues for this infraction or other infractions in addition to the current infraction.

○ CONDUCT ISSUES (OTHER THAN TECHNICAL FOULS)

- If WMCYO CYO received any complaints about any conduct issue in any gym, WMCYO will contact the respective coordinator to review the situation.
- WMCYO will not tolerate poor conduct from any entity towards any player, team, program or the referees.
- WMCYO will decide on a case base case basis the discipline or penalty to be handed out. In some cases, warnings may just be issued, with probation for the remainder of the season.  
If the case is determined by WMCYO to be severe, even if a first offense then suspensions, terminations, and bans may be applied even on first offenses. Please note that multiple issues with the same team or within the same program may result in suspension, termination, and future potential bans from WMCYO.
- Any team that has had conduct issues with another team/program, WMCYO must agree, may choose to cancel any future games with the team/program that they had the issues with.

Games cannot be cancelled with a team because they had a conduct issue with another team in another program in the same age group.

- If the game was with another team in the same program and the same age group, and the team wishing to cancel is in a lower division or subdivision than the original team they will be allowed to cancel it without penalty, see below for more info.
- If the game was with another team in the same program and the same age group, and the team wishing to cancel is in a higher division or subdivision than the original team, then the coordinator should contact WMCYO and the master scheduler to discuss the situation before cancelling.

The coordinator and the master scheduler must be notified ASAP if you wish to cancel a game due to excessive score differential, do not wait until just before the game.

If the next game is with 48 hours of original the incident, then before cancelling WMCYO and the master scheduler should be contacted.

If WMCYO agrees the cancellation is justified, then the game will be cancelled.

- If the team cancelling is the home team of the future game, then they are responsible for finding a replacement team to play.
  - The visiting team is not responsible for any cancellation fees or forfeits, but WMCYO will NOT help then find a replacement game.
  - WMCYO will help the home team find a replacement if possible.
- If the team cancelling is the visiting team of the future game, then they will not be held to any cancellation fees or forfeitures, even if the home team cannot find a replacement.
  - WMCYO will help home teams/programs on their first offense find a replacement if possible.
  - For second offenses WMCYO reserves the right on a case by case basis to not assist in finding a replacement team.
  - WMCYO will try to help the visiting team find another game, if possible. It may not be possible.

○ TECHNICAL FOULS

- See the Technical Foul section in the game rules for the game day technical foul rules.
- If a player or coach is ejected from more than one game then WMCYO reserves the right to place further discipline on the coach or player, which may include additional suspensions or terminations from WMCYO.
- WMCYO is notified or received complaints about any entity receiving technical from multiple programs, then WMCYO reserves the right to suspend, terminate, or even ban that entity from WMCYO for part of or all of the season and future seasons.  
WMCYO will review all cases and make the determination based on all information and past history with the entity.

○ FAILURE TO ENTER SCORES

- See the Score Entry section of this document for rules.
- Any program that is not consistently entering their home scores will be contacted via email.  
All coordinators  
Failure to reply to the email is not an excuse.
- If the problem is not resolved in a timely manner, then disciplinary action will be sought. The master scheduler is the sole discretion on what a timely manner is. Failure to comply may result in your programs home schedule not being filled for the remainder of the season, home games for the remainder of the season being cancelled, and perhaps not being allowed to host home games in future seasons.  
Like all other disciplinary measures in the document other infractions for other matters may figure into the final penalty issued.

○ ENTERING FALSE/INCORRECT SCORES.

- If anyone believes an incorrect score has been entered, they are to contact their coordinator, and their coordinator should contact the master scorer with all specific details.
- The master scorer will review the scores and contact the home program to confirm the scores.  
More often than not they are simple transposition errors or simple typos. The score will be corrected by the Master Scorer and both programs notified in writing via email of the adjustment.
- If the score entry is determined to be intentional then the home program and or team will face disciplinary action.  
If the scores entered are determined to be adjusted to hide excessive point differential, then WMCYO will review the team and program and both face potential expulsion from WMCYO and future bans too.

○ **CHEATING**

- The term cheating may be applied to any action that is counter to any rule or guideline that is physically in writing or implied within WMCYO to attempt to change the outcome of a game or standings within WMCYO.
  - Knowingly breaking any rule or guideline in this document is cheating, when in doubt ask before acting.
    - Acting then asking forgiveness depending on the situation and history may also be deemed cheating.
    - Exploiting any loopholes in WMCYO Rules or Guidelines for the express purpose of circumventing the intention of the rule or guideline is cheating
  - Any entity determined by WMCYO to have cheated will be immediately suspended from WMCYO pending a review of the situation.
  - After review WMCYO may terminate and ban the entity for the remainder of the season and future seasons.
- WMCYO may apply any discipline or penalty they deem appropriate for any issue, whether is it specifically covered in this or any other document.
- Teams/programs that have multiple issues or are on probation may have harsher discipline or penalties applied.

**APPEALS PROCESS FOR ANY DISCIPLINE OR PENALTY**

- Any entity wishing to place an appeal of any discipline or penalty should contact their coordinator, and the coordinator will handle the communication with WMCYO.
- The request for an appeal should be sent in writing, via email to the athletic director along with any pertinent information.
  - The Athletic Director may override any prior penalty or discipline.
  - If the Athletic Director upholds the discipline or penalty, then the coordinator may request that the appeal be heard by an independent panel of coordinators and WMCYO personnel.
    - The panel is appointed by the Athletic Director, but the Athletic Director will not be part of the panel.
    - The entity(ies) will be asked to appear in front of the panel and present their appeal.
    - WMCYO will also present any information necessary to the penalty/discipline.
    - After the appeal is presented the panel will decide the outcome of the appeal, and the entity(ies) will be informed in writing via email of the outcome.
      - If the panel overrides the penalties/discipline they may vacate them or present a lesser discipline/penalty as long as it is within the WMCYO guidelines.
      - If the affected party is still unhappy, they may appeal to the WMCYO Board.
        - The entity(ies) will have to again appear and present their appeal.
        - The appropriate WMCYO officials will present any information necessary, including the outcome of prior appeals.
        - After the appeal is heard the WMCYO Board will make a final determination.
          - All WMCYO board members in attendance at the appeal will have a vote, including the Athletic Director.
          - The only exception to the above is if a WMCYO Board member is directly involved in the situation, then they must recuse themselves from deliberating or voting on the final appeal.
          - WMCYO Board's decision will be final and there will be no further appeals.

## OTHER GUIDELINES & EXCEPTIONS

- WMCYO reserves the right to adjust these guidelines as needed.
- In special or extreme cases WMCYO can grant exceptions regardless of anything else stated in this document.
- Unless otherwise noted in this document WMCYO can change the guidelines with or without notice.

## WMCYO GAME DAY REGULATIONS

### UNIFORMS

- Each team must have matching numbered jerseys or t-shirts in order to play the game.
- In the event that both teams have or are wearing the same color or similar colors, the “home team” is responsible to change their color or wear pinny jerseys.
- WMCYO has no rule requiring a specific home or away color, we leave that to each individual program to decide.

### JEWELRY

- No jewelry may be worn during the game including earrings, bracelets, fitness trackers, etc. unless medically necessary.
- If medically necessary the item may be worn, but WMCYO must be informed prior to wear or use.
- If ears have been recently pierced and the earrings cannot be removed, then they may be covered with band-aids or medical tape if they are studs or something small. They cannot be worn even if covered if large and dangly.

### MEDICAL REQUIREMENTS

- WMCYO will allow any player to wear any device or accessory that is deemed to be medically necessary, as long it does not pose any risk or danger to other players.
- If a player has a medical need then WMCYO should be informed prior to the player being added to a roster.
- The coach should inform the opposing coach and the officials at any game of an approved players device or accessory.
- Hard helmets, casts, hard braces, splints, etc. are not acceptable and players may not play wearing them.

### BASKETBALLS

- The home/host gym is to provide the game ball(s) to be used in each game.
- Boys 7<sup>th</sup> & 8<sup>th</sup> Grade teams will use a “full-size” ball, 29.5”.
- Girls 3<sup>rd</sup> & 4<sup>th</sup> Grade teams will use a 27.5” balls.
- All other teams use “intermediate” size balls, 28.5”.

### FREE-THROWS

- Players on all teams in both the Girls & Boys 3<sup>rd</sup> & 4<sup>th</sup> Grade divisions can shoot from a 12’ line, all other teams shoot from the standard free-throw line.
  - Girls & Boys 3<sup>rd</sup> & 4<sup>th</sup> grade must shoot both shots from the same line if they are shooting two shots, they may switch lines their next time at the free throw line.
    - If they shoot from the regular free throw line and they step over the line it is not a violation, but they cannot step over the 12’ line.
    - If the player is shooting from 12’ line the players along the key should be moved down so the first player is not behind the shooter.
- WMCYO does **NOT** have a double bonus.
  - All fouls after 7 fouls are one & one, unless the foul is committed while shooting.
- Players, coaches, and fans must refrain from making noise or anything else to distract the shooter while they are attempting their foul shot(s).

## GAME TIMES / GRACE PERIOD

- All game times on schedules are official game times and should start on time when possible, occasionally start times run late because games prior have started late or run long.
- WMCYO suggests that all teams arrive a minimum of 15-20 minutes prior to the official game time.
  - During the WMCYO End of Year Tournament teams should arrive 30 minutes prior to the start of their game, as the next tournament game will start 5 minutes after the start of the prior game.
- If either team is not able to field a team at the official start time, then they will be granted a 10-minute grace period.
  - During WMCYO End of Year Tournament the grace period is cut to 5 minutes after the end of the prior game.
- If the team is still unable to field a team after the grace period, then that team will forfeit the game and will be charged the cancellation fee as outlined in the No Show section of the Cancellation Policy.
- All games are to be composed of (2) 14-minute stop time halves, with a 5-minute half time.
  - Overtime is 2 minutes stop clock.

During the regular season there will be only (1) overtime period in any game. If the teams are still tied at the end of overtime the game ends in a tie.

During the End of Season Tournament as many overtime periods as are needed to declare a winner will be played with a 30 second time-out between overtime periods.

## MERCY RULES

- For both Boys and Girls teams in the 5<sup>th</sup> & 6<sup>th</sup> Grade and/or 7<sup>th</sup> & 8<sup>th</sup> Grade Divisions any team reaching a 20-point lead during the game shall have their defense play within the three-point arch or from the foul line extending to each sideline.
  - This applies to ALL divisions, including Division 1 (or whatever the top division is called.)
  - All pressing is suspended regardless if pressing being allowed.
  - If the lead is cut to under 20 points the Mercy Rule is suspended unless the lead reaches 20 or more points again.
  - The exception to this rule is if both coaches **agree prior** to the start of the game to suspend the Mercy Rule and to play without such restrictions.
- For both Boys and Girls teams in the 3<sup>rd</sup> & 4<sup>th</sup> Grade Divisions any team reaching a 15-point lead during the game shall have their defense play with the three-point arch or from the foul line extended to each sideline.
  - This applies to ALL divisions, including Division 1 (or whatever the top division is called.)
  - All pressing is suspended regardless if pressing being allowed.
  - If the lead is cut to under 15 points the Mercy Rule is suspended unless the lead reaches 15 or more points again.
  - There are no exceptions to this rule in the 3<sup>rd</sup> & 4<sup>th</sup> Grade Divisions, coaches cannot opt out.
- Any team exceeding the Mercy Rule should use it as a teaching opportunity. All fast breaks and aggressive play should be curtailed/stopped.
- The referees will issue (1) warning to any team not following the Mercy Rule in a game.
  - The 2<sup>nd</sup> offense will result in a technical foul being issued against the bench/head coach of the offending team.
  - The 3<sup>rd</sup> offense will result in immediate suspension of the game with the offending team forfeiting the game.
- If the score differential continues to grow, and it is determined to be excessive by the home/host gym coordinator the game may be switched to running time or suspended entirely.
- During the game if the visiting team is the team that is on the low score end of the Mercy Rule and they determine that it is score is getting excessive the head coach should request that someone at the scorer's table or a referee get the gym coordinator to discuss options.
- The team that is on the losing end may also opt to cancel future games with the team with the excessive score.
  - The team/program should notify BOTH [schedule.wmcyo@gmail.com](mailto:schedule.wmcyo@gmail.com) and the other teams coordinator ASAP, do not wait until 72 hours before the game.
    - If the future game is to be held in the losing teams home/host gym, then they are responsible to find their own replacement.
      - WMCYO will put out a broadcast email to help but is not responsible if a replacement is not found. WMCYO is not responsible for any cancellation fees.
      - If no replacement is found the team with the excessive score is **NOT** responsible for a Cancellation Fee.
    - If the future game is to be held in the winning team/team with excessive scores home gym, they should attempt to find a replacement on their own also.
      - WMCYO will put out a broadcast email on their behalf. WMCYO is not responsible for any cancellation fees.
      - If no replacement is found the canceling team is **NOT** responsible for a Cancellation Fee.
- WMCYO should be notified via email to [schedule.wmcyo@gmail.com](mailto:schedule.wmcyo@gmail.com) if there is an excessive score differential.
  - Teams/programs with repeated reports of excessive scores may have some games

## PRESSING RULES

- Pressing rules are set and adjusted after each division placement, the rules below are the basis for the actual rules. For the Actual rule as they apply see the WMCYO Pressing Rules, which is a separate document.
- Boys & Girls 3<sup>rd</sup> & 4<sup>th</sup> Grade Divisions – These rules never change.
  - No pressing in any division until the last 1:00 minute of the game, and any overtime.
- Boys 5<sup>th</sup> & 6<sup>th</sup> Grade and 7<sup>th</sup> & 8<sup>th</sup> Grade Divisions
  - Typically pressing is allowed in the top division, and the upper part of the second division.
  - In the divisions that pressing is allowed it is allowed all game, unless the Mercy Rule comes into play then all pressing must stop.
    - If prior to the game beginning coaches agree to suspend the Mercy Rule then pressing becomes half court press, while the Mercy Rule would be in effect.
    - Coaches CANNOT opt out of the pressing rule when the Mercy Rule is in effect.
  - For all divisions that do not allow pressing whole game, then pressing is allowed only in the last 2:00 minutes of the game, and any overtime.
    - If the Mercy Rule is in effect, then pressing is NOT allowed at any time.
- Girls 5<sup>th</sup> & 6<sup>th</sup> Grade and 7<sup>th</sup> & 8<sup>th</sup> Grade Divisions
  - Typically pressing is allowed in the top division.
  - In the divisions that pressing is allowed it is allowed all game, unless the Mercy Rule comes into play then all pressing must stop.
    - If prior to the game beginning coaches agree to suspend the Mercy Rule then pressing becomes half court press, while the Mercy Rule would be in effect.
    - Coaches CANNOT opt out of the pressing rule when the Mercy Rule is in effect.
  - For all divisions that do not allow pressing whole game, then pressing is allowed only in the last 2:00 minutes of the game, and any overtime.
    - If the Mercy Rule is in effect, then pressing is NOT allowed at any time.
- **For games that cross over divisions and pressing rules, the game is played by the lower level teams pressing rules.**
- Coaches **CAN** agree to not press when pressing is allowed, however it is not enforceable by the referees.
- Coaches **CANNOT** agree to press when the pressing rule does not allow pressing.

## TECHNICAL FOULS

- Any player, head coach, assistant coach or scorer who is assessed two (2) technical fouls in a game will be ejected and must leave the gymnasium.
  - The home/host gym coordinator should email Hugo Mariani at [wmcyobasketball@gmail.com](mailto:wmcyobasketball@gmail.com) and the coordinator of the ejected parties' program and inform both of them of the ejection.
- Furthermore, the player, head coach, assistant coach or scorer will be suspended from the next scheduled game.
- If the ejected player head coach, assistant coach or scorer refuses to leave the gymnasium, the game will not continue until they leave, if they do not leave the game will be suspended.
- If the game is suspended, then WMCYO will decide the outcome of the game.
- All bench technical fouls will be assessed to the head coach.
- The head coach is responsible for the conduct of his or her players, assistant coach, scorer and fans.

## PLAYER SUSPENSION OR EJECTIONS

- A player or coach who strikes or jostles an official in any manner will be suspended for the entire basketball season.
  - This type of action may jeopardize future eligibility in the CYO Basketball League of Western Mass.
- Any player who strikes or fights with another player, coach, or spectator will be subject to an automatic one game suspension or possibly face suspension for the remainder of the season.
- Any player receiving two technical fouls in one game will be suspended for the remainder of the game and the next scheduled game. As stated in the Technical Foul section of this document.
- If a player or coach is ejected from the game or involved in any altercations, contact your coordinator who will then contact the director of athletics for the CYO Basketball League of Western Mass.

## BENCH DECORUM

- Each coach will be responsible for his or her bench decorum, and the decorum of their fans.
  - Swearing and other offensive language or actions will not be tolerated by any individuals or group.
- One head coach and one assistant coach will be permitted on the bench.
- An official scorer will be allowed to sit at the officials table, if there is not adequate space at the officials table then the scorer may sit on the bench.
- All players who sit on the bench must be in uniform.

## PROTESTS

- All protests must be made at the time of the incident to the officials in charge of the home/host gym.
- Written account(s) must be submitted within 48 hours to your program's coordinator.
- Your coordinator will then submit the protest along with the Protest Fee to the director of athletics for the CYO Basketball League of Western Mass for further review.
- The protest fee is \$100.00 and is non-refundable.
  - Checks made payable to CYO Basketball League of Western Mass.
  - The fee must be submitted before the protest will be considered

## INJURIES/INSURANCE

- The home gym should have first aid equipment available to cover most minor injuries.
- The kit should contain at least adhesive bandages for minor cuts and scrapes, ice packs, ace bandage, and trash bag.
- If emergency medical attention is required, call 911.
- If a player is injured will participating in WMCYO notify CYO Basketball League of Western Mass Athletic Director Hugo Mariani, 413-505-9532, wmcyobasketball@gmail.com, for insurance forms within 24 hours of the injury.

## VIDEO/VIDEOTAPE

- The use of video/videotape will not be considered or viewed by the WMCYO to determine the outcome of any contest or to dispute a call made by an official.
- Video/videotape will only be viewed by the WMCYO if an altercation between players, a coach, or a fan occurs during a contest.

## REGULATIONS NOT COVERED

- Any rule or regulation not specifically stated will be left to the discretion of the CYO Basketball League of Western Mass.



## CODE of CONDUCT

2019-2020

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun, and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others
4. I will learn the rules of the game and the policies of the league.
5. I, my family members, and my guests will be positive role models for my child, and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game and practice session.
6. I, my family members, and my guests will not engage in any unsportsmanlike conduct with any official, coach, player, or parent, such as booing and taunting, refusing to shake hands, or using profane language or gestures.
7. I, my family members, and my guests will not encourage and behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I, my family members, and my guests will never ridicule or yell at my child or other participant for making a mistake or losing a game.
13. I will emphasize skill development and practices, and how they benefit my child, over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire for my child to win.
15. I, my family members, and my guests will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol.
17. I will refrain from coaching my child or other players during games and practices unless I am an official coach.

PLAYER NAME: \_\_\_\_\_ TEAM: \_\_\_\_\_

PRINT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## 2019 – 2020 WMCYO Basketball Fee Schedule

### Team Registration Fees

**\$225.00 per Team – For Catholic Parish & School, etc. Programs**

**\$275.00 per Team – For all other Programs**

### Insurance Fee(s)

**\$9.00 per player – This covers all Liability & Supplemental Insurances WMCYO offers**

- ALL teams/players are required to have insurance.
- If you are insured through your parish/town/etc. notify Hugo ASAP, and WMCYO must be added to your policy. (Hugo will provide you with the details)
  - o If you are allowed to opt out of the liability insurance, programs must still purchase the WMCYO Supplemental Insurance, which covers both Directors & Officers Insurance and a Sexual Abuse Policy.
  - o The cost of the Supplemental Insurance is \$1.00 per player, and you cannot opt out of this insurance.

### Cancellation Fee Deposit

**\$200.00 per Program**

- Starting this year at the time of registration **ALL** programs will have to provide an additional fee of \$200.00 to cover two potential cancellations, which we hope will not need to be used.
- The cancellation fee for a single game in WMCYO this year will be \$100.00, for any game that is cancelled due to short notice or no-show teams.
- We suggest you pay this fee in separate check, which will **NOT** be deposited until such time as it is necessary to use part of or all the fee. At the end of the season unused checks or fees will be returned to the issuing program.
- In the event that your program uses the entire \$200.00 fee you will be required to replace the \$200.00 check to WMCYO. Failure to do so may result in the possible cancellation/postponement of all games for all your programs teams.
- Any program that has team cancel a game with short notice or no show should contact WMCYO to receive the \$100.00 cancellation fee.

### Gym Use Fee

**\$100.00 per “Home” game booked at a neutral site by WMCYO on your behalf.**

- WMCYO requires that every team play a MINIMUM of three home games, we recommend more if possible.
- If you are unable to find a gym on your own and you must use WMCYO gyms for your home games, then you must pay \$100.00 per game to WMCYO to cover the costs of these games.
- The fee must be paid at the time of registration, if not paid then any team missing the fee will not be scheduled for any games, both home and away.
- In the event one of your home games assigned to your program is cancelled by WMCYO or the host gym, and is not rescheduled, then the \$100.00 fee for that game will be returned to you.
- In the event that your opponent cancels one of your home games with short notice or no shows, then your \$100.00 fee for that game will be returned to you. The opponent will be charged \$100.00 from their cancellation fee to cover the cost of the gym.
- If you cancel your own home game with short notice, or no show then your \$100.00 fee for that game will NOT be returned to you.

**ALL FEES ARE DUE AT TIME OF REGISTRATION OR YOUR TEAMS WILL NOT BE SCHEDULED FOR ANY GAMES HOME OR AWAY.**