

# **Constitution**

## **Article 1 – Name**

The name of this organization shall be the Long Island Lutheran Basketball League, hereinafter referred to as the League.

## **Article II – Purpose**

The purpose of the League shall be:

To honor our Lord and promote His teachings;

To provide individuals the opportunity to communicate with one another through the medium of athletic activity;

To provide an extension of the Church's current youth ministry.

To provide an opportunity to experience Christian fellowship, whether they are players, coaches, parents, officials, clergy, or others

## **Article III – Church Membership**

Membership in the League shall be open to Lutheran Churches in Nassau and Suffolk Counties and the Borough of Queens, New York who shall hereinafter be referred to as Member Churches. All requests for membership by Churches new to the League must be approved by the Board of Directors. Member Churches shall pay annual dues and charges as specified in the By-Laws. Member Churches shall have voting rights as specified in the By-Laws.

## **Article IV – Board of Directors**

The governing body of the League shall be the Board of Directors, which shall be composed of at least seven (7) members and not more than seventeen (17) members. It shall include the President, the Executive Vice-President, Division Vice-Presidents and others as provided by the By-laws.

## **Article V – Officers**

The League shall have a President, an Executive Vice-President, one or more Division Vice-Presidents as specified in the By-Laws; a Secretary, a Treasurer, an Eligibility Committee Chairperson, Referee and Protest Committee Chairperson, Scheduling Chairperson, Risk and Insurance Chairperson, and an All-Star Chairperson shall be elected by the membership in the manner prescribed in the By-Laws.

## **Article VI – Amendments to the Constitution**

The Constitution may be amended by an affirmative vote of not less than two-thirds (2/3) of the membership representatives present at any duly called meeting during the fiscal year, after the first regularly scheduled meeting of that fiscal year, wherein a quorum is present. A quorum shall consist of at least 50% of the membership representatives. Notices of such proposed amendments must have been provided to all membership representatives at least (30) days in advance of such meetings.

# **By-Laws**

## **Article I – Membership Representation**

Each Member Church shall have one official membership representative and shall submit the name of that representative to the Board of Directors in writing, by the October Board Meeting each year. Any changes in the representative must be sent in writing to the Board of Directors by the Church, so doing before the new representative may vote. In the same manner an alternate representative may also be named to act on behalf of that Member Church in the absence of the official membership representative.

Each Member Church may choose as its official representative and alternate, a Pastor, Assistant Pastor, Coach, Assistant Coach, Athletic Director, Youth Director, Called Teacher or Committee Member.

## **Article II – Finances**

### **Section 1 – League Fees**

Membership dues for one fiscal year shall be determined by the number of teams entered in League play by the Member Church, according to the Fee Schedule established in the RULES.

### **Section 2 – All Star Fees**

Each Member Church shall be required to pay All-Star Fees determined by the number of teams entered in League play by the member Church, according to the Fee Schedule established in the RULES.

### **Section 3 – Forfeit Fees**

Each team entered in League play shall post a forfeit fee equal to one full game referee's fee according to the Fee Schedule established in the RULES. Forfeit Fee Balances for each member Church shall be adjusted at the beginning of each season to reflect the number of teams entered in League play. Member Churches who do not field any teams in any Divisions may request a refund from the league Treasurer, of all fees held. Requests for refunds must be made in writing.

#### **Section 4 – Payment of Fees**

All fees in Sections 1, 2, and 3 above must be paid by check and identified by Church, to the Treasurer by November 1<sup>st</sup> of each year. Churches whose payments have not been received by November 1<sup>st</sup>, for each team entered, will be notified by the Treasurer and will be required to have the fee in the possession of the Treasurer by November 10<sup>th</sup>. Fees submitted later than November 10<sup>th</sup> will be assessed an additional 50% of the fee. If the fee is not paid by November 15<sup>th</sup>, the Church remiss will forfeit all scheduled games until the fee is paid.

#### **Section 5 – Financial Statements**

At the October General league Meeting, the Treasurer will provide each member Church with a statement of its financial status as of the end of the prior fiscal year.

#### **Section 6 – Payment of Referees**

After each game and upon the referee signing both score sheets, and making notes as to technicals or other vital information, each team's coach shall pay the referee one half of the total game referee fee according to the Fee Schedule established in the RULES.

#### **Section 7 – Protest Fees**

### **Article III – Fiscal Year**

The fiscal year of the league shall be July 1 to June 30.

### **Article IV – Board of Directors**

#### **Section 1 – Composition of the Board**

The Board of Directors shall be comprised as follows:

- President (Chairman of the Board)
- Executive Vice-President
- Division Vice-Presidents (one for each Division participating in the League)
- Secretary
- Treasurer
- Chairperson - Eligibility Committee
- Chairperson - Referee and Protest Committee
- Chairperson - All-Star
- Chairperson - Scheduling
- Chairperson – Risk and Insurance

If for any reason a Division is eliminated or added the make-up of the Board of Directors will be adjusted accordingly by eliminating or adding Division Vice-Presidents posts at the October General Meeting.

## **Section 2 – Meetings of the Board**

The Chairman of the Board shall ensure that the Board meets the First Sunday of September, October, November, December, January, March and April. In case of any circumstances that would prevent adherence to this schedule, the Chairman of the Board shall reschedule the meeting.

## **Section 3 – Quorum**

No less than 51% of the existing Board members shall constitute a quorum for the transaction of business and all actions of the board shall require a majority of the Directors present at the time of the vote. Each individual shall have one vote, regardless of the number of offices held.

## **Section 4 – Removal or Resignation of Board Members**

Any or all of the Directors may be removed for cause by vote of the League members. A Director may resign at any time by giving written notice to the League President and such resignation shall become effective upon receipt by the President and notice given to the remaining Board members.

## **Section 5 – Filling Vacancies on the Board**

A vacancy occurring in any Board of Directors office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors.

## **Section 6 – Responsibilities of the Board**

The Board of Directors will act as a judicial body concerning interpretations of the constitution, By-Laws and Rules. The Board of Directors shall have control and the management of the affairs, policies and organization of the league and shall appoint the following committees;

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| a). Eligibility Committee         | d). All-Star committee           |
| b). Scheduling Committee          | e). Ethics Committee             |
| c). Referee and Protest Committee | f). Risk and Insurance Committee |

The protest fees, to be paid when filing a Protest, shall be paid according to the Fee Schedule established in the RULES.

The Board shall also arrange for all General and Special League Meetings. The Chairman of the Board may call Special League Meetings at his discretion and re-schedule league meetings when necessary (see Article VI).

The Board of Directors will formulate the alignment of all Divisions upon their receipt of all team applications (see Article VIII Section 1).

The playoffs shall be arranged and administered by the Board of Directors (see Article VIII Section 6).

The Board shall also set each season's trophy awards schedule (see Article VIII Section 7).

## **Article V – Voting**

Each member Church as specified in Article III of the Constitution shall have one vote, exercised by that Member Church's official representative (see Article I).

## **Article VI – General and Special League Meetings**

### **Section 1 – General League Meetings – Schedule and Purpose**

The following General League meetings shall be held each year:

<b><u>Date</u></b>	<b><u>Purpose</u></b>
September (Mid Month)	Hand out League material and General Business
October (Mid Month)	Turn in all League Materials and General Business
October (Late Month)	Schedule Change Meeting
January (Mid to Late Month)	All-Star Discussions, Publishing of Playoff and Trophy Information
March (At Seasons End)	Playoff Seeding, Officer Election

In case of any circumstances that would prevent adherence to this schedule, the Chairman of the Board shall reschedule the meeting.

### **Section 2 – Special Meetings**

The Chairman of the Board may call special league meetings at his discretion.

### **Section 3 – Order of Business**

The order of business for League Meetings shall be:

- Roll Call
- Reading and acceptance of the minutes of the previous meeting
- Committee Reports
- Reports of Officers
- Unfinished Business
- New Business
- Adjournment

Any questions about priority of order of business shall be decided by the League President without debate.

In addition, the Board of Directors shall act as an arbitration board on appeals regarding Eligibility Committee and Ethics Committee decisions. For an appeal to be upheld by the Board, a two-thirds (2/3) majority will be required. The Board of Directors' rulings on such matters will be final.

## **Section 4 – Notification of Meetings**

The League Secretary shall mail notices and agendas of General League Meetings and special meetings at least ten days prior to the meeting date.

# **Article VII – Officers**

## **Section 1 – Officers of the League**

The League shall elect a President, an Executive Vice-President, Division Vice-Presidents, a Secretary, Treasurer, an Eligibility Committee Chairperson, a Referee and Protest Committee Chairperson, a Scheduling Chairperson, Risk and Insurance Chairperson, and an All-Star Chairperson who shall have duties, powers, and functions as hereinafter provided.

## **Section 2 – Election of Officers and Terms of Office of the Registrar**

Election of officers shall be held at the last regularly scheduled General League Meeting of the fiscal year. Their terms of office will start with the beginning of the next fiscal year for the terms described below. The Board of Directors will present a list of nominees which will be developed in accordance with the League Policy on Representation and Succession (see Rules). The list of nominees may be added to from the floor.

### **Terms of Office of the Registrar**

President	1 year
Executive Vice-President	1 year
Secretary	1 year
Treasurer	1 year
Division Vice-Presidents	1 year
Eligibility Chairperson	1 year
Referee and Protest Chairperson	1 year
Scheduling Chairperson	1 year
All-Star Chairperson	1 year
Risk and Insurance Chairperson	1 year

## **Section 3 – Officer Job Descriptions**

### **President**

The President shall be the Chief Executive Officer of the League and the Chairman of the Board of Directors. He shall preside at all General League Meetings and special meetings as well as Board of Director's meetings. He shall have the general management of the affairs of the league and see that all orders and resolutions of the Board are carried into effect.

### **Executive Vice-President**

The Executive Vice-President shall be responsible to assist the President, oversee the administration of the individual Divisions of the League, lending assistance to Division Vice-Presidents where necessary, Chair the Ethics Committee, be well versed in reference to the Constitution, By-Laws, and Rules, so as to give assistance to those who need initial direction in League matters. The Executive Vice-President shall exercise the Office of the President in the President's absence.

### **Division Vice-Presidents**

One Vice-President duly elected by the League shall be responsible for each division. The Divisions of the League are as followed: Mites, Pee Wee, Bantam Girls, Bantam Boys, Junior Girls, Junior Boys, Senior Girls, Senior Boys, and Men.

### **Treasurer**

The Treasurer shall have the care and custody of all monies belonging to the League and shall cause such monies to be deposited in a bank or trust company; shall be responsible for the collection of membership dues, forfeit fees and All-Star Fees and other items. He shall be the only officer signing checks for the League. At General League meetings, he shall present the financial standing of the League to its members and at the end of the fiscal year an audit of his accounts shall be made by a committee appointed by the President. He shall provide each member Church a statement of its financial status at October General League Meeting. The treasurer shall prepare a budget for the approval of the Board of Directors at their September meeting.

### **Secretary**

The Secretary shall keep the minutes of all General League Meeting, Board of Directors meetings, and Special Meetings, and shall circulate meeting notices, agendas, and previous meeting minutes in accordance with the Constitution and By-Laws. He shall keep and maintain a team membership list of the Lutheran Churches who are members of the league. In addition, he shall issue at the General League Meeting in October, a list of the League's officers and Committees, complete with telephone numbers and addresses. At the October Schedule Change League Meeting, he shall issue the "Contact Sheets" which shall list the Church, Division, Coach, Team Representative, their telephone numbers, addresses and team colors and the Court Location Sheets. He shall periodically update these items during the year when sufficient changes warrant reissue. He shall be responsible for maintaining the Constitution, By-Laws and Rules.

### **Scheduling Chairperson**

The Scheduling Chairperson shall provide the date forms to all Church Reps at the September General Meeting. Upon receiving the completed date forms from all Membership Churches the Scheduling Chairperson shall produce a Preliminary Schedule by the middle of October. The Scheduling Chairperson will then schedule a Schedule Change Meeting in which all teams will have an opportunity to make final changes to the Preliminary Schedule. The Chairperson will then apply these changes to the Preliminary Schedule to produce a FINAL Schedule and distribute the schedules to all Church Representatives. The Scheduling Chairperson will also act as the lead in scheduling the playoff games at the end of the regular season.

### **Elected Committee Chairmen**

Each Committee Chairperson shall see to that all duties of his/her committee are carried out as described in the By-Laws and Rules. Each shall report all activities and actions to the Board through the office of the president. In decisions to be rendered by his/her respective committees involving the Chairperson's home church, the Chairperson shall be disqualified from the decision process and appoint a substitute Chairperson for that decision.

## **Article VIII – Structure of the League**

### **Section 1 – Divisions**

<b><u>Mite Division:</u></b>	Includes all players 6 years of age and under. A player reaching his or her 7 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division. Players must be at least 5 years of age by December 15th in order to participate in this Division.
<b><u>Pee Wee Division:</u></b>	Includes all players 8 years of age and under. A player reaching his or her 9 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division.
<b><u>Bantam Girls Division:</u></b>	Includes all girls 11 years of age and under. A girl reaching her 12th birthday prior to December 15th is not eligible to play in the Division.
<b><u>Bantam Boys Division:</u></b>	Includes all boys 11 years of age and under. A boy reaching his 12th birthday prior to December 15th is not eligible to play in the Division.
<b><u>Junior Girls Division:</u></b>	Includes all girls 14 years of age and under. A girl reaching her 15 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division.
<b><u>Junior Boys Division:</u></b>	Includes all boys 14 years of age and under. A boy reaching his 15 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division.
<b><u>Senior Girls Division:</u></b>	Includes all girls 17 years of age and under. A girl reaching her 18 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division, unless she is a High School student and did not reach her 18 <sup>th</sup> birthday prior to July 1 <sup>st</sup> of the present year.
<b><u>Senior Boys Division:</u></b>	Includes all boys 17 years of age and under. A boy reaching his 18 <sup>th</sup> birthday prior to December 15th is not eligible to play in this Division, unless he is a High School student and did not reach his 18 <sup>th</sup> birthday prior to July 1 <sup>st</sup> of the present year.
<b><u>Men's Division:</u></b>	Includes all men over the age for eligibility in the Senior Boys Division.

The December 15<sup>th</sup> "age cutoff date" mentioned in the division definitions above has been selected to try to keep the players on teams with their school classmates. Players born in December will be given special consideration to be sure they are placed in the division that is most appropriate considering their level of play.



The structure of each Division shall be reviewed by the Board of Directors at their October meeting. Consideration shall be given to geographic location, team standings of the previous years and the size of youth enrollment of the Member Churches. Team assignments to Sections such as East and West will be made, when necessary, to attempt to provide balance in each of the Divisions listed above.

## **Section 2 – Teams**

Each team shall be entered by a Lutheran Church as specified in Article III of the Constitution and shall have a minimum of seven (7) and a maximum of fifteen (15) players. The Eligibility Chairman may alter these limits in response to specific requests to recognize special situations.

## **Section 3 – Combination Teams**

Two Lutheran Churches may combine to enter one team, if neither Church individually could field a team due to a shortage of players. A Church having seven or less players in any one Division would be considered eligible to combine with another Church in the same circumstance. One Church will be designated as sponsor and will assume all financial and other obligations to the League. The sponsor will also insure each player meets all eligibility requirements and provide the official team representation.

## **Section 4 – Schedules**

The League schedule shall start no sooner than November 1<sup>st</sup> and finish no later than the second Sunday in March. Preliminary Schedules will be distributed after the October General League Meeting. All requests for changes to the preliminary schedule must be made during the October Schedule Change Meeting. The “Official Schedule” will be distributed one week after the October Schedule change meeting. The “Official Schedule” is the binding document for all games and can not be changed except under the circumstances defined in the RULES.

All games approved to be rescheduled must be completed prior to the last scheduled day of the regular season (see RULES for information on how to submit requests for approval to reschedule games). The Board reserves the power to award victories or forfeits where games were not rescheduled in accordance with the RULES prior to the last scheduled day of the regular season. In such cases the Board’s decisions are final.

## **Section 5 – Standings and Final Standings**

In all Divisions except the Mite and Pee Wee, Divisions, standings will be tracked for the purposes of Playoff position determination, and trophy awards. Standings shall not be tracked in the Mite and Pee Wee, Divisions. All standings will be final at the completion of play on the last scheduled day of the season and after any victories or forfeits are awarded by the Board of Directors in accordance with Section 4 of this Article.

Standings in each section of each Division shall be determined by the win/loss record (percentage) of each team. In the event of a tie in this record where 1<sup>st</sup> place or the last playoff position are to be determined, a mandatory one game playoff on a neutral court will be played to determine the Final Standings. Teams refusing to participate in this mandatory one game playoff will receive a forfeit and the opposing team declared the winner of 1<sup>st</sup> place or the playoff position. In the event of a tie in the record of teams not tied for 1<sup>st</sup> place or the last playoff position the individual win/loss record of the tied teams as they opposed each other will be used to determine the Final Standings. If the teams have identical overall and opposing records a coin toss will determine the Final Standings.

### **Section 6 – Playoffs**

The playoffs shall begin immediately after the last regularly scheduled date on the schedule. The format of the games shall be that as set forth by the Board of Directors at the January General meeting. Playoff positioning shall be determined based on the Final Standings as described in Section 5 of this Article. Dates, times, and court locations shall be presented to all League members no later than two weeks prior to the final regular season date. The schedule is final and no changes may be made, except by prior submission to the Board of Directors, of extenuating circumstances, upon which the Board will make a ruling and such ruling is final. Any team not complying with the “Playoff Schedule” shall forfeit its game.

### **Section 7 – Trophy Award**

The trophy award schedule shall be that set forth by the Board of Directors at the January General League meeting. Trophies shall be presented by the League President or Division Vice-President at the deciding playoff game.

### **Section 8 – All-Star Games**

All-Star games shall be held in late January or early February for each Division in the League unless determined otherwise by the Board of Directors at its October meeting. The structure of the All-Star teams shall be determined by the Board of Directors at its December meeting. Each All-Star team shall have at least ten (10) players and not more than fifteen (15) players. The number of players from each League team shall be determined on the basis of the standings at the close of play corresponding to the first half of the regular schedule in each section of each Division. At least one player shall be allowed from each League team. Team shall also be allowed to select alternates should players not be able to play. All-Star coaches for all Divisions except the Pee Wee Division will be the first place coaches in each section or the first and second place coaches if only one section exists. Pee Wee Division coaches shall be determined by the Board of Directors at its December meeting. The Mite Division will not have an official All-Star “Game” but may, at the discretion of the Board of Directors participate in All-Star Day by means of activities such as skills exhibitions.

Each player shall play at least one quarter of the game start to finish, and each All-Star coach shall be required to submit, to the Division Vice President prior to game time, a plan demonstrating full intentions to play each All-Star player equally. The Division Vice President shall monitor playing time throughout the game.

## **Article IX – Players**

### **Section 1 – Church Affiliation**

All players must be affiliated with the church which they are representing in one of the following ways:

A member of the Sunday School of the Member Church up to the age of eligibility for attending Confirmation Class in that Church; or,

A regular member of the Confirmation Class of the Member Church; or,

A Confirmed and Communing member of the Member Church.

Players, on a combination team as described in Article VIII Section 3, must be affiliated with their home church as specified above.

### **Section 2 – Players from Non-Member Lutheran Churches**

A player meeting the affiliation requirements of Section 1 of this Article, in a Lutheran Church that does not have a basketball team in the age group of the involved player, may be included on an existing Non-Combination team's roster. Approval must be obtained from the Eligibility Committee prior to placing a player in this category on any roster. Teams may not have more than two (2) players in this category on their rosters. Players in this category are prohibited from participating in any interscholastic basketball program.

### **Section 3 – Players from Non-Lutheran Churches**

A Non-Lutheran player meeting the affiliation requirements of Section 1 of this Article may be included in an existing Non-Combination team's roster. Players in this category are prohibited from participating in any interscholastic basketball program. Teams may not have more than two (2) players in this category on their rosters.

These are the guidelines for rostering Non-Lutherans based on roster size:

1. If the Lutheran players number between 5 and 8 then up to 2 non Lutherans may be permitted.
2. If the Lutheran players number between 9 and 11 then 1 non Lutheran may be permitted.
3. If the Lutheran players number 12 or over, then no non-Lutheran may be permitted

### **Section 4 – Outreach**

Non-Lutheran or non-churched players may play on an outreach basis under the following circumstances:

1. The church pastor from the sponsoring church must forward in written approval explaining the outreach effort for this player or family.
2. Eligibility would be limited to 2 seasons, any part of a season counts as 1 season.
3. The number of players rostered on an outreach basis are to be included in the limit specified in section 3.

### **Section 5 – Proof of Age**

Each player must, upon entering the League for the first time, submit to the Eligibility Chairman a copy of his or her birth or Baptismal certificate as proof of age.

### **Section 6 – Ineligibility Due to Interscholastic Basketball**

Players are ineligible if they are participating in High School Varsity, College, or Intercollegiate Basketball programs.

Players who have not previously played at the Varsity level and are planning to try out for the Varsity level are eligible to play up until the time that they are selected on the Varsity level. Players who have played the Scholastic season at the Junior Varsity level and have been moved up to the Varsity level at the end of their regular season are eligible to play in the league. Players who are moved up to the Varsity level prior to the end of the Scholastic season are ineligible to play from the time of the move.

Players having been dropped from or leaving one of the programs listed above may be declared eligible for subsequent League play in accordance with these By-Laws and Rules. Any player having played on a team from one of the programs listed above will not be eligible for subsequent League play if the team from the programs listed above completed 50% of its scheduled games before his proposed return for subsequent league play.

### **Section 7 – College Students**

College Students are ineligible to play in the Boys or Girls Division of the league, unless:

They meet the age requirements for the Division they wish to play in;

and,

They participated in the Long Island Lutheran Basketball league in the season prior to the current one;

and,

They did not participate in Interscholastic Basketball as described in Section 5 in the season prior to the current one.

### **Section 8 – Injured Players – Disabled List**

Injured or seriously ill players may be placed on a disabled list for not less than three games by notification to the Division Vice-President. No roster substitution for this player will be permitted. Players on the disabled list are ineligible to play in League games until removed from the disabled list by notification to the Division Vice-President.

### **Section 9 – Playoff Eligibility**

In order for players to be eligible to participate in the playoffs, they must have been present and suited up to play in at least two-thirds (2/3) of the regular season league games that he/she was eligible to play in.

The number of games prior to a players entry on the roster, or during which a player was on the disable list during the season will be deducted from the number of regularly scheduled league games in computing his eligibility status.

**Section 10 – Use of Ineligible Players**

The use of a player who is ineligible, for any of the reasons stated above, in a game will cause his team to automatically forfeit said game and automatically forfeit the team's next scheduled game. Losses will be recorded for the team using the ineligible player and a win recorded for the opponent. Any previous games in which this player participated while ineligible, will also be recorded in the same manner. The League's ethics committee and eligibility committee will automatically send a letter requiring a written explanation as to the circumstances of the use of the ineligible player to create paper trail of infraction

**Section 11 – Requests for Exceptions To This Article**

Requests for exceptions to this Article must be submitted in writing to the Eligibility Committee in accordance with the RULES.

## **Article X – Standing Committees**

The League shall have the following standing committees:

### **Eligibility**

Shall have five members and is responsible for deciding on the question of player eligibility according to the Constitution, By-Laws, and League Rules. Each team roster shall be approved by this Committee. Appeals of Eligibility Committee decisions can be directed to the League President who will convene the Board of Directors as an arbitration panel.

### **Scheduling**

Shall have three members and is responsible for the master schedule of games including the All-Star game and coordination of all postponed and rescheduled games, including approval of said changes. Appeals of Schedule Committee decisions can be directed to the League President who shall convene the Board as an arbitration panel.

### **Referee and Protest**

Shall have three members and is responsible for securing qualified referees for all scheduled playoff and All-Star games and ruling on any protested games.

### **All Star**

Shall have at least five members and is responsible for the organization and running of the All-Star games.

### **Ethics**

Shall have five members, including the Executive Vice-President who shall chair the Committee. The committee members shall be chosen by the Chairman and subsequently approved by the Board of Directors.

The Committee is to be responsible for decisions involving penalties due to misconduct or unsportsmanlike behavior in the league as outlined in the Rules. Appeal of Ethics Committee decisions can be directed to the League President who shall convene the Board as an arbitration panel.

## **Article XI – Amendments**

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds (2/3) of the team representatives voting at a General League Meeting or Special Meeting called for this purpose, wherein a quorum is present. For this purpose, a quorum shall consist of at least 50% of the team.

## **Article XII – Parliamentary Procedures**

On questions of parliamentary procedures not covered in these By-Laws, Robert's Rules of Order (latest edition) shall prevail.

# **RULES**

The Rules stated here are preceded by the Constitution and By-Laws, and are set forth here as an enlargement and are more detailed.

These Rules can be altered, amended, deleted, or added to by an affirmative vote of not less than  $\frac{3}{4}$  of the membership representatives voting at a General League Meeting.

## **Rule 1 – Rules**

Unless otherwise stated, the National Federation Edition Basketball Rules Book will govern all games. This can be obtained from National Federation of State High School Athletic Associations, 7 South Dearborn Street, Chicago, Illinois.

Amendments to these rules are as follows:

In cases where technical fouls, flagrant fouls or ejection's take place, the referee must inform both coaches and the involved person of the exact infraction. After such a game, it is the involved person's coach's responsibility to inform the Ethics Committee Chairman of the incident. (Note: Technical fouls may be written on the score sheet, but ejections and flagrant fouls shall be called in).

The Pee Wee, Bantam Boys and all Girls Divisions will use a 28.5 inch basketball.

## **Rule 2 – Games**

### **Officials**

All referees used in this League shall be approved International Association Basketball Officials. Teams are responsible for payment of the Officials in all games except for the annual All-Star games. The Official(s) shall receive their fees before the game, half from each team, according to the Fee Schedule established in these Rules.

Two Officials will be assigned to all regular League games except in the Mites, Pee Wee, and Bantam Girls division. No Referee is assigned in the Mites division games, and 1 referee is assigned in Pee Wee and Bantam Girls.

In the case where one (1) official is the standard for a division, two (2) officials may be used for a game upon agreement by both coaches, prior to the conclusion of the annual schedule change meeting. Two officials may also be used for games at the request of an individual team, with the approval of the Board of Directors. In this case the requesting team shall be responsible for paying 1 (one) and-a-1/2 (half) full referee's fees.

All League All-Star and Playoff games, regardless of Division will have 2 (two) officials.

An official, who is participating in the Long Island Lutheran Basketball League as a team's coach, shall not be assigned to officiate a game in the same Division in which he/she is coaching, nor in any game where one of the teams represents the Church of which that official is a member, unless agreed to by the coaches playing in the game.

### **Time Clocks**

The home team is responsible for providing the time clock. The visitors should also bring a clock, if available. If both clocks should break down, a running clock may be played only with the full agreement of both coaches and the referee. Home teams are official scorers and timers.

### **Score Sheets**

1. 2 score sheets, 1 supplied by each Team, shall be filled in by both teams prior to each game and placed at the scorers table. Only the players suited up for the game should be listed.
2. Following the game, coaches, the home and visiting team scorers, and the **referee(s)** are responsible for completing the **Technical Foul and Ejection Section** of the score sheet. The **Referee Evaluation Section** must also be completed
4. Scores shall be submitted by mail by both the winning and losing team's coach to the respective League Vice-President.
5. Scores must be in the mail (postmarked) no later than four (4) days after the game is played.
6. In the event a V.P. does not receive a score within one week (7 days) after a game, the postmark on the score sheet (when it is received) shall determine the disposition of the game.

### **Forfeits**

A game will be forfeited for any of the following reasons:

1. Failure of a team to appear 15 minutes after a scheduled game time.
2. Use of an ineligible player.
3. Official's forfeit.

Should a team be charged with a forfeit, for a game which is not started, that an Official(s) is present for and ready to start, the forfeit fee of that team will be used to pay the official(s). An additional forfeit fee must be submitted to the League Treasurer within ten days. The team charged with the forfeit will receive a loss for the game and the opposing team a win.

A team not submitting the additional forfeit fee within ten (10) days will receive irrevocable losses for all games played until the fee is received by the treasurer including all games within the 10-day period.

### **Protests**

Protests in writing should be filed within 72 hours to the Referee and Protest Committee. It is necessary to inform the official during the game that a protest is to be made. A protest fee must accompany the protest, or such a protest will not be recognized. If the protest is upheld, the team making the protest will receive the fee back. If the protest is not upheld, the fee will go into the general fund.



### **Playing Time**

Pee Wee Division	10 minutes (quarters) running time. Clock stops for time-outs, free throws, and during the last 2 minutes of the game only.
Bantam Girls Division	8 minutes (quarters)
Bantam Boys Division	8 minutes (quarters)
Junior Division	8 minutes (quarter)
Senior Division	8 minutes (quarter)
Junior Girls Division	8 minutes (quarters)
Men's Division	10 minutes (quarters)

### **Conduct of Games**

Standard League procedure for conduct of games shall be as follows:

1. There will be separate dressing areas (or times where necessary) for each team to be provided by the Home Team. It is recommended that a lock be provided to the coaches for the respective dressing areas.
2. For a period of time, fifteen minutes in length before a game, and during games, including time-outs, quarter breaks, half-time break, etc., no one shall be permitted on the courts except for the players, coaches, advisors and the referees involved with the game. Cheerleaders in uniform and under supervision are also permitted on the court.

## **Rule 3 – Ethics and Conduct**

All cases of misconduct or unsportsmanlike behavior by any coach or player in the League shall be reviewed by the Ethics Committee. These situations include all ejections from a game by a referee for reasons other than five (5) personal fouls or injury. Fan conduct and any questionable behavior by anyone associated with the League in general may also be reviewed by the Committee, when the Board of Directors refers a case of this nature to the Committee. Inappropriate behavior at any League activity may be subject to review.

The review shall consist of gathering of information from all available sources so that fair and impartial action may be taken. The review shall be conducted by first gathering statements from all involved or concerned parties (referees, players, coaches, etc.) and then conducting a meeting or telephone poll to determine the required action. In a case where a meeting is held, the meeting shall be of an open nature. When finally ruling on the problem the Committee shall meet privately to discuss the outcome of the review. The Committee's decisions shall be given directly to all concerned parties and the Board of Directors.

Penalties may be one of the following:

1. Team suspension (for cases of fan conduct).
2. Permanent expulsion from the League for a player (subject to yearly review upon request by the Board of Directors).
3. Suspension for the remainder of a fiscal year.
4. Suspension ranging from one (1) to four (4) games.
5. A warning to be recorded with the League Secretary.
6. Clearing of charges....No penalty.

Anyone receiving what amounts to a second warning in one season shall receive at least a one (1) game suspension.

In cases of an ejection, the player or coach shall be suspended immediately, until the Committee meets. The Chairman of the Committee may waive the required immediate suspension. In the case of a suspension due to ejection, the Committee is required to make its decision in no less than 72 hours after it is reported. The ejected player's coach is responsible to report the ejection immediately after the game and is subject to suspension himself if he fails to report the problem.

If for any reason the involved player or his coach or team representative feels that the review was mishandled in any way or an unfair penalty was assessed, an appeal may be lodged. Appeals by any parties except for those listed above will not be entertained. Appeals to any Ethics Committee decision shall be made directly to the Board of Directors no later than one (1) week after being informed of the decision.

## **Rule 4 – Teams**

### **Team Applications**

Team entrance applications and schedule input forms must be completed and submitted to the League President no later than the October General League Meeting. Teams may only be accepted after this date upon the approval of the Scheduling Committee and the Board of Directors.

### **Rosters**

Team Rosters are required of all teams entered into the League. The Roster will contain all players' full legal name, birth date, school, signature, church affiliation, and membership status. The roster must be signed by the Coach, and Membership Representative. Additionally, the roster must be signed by the Church Pastor, verifying the membership status of all players listed on the roster. In the case of a Pastoral vacancy, the congregational President must sign the roster as having verified membership status. Proof of Age must accompany the roster submission or already be on file with the Eligibility Committee. Proof of age will be matched to the roster by the Committee.

Rosters and all required proof of age must be submitted to the Eligibility Committee at the October Schedule Change Meeting. Any member congregation not submitting all rosters and required proof of age will not receive their "Official Schedule" and will not be permitted to play any games until all rosters are submitted and approved by the Eligibility Committee. Games not played as result of rosters problems will be charged as forfeits and the games will not be made up.

Rosters are not “official” until approved by the Eligibility Committee and returned to the Membership Representative. Copies of approved rosters will be supplied to the Division Vice Presidents by the Eligibility Committee. All questions concerning roster errors will be reported to the Membership Representative. It is the Membership Representative’s responsibility to correct the error before the individual in question plays a game. Coaches must have a copy of their approved roster at all games to be used in the case of a roster challenge (see below).

### **Roster Additions**

Players may be added to rosters up to January 10<sup>th</sup>. All requests to add players to a roster must be submitted to the Eligibility Committee in writing. Phoned in requests will not be accepted. The request must include the new player’s full legal name, birth date, school, signature, church affiliation, and membership status. The request must be signed by the Coach, and Membership Representative. Additionally, the request must be signed by the Church Pastor as verification of the new player’s membership status. In the case of a pastoral vacancy, the congregational President must sign the roster as having verified the membership status. Proof of Age must accompany the request or already be on file with the Eligibility Committee. Proof of age will be matched to the roster by the committee.

An addition to a roster is not “official” until approved by the Eligibility Committee. The added player should not play in any game until the approved addition is returned to the Membership Representative. Copies of approved additions will be supplied to the Division Vice Presidents by the Eligibility Committee. All questions concerning errors in a request for addition will be reported to the Membership Representative. It is the Membership Representative’s responsibility to correct the error before the individual in question plays a game. Coaches must have a copy of all approved roster additions along with their original approved roster at all games to be used in the case of a roster challenge (see below).

Additions, may be requested up to the roster size limit as defined in the BY-LAWS. If the roster is at the limit, only two substitutions may be made for names already on the roster. Special situations may require additions to the roster after January 10<sup>th</sup>, however, this may only be done with prior approval of the Eligibility Committee.

### **Roster Deletions**

Players may be deleted from a roster at any time. Deletion notification must be submitted to the Eligibility Committee in writing and signed by the Membership Representative. Phoned in deletions will not be accepted. Once processed by the Eligibility Committee, the deletion will be returned to the Membership Representative. Copies of all deletions will be supplied to the Division Vice Presidents by the Eligibility Committee. Coaches must have a copy of all deletions along with their original approved roster and approved additions at all games to be used in the case of a roster challenge (see below).

Once players are deleted they may only start to play again if added to the roster as described in the section on ROSTER ADDITIONS.

### **Requests for Eligibility Exceptions**

All requests for Eligibility Exceptions must be submitted in writing to the Eligibility Committee. Requests must be made on an individual basis and must include the full legal name of the person who the exception is being requested for, their birth date, school, signature, church affiliation, and membership status. Additionally, the request must clearly state the rule for which the exception is being requested, the basis for the exception request, and the signatures of the Coach, Membership Representative, and Church Pastor. Phoned in requests will not be accepted.

All requests will be evaluated on a case-by-case basis. The full committee must rule on all requests to insure consistency for the League as a whole. Fact finding and data gathering, including but not limited to observation of the player in question in a practice environment, will occur and can be conducted by individual committee members in order to expedite response to requests.

Membership Representatives will be informed of the disposition of requests. In the case of approved requests, the approval will be considered to be a ROSTER ADDITION. Copies of approved exceptions will be supplied to the Division Vice Presidents by the Eligibility Committee. Because an approved exception is considered a ROSTER ADDITION, coaches must have a copy of the approved exception along with their original approved roster at all games to be used in the case of a roster challenge (see below).

Teams are limited to one eligibility exception using this rule. The Eligibility does not have the authority to grant more than one exception per team. Teams requesting more than one exception must submit any subsequent requests for exceptions to the Board of Directors to gain authorization for the Eligibility Committee to consider further requests.

### **Roster Challenges**

It is every coach's right to challenge a player's eligibility and identity before or after any regular season game. Challenges from coaches during the playoffs may only be made prior to a game. Coaches may request to review the opposition's roster information any time prior to the start of any game or any time after the conclusion of a regular season game. Challenges during a game are strictly prohibited. After a challenge prior to a game, it is up to the discretion of the team being challenged to determine if the challenged player(s) will play in the game to follow.

Roster Challenges should be submitted, in writing, to the Eligibility Committee. The Eligibility Committee will rule on the player(s) status. Those players who are declared ineligible will result in forfeits for games in which their name appears on a score sheet.

The Eligibility Committee will inform all involved Membership Representatives, Division Vice President(s), and the League President of all Roster Challenges and subsequent findings.

## **Rule 5 – Players**

### **Playing Into An Older Age Division**

Players in the Junior Girl, Junior Boys, Bantam Girls, and Bantam Boy divisions may request approval to "play up" a maximum of one age division. Players who are granted approval would still be eligible to participate in the division which matches their birth date, although players who are "playing up" due to advanced skill levels are encouraged to play in the older division only.

Requests to "play up" must be made in writing to the Eligibility Chairperson for approval. Written confirmation of approval is required before a player may play any games in the older division. The written approval should be attached to the older team's roster.

Players in the Pee Wee Division may also request approval to "play up" into a Bantam division. However, players from the Pee Wee division granted approval to "play up" will no longer be eligible to participate in the Pee Wee division.

### **Transferring Teams**

If a Church has more than one team participating in the same Division, under **no circumstances** can a player be switched from one team to another at any time.

### **Rule 6 – Uniforms**

When two teams in one Division have the same color uniforms, the home team is responsible to appear for the game with different color uniforms. All players on a team must have the same color shirts with a number on the front and the back. Uniform colors are listed on the “contact sheets” and all coaches have the responsibility to insure this rule is being carried out.

### **Rule 7 – Schedule Changes**

Changes to the “Official Schedule” will only be permitted when inclement weather prevents safe travel to and from the game site or under two other very limited circumstances. Those circumstances are:

- 1). Unavailability of the Home Court
- 2). A Church Sponsored Activity involving the participating players.

Either team may request an approval to reschedule for reasons 1 or 2 as described below. Cancellations for any other reason will be considered forfeits, and will not be rescheduled.

### **Inclement Weather**

The decision to postpone games because inclement weather prevents safe travel to and from games will be made by the League.

When the decision is made to cancel games due to inclement weather, the League will inform the Referee Chairman and the Division Vice Presidents. Division Vice Presidents will contact each Membership Representative of teams involved in games on that date.

### **Rescheduling Games**

It is the intent of the League to play all scheduled games at the date, time and location indicated in the “FINAL SCHEDULE

Games may only be rescheduled because they were cancelled due to the reasons listed in rule 7 (above). If a game must be rescheduled under these circumstances, the Division Vice President will be responsible for contacting the teams involved, scheduling the make up date and time, contacting the Scheduling Chairman and the Referee Chairman.

### **Contact with the Referee Chairman and the Scheduling Chairman**

Under **no circumstances** are games to be rescheduled directly with the Referee Chairman or Scheduling Chairman. The only time the Referee Chairman will accept a change from anyone is when a team can not field enough players to play a game and advance notice can be given to the Chairman or as described in the section on inclement weather. At that time, the referee chairman will determine if the forfeit needs to be charged to compensate the referee(s).

## **Rule 8 – League Policy on Representation and Succession**

Each Member Church shall be responsible for supplying at least one officer, Board Member, or Committee Member. Failure to comply with this will result in elimination of that member Church's Schedule for the season in which they do not participate in the administration of the League.

No standing Committee shall hold more than one member from any one church.

All second-year coaches and representatives are expected to be available to serve on committees and to assume office roles.

The board shall strive to have the Executive Vice President succeed the President, and to have the other officer positions filled by recent Division Vice Presidents.

## **Rule 9 – Fee Schedule**

**The following Fee Schedule is in effect for all teams in the League:**

<b>League Entrance Fee</b>	\$30.00
<b>All Star Fee</b>	\$30.00 **
<b>Protest Fee</b>	\$10.00

<b><u>Referee Fees</u></b>	
<b>Pee Wee</b>	\$34.00 (each team to pay \$17.00)
<b>Bantam Girls</b>	\$60.00 (two referees – each team to pay \$30.00)
<b>Bantam Boys</b>	\$72.00 (two referees – each team to pay \$36.00)
<b>Junior Girls</b>	\$72.00 (two referees – each team to pay \$36.00)
<b>Junior Boys</b>	\$76.00 (two referees – each team to pay \$38.00)
<b>Senior Girls</b>	\$76.00 (two referees – each team to pay \$38.00)
<b>Senior Boys</b>	\$90.00 (two referees – each team to pay \$45.00)
<b>Men</b>	\$110.00 (two referees – each team to pay \$55.00)
<b>Masters</b>	\$100.00 (two referees – each team to pay \$50.00)

**\*\* Please note that every church will be charged an additional \$100.00 at the start of the season. If your church volunteers people to work at the All Star game the \$100.00 fee will be reimbursed.**

## **Rule 10 – Special Mite Division Rules**

### **Division Objectives**

This Division is *purely instructional*, providing the first exposure to individual fundamentals. "Games" will occur on a scrimmage basis during the second half of the season. The primary purpose is to teach children the difficult game of basketball, stressing Christian principles, ensuring that each child has an enjoyable experience. As such, competition, and especially **WINNING is not to be stressed**. Recognizing that basketball by nature is a competitive game, Christian Sportsmanship must constantly guide all of our actions, especially in a Division where winning will not be stressed.

All coaches, players, and **FANS**, must fully recognize the fun and instructional nature of this Division. It is the responsibility of each member church to make sure that everyone involved with the Mite Division is informed, and **constantly** reminded, of this primary fact.

### **Coach's Guidelines and Responsibilities**

Coaches must avoid a “win-at-all-costs attitude”. The coach has primary responsibility for stressing Christian Sportsmanship at all times, to players and fans alike.

Coaches should avoid shouting at players during play, using controlled fundamental instruction instead. To correct repeated or fundamental mistakes, a player should be quietly corrected on the sideline. Time outs should be used freely for instructional purposes. Avoid shouting phrases such as “Get him!”. Using catch phrases such as “Defend the ball” or “Play your man” avoid the negative and stress the positive.

Both coaches are responsible for officiating “games” or to provide volunteer officials. Officials should never be questioned. The officials should use calls such as traveling, 3 seconds, and so forth as instructional opportunities for both teams. Rules concerning personal fouls should be applied fully at all times.

Players should receive equal playing time as determined by the number of players present for a game.

### **Mite “Rules”**

NO Pressing. Once a team has lost the ball in the offensive zone **all** defensive players should immediately drop back to the most logical of the following:

- A). 10 feet behind half court;
- B). Inside the 3-point-line
- C). Behind a supplementary time line (if present).

Games will not be timed and last about 45-60 running time minutes, with unlimited timeouts. Scores should not be kept on a scoreboard. Baskets will be approximately eight (8) feet in height. Free throw should be shot from a position where the player is comfortable in reaching (not making) the basket.

## **Rule 11 – Special Pee Wee Division Rules**

This Division is *instructional*, providing the first exposure to team concepts and competition. The primary purpose is to teach children the difficult game of basketball, stressing Christian principles, ensuring that each child has an enjoyable experience. As such, **WINNING is not to be stressed**. Recognizing that basketball by nature is a competitive game, Christian Sportsmanship must constantly guide all of our actions, especially in a Division where winning will not be stressed.

All coaches, players, and FANS, must fully recognize the fun and instructional nature of this Division. It is the responsibility of each member church to make sure that everyone involved with the Pee Wee Division is informed, and *constantly reminded, of this primary fact*.

### **Coaches Guidelines and Responsibilities**

Coaches must strike a delicate balance between teaching team concepts of the game and avoiding a “win-at-all-costs attitude”. The coach has primary responsibility for stressing Christian Sportsmanship at all times, to players and fans alike. Coaches should avoid shouting at players during play, using controlled instruction instead. To correct repeated or fundamental mistakes, a player should be removed from the game and quietly

corrected on the sideline. Time outs should be used freely for instructional purposes. Avoid shouting phrases such as “Get him!”. Using catch phrase such as “Defend the ball” or “Play your man” avoid the negative and stress the positive.

Both coaches are responsible for reviewing these guidelines and rules with the official at the pre-game conference (see below). Officials should never be questioned. The officials should use their judgement to determine an individual player’s ability to adhere to rules of play such as traveling, 3 seconds, and so forth. Rules concerning personal fouls should be applied fully at all times.

Players should receive equal playing time as determined by the number of player present for a game. A minimum of one full quarter, start to finish, is highly recommended.

### **Pee Wee “Rules”**

A pre-game conference will occur with the official and both coaches. These rules and guidelines should be reviewed together during this conference. The conference will be a substitute for a pregame conference with team captains and the official.

Full Court pressing is prohibited. The home team coach must identify to both the official and the opposing coach the most logical of the following as the “Defensive Pressure Line” at the pre-game conference:

- A). Ten (10) feet behind half court;
- B). Inside the 3-point-line;
- C). Behind a supplementary time line (if present).

Once a team has lost the ball in the offensive zone **all** defensive players must immediately drop back behind the defensive pressure line.

During the last two minutes of the fourth quarter:

- A). The defensive team may play up to the half-court-line;
- B). All in-bound plays created by any stoppage of play other than the scoring of a basket or free throw will occur into the forecourt. The offensive team may not use the defensive pressure line as a delay of game tactic. The official may instruct the defense to play the ball beyond the defensive pressure line under circumstances where he judges a violation of this rule. Ten (10) minutes running time quarters will be played except for the last two (2) minutes of the 4<sup>th</sup> quarter.

During the running time quarters the clock will only stop for:

- A). **TIME OUTS;** and
- B). **DURING FOUL SHOTS.**

A two minute warning shall occur in the 4<sup>th</sup> quarter with a full official’s time out at that time. Coaches and referees should remind each other of the half court pressure rule and that the last two (2) minutes are “stop clock”.

Because of the instructional nature of the Pee Wee Division, each team will have two additional time-outs per game for a total of six per team.



At the discretion of the coaches, players **who can not reach the basket** from the regulation foul line may be moved up to three (3) feet in from the foul line to take a foul shot. Players who consistently can reach (notice the word is reach not **MAKE**) the basket from the foul line should shoot from the foul line.

Equal representation will be used at the All-Star game.

## **Policies and Guidelines**

### **Point Differentials**

Final Score Pee Wees - should not exceed 15 point differential

Final Score Bantam Girls – Should not exceed 18 point differential

Final score Bantam Boys and Junior Girls - should not exceed 20 point differential

Final score Junior Boys - should not exceed 23 point differential

Final score Senior Boys and Senior Girls - should not exceed 25 point differential

If the division VP receives a score sheet where the point differential exceeds the limit for that division, the VP will investigate the circumstances of the game. If the VP finds, after speaking with both coaches and officials, that proper steps were taken to try to hold the score in check, then no further action is necessary. If the VP finds that more could have been done to prevent the disparate score, then the case will be brought to ethics for further consideration. Possible remedies would include but would not be limited to, suspension of the coach, a loss awarded to the offending team, etc.

### **Guidelines for rostering Non-Lutherans in relation to roster size**

1. If the Lutheran players number between 5 and 8 then up to 2 non Lutherans may be permitted.
2. If the Lutheran players number between 9 and 11 then 1 non Lutheran may be permitted.
3. If the Lutheran players number 12 or over, then no non-Lutheran may be permitted

Revised: 10/10