



## Basketball Gym Manager Instructions

\*Please go over the floor with a wet mop prior to the first game of the day in your gym\*

**Gym Manager Requirements:** Gym managers are required to meet with the officiating crew before games start (or when new officiating crew takes over) to go over the rules and responsibilities of each party. The officiating crew is only responsible for managing the actions of players and coaches, while the gym manager must manage behaviors of any parents, students, or other spectators in attendance.

Abusive language from any of the above parties in the crowd should not be tolerated and it is the duty of the gym manager to be proactive in dealing with these types of situations. No spectator should be approaching the court during the course of a game either (unless an injury occurs or a drink is being given on the bench).

Gym managers will have the responsibility of removing any offending spectators off of the game site. Managers should always be monitoring crowd behavior and looking out for any security concerns. Don't wait for the officiating crew to point out an issue!

**Game Results:** Coaches will record game results on Gameday. Gyms are the official scorer and must keep record of all scores of games played in case needed for clarification.

**Forfeits:** The forfeit time will be 10 minutes from the original scheduled start time. If a team can't make a scheduled game, they must contact the CSAA office and the gym manager at least 72 hours in advance to avoid a mandatory forfeit fee. Teams are not allowed to contact an opponent and re-schedule a game.

**Ejections:** If a player or coach is disqualified from a game, the gym manager (along with the offending coach) must notify the CSAA office the next business day. A one game (minimum) suspension will be enforced, and the ejected player or coach must be re-instated by the CSAA. Please inform the coach of this policy and tell them they must call the CSAA office and report the incident. The officials have been instructed to report any disqualifications also.

**Scorekeepers & Clock Operators:** Scorekeepers and clock operators are provided and paid by the host gym. They must be sophomores in high school or older for grade school games and seniors in high school or older for intermediate division games. Do not use cell phones, iPads or other electronic devices during any portion of play at the scorer's table.

**Scorebooks:** Scorebooks shall be provided by the host gym.

**Official League Balls:** Host gyms must provide official CSAA game balls for league and tournament play.

8<sup>TH</sup> BOYS & INTERMEDIATE – Any brand name regulation size 7 (29.5”) leather indoor ball

8<sup>TH</sup> GIRLS & 6<sup>TH</sup> BOYS AND GIRLS – Any brand name compact size 6 (28.5”) leather ball

4<sup>th</sup> BOYS & GIRLS – Any brand name youth size 5 (27” or 27.5”) leather indoor ball

**Rules Sheets:** A CSAA Rules Sheet and the National Federation Rule book must be readily available with the official scorer.

**Protest:** **No protests allowed.** If a problem arises, have the officials check the rulebook and/or CSAA special rules sheet to see if the problem can be resolved. The officials will have the final say on all rules related issues.

## **Clock Management**

**Running clock at 25-point lead in 2<sup>nd</sup> half:** A running clock will begin once a team gains a 25-point differential over its opponent only in the second half. Once the running clock provision has begun, it will continue until the conclusion of the contest. The clock shall be stopped only for a charged time-out, an injury/blood substitution, a disqualification of a player, coach or fan, and administering free throws. On fouls called, leave the clock running until the official has reported the foul and signals for the clock to be stopped. The clock will only stop if the foul warrants free throws to be attempted. After reporting a shooting foul, the official will signal the timer to stop the clock. Once the official signals the timer to stop the clock, it will be started once a player touches the ball after the last missed attempt or on the throw-in when it is touched.

**6<sup>th</sup> and 8<sup>th</sup> Grade Divisions** will play four (4), six (6) minute quarters. The clock will stop only on fouls, team time outs, jump balls, substitutions, and every time the whistle blows in the last minute of each quarter. **Overtime will consist of** one two (2) minute overtime period with the clock stopping on all dead balls. If the first overtime period ends in a tie, the second overtime period will be determined by “INSTANT WINNER” format. The “instant winner” period will also be two (2) minutes, however the first team to score two points in this period is the “instant winner”. This does not mean a team has to win by two (2) points, but the first to score two (2) points constitutes the “instant winner”. If a team scores one point (1) and the two (2) minute “instant winner” period ends, the team ahead at that point is declared the winner.

**4<sup>th</sup> Grade Division** games will consist of four (4) quarters that are six (6) minutes each. The clock will stop only on fouls, team time outs, jump balls, substitutions, and every time the whistle blows in the last minute of each quarter. There is **no overtime in the 4<sup>th</sup> grade division**.

**Breaks- all levels will have a one minute quarter break and a five minute half time.** Allow five minutes between games for warm-ups.

**Intermediate Divisions-** Games will consist of four 10-minute quarters and overtime will be one 2-minute period. After the first OT the games are declared a tie if the score is the same for both teams. A running clock will be used except for team time outs and injury time outs until the last minute of each quarter. During the last minute of each quarter and during the one allowed overtime period the clock will stop on all dead ball situations.

## Special Gym Considerations

**6<sup>TH</sup> Grade Girls and 4<sup>th</sup> grade Free-Throw line:** The free-throw line shall be parallel to the end line and shall have its farthest edge **13 feet** from the plane of the face of the backboard. A free-throw line should be taped to the floor for this purpose. (The 6<sup>th</sup> grade girls can use the regulation line of 15 feet if desired).

## Emergency and Inclement Weather Cancellations by the Gym Manager

If a gym needs to cancel, post-pone or change game time:

- 1) Contact the appropriate official's assignment secretary.**
- 2) Contact the teams involved and inform them of the cancellation or change.**
- 3) Contact the CSAA office with available dates and times to reschedule.**

**BAD WEATHER:** – Gym Managers may cancel games due to bad weather. The CSAA office will cancel games across the board when necessary. Notification of cancellations by the CSAA staff will be made through e-mails, web site postings, and mobile app push notifications and any other available avenues.

If grade schools are closed for weather related reasons during the week, all games and practices are automatically cancelled. On days where catholic high schools are dismissed early for weather related reasons (early dismissal), all games and practices are cancelled that day/evening. This includes practices in the school gyms or at rented/outside practice facilities.

**Officials' Assignment Secretary – Kevin O'Bryan 797-8631 or (e-mail) [kevinlobryan@gmail.com](mailto:kevinlobryan@gmail.com)**

## **Admission Prices, Stamps and CSAA Passes**

Below are CSAA admission charge recommendations for regular season and tournament. These gate fees will be in effect for the CSAA post season tournament. Admission prices are not mandatory. Each gym/parish can decrease the admission charge if they desire, however they must use these amounts when hosting CSAA tournament games.

**ADULTS - \$5.00**

**SENIORS (age 55 & up) - \$3.00**

**STUDENTS (grades 1-12) - \$3.00**

**PRE-SCHOOL, CLERGY and RELIGIOUS - FREE**

**FAMILY RATE - \$10.00**

**Passes:** Teachers, basketball, and VIP passes for 2025-26 will be accepted.

**Stamps:** The admission stamp can be given and accepted for league play only. All gyms should have the appropriate stamp. If you need a new one, they are available at the CSAA office upon request.

**Game Time Restrictions:** No league games, practices, practice games or tournament games (including make-ups, jamborees, and invitational tournaments) can be scheduled to begin any later than 8:30 PM during the school week. No league games, practices, practice games or tournament games (including make-ups, jamborees, and invitational tournaments) can be scheduled to begin any earlier than 1:00 PM on Sundays.