



CSBA HANDBOOK

August 21, 2024

The purpose of this document is to outline the plan to execute a CSBA season. This is a living document, therefore any actions taken to improve the association, or the experience of its members will be amalgamated into this playbook after review from the board.

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Sec. 1. Definitions

- 1.1. **CSBA:** Clayton Shaw Basketball Association
- 1.2. **AGM:** Annual General Meeting – this meeting is held prior to the season start to update all association members for the current season and ratify any changes to the regulations.
- 1.3. **Executive Officer:** Person who holds one of 3 Positions in the association, including, President, Treasurer, or Secretary.
- 1.4. **Team Lead:** Member of the association who have applied for team status, submitted an appropriate roster under the qualifying rules, and have submitted payment to the association. A team lead is an Officer of the association.
- 1.5. **Team Member:** Persons who have signed up to a team roster and meet the requirements to be a member of CSBA.
- 1.6. **Team:** A roster designation as defined by the team lead when submitting a team request.
- 1.7. **Director:** is a member of the association who has been assigned tasks by an Executive officer.
- 1.8. **Officer of the association:** A member of the association with responsibilities to the association. This includes Team Leads, and Directors appointed by Executive Directors.
- 1.9. **Association Member:** any person who is part of the association or otherwise invested in the associated.
- 1.10. **Constitutional Amendment:** any change to this document that affect its interpretation or change the affects on SCBA members.



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Sec. 2. The Officers of the Association:

- 2.1. **The Executive Committee** is comprised the President, Secretary, and the Treasurer. Committee Members may Decide to Elect a fourth Executive to the position of Vice-President as the association members see fit.
 - 2.1.1. An Officer of the Association can hold any Executive Position but must not make up more than one third of the Executive Committee.
 - 2.1.2. Executive members will hold their position for a term of 5 years. After which, the term may be extended by the majority vote of the Team leads at the AGM the following season for up to 5 years. After which position will go to an election.
 - 2.1.3. The officers of the Association are responsible for the activities of their area as outlined below In Rolls and Responsibilities, and as such they shall chair all meeting related to their area-
 - 2.1.4. If necessary, the Executive Officers of the Association will establish committees to administer the affairs of their area (*committee members are to be selected by the appropriate officer and approved by the Executive Committee by a majority vote*).
- 2.2. **Directors** are members of the association who are appointed by Executive Officers to a committee to carry out a specific task.
- 2.3. **Team Leads** are by default, members of the committee and such have responsibilities to the Association.
- 2.4. **Players** are by default, members of the association.



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Sec. 3. Rolls & Responsibilities

3.1. The Executive Committee shall:

- 3.1.1. Be the governing body of the Organization and shall:
- 3.1.2. Set the policy of the Organization for the current season.
- 3.1.3. Approve the expenditure of monies as set out hereafter.
- 3.1.4. Rule on any matter brought before the executive committee that is not covered in the bylaws.
- 3.1.5. Set the annual **registration** fee for teams.
- 3.1.6. Establish remuneration for services rendered to the Association including Remuneration of Executive Directors.
- 3.1.7. Bring forth plans for activities or fund raising for the association for the Executive Directors to vote on.
- 3.1.8. May ask the Board of Directors to ratify a decision they have made.
- 3.1.9. Make a decision on any appeals of decisions of the President or Executive Director.

3.2. President shall:

- 3.2.1. Preside over all meetings of the Association.
- 3.2.2. Be an ex officio member of all committees; [this means that the president must be a member of the association as defined in section 3.8 - Member of the Association]
- 3.2.3. Make day-to-day decisions of the organization.
- 3.2.4. Assist in ensuring that the Bylaws are enforced.
- 3.2.5. Be responsible for ensuring that all resolutions or motions passed by the membership or Board of Directors are carried out.
- 3.2.6. Instruct the Executive Director in their duties.
- 3.2.7. Supervise the other officers in their responsibilities.
- 3.2.8. Approve the appointment of new Directors.
- 3.2.9. Make recommendations to the Executive Committee.
- 3.2.10. Be the Associations representative to all sport related and unrelated events.
- 3.2.11. Review all complaints from association members.
- 3.2.12. Maintain the correct schedule of games played.
- 3.2.13. Manage the relationship with the referee association.
- 3.2.14. Ensure games are staffed with appropriate referees.
- 3.2.15. Appoint another officers or director when unable to attend.

3.3. Vice President shall:

- 3.3.1. Assume the responsibilities of the President in their absence.



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- 3.3.2. Assist in coordinating communications with the membership.
- 3.3.3. Be assigned duties by the President.
- 3.3.4. [the position of Vice-President is not required for the association to operate but may be appointed to assist the president with his duties]

3.4. Treasurer shall:

- 3.4.1. Keep the financial records of the Association in order.
- 3.4.2. Ensure the payment of the bills approved by the Executive Committee.
- 3.4.3. Present financial statements to the Executive at each executive meeting and shall, if required arrange for the audit of financial statements.
- 3.4.4. At the first meeting of the newly elected Executive turn over all funds, books, papers and other property of the Association to the elected successor.
- 3.4.5. Ensure that the annual audit of the Association is carried out by the individual or company appointed by the Executive.
- 3.4.6. Act as a consultant in establishing the yearly budget.
- 3.4.7. Be responsible for undertaking any reasonable duties the Executive or Board of Directors may request of them with regard to the area of finance.
- 3.4.8. Hold the monies of the Association in a Chartered Bank of Canada.
- 3.4.9. Issue cheques on behalf of the Association. Said cheques shall require the signature of two (2) members of the Executive Committee. As per Article 12, section 6 of these Bylaws.

3.5. Secretary shall:

- 3.5.1. Keep the Minutes of the meetings of the Board of Directors.
- 3.5.2. Handle the correspondence of the Organization as directed by the President.
- 3.5.3. Keep all records of the organization including meeting minutes, bylaws, team rosters, scheduled game times, standings, member offences, etc.
- 3.5.4. Acknowledge all New teams prior to the AGM.

3.6. Director(s) shall:

- 3.6.1. Have such duties as may be assigned to them by the Officers of the Executive Committee
- 3.6.2. The director of basketball operations is responsible for the daily assistance of the program Clayton Shaw Men's Basketball Association.
- 3.6.3. The job will include assisting in scheduling, equipment ordering, camp planning and programing,
- 3.6.4. Assist in marketing, sponsor finding, and community service that is approved by the Executive Committee.



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3.7. Team Lead shall:

- 3.7.1. Be responsible to accept or deny team members.
- 3.7.2. Be responsible to verify the eligibility of each team member.
- 3.7.3. Must submit an appropriate team roster prior to the season. And resubmit a roster if changes are made to the team.
- 3.7.4. Pass along all league information and rules to each team member. Players will not be allowed to plead ignorance to the league rules.
- 3.7.5. Must be a member of the association.
- 3.7.6. Be responsible for team dues as set for by the executive committee at the AGM.
- 3.7.7. Vote on the approval of newly appointed Executives or forfeit the right to vote if not present.
- 3.7.8. Appoint a team member as his representative to attend the Annual General Meeting if unable to be present.
- 3.7.9. Submit a copy of the completed game score sheet as defined in Section 4: Rules and Regulations:
- 3.7.10. Report bylaw infractions to the Executive Committee.
- 3.7.11. Carry out any Communication or actions taken towards players of the team who have committed an infraction.
- 3.7.12. Communicate to the team members for scheduled play time.

3.8. Association Member (team players) shall:

- 3.8.1. Satisfy the requirements of Section 7 Player Eligibility.
- 3.8.2. Follow all bylaws as set forth in Section 5. Bylaws – Players Responsibilities and Expectations
- 3.8.3. Be up to date on FIBA rules. (Please visit www.fiba.com)
- 3.8.4. Have the right to bring forth any matter via email, to the Executive Committee that is not covered in the Bylaws for decision.
- 3.8.5. Be accountable for his actions during events.



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Sec. 4. Rules and Regulations

4.1. General Team Rules

- 4.1.1. Each Team Representative must submit a completed roster forms to the League by the deadline which will be defined at the AGM. The deadline is 2 weeks before the official first games of the season.
- 4.1.2. Rosters are a maximum of 12 players with 2 IR (Injury Reserve).
- 4.1.3. The Team Fee must be paid in full before the team is eligible to play. (See *Section 6: League Fees & Fines Schedule*)
- 4.1.4. If a team has not paid their fees or submitted a completed roster form by the deadline, they are not eligible for play and will forfeit any games until such conditions are met.
- 4.1.5. **Fines must be paid before the next game is played or the team will be given an automatic loss.**
- 4.1.6. Substitute players are allowed for the purpose of avoiding a forfeit game provided the following circumstances are met:
 - 4.1.6.1. Only registered players are allowed as substitutes.
 - 4.1.6.2. Substitutes are only allowed in the regular season.
 - 4.1.6.3. Team must have at least 4 of their own players
 - 4.1.6.4. A team can have 1 to 2 subs with 4-5 if their own players.
- 4.1.7. If a team forfeits 4 or more games in a season, the team forfeits the season. And are not eligible for playoffs.
- 4.1.8. Teams with extenuating circumstances can submit their appeal to the League. A forfeit overturn will be voted on by the Executive Committee with a majority vote.
- 4.1.9. Score sheets must be recorded for every game. Score sheet books will be provided to each team Representative by Clayton Shaw Men's Basketball Association.
- 4.1.10. Final game scores must be submitted to the league within 1 hour in order to update the website. Game score sheets must be submitted to the league within 48 hours of the completion of the game by the winning team's Representative. Failure to do so will result in a loss of the game by the winning team on the official score record.
- 4.1.11. Technical fouls must be reported to the executive committee within 24 hrs of the game. The team lead will email the executive committee to identify the offending party and articulate the situation. If the team lead is not present at the game, He must designate a person on the team to act in his place.



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4.2. Games Times and Schedule

- 4.2.1. All games are 40 minutes in length (four 10-minute quarters).
- 4.2.2. If overtime is required, teams will play a 5-minute overtime period.
During the regular season, only one overtime period is granted.
- 4.2.3. Gym locations and start times are as per the schedule. Games MUST start and finish on time. If the early game started late or was delayed at some point, they must shorten their game in order for the second game to start on time.
- 4.2.4. Teams are required to have a minimum of 5 players present in order to begin the game.
- 4.2.5. There will be a grace period of 10 minutes to assemble a full team, after which point the officials will call the game and it is declared a forfeit. [In special circumstances, one eligible person is allowed to step on the court to qualify as the 5th player and then leave the court after the first whistle.]
- 4.2.6. Forfeited games will not be rescheduled.
- 4.2.7. Games will only be canceled by the President based on severe road and weather conditions and at his discretion no later than 4 pm the day of.
- 4.2.8. Canceled games will be rescheduled by the League, as time allows.
- 4.2.9. The schedule will be distributed to teams no less than 3 days prior to the season starting.
- 4.2.10. The schedule may be changed by the President if necessary. Teams must be notified in advance of 2 days (48 hours) unless an acceptable explanation is provided for the short notice.
- 4.2.11. Appeals to have games changed must be made with a minimum of 5 business days' notice to the league and requires approval by both teams. The team requesting the change will pay the cost of new gym time and officials for that game.

4.3. Regular Season and Playoff Format

- 4.3.1. Regular season and playoff formats will schedule a minimum of 16 regular-season games and 2 playoff games for each division. Annually.
- 4.3.2. Changes to the schedule and number of games may be changed by the league with a majority vote by the Executive Committee.
- 4.3.3. The first 2 rounds will be 2 games, combined points. The finals will be the best of 3 games. [need a full discussion with all team leads and executives]
- 4.3.4. FIBA rules are in effect for all games. Please visit www.fiba.com for the official basketball rules.



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4.3.5. The 24-second shot clock rule will be enforced by the officials in all playoffs games that are within 10 points in the last three minutes.

Bylaws - Player's Responsibilities and Expectations

- 4.4. All members are expected to set an example and uphold the standard set forth by the Association regarding sportsmanship and fair play while participating in the league as a player.
- 4.5. **Players must remove all objects such as watches and jewelry that are dangerous to other players and themselves. No loose jewelry is allowed but if it cannot be removed it must be taped appropriately. Medic alert items may be worn but must also be taped.**
- 4.6. Each player is responsible to review the schedule within 12 hrs of the game time and be present for the game.
- 4.7. Players are required to wear appropriate attire while present at games.
- 4.8. Each player is responsible to follow all rules posted or conveyed by the facilities that are being used for games.
- 4.9. Each player should be familiar with the FIBA rules of gameplay and are responsible to play accordingly.
- 4.10. Calls made by the referees during game times must be followed.
- 4.11. Challenging a referee's call is prohibited. Team Leads may request clarity on the call from the referee in a respectful manner)
- 4.12. Each player is responsible for his own actions on the court.
- 4.13. Each member of the league is expected to set an example and uphold the standard with regard to sportsmanship and fair play while participating in the league as a player.
- 4.14. Swearing in the gym is not allowed and will result in an automatic technical foul. The officials are instructed to enforce a zero-tolerance policy with regard to swearing.
- 4.15. Any player or coach ejected from a game for receiving two technical fouls or ejected by the officials for any other reason will automatically receive a 2-game suspension.
 - 4.15.1. A second offense in the same season will result in an automatic 5-game suspension.
 - 4.15.2. A third offense in the same season will result in suspension for the balance of the season. If the season has less than 5 games remaining, the



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suspension will be carried to the next season and carry a penalty of half the schedule.

4.15.3. All of the above include playoffs.

4.16. Any verbal abuse of the officials that results in a player being ejected from the game will result in a minimum 2-game suspension with an executive review to determine if a longer suspension is required.

4.17. Any intentional physical abuse of the official will result in a lifetime suspension from the league.

4.18. When a player is ejected from the game, he must leave the gym immediately unless otherwise instructed by the officials.

4.18.1. If a player fails to leave the gym in what the officials would deem a reasonable amount of time that player's suspension will double.

4.18.2. Additional abuse to officials or other players may be considered a second offense.

4.19. The league executive reserves the right to review and adjust all suspensions with a majority vote required to make any changes.

4.20. A player who is suspended may submit an appeal, in writing, to the league within 48 hours. A decision will be handed down within 48 hours of the appeal being made.

4.21. If the suspended player does not uphold the decision set out by the association, that player will be asked to resign from the association.

Sec. 5. League Fees & Fine Schedule

5.1. Team Season Fee – as set out in the AGM (\$2,450 – 2022-23 season).

5.2. Team Deposit – (\$250 – 2022-23 season)

5.3. **\$150** - Physical Abuse Player/Referee (Minimum 5 game suspension/termination from the league)

5.4. **\$50** - Unsportsmanlike Foul (Maximum 2 game suspension)

5.5. **\$100** - Repeat offender minimum of 5 games suspension

5.6. **\$50** - Verbally Abuse toward referees (no altercation)

5.7. **\$50** – 2 Technical = 1 game player suspension

5.8. **\$50** – Ejected out of the gym

5.9. **\$25** - No scorebook

5.10. **\$25** – Team Technical Fouls. (Every 5 Tech's on a team will result in this charge)

5.11. **\$0** – 5 Technical fouls on an individual (1 game suspension)

5.11.1. All fines are subjected to an appeal. Review player's responsibilities and expectations.



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Sec. 6. Player Eligibility (Regular Season and Playoffs)

- 6.1. All players must be male and at least 18 years of age.
- 6.2. All teams must submit a roster by the deadline, which will be determined at the annual league meeting. Changes to the roster must be submitted to the league throughout the season. Rosters must be finalized one month prior to playoffs.
- 6.3. Once a player has played 4 games with a team, they must play the remainder of the season with that team and no other team. A player can move to another team only once during the season.
- 6.4. College/High School Players:
 - 6.4.1. Are not allowed to play in the league if they are active in the college/high school program unless their team is in the league, and they meet all other requirements.
 - 6.4.2. Are ineligible for league playoffs if they played college/high school basketball after Christmas.
- 6.5. Players must play a minimum of 3 regular-season games with a team in order to be eligible for league playoffs.
- 6.6. Players who were injured during part of the season and therefore did not meet their 3 eligible games can plead their case to the league. The request must be submitted in writing and at least one week prior to the start of playoffs. A decision will be returned within 48 hours of the request being made.
- 6.7. Substitute players are allowed for the purpose of avoiding a forfeit game provided the following circumstances are met:
 - 6.7.1. Only registered players are allowed as substitutes.
 - 6.7.2. Substitutes are only allowed in the regular season.
 - 6.7.3. Team must have at least 4 of their own players
 - 6.7.4. A team can have 1 to 2 subs with 4-5 if their own players.
- 6.8. Free agents are only allowed 1 game with a team to determine if they are going to join a team.
 - 6.8.1. If the free agent does not join the team, they are not allowed to play another game with that team.
 - 6.8.2. Free agents are subject to the eligibility rules in section 7.1 through 7.5.



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Sec. 7. Rosters & Uniform Requirements

- 7.1. Players are required to wear appropriate attire while present at games. This includes shorts, team jersey, basketball court shoes.
- 7.2. All teams must have a team color. Any new teams need to inform the executive of their color to ensure no duplicate colors, or they must get reversible jerseys.
- 7.3. Each jersey must have a number on the front and back that are easily legible for the referees.
 - 7.3.1. *Existing jerseys pre-2024-25 season do not need to be altered.*
- 7.4. Uniform tops do not need to be tucked in.
- 7.5. Jewelry must be removed or taped appropriately to prevent injury.

Sec. 8. Annual General Meeting

- 8.1. The annual league meeting of the league will be held in September each year.
- 8.2. Annual financial reports must be distributed and reviewed at the Annual General Meeting (AGM).
- 8.3. Executive elections must be held at the AGM.
- 8.4. All team representatives from the previous season are required to be in attendance. If attendance is not possible, an appointee must be present for attendance.
- 8.5. Constitutional amendments can be made at the meeting and must be approved by a majority vote of team representatives present.
- 8.6. The total number of teams, team fees, number of games, etc. for the upcoming season will be finalized at the meeting.



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TEAM ROSTER FORM

SEASON (2024- 2025)

Team Name: _____

Team Representative: _____

Contact Email: _____

Contact Ph: _____

#	Jersey #	First Name	Last Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13	Injury Reserve		
14	Injury Reserve		



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Annual Player Conduct Agreement Form

All members of the CSBA (Clayton Shaw Basketball Association) are expected to set a positive example and uphold the standards and conduct set forth by the Association regarding sportsmanship and fair play while participating in the league.

By signing this form I, _____ confirm that I have read and understand my responsibilities as set forth in the Rules and Regulations handbook and any violation of these responsibilities will be subject to discipline which may include but not limited too fines, suspension and dismissal.

*Email: _____

*Phone: _____

*Print Name: _____

*Signature: _____

*Date (mm/dd/yyyy): _____