



**North Jersey Junior Basketball League Inc.  
Procedures**

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## North Jersey Junior Basketball League Inc.

### Procedures

### Coach's Responsibilities

#### Section 1

#### Game Responsibilities

##### Section 1.1

##### Home Games

Do not cancel games without notifying your Schedule Assignor.

(See Cancellation & Rescheduling Procedures: page 5 of this section)

Your organization will be responsible for paying officials that show up at your site because you have not notified the League of a cancellation.

Your organization will be invoiced accordingly.

It is a recommended procedure for the Home Team Coach to confirm the next scheduled game with the visiting team's coach a few days before the scheduled game.

The Home Team is responsible for providing a qualified NJJBL Timekeeper and a qualified NJJBL Scorekeeper. (preferably an adult or mature teenager older than 16)

##### Section 1.2

##### Away Games – Considerations

You, as the visiting team, have an obligation to honor the home team's available playing dates. They have gym scheduling problems too.

If you are not sure on how to get to an away game gym site, call the home team coach a few days before your scheduled game.

If you get stuck in traffic and/or are lost and cannot get in touch with the Home Team, call the Home Team's local police. They are usually very cooperative and will usually try to get the message to the Home Team's gym, or they will assist you in getting to the gym.



North Jersey Junior Basketball League Inc.

Procedures

Section 2

Arbiter Game Reports

The Arbiter system will provide the game's pertinent information:

The game's play date and start time,

The gym site

The following information is also provided from the Arbiter Data Base:

The Home Team's full organizational name:

The Visiting Team's full organizational name:

i.e.: Wayne could be PAL or the Boys & Girls Club; and not Sixers, Hawks, Raiders etc.

When necessary, also note the particular team:

Oakland **American**/Oakland **National**

Wayne PAL **Blue**/Wayne PAL **Silver**

Ridgewood **Maroon**/Ridgewood **White**

The Division: This information is very important.

The League's simple codes to identify the game level.

B-8 Boys 8<sup>th</sup> Grade

B-4 Boys 3/ 4<sup>th</sup> Grade (Bantams)

B-7 Boys 7<sup>th</sup> Grade

G-8 Girls 8<sup>th</sup> Grade

B-6 Boys 5<sup>th</sup> & 6<sup>th</sup> Grade

G-6 Girls 5/6<sup>th</sup> Grade

B-5 Boys 5<sup>th</sup> Grade

G-4 Girls 3/4<sup>th</sup> Grade

The officials will enter the scores on their Arbiter game report

The Officials will note pertinent comments such as:

sportsmanship, technical fouls and similar game circumstances.

The Official(s) are responsible for reporting Arbiter game results to the League office within two days after the game.

The Arbiter game report is the official's payroll voucher.

It has taken a few years, but the officials know that if they do not submit a game report, they do not get paid.

The league also uses the Arbiter Game Report to maintain the League standings, and to monitor the activities within the League, i.e. running up scores, technical fouls and team and spectator behavior which is noted by the officials.

This simple process (if followed) saves hours in payroll preparation and League clerical maintenance.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 3**

Game Cancellations & Reschedules

The League's valid reasons for a game's cancellation are:

Weather

Significant snow fall, icy road conditions and other natural weather conditions including high winds, and torrential rain.

The school is closed by order of the Board of Education or governing group.

Loss of a Facility

The Board of Ed or other governing group has reneged on providing the scheduled gym time previously assigned and from which the schedule was originally made up to utilize.

The facility has water leakage, and/or heating problems, and/or other physical damage.

School Activities

School mandated activities include:

School Concerts

School Trips

School trips that involve voluntary participation are not valid cancellation considerations (i.e. ski trips, roller skating, etc.).

School trips that involve concerts, plays and other cultural activities that are components of the school curriculum are valid cancellation considerations.

Health Considerations

Within an organization, if a team cannot field more than seven (7) players due to flu, chicken pox, measles, a game cancellation is valid.

A national, regional and/or local disaster (such as 9/11/01) is a valid cancellation reason.

In cases of games having to be cancelled due to the immediate conditions listed above, the Home Team Coach will FIRST contact their appropriate League Assignor, The Director of Officials or the League's President before 3PM of the scheduled game day.

The HOME TEAM Coach will then contact the Visiting Team Coach to confirm the game's cancellation.

The Reschedule Process is defined on page 5 of this section.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 3**

Game Cancellations & Reschedules (continued)

We all know how difficult it is to get adequate gym time. If you have supplemental gym time, the League suggests that you should have included that gym time on your League Gym Availability Form so the League could have had more flexibility in developing The League's master schedules.

You, as the visiting team, have an obligation to honor the home team's available playing dates.

As the Home Team

If you did not want to play in December and/or on a certain date(s), you should have noted those considerations on your League's Gym Availability Registration Forms.

Within its best efforts, the League scheduled these playing dates for your team(s) home games. These home playing dates were provided by you and your sponsoring organization.

Missing Coaches and/or Players

The League is cognizant that many of the League's participants (players and coaches) are active with other teams such as CYO and AAU basketball organizations as well as other sports such as swimming, hockey and wrestling. As previously noted, your organization's signing of the League Agreement specifies your organization's agreement to honor your organization's commitment to the NJJBL as the first and foremost playing option.

Players:

A NFHS guideline for playing a game has been that if a team has seven or more players available to play, the game should be played. This means that if your star player(s) are not available, the game gets played.

Coaches:

Every team should have a designated assistant coach, be that person a parent and/or a specific person who assists the head coach. That person will take responsibility for coaching the team when a head coach is not available to coach a game.

This person must be League carded.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 3.0 (continued)**

#### Coaches

Please note: The League Agreement that your organization has committed to states that the NJJBL is your organization's primary obligation to fulfill.

Games **MUST BE PLAYED** and **WILL NOT** be rescheduled to meet a conflicting schedule for these participants and coaches who have multiple commitments and outside interests.

The teams with this element of player participation have a decision – play with them or without them – but the organization's team will play the League schedule in accordance with the League's rules.

### **Section 3.1**

Game Cancellations and Reschedules (Adopted September 7, 2000)

The League's policy regarding canceling a game is as follows:

#### First Cancellation Request

The request to cancel a game must be made in writing, either by FAX or by e-Mail, to the League Office of the President at least 72 hours prior to the date of the game to be cancelled by the organization that initiates the cancellation.

The request must include the following information:

Date To Be Can	Division	Home Team	Visiting Team	Reason For Cancellation	Requested By
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The opposing coach must agree to the cancellation.

The initiating organization will receive an approval of the cancellation request within 24 hours.

If the League rejects the request, the game will be played as scheduled.

If the cancellation request is approved, the initiating organization will notify the appropriate League Assignor to cancel the officials.

Within 72 hours the canceling organization will negotiate with the opposing coach to set a make-up date.

When that date is agreed upon the canceling coach will update the appropriate League Assignor.

The League will assess a \$ 10.00 rescheduling fee to the canceling team organization.

If Officials have been paid for the originally scheduled game, the League will also assess an \$ 85.00 fee to the team who cancelled to cover the cost of officials for the rescheduled game.



## North Jersey Junior Basketball League Inc.

### Procedures

#### **Section 3.1**

Game Cancellations and Reschedules (Adopted September 7, 2000)

##### Second Cancellation Request

Steps 1 through 5 as previously detailed

Step 6. The League will be to assess a \$25.00 fee to the canceling team organization.

If Officials have been paid for the originally scheduled game, the League will also assess an \$ 85.00 fee to the team who cancelled to cover the cost of officials for the rescheduled game.

Step 7. The canceling team will be assessed 1 evaluation point.

##### Third Cancellation Request

Steps 1 through 5 as previously detailed

Step 6. The League will assess a \$50.00 fee to the canceling team's organization.

If Officials have been paid for the originally scheduled game, the League will also assess an \$ 85.00 fee to cover the cost of officials for the rescheduled game.

Step 7. The canceling team will be assessed 1 evaluation point.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 3.2**

#### Game Cancellations and Reschedules

No Shows (Adopted October 25, 2004)

For Teams that just do not show up for a scheduled game, the process will be as follows:

The League will be to assess a \$10.00 rescheduling fee to the no-show team's organization.

The League will also assess the no-show organization \$ 85.00

for the subsequently required Officials' fees for the make-up game.

Should there be no make up game shall assess a \$ 100.00 No Show Fee.

This fee must be paid before the commencement of the subsequent season.

If it is not paid, that organization will be expelled from participating in the NJJBL.

The delinquent team will have 48 hours to provide the League with a written explanation for their no-show. If the team does not provide this documentation within the time period allotted, the sponsoring organization will be assessed a \$ 25.00 penalty.

The delinquent team must reschedule the make-up game within 10 days from the initially scheduled game date. If a make-up date is not agreed to by the responsible coaches, the cancelled game may be declared a forfeit for the no-show delinquent team.

#### Penalty Fees

All rescheduling penalty fees must be paid to the League by April 1st of the season in which the fees were assessed. (Adopted 9/8/2004)

#### Notes:

The League's membership approved these measures. In developing this cancellation process, the League researched what other comparable youth and basketball leagues' procedures were to handle this cancellation dilemma.

The League has spoken with many of the League's coaches and League Reps, as well as referees and our assignors about this process. This cancellation policy is just that - a policy. It is not written in stone but the policy will be enforced.

The League is cognizant that this process will require additional monitoring to validate school related activities and cancellation requests.

The League's Executive Board will conduct this function.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 4**

League Fees (Adopted October 25, 2004)

League Fees are set annually by the League's membership approving the League's budget. The League will invoice League Fees the first week of November.

League Fees are required to be paid by December 1<sup>st</sup> of the current season.

### **Section 4.1**

**Penalty Fees for Delinquent League Fee Payment**

On January 1<sup>st</sup>, the League will send out statements to member organizations (and their applicable teams) that have not paid their League Fees.

League Fees received after January 15<sup>th</sup> will be subject to a 2 ½ % late charge per unpaid team.

On January 30<sup>th</sup>, the League will send out statements to member organizations that still have not paid their League Fees.

League Fees received after February 1<sup>st</sup> will be subject to a 5% late charge per unpaid team.

If League Fees are not fully paid by February 15<sup>th</sup>, in addition to late fee charges, the unpaid team(s) will not participate in League play-offs.

The League's Executive Board will also assess the delinquent Organization(s) future participation in the NJJBL.

### **Section 4.2**

#### **Organizations Requiring Voucher Processing**

#### **Penalty Fees for Delinquent League Fee Payment**

Organizations that have not paid their League Fees by January 15<sup>th</sup> will be assessed a late charge of \$ 25.00 per team.

Organizations that have not paid their League Fees by January 30<sup>th</sup> will be assessed a late charge of \$ 50.00 per team.

If League Fees are not fully paid by February 15<sup>th</sup>, in addition to late fee charges, the unpaid teams will not participate in League play-offs.



## **North Jersey Junior Basketball League Inc.**

Procedures

### **Section 4.3**

#### **All League Open Invoices**

All League open invoices for the current season must be paid by April 1<sup>st</sup>. These Invoices include League Fees, Late Charges, Rescheduling Charges and No Show Charges.

The League's Executive Board will also assess the delinquent Organization(s) future participation in the NJJBL.



## North Jersey Junior Basketball League Inc.

### Procedures

#### Section 5

#### Game Management

(Adopted October 25, 2005) (Revised October 8, 2007)

(Edited October 9, 2009)

#### Scores and Sportsmanship

In order to maintain a respect and an esteem for an opposing team that is competitively over-matched, the League mandates the following game management rules be followed. These Rules are in effect for all teams competing in the NJJBL.

#### Mercy Rules Conditions

Divisions: B-7/8;B-7;B-5/6, B-5. B-3/4

A team winning by more than 20 points in the 4<sup>th</sup> Quarter:

- a. The Winning Team Will Not Press. (Adopted 10/08/07)
  - i. The winning team must be positioned behind the imaginary perpendicular line drawn from the top of the free throw circle to each sideline.  
*Reference Exhibit A*
  - ii. This definition of the press rule also pertains to all B-4 play.
2. The Losing Team may Press (adopted 10/08/07)
3. Should the Losing Team press, The Winning Team may fast break. (adopted 10/08/07)
  - a. The winning team shall not fast break if the Losing Team is not pressing.
  - b. The winning team shall allow the losing team to establish position in the their position in the winning team's neutral zone (Top of the free throw circle to mid-court line). (Adopted 10/25/05)
  - c. The winning team will not trap and/or pressure the losing team outside the three point arc.
  - d. The winning team may play man-to-man inside the three-point arc.

#### Divisions B-4

Winning: teams will not trap or double team in the neutral zone of the offensive (losing) team's forecourt except as noted in sections 5 through 9.

4. Once the offensive (losing) team has established un-pressured forecourt presence and moved the ball into the defense's attack zone, the defensive (winning) team is allowed to exert pressure defense postures in the neutral zone.
  - a. The neutral zone of the fore court is defined as from the mid-court line to an imaginary line established at the top of the foul circle extending from side-line to side-line.
  - b. *Reference Exhibit A*



## North Jersey Junior Basketball League Inc.

### Procedures

### Section 5

### Game Management Procedures

(Adopted October 25, 2005) (Revised October 8, 2007)  
(Edited October 9, 2009)

5. Pressing and trapping in the back court is allowed in the last two minutes of the 2<sup>nd</sup> and 4<sup>th</sup> Quarters.

Unless a team winning by more than 20 points in the 4<sup>th</sup> Quarter:  
(adopted 10/08/07)

a. The Winning Team Will Not Press.

b. The Winning Team must be positioned behind the imaginary perpendicular line drawn from the top of the free circle to each sideline. *Reference Exhibit A*  
This definition of the press rule also pertains to all B-4 play.

6. The Losing Team may press in the last two minutes of the 4<sup>th</sup> quarter.  
(adopted 10/08/07)

7. The Winning Team shall not fast break unless the Losing Team is pressing.  
(adopted 10/08/07)

a. The winning team will not trap and/or pressure the losing team outside the three point arc.

The winning team may play man-to-man inside the three-point arc.

8. In the Referees' judgment, should the winning team not comply with these playing conditions, the Referees will:

a. Stop Play

b. Warn the Winning Coach

i. Referees will not assess unsportsman-like technical fouls for this violation of this League rule.

11. Referees will note the unsportsman-like conduct of the coach on their game report.

iii. Should the winning team repeatedly violate this rule, the Referees may terminate the game.

c. Award the ball to the losing team at the nearest out of bounds spot relative to the violation.

Normal NFHS restart play procedures will be in effect.

d. The team awarded the ball will not have the option to run the baseline.

9. Should the same winning team repeatedly violate this rule through the season, the League's Executive Board will take disciplinary action against the coach, suspensions and penalties will be made, which may include the offending Coach's expulsion from the League.



**North Jersey Junior Basketball League Inc.**

Take Note:

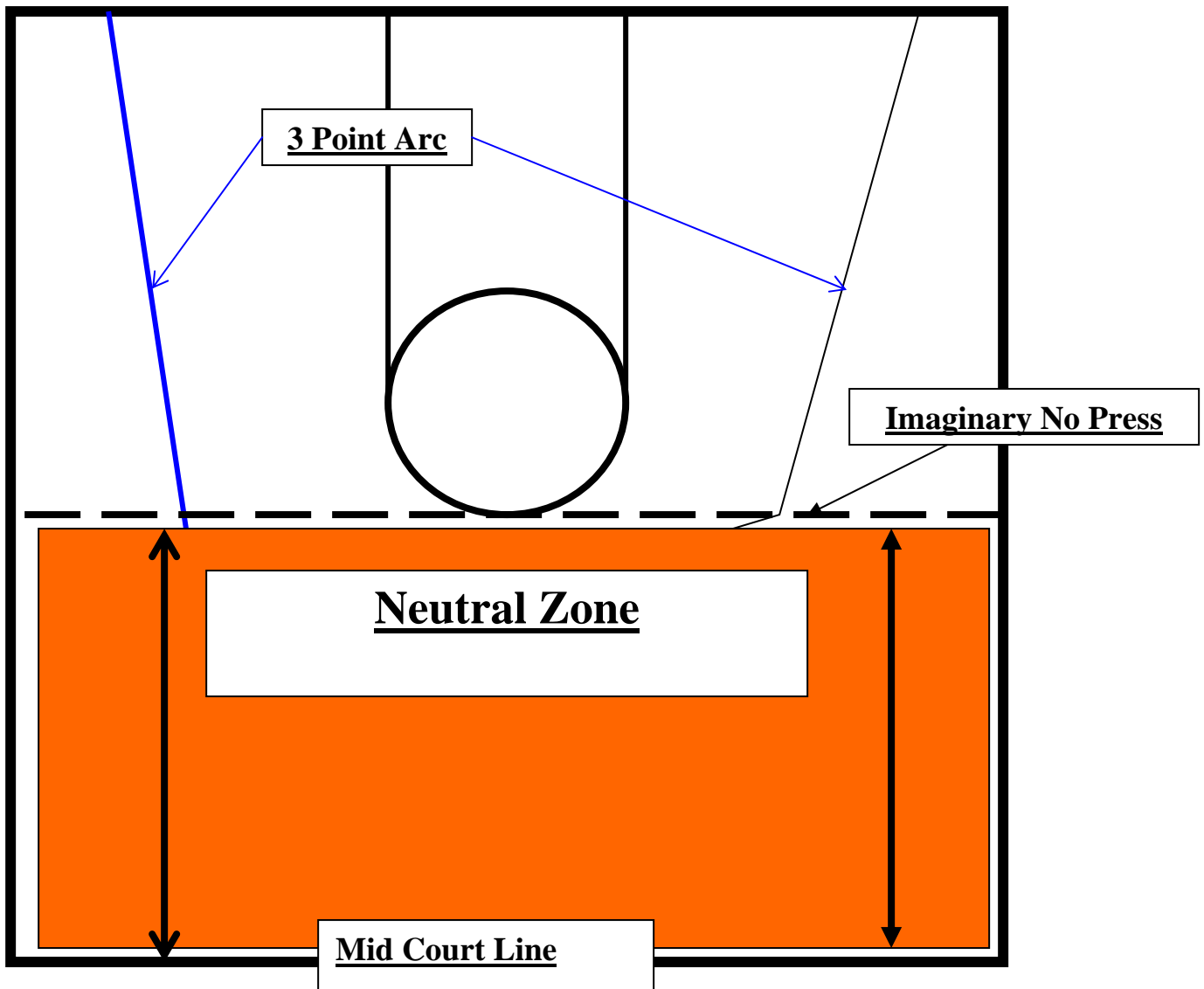
The **Coach** Is Always Responsible For The Conduct Of-  
The Players

The Assistant Coaches

The Staff (Scorekeepers and Timekeepers)

***The Spectators***

**20 Point Mercy Rule  
Press Overview  
Exhibit A**



**The mercy rules are to be enforced when there is a twenty (20) point score differential at the beginning and during the fourth (4<sup>th</sup>) quarter of the contest.**

- The winning team's players will be positioned behind the neutral zone line
  - The winning team's players will not move into the neutral zone until the offense establishes an offensive position in the offensive half court.
- The winning team will not trap and/or pressure the offense's ball possession outside the three point arc.
- The winning team may play man to man defense inside the three point arc.
- The winning team shall not fast break off of steals and rebounds

**Be Competitive - Always Respect Your Opponent**  
**Practice GoodSportsmanship**



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 6**

**NJJBL Zero Tolerance Exception (Adopted 10/17/05)**

#### **Section 6.1**

**NFHS Sportsmanship Tolerance Ruling:**

The NFHS and NJSIAA Rules Committees adopted a zero tolerance ruling wherein a player(s) are immediately called for a double technical foul and immediate ejection from a game for unsportsman-like conduct.

#### **Section 6.2**

**NJJBL Zero Tolerance Exception (Adopted 10/17/05)**

The League voted to reject the NFHS and NJSIAA rulings regarding zero tolerance and immediate game ejection for **players**. Should a player commit a non-confrontational, yet unsportsman-like act, the referees may issue a warning to the player.

A second offense by that player or any other player on that team will result in a game ejection, a double technical foul and a subsequent 2 game suspension. That team's coach will also be assessed a technical foul for unsporting behavior.

This violation therefore will result in an assessment of 4 technical fouls and the opponent will retain possession of the ball at the conclusion of shooting the technical fouls.

This League interpretation regarding a first warning does not compromise any player(s) and/or coach(es) conduct for voicing any form of foul/profane language, fighting (including swinging elbows and thrown punch(es)), verbally abusing the referees, malicious taunting and other forms of demonstrative un-sportsmanlike conduct. The referee's interpretation of these activities may preclude any warning to the player and/or coach.

The player and/or players and coach(es) committing these levels of unsporting behavior are to be immediately expelled from the game. The player(s) is to be charged with a double technical foul and the offended team will receive ball possession.

The referees are to note the player's name and number on the game report, or the coach(es) as circumstances and incidents dictate.

The League will post the incident. Should that player(s) be charged with another incident of this level conduct in any subsequent game during the current season, that player will be expelled from participation in all League activities. The violating team's coach will also be registered with the technical foul by the League office. An accumulation of five (5) technical fouls by a coach over the course of a season will result in a two (2) suspension.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 6.3**

Should a coach be ejected from 2 games in a season, that coach will be immediately and permanently expelled from any further participation in the NJJBL.

Should a coach accumulate 3 Technical Fouls and/or a game ejection over the course of a season, that coach, if returning the following year, will be required to attend the NJJBL's sportsmanship seminar in the subsequent season. (Adopted October 8, 2007)

### **Section 7**

#### **Game Management**

##### **Section 7.1**

##### **Game Playing Times and Overtime Periods**

The NJJBL plays its all League games in accordance with the current National Federation High School Rules. All Divisions will play stop clock.

The following table indicates the NJJBL's playing times:

<b>Division</b>	<b>Time/Quarter</b>	<b>Half-Time</b>	<b>Over-Time</b>	<b>Time Outs</b>
Boys 8 <sup>th</sup> Grade	8 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds
Boys 7 <sup>TH</sup> Grade	8 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds
Boys 6 <sup>th</sup> Grade	7 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds
Boys 5 <sup>th</sup> Grade	7 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds
Boys 4 <sup>th</sup> Grade	7 Minutes	5 Minutes	3 Minutes	3/1 Minute Per Half (6/Game)
Girls 8 <sup>th</sup> Grade	8 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds
Girls 6 <sup>th</sup> Grade	7 Minutes	5 Minutes	3 Minutes	3/1Minute 2/30 Seconds

For each overtime period, each team is provided with one additional time out.



## North Jersey Junior Basketball League Inc.

### Procedures

#### **Section 7.2**

#### **Game Time Exceptions**

1. Should the opposing Coaches agree, a running clock may be initiated.
2. Should the opposing Coaches agree, a game may be terminated.
3. The Officials may not unilaterally invoke these conditions.

The Officials shall terminate a game when in their opinion the following conditions exist:

1. The participants have initiated a dangerous and/or a potentially volatile playing environment.
2. The playing site is deemed to be dangerous to the participants.
3. The spectators have exhibited dangerous, unsafe and/or potentially volatile behavior.
4. After the start of a game, weather conditions warrant the suspension of the game.

Any game time playing exceptions must be reported  
to the League President and/or the Director of Officials



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 8**

#### **Protests and Grievances**

Protests and Grievances policies and procedures are detailed the NJJBL League's By-Laws Article 11. This section's purpose is to detail the format and completion of the Protest and Grievance Report and the process procedure. Please reference the Protest/Grievance Report exhibited on the subsequent page and on the League's web site: *njjbl.net*.

#### **Section 8.1**

The Report format is self-explanatory and the pertinent information must be completed as requested.

#### **Section 8.2**

A Protest Report must be faxed to the League within 48 hours of the protest and/or game incident.

#### **Section 8.3**

The League's Executive Board will review the Protest with 24 hours of the receipt of the protest. Should the Executive Board determine that a protest is valid, the League will apprise the currently assigned Protest Committee of the protest and then will initiate a full review of the circumstances regarding the protest.

#### **Section 8.4**

Should the Executive Committee determine the protest is not valid, the President will inform the protesting organization of its decision. The protesting organization may appeal the Executive Board's decision directly to the Appeals Committee should the protesting organization not agree with the Executive Committee's decision to reject the protest. The Appeals Committee then has the authority to dismiss the protest or to process the protest.

#### **Section 8.5**

Should the Executive Committee and/or the Appeals Committee validate the organization's protest, then both the Committees' will prescribe the equitable remedies to resolve the protest. The League will document the remedies to the organizations and participants involved in the protest.

**Section 8.6** The Executive Board and Appeals Committees' decisions on the protest will be binding and final.



**League Report Number:**

**North Jersey Junior Basketball League Inc.  
Protest/Grievance Report**

**Reference: NJJBL By-Laws Article 11**

**Submitted By:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
(Organization/Official(s))

**Submitted By:** \_\_\_\_\_ **Conference:** \_\_\_\_\_  
(League Representative/Coach)

**Date Submitted:** \_\_\_\_\_ **Date of Occurrence:** \_\_\_\_\_

**Participating Teams:** \_\_\_\_\_ (Home Team) \_\_\_\_\_ (Visiting Team)

**Played At:** \_\_\_\_\_

**Official's Report Submitted By:**  
(Or Completed By League Office)

**Officials:** \_\_\_\_\_

**Assignor:** \_\_\_\_\_

**Officials' Remarks/Comments:**

**Brief Narrative:**  
(Attachments As Required)

**NJJBL Response/Remedial Action:**  
(League Office)

**Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## North Jersey Junior Basketball League Inc.

### Procedures

#### **Section 9**

##### **Request For Referee's Review (Adopted August 2007)**

#### **Section 9.1**

The purpose of this procedure is to enable NJJBL carded League Representatives and Head Coaches a documented venue for requesting an evaluation of a referee(s)' proficiencies, performance, knowledge and enforcement of the contest's rules, and the demeanor and behavior of the referee(s) in the officiating of NJJBL contests.

#### **Section 9.2**

The Request for Referees Review form must be used and properly completed. The document must be **faxed** not sooner than two days after a qualified requestor has determined to file a request.

#### **Section 9.3**

The League's Executive Board will initially determine the Review Request's validity. Review Requests specifying conditions that encompass a referee's judgmental calls will not be considered valid.

#### **Section 9.4**

Requests that are deemed valid by the Executive Board will be submitted to the League's current Appeals Committee for review. Should the League's Executive and Appeals committees determine that a referee or referees should be evaluated, the League's Director of Officials shall assign a qualified IAABO observer to evaluate the referee(s) noted in the applicable Request.

#### **Section 9.5**

The Observer will be required to evaluate two games that the referee(s) specified in the Request will be officiating. The Observer will complete the League's evaluation form and forward the evaluation to the League's President and/or the Director of Officials, in a timely manner.

#### **Section 9.6**

The League's Executive Board will notify the results and decisions regarding the completed evaluation to the organization that initiated the Request and to the Appeals Committee. Dependent upon those results the Executive Board will be responsible for any and all remedial actions necessary to close-out the Request.

#### **Section 9.7**

*All information and actions taken will be restricted to only the directly involved parties.*

#### **Section 9.8**

As a remedy to resolving incompatible personal and individual confrontations between certain coaches and referees, and to promote a positive game management environment, the League's Executive Board will accept a written request detailing two lists regarding the assignments of referees to a particular organization's contests.

##### **Section 9.8.1**

The first list will detail the names of 5 referees that the organization would prefer to have officiate that organization's games, either at home or away.

##### **Section 9.8.2**

The second list will detail the names of 5 referees that the organization would prefer not to have officiate that organization's games, either at home or away.



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 9**

#### **Request For Referee's Review (Adopted August 2007)**

#### **Section 9.8.3**

These written preference lists must be received by the League before November 15<sup>th</sup> of each season. Failure to send in these lists by this date will forfeit this privilege.

#### **Section 9.8.4**

*If possible*, the League's Assignors will make a concerted effort to assign referees in accordance with these preferential referee lists.



**League Report Number:**

**North Jersey Junior Basketball League Inc.  
Request for Referees Review**

**Submitted By:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
(Organization/Official(s))

**Submitted By:** \_\_\_\_\_ **Conference:** \_\_\_\_\_  
(League Representative/Coach)

**Date Submitted:** \_\_\_\_\_ **Date of Occurrence:** \_\_\_\_\_  
Must Be Submitted 24 Hours After Incident  
**Must Be Faxed**

**Participating Teams:** \_\_\_\_\_ (Home Team) \_\_\_\_\_ (Visiting Team)

**Played At:** \_\_\_\_\_

**Officials:** \_\_\_\_\_

**Assignor:** \_\_\_\_\_

**Assignor's Remarks/Comments:**

**Brief Narrative:**  
(Attachments As Required)

**NJJBL Response/Remedial Action:**  
(League Office)

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## North Jersey Junior Basketball League Inc.

Procedures

### **Section 10 Playoff Guidelines**

#### **Section 10.1 Playoff Scheduling Responsibilities**

##### **Section 10.1.1 Opening Rounds**

The team with the best record will always have the home court advantage through the opening rounds of the play-offs. The exception will be if the home team cannot schedule a home court within a specific time frame. The League will attempt to resolve this issue by:

1. Negotiating for a mutually agreeable neutral game site
2. Assigning the visiting team's site as the game site.

In all preliminary ply-off rounds the home team or the winning coach is responsible for contacting the opposing coach with the schedule for the subsequent play-off game. The home/winning team coach is responsible for contacting the Director of Officials with the site, date and time of the next scheduled contest in order that the Director of Officials can assign officials to that contest.

Should the home team coach be unable to schedule opening round games in a timely manner, the home team coach will contact the League President and/or the Director of Officials as to the circumstances regarding the scheduled play-off game.

If a team cannot or will not play at a designated date, time and place, that team will forfeit their opportunity to participate in the play-off competition. The League, taking into consideration, the play-offs immediate results, history, and the League's tie-breaker guidelines, will designate the next eligible team to replace the team that can not or will not play within the playoff time frames.

##### **Section 10.1.2 Championship Contest**

**All Championship contests** will be played on the date and at the time and location specified by the League. **There will be no exceptions.**

If a team cannot or will not play the Championship contest at a designated date, time and place, that team will forfeit their opportunity to participate in the play-off competition. The League, taking into consideration, the play-offs immediate results, history, and the League's tie-breaker guidelines, the League will designate the third place team to replace the team that can not or will not play within the designated time frame

The League provides adequate play-off notification as to time and place so that this circumstance should not be an issue. All semi-final games must be completed by the Saturday before Championship Sunday.

**Procedures**

**Section 10 Playoff Guidelines (continued)**

**Section 10.2 Bracket Alignment and Tie Breaker Guidelines**

**Section 10.2.1 Bracket Alignment - Conference Considerations**

In the opening round of the play-offs, teams within the same conference will not compete with each other.

**Section 10.2.2 Tie Breaker Guidelines**

1. Should there be a win/loss tie for a Conference Championship, there will be a play-off game to ascertain the Conference Champion. The designated home court advantage will be made by the League based upon the Tie Breaker Guidelines. This game must be played within a viable time frame so the play-off s can move forward.
2. The Tie Breaker considerations for all other seedings for teams with tied win/loss records will include the following evaluative factors.
  - a. Head to Head Competition
  - b. Sportsmanship
    - i. Player/Coach Considerations
      1. Technical Fouls
      2. Ejections
      3. Sporting Demeanor
    - ii. Spectator Behavior
      1. Technical Fouls and Ejections
      2. Documented Incidents
  - c. In Conference Performance
    - i. Forfeits
    - ii. Strength of Wins/Losses
    - iii. Strength of Competition
  - d. Out of Conference Performance
    - i. Forfeits
    - ii. Strength of Wins/Losses
    - iii. Strength of Competition
  - e. Home/Road Performance
  - f. Decision of the League Seeding Committee
    - i. The League Seeding Committee representatives are:
      1. The League President
      2. The Director of Officials
      3. The League's Officials Assignors

The Tie Breaker process will be administered by the President in cooperation with the League's Seeding Committee. Coaches may appeal the results of the seedings. If necessary, the seedings may be reallocated should the basis of the seedings be faulty.

However, the final decisions of the League's Seeding Committee will be final.

**League Play-Off Competition Comes Before Outside Tournament Play**



## North Jersey Junior Basketball League Inc.

### Procedures

### Section 10 Playoff Guidelines

### Section 10.3 Reporting of Play-Off Games

#### 1. First Call

- a. The League will contact each eligible participating play-off coach to verify the team's win/loss record and to remedy any associated missing data.

#### 2. Second Call

- a. The League will contact each eligible participating play-off home team coach.
- b. The home team coach will be responsible for the following:
  - i. Contacting the opposing coach as soon as possible.
  - ii. Arrange a mutually agreeable game schedule including:
    1. Date
    2. Time
    3. Site
- c. Upon completion of the schedule process, the home team coach will contact:
- d. The Director of Officials, Bernie Elsinger, who will assign the officials for the contest.

#### 3. Third Call

- a. Within 24 hours of the completion of a play-off game, the **winning** team's coach will notify the League of the game's results.
- b. The contact must be either of the following:
  - i. Bernie Elsinger    Director of Officials    201-947-9185
  - ii. Bob Wilson        President                                    973-779-7011
- c. The League will schedule the next opponent of the winning team.
- d. The League will inform the winning coach to contact the opposing coach and schedule the next round of play.
- e. The League will post the scores and play-off brackets on the League's web site.

#### 4. The Finals Call

- a. Steps 2 and 3 will be repeated through the completion of the semi-final rounds of the play-offs.

### Coaches Note:

It is imperative to schedule and play your preliminary play-off games as soon as practically possible. If **any coach** has difficulty contacting the opponent coach, **immediately** call the League President.

**League Play-Off Competition Comes Before Outside Tournament Play**  
*Don't Forfeit Your Team's Season Efforts*



## **North Jersey Junior Basketball League Inc.**

Procedures

### **Section 11**

#### **Conducting League Membership Meetings**

Notices of League Membership Meetings should be remitted to members at least 5 days prior to the scheduled meeting date.

There shall be a proposed agenda included with the League meeting's notification.

League Meetings will be conducted in accordance with the League's By-Laws and Robert's Rules of Order.

### **Section 11.1**

#### **Meeting Procedural Guide Lines**

The following provides an overview of conducting a League Meeting:

1. Organizational Roll Call
  - a. Quorum of 51% of the Member Organizations Required
2. Opening Remarks From The Chairperson (President or President's Designee)
3. Treasurer's Report
  - a. Presentation
  - b. Acceptance\*
4. New Business
  - a. Specific Business Agenda\*
    - i. Posted Agenda
    - ii. Member Presentation
    - iii. Membership Discussion
    - iv. Voting\*
5. Old Business
  - a. Specific Business Agenda\*
    - i. Posted Agenda
    - ii. Member Presentation
    - iii. Membership Discussion
    - iv. Voting\*
6. Closing Remarks From The Chairperson (President or President's Designee)
7. Adjournment



## North Jersey Junior Basketball League Inc.

### Procedures

#### **Section 11.2**

#### **Presentation of Motions**

1. At the appropriate time, any League Member may present a primary motion within the jurisdiction of the League's By-Laws and Robert's Rules of Order:
  - a. The Agenda
  - b. New Business
  - c. Old Business
  - d. A Discussion on the proposed Motion is allowed and The Chair shall determine the time allotted for discussion.
2. Prior to any vote on a primary motion, any League Member may present a motion (secondary) to the primary motion.
  - a. The purpose of this secondary motion is:
    - i. Proposal to table the primary motion to a future meeting
    - ii. Proposal to return the primary proposal to committee
    - iii. Propose a vote be taken on the primary motion
  - b. There shall be no membership discussion on a secondary motion
  - c. The Chair shall call for an immediate vote on the secondary motion

#### **Section 11.3**

#### **Voting Procedures\***

1. The Chairperson shall suggest the voting process.
  - a. The Chair must acknowledge a motion to determine the voting process.
  - b. This motion must be immediately voted upon.
2. The Voting Process may be one of the following processes:
  - a. Show of Hands –
    - i. Counted and Recorded for the relevant motion.
    - ii. The Chair shall immediately announce the results of the vote.
  - b. Organizational Roll Call-
    - i. Each Organization will be polled
      1. Each Organization is entitled to One (1) vote.
      2. Qualified Responses are
        - a. Yea, Yes, Accept
        - b. Nay, No, Reject
        - c. Abstain
    - ii. Counted and Recorded for the relevant motion.
    - iii. The Chair shall immediately announce the result of the vote.