

Canterbury Basketball – Team Preparation Checklist and Cheat Sheet for Weekend Club Competitions

- Are players all registered correctly? (Page 2)**
- Are players all assigned correctly? (Page 2)**
- Are players all eligible, and can your school/club enter in the grades you want to? (Page 2)**
 - Age/gender of player matches grades
 - Club/school agreements where needed
 - Number of teams a player is part of
 - Financial standing of a player
- Are all weekly requirements understood? (Page 2-3)**
 - Mouthguard rule
 - Scorebench responsibilities
 - First Aid kit with each team
 - Referee supplied when required (one referee slot per team entered)
- Are your referee requirements fulfilled? (Page 3)**
 - Designated referee contact
 - How referees can be reimbursed (if desired)
- Are your coach requirements fulfilled? (Page 3)**
 - Coaches know the grade purpose/expectations
 - OPTIONAL – coaches know any school/club guidelines
 - Coaches know where the team bench area is
 - OPTIONAL – online modules completed by coaches
 - OPTIONAL – coaches can use coachmate for session plans and ideas
- Do team members have an awareness of all conduct rules and codes? (Page 4)**
 - CBA Codes of Conduct
 - CBA Cumulative Technical Foul Rule
- Do your members know the basic season info (or where to find it)? (Page 4-5)**
 - Season and game length
 - Where Team A and B sit, warm-up, and direction of play
 - Uniform Colours for Team A and B
 - When they should arrive pre-game
 - Costs to enter in CBA competitions
 - Who to contact if forfeiting a game
 - Chain of communication within a school/club/team
 - What Floor Controllers are responsible for
 - Protest procedure
 - Where weekly season info is on CBA website
 - Where full-season info is on CBA website
 - CBA contacts for different categories

Are Players All Registered and Assigned Correctly?

- Players can register for their school and/or club via canterbury.basketball/register/
- The Club Administrator needs to assign players into their team(s) – a brief overview is on support.mygameday.app/help/membership-teams---assign-club-members-to-teams
- Player Uniform Numbers should be entered and saved after all players have been assigned. Enter these in the “Team #” column on the Team/List Members view support.mygameday.app/help/membership-teams---view-members-in-team
- Optional – Coaches can be added under the “Team Staff” page (they need to register on the same page that a player does, but choose “Coach” as their role)

Are Your Players All Eligible to Play For Your Club/School, and Can You Enter Teams?

- Eight Bona Fide players are needed in each team (so when a schedule clash occurs, for two teams from the same institution, both teams can put a team on the court). Players can be members of two teams from adjacent age-groups, but if there is a clash you need to know you have a minimum of eight players in each team
- The “Club Eligibility Explainer” on our [documents page](#) details what entities can enter which competition grades
- Do you know if players are planning to play for a team from another club/school in addition to your school/club? If so, this needs to be signed off and requested before being considered. Complete the “Request to Play for an Alternative Club” form on our documents page
- Some grades have an “A” and “Sub” grade option. A grades should not be expected to have any changes (teams moving in, or out), while Sub-Grades lean more towards the development end of the continuum, and have far more flexibility for teams to move up and down throughout the season
- A confidential “Unfinancial” list is sent out to each administrator near the start of the season, with players who are barred from competing until they are cleared

Do People Understand What is Needed Each Week?

- Players under the age of 18, or competing in 20U grades and younger are required to wear mouthguards when playing
- Each Grade has different scorebench duty responsibilities (the amount each team is scheduled, will balance out at the end of the season). Who is ensuring this is organised for a team? (Club/School Admin; Team Manager; team Captain; Coach?)
 - OWN DUTY = each team provides two people to do score bench during their game (B13 and G13 grades nearly always have this, with parents filling these roles)
 - 2+1+1 = each team provides one person to do score bench during their game (B15/B17 and G16 grades nearly always have this), and the “Duty Team” responsible for two (2) people on scorebench (before or after they have played)
 - Team Duty, or (4) = a team must provide four people for scorebench (either before or after their game that week is scheduled for)
- Quick Scorebench “How-to” videos are on our website: canterbury.basketball/scorebench/

- Scorebench Roles are as follows
 - Scorer
 - Game Timer/Scorekeeper
 - Shot-Clock Operator
 - Spotter (or referee if required)

An adult is required to supervise teams on duty if their scheduled bench personnel do not have the requisite skill necessary

- Cellphone or device use while fulfilling scorebench responsibilities is not permitted
- Each team entered is responsible to fill a referee slot when requested. Contact referees@canterbury.basketball to find out when Level Zero and Level One Courses are being, or can be, scheduled which would be suitable for your club/school
- First Aid – each team needs to have a small first aid kit. Not all venues have the capability to provide ice, so at the least, this kit should include:
 - Single use, snap to freeze, ice packs and/or cold spray
 - Plasters
 - Strapping tape, and potentially some larger wound dressing pads
 - Spare Mouthguards (if applicable for the team grade/age)

Refereeing

Designated Contact: Each club/school needs to have a designated person with overall responsibility for ensuring their referee slots are filled. This will be assumed to be the club/school admin unless otherwise advised. referees@canterbury.basketball is the primary contact for anything related to officiating

Reimbursement: If people commit to refereeing, and confirm games they are appointed to, they are eligible to receive reimbursement. They need to supply their bank account details to office@canterbury.basketball for this. A minimum of two games refereed per season is required to be eligible for reimbursement, and if no bank account is received, credit for these games will be lost at the end of the season.

Coach Conversations/Requirements:

- Do Your Coaches Understand the Purpose of the Grade? – See the “Approach to the Game Guidelines” on our documents page. Your school/club may have specific guidelines they need to adhere to in addition to this
- Do your coaches know about the “Team Bench” area? (First time coaches often are unaware of this and roam the entire length of the court)
- Optional – have they completed the FREE Online Modules from BBNZ’s “Community Coach Level 1 Course” nz.basketball/get-involved/coaches/online-courses/
- Optional – use the FREE coachmate app for drill ideas and practice planning from coachmate.sport/download-coachmate

Other Conversation Requirements:

- **Code of Conduct for (this is located on [our documents page](#))**
 - Players
 - Coaches
 - Technical Officials
 - Parents and Spectators
- **Cumulative Technical Fouls**
 - Ensuring Team members understand they can be suspended from games if receiving too many Technical (or Unsportsmanlike) Fouls. This is in addition to any Disciplinary Processes (which happen in more serious instances already)

Basic Information for People new to CBA Winter Club Basketball

- **How Long is the Season:** the season normally begins at the end of the April School Holidays, and finishes around the end of August. See our “Weeks of Play” document on our documents page for the exact dates each grade will compete on
- **Game Length:** four stop-clock ten minute quarters (one game will normally have about 90 minutes allocated to it in the draw, and most games will take between 75 and 85 minutes to complete). As many five-minute overtime periods as are needed are played in the event of a tied score when the final period ends
- **Where Team Sit:** when facing the court, Team A (first named team) sits to the left of the scorebench, and Team B to the right. Teams warm up in front of their bench, and score in this hoop during the first half. Teams will be given a minimum of eight minutes on-court warm-up time, before their game starts
- **Light or Dark Uniform:** in the event of a clash, Team A wears a light uniform (preferably white), and team B wears a dark coloured top
- **When to Arrive:** we recommend most teams get their players and staff to arrive at their venue 30 minutes before their game is scheduled to start
- **Cost to Play:** Teams have to pay entry fees to the CBA, and a Court Hire Fee, with each individual also being charged a CBA Player Registration fee. Specific amounts for each competitions we run are always posted on our document page: canterbury.basketball/about-us/documents/
- **Contacting the CBA Office:** If your team needs to forfeit or default, contact must be made with james@canterbury.basketball (or contacting him via 027 526 1752 if a forfeit on the day is needed), so he can notify the opposing team. This should be done by the club/school administrator, or coach/manager of a team
- **Chain of Communication:** The CBA will primarily communicate with the Club/School Administrator, and weekly draw emails will be sent to all the coaches/managers who have been submitted
- **Floor Controllers:** These people are in charge of a venue that is being used by CBA for club basketball competitions. Our Floor Controllers wear orange Hi-Vis vests, and are the primary contact for players, coaches and referees regarding venue queries, including:
 - ensuring games run on time
 - helping to deal with injuries
 - confirming the referees and scorebenches for each game

- and making sure the courts are in a safe usable condition throughout the day
- Referees should check in with the Floor Controller when they arrive at their venue (even if they are playing a game before they referee)
- Protest Procedure: this is detailed in our competition rules (Section 10). The team Captain must have signed the intent to process form with a Floor Controller within twenty minutes of their game's end

Where to Find Weekly Information:

- Weekly Draws (these are set up in a grid, with venues across the top, and time for each round down the side, with later starts highlighted green)

All can be found on canterbury.basketball/competitions/weekend-draws/

- GameDay App (location of games, and schedule/results)

Download links for the app are on mygameday.app/gameday-app/

Where to Find Season-Long Information:

- Competition Formats
- What Weeks Games are Scheduled on
- Competition Rules
- Entry Costs

All these, and more, are posted at canterbury.basketball/about-us/documents/

Who Should I Contact at the CBA Regarding Winter Club Basketball?

All contact details are published on canterbury.basketball/about-us/

Primary Contacts are:

- James Lissaman – Responsible for the teams playing in the Winter Club Competition (so first contact for any competition related issues)
- Sam Strangman – Assists with competitions, contact her if you need an urgent response and James is not available. Sam also is the key contact for Female Basketball
- Scott Kitto or Zach Hannen – everything referee related

Secondary Contacts are:

- Nicky Jagger – Finances
- Ben Constable – Coach/player/referee development pathways
- Andy Doherty – General Manager