

Timeline for planning your season

**August/September**

- **Create your recruiting flyer** for the season, if you plan to have your schools add it to parent emails weekly, it must be approved by Parks & Rec. Parks & Rec requires their logo as well as a contact to be added to flyers, email to Tanya Conner ([connerta@chesterfield.gov](mailto:connerta@chesterfield.gov)). Please allow a 2 week turnaround time.
- **Find your uniform supplier** and find out their turnaround time. Do you intend on renting uniforms to players to be returned at the end of the season or are you going to allow players to keep them? If keeping them, will their names be on the back above the number? **When is the latest you can turn your order in to have them to players before games start?** This is how you know when to close your registration in order to be ready for game day 1. (Assume Jan 2) Uniforms should be 2-sided, white for home team/association color for away/visitor team.
- **Create your budget** to determine your sign up costs. New associations will have to charge more per athlete to accommodate the costs of all equipment to be purchased rather than a couple pieces for existing associations.
  - Large expenses to account for:
    - +**League Fees per team** (Rookies \$575, Tigers-Intermediates \$700, Juniors \$725, Seniors \$750 – as of 2022-23 season)
    - +**Uniform Costs**- rental or player keeps? Who is your supplier? (Est. \$40-80 per player depending on supplier)
    - +**Equipment Needed**- Practice balls, Game Balls, Pinnies, Cones, etc
    - +**Medical Supplies**- general first aid items- bandaids, antiseptic wipes/spray, cold packs, ace bandage, etc
    - +**Extras** you intend on doing- end of season banquet, trophies/medals, warm up shirts, coaches shirts, etc
    - +**Insurance costs.** Athletic associations have to carry insurance, find out if each sport pays their own or if the association pulls funds from a general account to pay this.
- **Start looking for coaches**- All teams should have a minimum of a Head Coach and Assistant Coach in case of scheduling conflicts. If no coach shows up for a game, your team will forfeit. The maximum number of coaches allowed to sit with the team at games is 3. All coaches must possess a Chesterfield County Coaches Card, which is issued after submitting to a State Police background check. The background check number and expiration date will be added to team rosters. If a coach cannot pass the background check, they may not coach. During games, all coaches must display their coaches card. There is absolutely no exception to this rule.

**September-**

- **Organize yourself**- Google drive is a great resource to help you stay organized. All excel spreadsheets available on the CBL website can be stored in a Google Drive. If you're not using something similar, we recommend a filing system that is easily navigated, it will save you time later when you come to the team turn in to verify you have all of your documents in the correct order.

- **Get your sign ups ready-** Whether you're doing paper or online sign ups, make sure that you're including a code of conduct for both parents and athletes, medical information, contact information including address, uniform info (if you choose) and any other information your association requires. **CBL requires the "CBL application to play" located in the forms tab at chesterfieldbasketball.org to be turned in for each player with all rosters.** Make sure that you have a copy of each player's birth certificate for age verification. Birth Certificates will have to be turned in to league commissioners at the designated team turn in nights in December.
- **Voting Rep League Meeting-** In late September every year, CBL holds its first of two meetings for voting reps to attend. During this meeting, changes will be reviewed and proposed rule changes will be open for discussion. Voting will take place at the second meeting in October. It is very important that a representative from each association is present.
- **Open registration and start recruiting,** don't be afraid to open registration during football season! It gives you longer to get people to sign up, ask questions and help you figure out how many teams you may have (and how much equipment you need). Utilize social media pages for your association, word of mouth and any other advertising means at your disposal. Post frequently, there's always going to be someone that comes mid-season and says they didn't know when sign ups were.
- **Waivers-** Only for players in other association districts. If their home school DOES NOT have a basketball program, no waiver is needed (they are a free agent). IF THEY HAVE ALREADY BEEN WAIVED TO YOUR ASSOCIATION, YOU DO NOT NEED A NEW WAIVER. An email granting the waiver printed and attached to the application to play is sufficient.
- **Inventory-** What equipment do you have? What needs to be replaced? What do you need more of?

## October-

- **Open Sign Ups- market it like crazy.** If your association has social media- post every couple days, email blast to last year's player families and coaches, parent emails from schools that feed to your association- if a school nearby does not have a basketball program, those kids may sign up with you without a waiver, get your info into those schools also. If there's budget for it, look into corrugated plastic signs with how to sign up info (reuseable, pick up when registration closes- be sure to check with schools on where on the property you're allowed to place non-school sanctioned signs, there are guidelines principals must follow).
- **Voting Rep League Meeting-** a continuation and settlement of business from first meeting, voting on rule book finalization, distribution of pre-fall break practice schedule. (Late October)
- **Rules and Guidelines-** Familiarize yourself with the rules of the facility you are using. All CCPS gyms have these rules:
  - NO food or drinks in the gym at any time (all gyms have an area just outside the gym they can be kept)
  - Absolutely no wandering the halls of the school, entering offices and classrooms and using any school equipment (including gym equipment). We are also not permitted to use the mats (brown blue foldable in most gyms), pull up bars, ropes, wall mounted hoops, etc.
  - Doors must remain closed during practice, no propping doors open. This is a fire code within CCPS and will dispatch police and fire rescue if left open.
  - No alcohol, drugs, tobacco or vape products on CCPS grounds
  - No firearms or other weapons on CCPS property

- Only those with permitted use of the gym may use the property. No outside associations or travel teams may be allowed to use the property in place of your practice times.
- Only enter and exit through designated doors. Other doors will set off alarms and dispatch first responders.

**Other guidelines may be required by the specific facility you use. Some include turning lights off at the end of the night or other small duties.**

**Not following guidelines both during practices and on game days can and will result in suspended practice time for your association.**

### **November-**

**Pre Fall Break-** With the elimination of practice games due to lack of participation, regular season practice will start before Fall break going forward, there will still be no official practice when there is no school through fall break. Previously, this time has been used as open gym time and associations have used the time as they needed, this is still an option if you need to have in person sign ups or meet and greet style events.

**YOU MAY END UP AT GYMS OTHER THAN YOUR HOME SCHOOL.** It is very important to explain to your families that there are more new associations and teams every year than there are schools available and in order to be given the necessary practice times, sometimes you'll have to go to another gym. Each team should get 2 hours of practice per week, ideally over 2 days. The number of teams your association had participating last season, your practice days will accommodate that amount of teams. It is up to you to schedule which teams practice when. There will be times where 2 teams will have to share the gym, others one team can get full court.

**Post Fall Break-** Regular season practice starts. Continue to use the practice schedule given at the September/October meeting. Make sure your coaches know to follow all gym/facility rules end on time to allow the next team their full practice time.

**Close registration to new players-** You need time to get your rosters together and get missing documents (birth certificates, CBL Application to Play, etc) and order your uniforms.

**Uniform Order-** Many suppliers need about 6 weeks to get your order completed and shipped. Contact your supplier and verify how they need to receive the information (Excel spreadsheet, etc). If you plan to have names on the uniforms, make sure you spell check everything before submitting and verify sizes on all uniforms. It's a good practice to order an additional 2-3 pieces of common sizes just in case. **Review VHSL requirements for uniforms, the league follows this guideline. Large logos or pictures on the front torso are not permitted, numbers should be able to be signaled on two hands and no higher than 55 (ex. 0-5, 10-15, 20-25, 30-35, 40-45, 50-55) with no duplicating numbers on the team (ex 0, 00)**

### **December-**

- **Document prep for turn in-** Each player must have their CBL Application to play (online signups included, you'll have to fill in the details, attach a copy of the online sign up to App.) and birth certificate (or sticker on the bottom Application to Play, received during Voting rep meeting). **Each Team must have the team turn in sheet filled out** (located at chesterfieldbasketball.com, forms tab) a complete player roster, all player docs. Please type this information into the excel spreadsheet and print to avoid spelling and contact info confusion.

The order for turn in is:

- +Team Turn in Sheet- filled in
- +Team Roster (player addresses and Coaches Card Number/Expiration and Contact)

+CBL Application to Play for each player (with birth certificate sticker on bottom, if applicable)

+Birth Certificate for each player (directly behind the players Application to Play)

- **At team turn in-** Check the current year calendar for date, time and location. Early turn in will give you first choice of times/location for Rookies Clinics, final turn in will have minimal choice in what time/ location clinics will be. **League fee payment is due at turn in. Please bring 1 check/money order for all teams combined** (ex. 1 rookie team(575), 1 cubs team(700), 2 bears teams(1400), 1 minors team(700), one nets team (700) would be \$4075- based on 2023 season fees). You will give your package to the board member, they will process your turn in and the treasurer will take your check. The more organized your package, the faster your turn in process will be. Keep in mind, we're processing nearly 250 (2023) teams and we want to make sure all teams are accounted for so it may be time consuming as most Voting Reps come at the same time.  
**+If you have players on the minor-intermediate level that play on a middle school team, their CBL team must be put on the A level. We currently do not allow ANY children that play for high school leagues, including private school.**
- **Continue regular season practice until winter break** (depending on the number of teams turned in, your practice time allotment may change in January.)
- **Team Pictures-**if you intend of having team pictures taken, make sure to schedule them with enough time for delivery by the end of the season so you don't have to track people down

## January-

**-Coaches Meetings-** In early January, the week before games start, **COACHES are expected to come to a coaches meeting with their level commissioners** to discuss the upcoming season. THIS IS WHEN YOUR COACHES GET THEIR GAME SCHEDULES. The commissioner will go over their expectations, communication preference, and more. It is critical that your coaches attend.

**-Games Start-** With the schedule provided at the coaches meeting, update parents and any team apps you use (groupme, band, sports engine, etc). It's a good idea to set up an app that allows players/parents to RSVP whether or not they are able to make it to practices and games so coaches can be as prepared as possible heading into game days. Make sure to note home and visitor status on team schedules. This will determine the color uniform they wear, where they sit in the gym and where their pre-game warm up will be.

**-Make sure coaches know that winning teams** are responsible for score reporting. Home team score book will be used to settle any disputes during games. Make sure score keepers know to match score books at the end of each quarter for accuracy as well as coaching opportunities.

**-Arriving before your game start time-** arriving 20-30 minutes early is recommended because games sometimes end early. If the game before you is not finished upon arrival, take the time to go through any last minute plans, pep talks, etc. Please make sure the players and spectators are not a distraction to the ongoing game and players are not standing under the baskets and near the court.

**-After game drinks and snacks-** most teams will have post game snacks, this is 100% acceptable. Please make sure that post-game huddles/chats are held outside of the gym/away from the court so the next game can move forward; and that all food and drinks are left outside of the gyms. \*If the post game meeting is in a hall outside the gym and you have to walk through the gym to exit, this is ok to walk through with food/drinks that are closed and not actively being consumed\*

Once the season starts, Voting Reps/Directors can typically breathe a little and enjoy games.

### February-

- Upper level teams typically finish their season before lower level teams.
- If your association rents uniforms, it's a good idea to either collect uniforms at their last game or set up a time for collection that is well communicated.
- If your association does end of season banquets and/or awards, start planning these activities- including space rental. Many associations use the cafeteria in their practice or home schools. Your association will have to put in a request to use this space- its best to check the school calendar early and get the time allocated to you.
- all CBL games must be completed prior to High School sports starting, you can estimate all games to be finished by the second weekend in March for planning purposes.
- 8-18U teams (not rookies) will have playoffs and championship tournaments after their 10 game season. Champions and runner ups will receive a trophy from CBL.

### A Few general helpful things-

- Check the website often for closeouts- These are times that the schools say we cannot use the gyms- most often there's school functions going on. If you know of a school function going on and it's not on the closeout list, contact parks and rec to verify you can use the gym.
- If schools are closed, gyms are closed. Holidays, teacher work days, inclement weather days, etc. Half days do not count as closures.
- If your association breaks gym rules, practice time can be taken away by Parks and Rec.
- Make sure coaches have read the rule book and understand the rules.
- Even if your team is in a B bracket during the season, if they perform well, they may be moved to a higher bracket for playoffs. Make sure players understand both A and B bracket rules.
- Sometimes there is no seating in gyms and sometimes school equipment, including bleachers, break. The league tries its best to make voting reps aware but sometimes we don't know until we enter gyms.
- Associations are responsible for their spectators at games. Technical fouls are given when crowds get out of control. That being said, we love a loud gym, but not when the focus is aggressive towards referees and opposing team coaches and athletes, clock keepers, etc.
- Coaches cards must be visible at all times. No more than 3 coaches per team. Only one may stand. **Only players actively on the team roster may sit on the bench.**
- Scorekeepers are considered part of the officiating team and are to remain neutral while keeping the scorebook. They are not to yell or coach while keeping score.

Good things to have in coaches equipment bags: Game ball, practice balls for warm up, COPY OF THE GAME ROSTER, score book, pencil (for score keeper), medical supplies, copy of the most current CBL Rules, air pump, some teams use traction spray or mats.

If there's any questions at any time during the season or before, we are happy to help you. Please feel free to reach out to the League Secretary, Jamie Sutton at [ChesterfieldBasketballLeague@gmail.com](mailto:ChesterfieldBasketballLeague@gmail.com) or 804-972-6478 any time. We want you all to have successful, well run programs so your program can continue to grow.

