

# Richfield Recreation 5v5 Rules & Manager Handbook



City of Richfield, Recreation Services  
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# Richfield Recreation Services

Welcome to the City of Richfield Adult Basketball League! We look forward to another excellent year. Enclosed you will find information pertinent to league procedures and rules.

The City of Richfield basketball leagues are governed by the National Federation of State High School Associations rules. The following document is a list of rules that are either different from, or more defined than, the NFHS Rule Book, and highlight important rules that managers and players should know. All NFHS rules apply, given that a written league-rule doesn't trump them. Officials will rule on any instance that these rules or the NFHS rule book do not cover.

Our hope is that you enjoy your experience participating in our leagues. If you have a comment, question or concern, please feel free to contact me at the information below. Evaluation from participants is extremely valuable and new ideas and suggestions are always welcome.

Sincerely,

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League website: [www.richfieldmn.gov/basketball](http://www.richfieldmn.gov/basketball)  
Weather line: 612-861-9189, option #1  
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### MANAGER'S DUTIES

1. Read through and know all league procedures and rules and inform members of your team. If you have a question about a rule or find something unclear, please ask.
2. Meet the official before the game starts, ask questions as needed and relay any messages to your team. The person representing your team at the pre-game meeting will be the "designated manager" for the game.
3. The "designated manager" must handle any dispute and will be the only person asking the official questions. Do not let one of your players face ejection by arguing over a call.
4. Take charge of your team's and your spectators' conduct. Abusive language, smoking, improper drinking, littering and other irresponsible acts can be penalized.
5. Relay schedule information, changes or other league information, sent via email and posted at [www.richfieldmn.gov/adultsports](http://www.richfieldmn.gov/adultsports) to your players.
6. Make sure Richfield Recreation has your correct contact information and a frequently-checked email on file.

## SPORTSMANSHIP

1. **Managers are responsible for conduct** of themselves, their players and spectators. Unsportsmanlike conduct will not be tolerated and the officials may eject persons before, during or after a game.
2. **Ejections:** Any person ejected from any game for an unsportsmanlike act including, but not limited to profanity, rowdy or disruptive behavior, mischief, tantrum behavior, and verbal abuse or physical contact/confrontations will result in:
  - a. **Suspension:** Minimum suspension for the remainder of that day.
    - i. A suspended person must leave the site of the game immediately. If the offender doesn't comply within one minute, the offending team forfeits the game.
    - ii. Suspended person will be placed on probation for one calendar year.
  - b. **Excessive unsportsmanlike behavior** may result in additional suspensions, up to removal from the league and permanent suspension from all Richfield Recreation activities.
  - c. **Physical contact with an official or league representative** will result in a minimum 1-year suspension.
  - d. **Multiple ejections:** Any player or manager ejected a third time during a 365-day period for unsportsmanlike conduct shall be suspended for a minimum of one calendar year.
  - e. **Providing ejected person's information:** If a person is ejected from a game, the individual and/or team manager is required to give the official their name. Refusal to give proper name of the individual will result in an immediate forfeit and suspension of the team manager.
  - f. **Appealing ejection:** An individual and/or the individual's team manager that has been ejected from a game has 24 hours from the time of the ejection to contact the League Director to share his/her information regarding the incident. Failure to call/email within 24 hours results in a forfeiture of one's right to appeal the League Director's final decision.
  - g. **Follow-up course of action:** An email will be sent to managers regarding any altercations and the course of action taken.
  - h. **Profanity:** Swearing is not tolerated. Each instance will result in a technical foul.
3. **Conduct detrimental to the game:** This includes all acts that are disrespectful to the other team, game and/or the league. Penalty: Offending team shall forfeit their current game.
4. **Repeated unsportsmanlike behavior from teams/players** may result in the team being suspended from the league and forfeit their league fees.

## GAME SITE INFORMATION & REGULATIONS

Games will be played at Richfield STEM School, 7020 12<sup>th</sup> Avenue S, and/or at the Richfield Middle School, 7461 Oliver Avenue S. We are guests of the Richfield School District and expect all participants to respect school district rules and their staff as it applies to this program/league. Players violating these rules could cause their team to be dropped from the league.

1. **Showers** will not be available following the game.
2. **Smoking** is not permitted in the school or on school grounds.
3. **Drinking of alcoholic** beverages is forbidden in the school or in the parking areas of the building.

## SAFETY

1. **Inherent risk of the game:** In addition to the possibility for bodily harm through playing, everyone at the game must be aware of the hazards associated with the game of basketball both in and around the area of play.
2. **Blood rule:** A player who is bleeding or has an open wound shall be prohibited from participation until the bleeding is stopped and the wound is covered. The game will be stopped by the official if a player is bleeding. If treatment can be administered in a reasonable amount of time, the individual will not have to leave the game. All teams are encouraged to have a First Aid Kit with them during each game.
3. **Spectators on field/court/rink:** Spectators are not allowed on the court during the game and may result in stoppage of play up to forfeiture of game. Children under the age of ten are not allowed at an adult league unless under the immediate supervision of a non-playing adult. Disruptive children will be asked to leave.

## ELIGIBILITY

1. **Defining residents:** Players must live or work full time within the Richfield city limits as of the beginning of the league to be considered a Richfield resident.
2. **Non-resident teams:** Teams composed of less than 75% Richfield residents.
3. **Age:** All participants must be at least 18 years old as of the start of the season.
4. **Players playing in multiple leagues:** Players may only play on one team per evening.
5. **Male/female eligibility:** There are no restrictions on men or women playing, however, only men will be eligible for the state tournament per MRPA rules.

## ROSTERS

Roster forms are available a variety of ways including online at [www.richfieldmn.gov/adultsports](http://www.richfieldmn.gov/adultsports), at the scorer's table, or at the Richfield Recreation office.

1. **Preliminary roster deadline:** Rosters must be submitted prior to the start of your first game. Players must be on the roster prior to playing in their first game.
2. **Adding players to roster:** Players may be added to your league roster as long as you do not go over your player limit and they are added before the last regular-season game. Rosters will be locked at some point in the season for MRPA state tournament play. Team will be notified of that date via email during the season.
3. **Final rosters for league play due by the last regular season game.** All changes to your roster must be completed by this date.
4. **Games with illegal players:** Games with illegal players can be ruled as forfeits.

## FREE AGENT LIST

Richfield Recreation keeps a list of individual players who would like to be placed on a team. This list is available to team managers on a by-request basis. Call 612-861-9396 or email [nthompson@richfieldmn.gov](mailto:nthompson@richfieldmn.gov) for inquiries.

## INCLEMENT WEATHER

Players and fans should understand that weather conditions can change dramatically in a short period of time. If there is a safety concern, a team is never required to play a game even if the weather line or official has not cancelled a game. The determination on make-ups, forfeits, etc. can be made at a future time.

1. **Weather line:** Call 612-861-9189, option #1 after 4:00 p.m. to verify whether games are on as scheduled.
2. **Weather changes after 4:00 p.m.:** Should weather conditions change after 4:00 p.m., a decision will be made on site and the weather line will be updated as soon as possible. Check the weather line frequently.
3. **Game status in question:** Teams should report to the play area if the game status is in question.
4. **Cancellation time:** If a game cannot begin within ten minutes of its stated game time, the game will be cancelled and all succeeding games may be cancelled as well.
5. **Games cancelled once they have started:** Cancelled (postponed) games that are not official will be made up from the exact point of interruption at a later date & time.
6. **Make-up games:** One or two dates are available for make-up games. If more dates are needed, alternate days or times may be used to accommodate make-up games based on court availability.
  - a. Managers will be notified of the revised schedule within one week.
  - b. If games are cancelled and no make-ups are available, credit vouchers will be issued for the pro-rated amount of that game.

## LATE ARRIVALS AND FORFEITS

1. **Player limit to play:** A team must have at least four players to start a game; no team shall start short.
2. **Grace period:** If a team is short players at the scheduled game time, the timer will set the game clock to the appropriate game length and start the game clock. The team (or teams) will lose one point for each minute, up to ten minutes/ten points, that the required players are not present. After ten minutes have elapsed, a forfeit will be declared, no discussions or exceptions. If a team becomes legal before the ten minutes have elapsed, whatever time has run off the clock is counted toward the first half and the penalty points are awarded.
3. **Forfeits:**
  - a. A forfeit will be recorded as a 40-0 score.
  - b. Out of respect to the opposing team, please notify Recreation Services Staff if you need to forfeit a game within a reasonable amount of time. The opposing team will then be notified.
  - c. Any team forfeiting two or more games will lose their returning team status for next season.

## PLAYING RULES

All playing rules listed below will govern league play. In the event that a situation is not listed below, it will default to the NFHS rules.

### EQUIPMENT

1. **Official ball:** A NFHS regulation men's basketball (29.5") will be used. Each team is responsible for supplying an approved game ball. If the team managers cannot agree on which ball shall be used, the choice will be left to the official working the game.
2. **Shoes:** Gym shoes must be worn. Rubber soled street shoes will not be allowed.
3. **Uniforms:** Shirts should be similar colors with permanently affixed (not taped) single or double-digit numbers. Players without similarly colored shirt or number infractions shall be issued a technical foul, but will be allowed to participate.
4. **Caps or jewelry** shall not be worn. Note: non-dangling pierced earrings are permissible.
5. **Casts, guards or braces** made of hard unyielding leather, plastic, pliable (soft) plastic, metal or other hard substance, even though padded, are not permitted on the finger, hand, wrist or forearm.
6. **First aid:** Each team should supply a first aid kit for their team.
7. **All other equipment** not sanctioned by the NFHS is not allowed.

### THE GAME

1. **Designated manager** is the person meeting with the umpire prior to the start of the game. Any discussions with the official should only involve the designated manager.
2. **Signing in/scorebook:** Managers or a team representative must fill out the scorebook at the League Supervisor's table prior to each game. Players' first and last name along with jersey number shall be entered into the scorebook. Only players present shall be listed in the scorebook at the beginning of regulation. If players arrive after the onset of the game, they can be added to the scorebook without penalty or technical foul.
3. **Minimum number of players:** A team must have at least four players to start and continue a game. See "LATE ARRIVALS & FORFEITS" above for details about late starts.
4. **Game timing**
  - a. An official game shall consist of two 20-minute halves. Clock will stop for timeouts and for all whistles during the last two minutes of the game. Running time will continue into the last two minutes of the second half if one team leads the other by 15 points or more. The clock will stop for timeouts.
  - b. Halftime will be five minutes in length, unless behind schedule.
  - c. Timeouts:

- i. Three one-minute timeouts per game will be allowed per team (no carry-over into overtime).
    - ii. One extra timeout per overtime period (no carry-over into following overtimes).
    - iii. All timeouts must come from the floor.
    - iv. Players may not call a timeout in mid-air while going out-of-bounds. At least one foot must be in contact with the floor inside the play area.
  - d. Overtime: If game is tied at the end of regulation, overtime(s) will be played. The first overtime will be three minutes stop time, second overtime will be two minutes stop time, third and subsequent overtime(s) will be one-minute stop time.
- 5. **Starting the game and possession arrow:** Team will jump for possession of the ball at the beginning of the game. The possession arrow will control possession from that point further.
- 6. **Scoring:** Field goal: 2 points; 3-point field goal: 3 points
- 7. **Fouls:**
  - a. Five personal fouls will disqualify a player from further participation. Intentional fouls will be treated as a technical foul. Technical fouls count as a personal foul.
  - b. Technical fouls will not be shot. Non-offending teams will automatically be awarded two points and possession of the ball. Players will be ejected after their second technical foul. Three technical fouls in a game from the same team result in a team forfeit.
  - c. Bonus (one-and-one) free throws are awarded beginning with a team's seventh foul in a half (technical fouls count in this total); double bonus begins with the 10<sup>th</sup> team foul in a half.
  - d. Players may enter the lane on a free throw once the ball contacts the rim.
- 8. **Dunking** is not allowed in warm-ups or game. Offending player will be ejected and no points awarded.
- 9. **Substitution:** Free substitution is allowed during a dead ball or timeout.
- 10. **Change of possession** after every basket.
- 11. **Start times** may be as early as 6:00 p.m. and as late as 9:30 p.m. Weekday game times are typically 6:30, 7:30, 8:30, 9:30 p.m. with each team playing one game per night.

## OFFICIALS

The officials are contracted through AAA Officials. They are authorized and required to enforce all the rules that govern league play. Officials have the authority and should use it with discretion to direct managers, coaches, players and fans to do, or not do, any act within their judgment to manage the game and enforce the rules of play. Each game will be officiated by two officials.

- 1. **Only one official:** If there is only one official, the game will be played and the results will be official. Each team will be refunded ½ the cost of the missing official at the end of the season.
- 2. **No officials available:** Officials should be at their field a minimum of five minutes before the game starts. If you don't have an official at that point, please notify the Scorekeeper or another official immediately and a supervisor will be contacted to attempt to find a substitute. Both managers should then agree to one of the following:
  - a. Play the game with a substitute official(s) (up to two) agreed upon by both teams. The game result would stand. No rule protests will be allowed. Substitute officials can be paid but need to complete a substitute official packet (available in the scorer's table) for payment.
  - b. Play the game self-officiated. Players call their own fouls. Both offense and defense can call fouls. The managers of the teams playing should be the only people discussing a call, not teammates, spectators, other teams or the scorekeeper. The scorekeeper will handle unsportsmanlike conduct issues including calling technical fouls and ejections as necessary.
  - c. If either team wants to postpone the game and have it rescheduled with officials, they can do so, but a "pick-up" or "for-fun" game shall not be played in this instance. If a pick-up or for-fun game is played, it will be considered a self-officiated game (above) and the results will be official. Depending on court availability, the rescheduled game might not be on the same night of league play or may result in a double-header night.

- d. If teams choose a substitute umpire or a self-officiated game, the game should start immediately following your decision in order to keep games on schedule. If an umpire arrives, they will take over from the substitute or self-officiated game.
3. **Forfeits w/o official:** If there is a no show or late official, it does not matter if one or both teams do not have enough players to start the game. Only the official assigned or an official substitute for that game can call a forfeit due to a team not having enough players.
4. **Names of ejected players:** Officials are required to obtain team and player names involved in any incident they see fit or that results in an ejection. Refusal by a manager or player to give proper names of other players or refusal by a player to give information regarding himself/herself, will result in an immediate suspension, plus the game becomes an immediate forfeit.

## PROTESTS

A protested game can result when there is a difference of opinion on the court between the protesting team and the official regarding the application or interpretation of Official Printed Playing Rules. The protest policy has a very specific process that needs to be followed or the protest will be null and void.

### RULE PROTEST PROCEDURE

A team may protest a rule infraction, but not a judgment call.

1. Teams wishing to protest a rule infraction must notify the official immediately.
2. An attempt should be made to solve the protest on the field of play.
3. If the protest cannot be solved on the field of play, the official will notify the other manager of the protest and write down on the scorebook the circumstances of the protest and the current status of the game in reference to the score, half, game time, fouls for players, possession, etc.
4. The protest must be received in writing at the Recreation office within twenty-four (24) hours after the game accompanied by a \$50 cash deposit.
5. The League Director will then rule on the protest. If the protest is upheld, the protested game will be replayed from the point of infraction and the \$50 cash deposit will be returned. If the protest is denied, the game will stand as played and the protesting team will forfeit their \$50 cash deposit.
6. Playoff protests will only be handled on the court the evening of the playoffs by the Lead Official. Cash deposits apply.

### ELIGIBILITY PROTEST PROCEDURE

1. Teams wishing to protest a player's eligibility must notify the umpire before the end of the game. Protests filed after the completion of the game or after the player has left the complex will not be allowed.
2. The official will then notify the other manager of the protest.
3. The protesting team must prove their team's eligibility first.
4. Then the players who have been protested will be required to print and sign their names on the scorebook before play can resume. If the player refuses to print and sign his/her name, the player will be ejected from the game and his/her team will forfeit the game.
5. The protest must be received in writing at the Recreation office within twenty-four (24) hours after the game accompanied by a \$50 cash deposit.
6. The League Director will then rule on the protest and may consult with the Lead Official. If the protest is upheld, the team with the ineligible player(s) will forfeit the game in question and the \$50 protest fee will be returned. The ineligible player(s) and offending manager will be put on probation for one year. Any reoccurrences within that calendar year will result in the offending manager and ineligible player(s) being suspended for five games. If the protest is denied, the game will stand as played and the protesting team will forfeit their \$50 cash deposit.
7. Playoff protests will only be handled on the court the evening of the playoffs by the Lead Official. Cash deposits apply.

## STANDINGS & AWARDS

1. **Final regular-season league standings** determine playoff seeds based on win/loss records. If teams are tied, standings are determined by: 1) Head-to-head record 2) Point differential from head-to-head games 3) Overall point differential 4) Coin-flip
2. **League awards:** The regular-season will set the seeds for the playoffs. The playoff champion will receive \$100 in one of the following options:
  - a. Credit toward their next league in Richfield (must be used within one calendar year).
  - b. Reimbursement toward their MRPA state tournament entry fee.
  - c. Gift certificate to a local establishment in Richfield.

## POST-SEASON PLAY

### RICHFIELD LEAGUE PLAYOFFS

1. Playoffs will be single elimination with all teams involved. Playoffs will begin the week following the last regular-season game.
2. Players must have played in at least three regular-season games to be eligible for playoffs.
3. Depending on the number of cancellations, playoffs may have to be on a different night from regular play.
4. All league rules apply unless otherwise noted.

### REGIONAL/STATE MRPA BASKETBALL TOURNAMENTS

1. All teams are sanctioned through MRPA and eligible for sanctioned tournaments.
2. Check tournament dates and locations on the Minnesota MRPA website: [www.mnrpa.org/basketball](http://www.mnrpa.org/basketball)
3. Teams interested in playing their respective region/state tournament must pay the entry fee to Richfield Recreation by the listed deadline. If there are more teams interested than berths available, teams not going will be refunded their entry fee. If there are equal or less teams than berths, there will be no refund.
4. A team that purchases a berth to a region/state tournament and forfeits will be banned from post-season play the following season.

## LEAGUE DIVISIONS AND INTER-LEAGUE MOVEMENT

If possible, the league will be divided into two divisions at the discretion of the League Director. As a general rule, where applicable, league winners will move up a league and the last place teams will move down a league. However, the League Director can make exceptions at their discretion including moving multiple teams up/down or leaving teams in the same league based on a wide variety of reasons and situations. Refunds will not be given to teams who disagree with the division in which they are placed.

## LOST & FOUND

The City of Richfield will not be responsible for lost or stolen items. Any item found should be turned into the League Supervisor or an official. Individuals who have lost an item should inquire at the appropriate location during league play. Claimants will be asked to describe the lost item in detail. This includes items that may have been turned in to the lost and found. Items not claimed by the end of the season will be discarded.

## INSURANCE

Be aware that there are inherent risks to playing the game of basketball. Injuries may occur. The City of Richfield does not provide insurance for the participants of the adult leagues. Each player as a result of participation in the leagues assumes all liability and risk of injury. It is strongly suggested that each player obtain medical and liability insurance prior to participating in the league.

***Richfield Recreation has the right to change or add rules at any time for the betterment of all.***