



WBC
New Zealand

2018

Operations Manual

Contents

League Name	4
League Logo	4
<i>Advertising and Promotional Materials</i>	4
League Sponsors	4
League Rules and Regulations	4
League Administration	5
League Tournament Hosting	5
League Post Game Requirements	5
League Awards and Function	5
Signage	5
<i>Courtside Signage</i>	5
<i>Decals (Livestreamed and League Tournament Games)</i>	6
<i>Backboard Stickers (All games)</i>	6
Eligibility and Player Check List	6
<i>Player Clearances</i>	7
<i>Foreign Player Licenses</i>	7
Game Tickets	7
Game Programme	7
Game Times and Shoot Around	7
<i>Host Warm Up Timing</i>	7
<i>Host Tip Off Timing</i>	7
<i>Host Half Time</i>	7
<i>Visiting Team Shoot Around</i>	8
<i>League Tournament Game Times</i>	8
Playing Uniforms	9
<i>Quantity and Colour</i>	9
<i>Guidelines</i>	9
Dress Code	10
<i>Team Personnel and Players (taken from the WBC rules and regulations)</i>	10
Computerised Statistics	10
<i>FIBA Live Stats (FLS)</i>	10
<i>Statistics check against Scoresheet</i>	11
<i>Statistics Reports</i>	12
Host Team Organisation	12
<i>Host Team Checklist</i>	12
Host Game Organisation	12
<i>Host Venue Checklist</i>	12
<i>Host Pre-Game Checklist</i>	13
<i>Visiting Team Checklist</i>	13
Run Sheet	14
Anti-Doping	15
<i>Anti-Doping Education</i>	15
<i>Anti-Doping Resources</i>	15
<i>Medication, Supplements and Therapeutic Use Exemption (TUE)</i>	15
<i>Anti-Doping Testing</i>	16

Judicials and Protests	16
Referee / Trainer Officials	16
<i>Rostering</i>	<i>16</i>
<i>Uniform</i>	<i>16</i>
<i>Logistics.....</i>	<i>16</i>
<i>Parking</i>	<i>16</i>
<i>Access to the Venue.....</i>	<i>17</i>
<i>Other Requirements</i>	<i>17</i>
Game Commissioner/Floor Controller.....	17
Scorebench	17
<i>Rostering</i>	<i>17</i>
<i>Accreditation</i>	<i>17</i>
<i>Equipment</i>	<i>18</i>
<i>Access to Venues</i>	<i>18</i>
Statisticians	18
<i>Rostering</i>	<i>18</i>
<i>Accreditation</i>	<i>18</i>
<i>Uniform</i>	<i>18</i>
<i>Equipment</i>	<i>18</i>
IT Support.....	18
Results Coordinator	18
Assistance.....	19
Problems or Disputes	19
Recognition.....	19
Security	19
Medical	19
Court Announcer Guidelines.....	20
Team Mascot Guidelines	21
Marketing and Communications	21

Women's Basketball Championship

OPERATIONS MANUAL

This manual is intended for all Associations and Teams, outlining all the necessary information and requirements for organising a team and hosting a home game and/or a League Tournament. Whilst this manual sets minimum standards, a Team can always provide more to enhance their game delivery.

Even though this manual is designed for tier one teams, there is relevant information within for tier two and three teams.

League Name

The League must be referred to as the Women's Basketball Championship.

League Logo

The WBC logo is the only logo that can be used to represent the League. The league logo will be issued by BBNZ.

Advertising and Promotional Materials

The League logo MUST appear on all marketing materials, advertisements, tickets, posters, and websites. This includes any other materials produced by a Team that is not listed. The size and placement of the logo must reflect its status as the official logo of the League.

BBNZ is entitled to use all player images and team logos in any advertising/promotional materials.

League Sponsors

League sponsors will be listed and Teams will be advised of any sponsor obligation to be undertaken by the Team.

Naming Rights Sponsor: TBA
League Sponsors: TBA
Official Ball Sponsor: Molten

League Rules and Regulations

Where there is a conflict between the operations manual and the rules and regulations, the rules and regulations will apply.

The rules and regulations outlines the following which may not be included in this manual:

- home game minimum standards;
- game times;
- classification of teams;
- competition structure;
- roster and eligibility;
- uniforms and dress code;
- judiciary, code of conduct, anti-doping, anti-match fixing, betting and corruption;
- imagery;
- awards and function;
- annual meeting.

League Administration

The following will be completed and issued by BBNZ:

- rules and regulations;
- format and structure;
- duration of the league including tournament dates and appointed tournament hosts;
- entry fee;
- due dates;
- confirmed copy of the draw in consultation with the teams regarding their home games;
- operational and administration updates.

League Tournament Hosting

The League Tournaments are the property of BBNZ who will work with the appointed Tournament Hosts for the benefit of both parties. The obligations of hosting a WBC Tournament are detailed in the tournament hosting agreement.

Please note that League Tournament administration and operations may vary to what is outlined in this manual.

League Post Game Requirements

The following, must be emailed to the BBNZ office no later than one hour post game:

- scoresheet;
- game report;
- voting forms (TBC);
- FIBA Livestats box score (verified copy);
- injury report forms;
- official report(s) (if any);
- FDB stats game file;
- photos and videos (if any).

League Awards and Function

The League awards and function evening will be held Saturday evening of Tournament 2. The evening is to celebrate and recognise teams and individuals who have excelled. The function may change from year to year and information will be provided by BBNZ in conjunction with the Tournament Host. Please note that there may be a charge per head with attending the function to help cover the cost of the meal.

The expectation is that all team members will support the evening and advise attend numbers by the due date.

Signage

Courtside Signage

The League has free use of 4 courtside signage spaces at home games. Each signage space shall be 0.6m x 2.4m long. Should BBNZ choose to use these spaces, BBNZ will advise and provide the signage.

The home team must provide **ONE** blank signage space for use by the visiting team in front of their team bench. Refer to the size above.

BBNZ will supply signage for league tournaments organized by the appointed Tournament Host. Only BBNZ signage can be displayed at these tournaments except where a Team chooses to use the space in front of their team bench and by negotiation if the Host has additional signage.

Decals (Livestreamed and League Tournament Games)

At such time should this occur; 2 x League sponsors decals will be placed below the keyway within the area bordered by the keyway, three point line and baseline facing the livestreamed cameras (one at each end of the court) or in an alternative position approved by BBNZ. Floor decals, if supplied (by BBNZ) must be put in place for all livestreamed and Tournament League games. No other sponsor signage is to appear on court unless approved by BBNZ.

Backboard Stickers (All games)

At such time should this occur; the League sponsors logo in the form of a backboard sticker is to be placed on the lower left and right side of the backboard area on the front of both backboards; 4 x stickers will be provided by BBNZ should this be required.

Eligibility and Player Check List

The following are questions to help you understand whether a player is eligible and whether they have completed the appropriate documentation required. Refer to the League rules and regulations for detailed information regarding player eligibility and team roster:

1. Clearance and/or Foreign Player Licence
 - a. Have you played WBC previously? *If yes, clearance required.*
 - b. Have you played overseas? *If yes, international clearance required.*
 - c. Do you have New Zealand nationality (passport) and/or citizenship (certificate)? *If no, may require a FPL.*
2. National Teams
 - a. Have you played for a National Federation in a FIBA event that is not New Zealand? *If yes, might be ineligible.*
3. US College
 - a. Are you playing for a US College currently? *If yes see below question.*
 - b. Have you sought permission from your US College to play in the WBC? *If no, you need to contact your US College team as you may jeopardise any scholarship you may have.*
4. Age
 - a. Do you meet the BBNZ age eligibility criteria? *If no, you may not be eligible.*
5. Anti-Doping
 - a. Have you completed the anti-doping education (seminar or online)? *If no, you are not eligible to take the court.*
 - b. Are you taking medication and/or supplements? *If yes, refer to the next question.*
 - c. Have you completed a TUE? *If no, contact DFSNZ.*
6. Team roster
 - a. Have you completed the team roster form? *If no, you may not be eligible.*
 - b. Have you completed the Participant Acknowledgement Form? *If no, you are not eligible to take the court.*
 - c. Have you read the League Rules and Regulations (optional Operations Manual)? *If no, you may not know all the rules relating to the League.*
 - d. Have you provided a copy of your passport/birth certificate and/or citizenship certificate? *If not, you are not eligible to take the court.*
 - e. Have you completed the Player Bio? *If no, please complete.*

Player Clearances

Any player who has played for another WBC team previously or in a foreign country, will require a letter of clearance. Please refer to the Domestic and International Letter of Clearance procedure found on the BBNZ website <http://nz.basketball/Competitions/WBC/Resources> .

Please note that all tier teams are required to complete player clearances.

Foreign Player Licenses

A Foreign Player is someone who is wanting to play in the WBC and does not have New Zealand nationality. All such players must hold a Foreign Player Licence (FPL) to allow them to participate in the WBC tier one and tier two competitions. Please refer to the FPL procedure found on the BBNZ website <http://nz.basketball/Competitions/WBC/Resources>. There is a form that must be completed and accompanied by documentation and a fee.

Please note that only tier one teams are required to complete a FPL.

Game Tickets

At such time should this occur; under BBNZ agreements with sponsors, they are to receive tickets in the best section available. BBNZ will send double passes and/or VIP passes to the sponsors. A list of the sponsors and the number of tickets will be outlined.

BBNZ will produce VIP passes (free entry) into all League regular season games. These will be used by referees, referee evaluators, judicial officer, BBNZ life members, media. Each Team will also receive two passes for traveling team management. These passes will be sent to each team prior to the commencement of the League.

Game Programme

BBNZ will assist where possible and provide teams with content for their programme.

All teams must ensure the following are included in their programme unless a specific placement is mentioned:

- WBC logo visible on the cover;
- reference to the League website and social media handles;
- refer to your opposition by their sponsored name and use their logo;
- League sponsors and partners logos to be included.

Game Times and Shoot Around

Host Warm Up Timing

Recommended warm up for a WBC home and away game is a minimum of 20 minutes - this is an uninterrupted 15 minute period. Warm up starts at the time both teams arrive on the court as specified in the hosts running sheet and the clock runs until game time. Your planning for the warm up period must ensure that athletes receive 15 minutes uninterrupted warm up.

Host Tip Off Timing

It is important to ensure the game starts on time and that the scorebench and statistician personnel are aware of the game day run sheet which outlines the tip off time.

Host Half Time

Half time maximum is set at 15 minutes and the minimum to 10 minutes. The last 5 minutes of half time must be used for player warm-up.

Visiting Team Shoot Around

Shoot around times on game day must be available for the visiting team at least three days in advance. The visiting team must be advised in advance of any circumstances to prevent this being arranged and alternatives must be offered.

League Tournament Game Times

- warm up: minimum of 10 minutes;
- playing time: 4 x 10 minute stop clock quarters;
- half time: 10 minutes;
- quarter time intervals: 2 minutes;
- extra periods: 5 minutes;
- extra period intervals: 2 minutes.

Shoot around at league tournaments is subject to court availability and will be scheduled by BBNZ. Teams are able to schedule their own shoot around at other playing venues at your own cost.

Playing Uniforms

Quantity and Colour

Each team must have a minimum of 2 sets of shirts and minimum of one set of the same coloured shorts:

- the first team named in the draw (home team) shall wear light coloured shirts;
- the second team named in the draw (visiting team) shall wear dark coloured shirts;
- however, if the 2 teams agree, they may interchange the colours of the shirts.

Guidelines

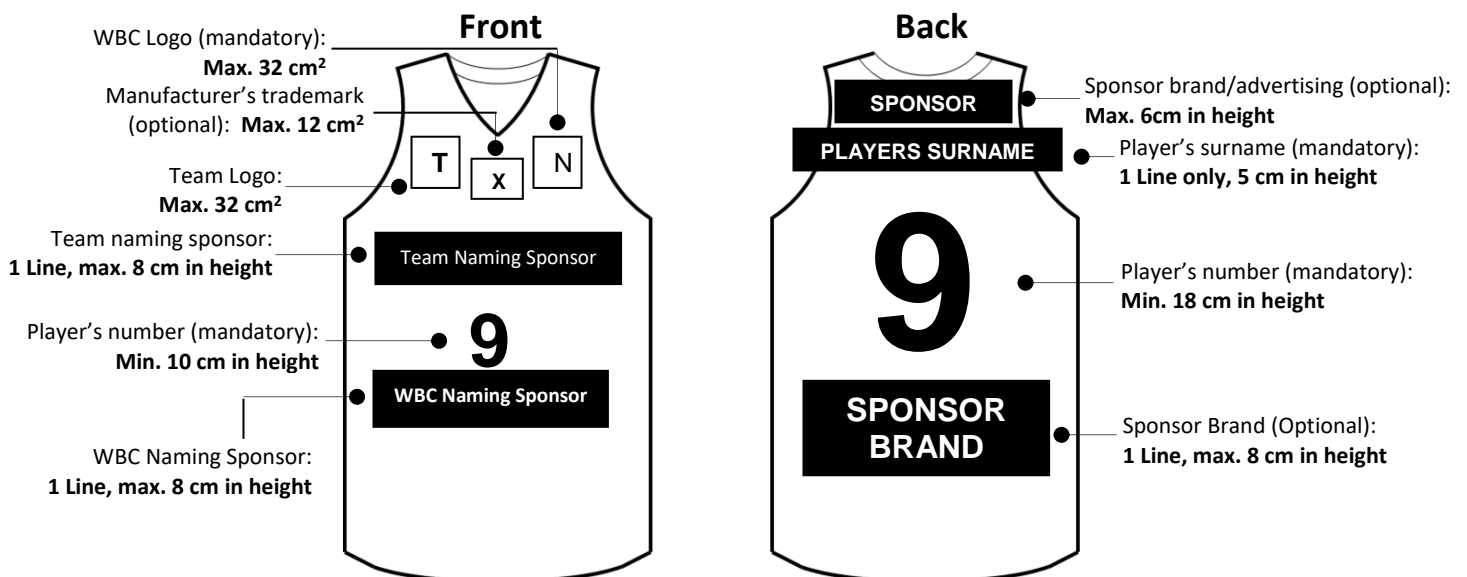
The front of the singlet shall conform to the following provisions:

- a) The manufacturer's logo may appear, but it must not be larger than 12cm².
- b) The WBC logo including any naming right sponsor must appear on the front of the singlet positioned on the top right (when looking at the singlet). This logo must not be smaller than 32cm².
- c) The player's number must appear and be clearly visible and at least 10cm high. Any other markings on the front of the singlet must be at a distance of at least 4cm from the player's number.
- d) The team naming sponsor and team logo must appear on the front of the singlet as follows:
 - i. if no naming sponsor the team may use written text comprises one line, the letters shall be a maximum of 6cm in height;
 - ii. the logo must be 32cm² and position on the top left (when looking at the singlet).

The back of the shirt shall conform to the following provisions:

- a) The player's surname must appear above the player's number and shall comprise only one line of text. The height of the writing must be between 4cm and 6cm.
- b) The player's number must appear and be clearly visible and at least 18cm high. Any other markings on the back of the shirt must be at a distance of at least 4cm from the player's number.

Each team must submit to BBNZ, a copy of the Teams main and alternate uniform for approval. The designs must include colours and placement of all logo's and wording.



Dress Code

Team Personnel and Players (taken from the WBC rules and regulations)

The purpose is to show the sporting community, that we are a sport that takes pride in our game.

1. Coaches, Team Managers & Other Team Personnel
Team Personnel are required to dress in business/smart casual attire whilst involved in any WBC game (this includes team warm up/down and media interviews prior to and after each game). Business/smart casual requirements include:
 - long or short sleeved collared polo/dress shirt, and/or sweater/jumper or jacket (excluding tracksuit jackets);
 - dress slacks, dress skirt or dress (excluding sleeveless dresses);
 - appropriate shoes, socks or stockings, including dress shoes, dress boots, or other presentable shoes (excluding sneakers, sandals, flip-flops/jandals or work boots).
2. Players on Team Bench not Playing
Players who, due to injury or other reasons, are not playing are required to wear the following items when seated on the bench prior, during and after the game:
 - official team uniform in the form of team t-shirt or polo shirt and long team pants (may be team track pants).

Players who, due to injury or other reasons, are not playing are not allowed to wear the following items at any time while on the team bench:

- sleeveless shirts;
- shorts;
- headgear of any kind (unless worn for religious reasons).

Computerised Statistics

Teams must use the League nominated computerised statistics software. The host team must take stats for both teams and provide a report at each quarter and at the conclusion of the game. The stats taken must be as accurate as possible and it recommended that the stats are checked against the scoresheet at each quarter break for team fouls, personal fouls, and points scored. A licence will be provided by BBNZ and must be used for your allocated game(s).

FIBA Live Stats (FLS)

FLS version 7 (and any updates available) is the League nominated computerised statistics software and can be downloaded from www.fibaorganizer.com/. Webinars and technical support is also available through this website.

Each court will require the following:

- 2 operators (recorder & caller);
- laptop with FIBA Live Stats downloaded, wireless and hardwire capability, access to an email, power source for laptop and printer (spare in case of a technical failure);
- internet (to webcast games live and to download the game file/key);
- mouse and pad;
- printer (laser preferred);
- A4 paper (spare);
- toner for the printer (spare);
- memory stick;
- extension court and multi box;
- pen (spare).

Two operators will require training using the software and how to call a basketball game. Practicing at local games will help improvement and efficiency. It's the responsibility of the Team to ensure the operators are trained and aware of any regulations and version updates.

The following is a snap shot of the process:

1. Download FLS to at least two laptops.
2. BBNZ will provide a license or match keys to the statisticians to access all assigned games.
3. Follow the FLS prompts and check all details including the player rosters are correct against the scoresheet. Make any correction if required.
4. Once all details are correct, print a scoresheet found in the reports option and provide to the scorebench chairperson; this is a clean and tidy printable version.
5. At half time, print a box score report and check again the scoresheet/summary. Make any corrections if required. Also, check that the total minutes equal 50. Make any adjustments if required. After the first quarter the total number of minutes will accumulate. At the end of the fourth quarter the total number of minutes should equal 200.
6. Refer to the table below outlining which reports to print and when.
7. At the end of the game, again, print a box score report and check against the scoresheet/summary and make any corrections before continuing.
8. Print the reports and provide to each team.
9. Email the final box score to tournaments@nz.basketball as soon as the box score is accurate.

Statistics check against Scoresheet

In order for the statisticians to be able to quickly complete their game verification, the procedure should be as follows:

1. After the final whistle, the statisticians will print and distribute unofficial box scores as required.
2. The scorer will complete the scoresheet calculations and checking (while courtside). The practice of leaving the court to complete the scoresheet causes unnecessary delays and should only be permitted in case of a problem or an emergency.
3. The scorer will then complete the scoresheet summary form and check points scored and fouls per player against an unofficial end-of-game box score provided by the head statistician.
4. The scorebench chairperson will then take the scoresheet to the referees for signing.
5. The scorebench chairperson will then take the scoresheet (all copies) back to the head statistician who, along with the official end-of-game box score, shot charts and game detail print-outs, will carry out the distribution of the reports.

Statistics Reports

The following reports are delivered during and post game. Delivery of all of these reports is the responsibility of the Head Statistician or appointed runner.

STATISTICS REPORTS		
When	What	Distribution Priorities
¼ Time	Box Score (unofficial)	1 Copy for each Coach 1 Copy for each Media present
½ Time	Box Score (unofficial) (please go to printer properties and use edit feature to add 'UNOFFICIAL' as a watermark and print with watermark ON or if printer does not offer watermark feature then write 'UNOFFICIAL' neatly across the bottom of each copy you print)	1 Copy for each Coach 1 Copy for each Media present 1 Copy for you to check off against scoresheet after other copies have gone
¾ Time	Box Score (unofficial)	1 Copy for each Coach 1 Copy for each Media present
Full Time	Box Score (once verified)	1 Copy for each Coach 1 Copy for each Media present 1 Copy for League (give to floor controller)
	Shot Charts	1 Copy for each Coach
	Detailed Team Stats	1 Copy for each Coach

Host Team Organisation

Host Team Checklist

Below are forms and information to be completed either pre, during, post season:

- read and action the rules and regulations;
- read and action the operations manual;
- complete the team roster form;
- complete participant acknowledgement form;
- complete game day details form;
- use the post game checklist;
- complete the team contact details form;
- also refer to the League post game requirements above.

BBNZ will issue dues dates well in advance of the season.

Host Game Organisation

Host Venue Checklist

Below are only minimum standards and is not a definitive checklist:

- venue is a school gym which can hold a minimum of 100 seats for spectators;
- it is encouraged to have a door charge;
- provide lockable changing rooms for the visiting team, referees (if male and female) with shower;
- a reliable internet connection for statistics requirements;
- the top edge of the each ring must be positioned horizontally 3.05m above the floor;
- all backboard support structures must have the bases completely padded from the floor to the minimum height of 2.15m on the court side surface;
- ensure that the playing court surface is clean, smooth and dry;
- ensure that lighting levels are sufficient on all areas of the playing court;
- see below for more standards relating to home game organisation.

Host Pre-Game Checklist

Below is a checklist to use prior to each home game. Please ensure that:

- a health and safety plan is developed for each game and that all processes are actioned and personnel are aware. this plan should align with your venues health and safety plan;
- the game clock(s) are operational and synchronised - 4×10 minute quarters;
- the shot clocks are operational and synchronised - 24/14 seconds;
- the siren is operational and set to a volume that can be clearly heard even with a full vocal crowd. A backup air horn is recommended;
- the score board is operational and fully functional;
- player foul markers, team foul markers, team foul indicator (for bonus situations), and possession arrow are provided;
- the scorebench is setup with an appropriate number of seats;
- internet access is available, a laptop, printer are fully functional for statistics;
- the statistics bench is setup with an appropriate number of seats;
- an appropriate match ball is available for selection by the referee;
- the team and referee changing rooms are clearly marked, tidy and lockable;
- the referee trainers seat is located in a position where they can clearly view the referees actions and positions on court and can communicate with the scorebench;
- floor wipers are provided with all the necessary equipment (uniform recommended);
- medical personnel, ice and basic first aid equipment is available;
- a blood kit is available;
- courtside signage is positioned 2m back from the playing court boundary;
- WBC signage requirements are being met in terms of numbers and positioning;
- all necessary forms are available and completed by the specified time;
- a doping control station is setup and available;
- a programme is provided to spectators;
- a run sheet is provided to all required personnel including the visiting team.

Consider the following which could be added to your checklist, provide:

- a canteen for spectators;
- merchandise to purchase;
- pre and in game entertainment along with prizes;
- a sound system and microphone for entertainment and court announcements;
- a mc and music;
- corporate hospitality for sponsors and supporters;
- a reliable internet connection for live streaming;
- photographer to take photos for marketing and media

Visiting Team Checklist

Provide the host with your team's traveling details, which should include:

- an accurate player roster including full name, playing position, playing number and names of all other team personnel;
- uniform colours;
- travel details such as the accommodation location and traveling team contact details;
- advise whether the teams will stay for any post match hospitality;
- this information must be forwarded no later than 3 days prior to the game so programmes and commentators can seek additional information if required.

Run Sheet

The following run sheet is the format for all live TV broadcasts of the WBC. It would also be preferable that you adopt this as the base format for all games, with additions/alterations to give local flavor at your home venue.

Women's Basketball Championship Team A vs Team B Date, Venue			
Time	Game Clock (mins)	Detail of Action	Person Responsible
6:30pm	60:00	Set clock	Scorebench/ Floor Controller
6:30pm	30:00	Play music	MC or Volunteer
6:35pm	25:00	Teams to start warming up	
6:48pm	12:00	MC to get player numbers, name and team management and starting five from the score sheet for team announcements	MC
6:50pm	10:00	MC to welcome spectators	MC
6:52:30	8:30	MC to ask teams to return to their benches for team announcements and the national anthem.	MC
		When players are called out they are to line up facing the livestream camera/New Zealand flag starting at the centre circle to the 3 point line.	
6:52pm	8:00	MC to call out players and team management from Team A and Team B	MC
6:55pm	5:00	MC to advise that the anthem is to commence and all to stand.	MC
		Play the national anthem	MC or Volunteer
6:57pm	3:00	If the anthem runs overtime, stop the clock at the 3 minute mark. Otherwise allow the clock to run. Players to commence their warm up.	Scorebench
		Players resume warm up.	
6:58:30	1:30	Referee to blow whistle for teams to go back to benches.	Referee
6:58:45	1:15	MC to announce referees	MC
6:59pm	1:00	MC to announce starting 5	MC
7:00pm	0:00	Game commences	
Time Out etc		Play music during time outs and quarter and half time. Announce sponsors and supports. Important games notices Entertainment and prizes	
Quarters, Half, Extra Time		Play music during time outs and quarter and half time. Announce sponsors and supports. Important games notices Entertainment and prizes	MC or Volunteer
5:30pm	0:00	Game concludes	

Anti-Doping

The League is committed to keeping our sport clean, however we can't do this alone. We all have a responsibility to promote and advocate anti-doping in our sport.

All Teams must:

- ensure that all players, coaches and staff are aware of the BBNZ Doping Policy and its implications.
- participate in DFSNZ programmes regarding anti-doping;
- notify all players, coaches and staff that DFSNZ intent to conduct confidential anti-doping testing; this means that they will turn up to a pre-season and/or League games and/or team trainings unannounced;
- ensure the team doctor has a list of illegal drugs and is aware of the requirements relating to such matters as asthma.

Anti-Doping Education

BBNZ is obliged to assist in providing anti-doping education to our members including athletes, athlete support personnel and medical professionals. Education is held annually and is compulsory. Athletes must complete the scheduled education before they become eligible to take the court. BBNZ will submit rosters to DFSNZ who will document each athletes non/completion. The responsibility to complete the education lies with the athlete and the Team is to remind your athletes. BBNZ will provide each team with an eligibility report.

Education will be delivered via two methods; seminars and e-learning:

1. Anti-Doping Seminars will be held at tournament 1 or by prior arrangement with BBNZ. Athletes that attend a seminar are not required to complete e-learning education.
2. Anti-Doping E-Learning must be completed by all athletes who did not attend a scheduled anti-doping seminar. Athletes new to this education are required to complete Level 1. Others are to complete Level 2 or higher. The web link is available through the DFSNZ website.

More details regarding the anti-doping education will be distributed by BBNZ.

Anti-Doping Resources

Drug Free Sport NZ (DFSNZ) has a range of resources to help better understand clean sport and the anti-doping rules which are available through the DFSNZ website.

Medication, Supplements and Therapeutic Use Exemption (TUE)

Athletes are advised to check any medication and supplements before consuming. Medications and supplements may contain substances which are on the prohibited list and are therefore prohibited in sport.

Athletes should:

- advise medical professionals that they could be drug tested;
- insist that medical professionals check whether the prescribed medicine is permitted in sport;
- check medications themselves to see whether they are permitted in sport;
- understand and follow the TUE process if they need to take a medication that contains a prohibited substance.

Athletes can check the status of medications in the following ways:

- visit DFSNZ medications web link:
<https://drugfreesport.org.nz/national-sports-organisations/medications/> ;
- text the name of the medication or active ingredient to 4365;
- phone 0800 DRUGFREE (378 437).

If you or your athletes have any queries regarding the anti-doping rules, prohibited substances, supplements, medications, TUE etc please contact DFSNZ directly.

Anti-Doping Testing

DFSNZ intent to conduct confidential anti-doping testing; this means that they will turn up to a game or training unannounced. Players chosen to provide a sample must remain at the venue, in full view of the DCO until such time a sample is produced. Furthermore the DCO must have complete access to each teams change room immediately following the game and players chosen to provide a sample must be kept in full view of the DCO at all times. Teams are not permitted to exclude DCO from their change room at any time following the game.

To ensure that your venue is equipped, please organise the following with your venue and provide these details to BBNZ who will pass onto DFSNZ:

1. DFSNZ require a lockable area close to the competition area with a waiting area, administration area and toilet. Refer to the Doping Control Station (DCS) requirements found on the BBNZ website <http://basketball.org.nz/Competitions/WBC/Resources>.
2. DFSNZ will require parking near the venue entrance for their Anti-Doping staff. Is there at least one car park close to the venue entrance/DCS?
3. DFSNZ will carry DFSNZ ID cards, will this be sufficient to access the venue, DCS and parking area? If not, you'll need to provide DFSNZ staff with additional passes/accreditation to gain access?
4. DFSNZ will require someone to be appointed as the on-site liaison at the venue. Unless specifically advised, BBNZ will provide the Campaign Managers details. The on-site liaison contact would be required to:
 - confirm a mobile phone number to allow the Doping Control Officer (DCO) to contact him/her on arrival at the event
 - show DCO to the DCS
 - may be required to identify athletes

Athletes (and team management) need to be aware that the doping control process may take up to two (2) hours to complete, following the end of the game. Please pass on to your venue and ensure that the team managers take this into consideration when organising post game plans for the team.

Teams are also required to supply their teams training schedule which will be passed onto DFSNZ.

Judicials and Protests

Refer to the BBNZ Internal Regulations.

Referee / Trainer Officials

Rostering

Referees will be selected and appointed to games in conjunction with the Referee Manager and BBNZ.

Uniform

Referees are required to wear the uniform advised by BBNZ through the WBC Referee Manager.

Logistics

Referees travel logistics will be organised in conjunction with the Referee Manager and BBNZ.

Parking

One parking spot is to be provided to each referee and the trainers. Parking is to be in a secure area as close to the venue as possible. This is to avoid any situations following the game when the referee is making their way from the venue to their car. Teams should contact the referee (or BBNZ) prior to the game to confirm parking allocations.

Access to the Venue

Game referees and trainers will be free entry into their schedule games. At such time should this occur; all referees and trainers will be given a pass which enables entry into the venue on game day and access to the referees' change room for after game discussions.

Other Requirements

Reminder:

- provide changing rooms for male and female referees;
- lockable with a shower;
- invitation to the post game function (if available);
- referee trainers seat is located in a position where they can clearly view the referees actions and positions on court and can communicate with the scorebench.

You could consider providing:

- bottled water or sports drinks;
- towels;
- post game sandwiches and fruit as a minimum.

Game Commissioner/Floor Controller

The game commissioner/floor controller must be an experienced person qualified to make on the spot decisions regarding the conduct of home games and to fulfil the following duties:

- to ensure all reporting guidelines contained within this operations manual are adhered to;
- to take such necessary action to handle the report of any disputes, misconduct etc;
- for livestreamed/televised games, meet with TV director/producer to ensure game times are managed to meet TV live game requirements;
- to ensure all League sponsor requirements are met and report any breaches to BBNZ in the first instance;
- to ensure correct procedures are followed by courtside announcers and report any breaches to the league;
- to ensure all other game presentation guidelines are met (ie. team introduction timing, lighting requirements, equipment operation etc) and report any breaches to BBNZ;
- the game commissioner/floor controller should introduce themselves to the visiting team, referees and trainer in case of any queries or issues.

Scorebench

Below are minimum requirements for scorebench officials working at a League game.

Rostering

Appointments are to be made by the Team or appointed personal in charge of scorebench for all home games.

Uniform

It is recommended that a uniform is provided to the scorebench.

Accreditation

All scorebench officials working at a League game must be experienced and if possible accredited with a BBNZ minimum qualification or currently enrolled in the course.

Equipment

It is the Team or appointment persons responsibility to ensure all equipment requirements are accessible and functional on game night:

- fully functional scorebench as per FIBA official rules and regulations;
- loud bench siren and air horn;
- bench location - scorebench and statistics personnel should be located as close to one another as possible making it easier for cross reference in the case of any queries on calls. Seating should be:

24/14 Second Operator	Timekeeper	Scorebench Chairperson	Scorer	Assistant Scorer	Head Statistician (Caller)	Statistician (Recorder)
-----------------------	------------	------------------------	--------	------------------	----------------------------	-------------------------

Access to Venues

All technical officials need suitable access passes enabling them to gain entry to the venue with enough time to set up on game day. This access pass should also enable them entry to any areas where they may need to photocopy or fax game reporting information.

Statisticians

Below are minimum requirements for statisticians officials working at a League game.

Rostering

Appointments are to be made by the Team or appointed personal in charge of statistics for all home games.

Accreditation

All statisticians working at WBC games must be trained by the BBNZ Head Statistician and proven competent in stats calling and recording. A BBNZ minimum qualification or currently enrolled in the course is required.

Uniform

It is recommended that a uniform is provided to the statisticians.

Equipment

It is the Team or appointment persons responsibility to ensure all equipment requirements are accessible and functional on game night:

- fully functional statistics equipment and software; refer to the statistics section of this manual.
- backup equipment;
- bench location - scorebench and statistics personnel should be located as close to one another as possible making it easier for cross reference in the case of any queries on calls. Seating should be:

24/14 Second Operator	Timekeeper	Scorebench Chairperson	Scorer	Assistant Scorer	Head Statistician (Caller)	Statistician (Recorder)
-----------------------	------------	------------------------	--------	------------------	----------------------------	-------------------------

IT Support

Statisticians are not responsible for IT errors/problems or any issues related to the nature of the equipment they have been provided and the internet connection. If there is an IT error/problem with a laptop or printer or internet the Team must have someone on hand with the ability to handle this issue. Teams cannot expect fast and efficient service from the stats crew if they do not provide equipment that will bring such outcomes.

Results Coordinator

If the team has a results co-ordinator, the head statistician (and stats crew) needs to be made aware of their responsibilities in collecting and sending information. Obviously the statisticians will not need to do this if

the team already has a member of staff organised to perform these tasks. This is up to the Team and stats crew to discuss.

Assistance

Further to the above point, one member of game night staff needs to be designated the task of collecting stats and distributing to teams and media at quarter, half and three quarter and full time.

You could consider providing these reports to your sponsors as well.

Problems or Disputes

Any concerns about individual player statistics in the first instance should be directed from the player to their coach and then to game commissioner. From there the game commissioner can liaise directly with the necessary Technical Officials regarding the area of concern. Under NO circumstances should a player dispute his stats directly with any Technical Officials.

Recognition

All officials and volunteers involved with the League deserve to be treated with respect. They work well beyond Team/League requirements and provide an invaluable service to teams, players and team management. The importance of their role should never be underestimated and as such should be appreciated for their dedication to the team, League and basketball.

The League recognises all officials and volunteers services and each team should invite them to post match functions and other team events.

Security

Each team is responsible for organising a security procedure to be adopted to prevent or handle unruly disruptive or threatening behaviour of any sort. At least one team representative is required to:

- ensure referees are not harassed and are not accosted to or from the court, on court, in change rooms, car park or any other area of the venue and immediate surrounds;
- handle unruly behaviour by members of the visiting team, host team, spectators or any other persons;
- be prepared to take such necessary action to intervene, prevent or halt any physical or verbal assault or any threatened physical assaults;
- take such necessary preventative measures to ensure the personal safety of coaches, players, officials, spectators and anyone in attendance as may be required;
- ensure easy access to a working telephone in case of the need to call medical or police emergency numbers;
- be on hand in the event of an emergency (eg. stretcher, ambulance etc) as well as an appropriate emergency procedure to assist in quick and easy access to facilities and telephone.

Medical

Each Team is responsible for ensuring a fully qualified medical practitioner and equipment is on hand in the event of an emergency (eg. stretcher, ambulance etc) as well as an appropriate emergency procedure to assist in quick and easy access to facilities and telephone.

The Blood Kit and Process can be found on the BBNZ website:

<http://basketball.org.nz/Competitions/WBC/Resources> .

Court Announcer Guidelines

1. Objectives
 - a. Provide information concerning the state of the game that may not be readily available or obvious to the general public and to provide some limited game commentary.
 - b. Introduce teams/players to the floor.
 - c. Liaise with the game referees and/or score bench chairman in order to clarify technical decisions to the public.
 - d. Assist Game Night Entertainers in engaging the audience
 - e. Pass on sponsorship information at appropriate times.
2. Guidelines
 - a. Provision of Information:
 - i. The Court Announcer's game commentary should be limited to supplying the following information at the appropriate times:
 - scoring: who scored? Number of points. Cumulative individual total. Occasionally, an assist might be appropriately mentioned;
 - foul: who fouled. Number of personal fouls. Number of team fouls. Who is shooting foul shots (if appropriate) and number of foul shots to come;
 - milestones if achieved;
 - violation: name the violation not the player violating;
 - substitutions: who is in for whom;
 - time out: which team called the time-out. The number of time-outs which have been called for that team;
 - rebound, block, steals, and who made turnovers are generally not appropriate for comment.
 - b. Team Introductions:
 - the Court Announcer has duties to introduce teams to the floor and individual players from each side;
 - the visiting side should not be asked to stand around for an unduly lengthy time while the home team is being introduced over a much longer period than it took to introduce the visitors;
 - should the home WBC team have any other special activity for presentation prior to game time, this must take place during this period. Presentations honouring payers' and officials' milestones can be made during this time with tightly targeted comment by the Court Announcer only, but no accompanying speeches;
 - during the final three minute warm up period, the Court Announcer will name the referees.
 - c. Scorebench/Game Commissioner/Floor Controller:
 - the Court Announcer is to act as the official conduit between the game referees and the public in relaying information covering rule discussion that may not be readily apparent to the public;
 - the Court Announcer must be kept informed by the bench/bench supervisor of reasons for delays in the game (eg those involving any clarifying discussions between referees and bench officials) and/or of other matters which patrons should have explained to them.
 - d. Sponsorship Information:
 - announcements recognising sponsorship and guests are a part of the Court Announcer duties. These announcements should be limited to pre-game, time-outs and quarter/half-time breaks;
 - the Court Announcer must acknowledge all WBC Sponsors as per agreements signed between WBC and the sponsors.

- e. Other Court Announcing Guidelines:
- the Court Announcer is not permitted to talk after a player has the ball in his hands when shooting foul shots;
 - visiting teams should be treated in an even-handed way. Neutrality extends to what is said, not necessarily how it is said;
 - any comment during play that takes longer to make than the time it takes a team to move the ball from its backcourt to its front court is too long;
 - the Court Announcer while passing information to the crowd should not add unnecessary descriptors which imply critical analysis (such as “nice try”, “great shot”, “good defence”, etc) and editorial description should be avoided;
 - any comment reflecting on the performance of the referees either overtly or covertly is not allowed. Disparaging or critical remarks of any sort towards players, coaches or officials are not acceptable (including pre-taped comments played through the PA system). The court announcer may commence a chant but not continue it.
2. Music
- a. As an over-riding principle, the playing of music over the PA system during play should be limited to the duration of the time of an average “play phase”, i.e. for no longer than 24 seconds at a time.
 - b. There may be occasions when music will be played continuously to reflect logical breaks in play or the excitement of adjacent play phases. At no time while a game is in progress should music be that continuous, unduly repetitive, or unnecessarily loud that it distracts and detracts from the game.
 - c. Volume of music and any other PA announcements must conform to Occupational Health & Safety Standards and any local regulations applicable.
 - d. No music or sounds initiated by the PA are to be played after a player has the ball in his hands in preparations for shooting a free throw.
3. Use of Public Announcement System
- a. The public announcement system or microphone may be used to engage the audience by coordinated effort or chant by someone other than the Court Announcer subject to the same rules that are outlined for Court Announcers in Guidelines 1 - 5.

Team Mascot Guidelines

1. Mascots are acknowledged as an important part of presentation of the game to the public, and in evoking emotional crowd support.
2. It is important that the activities of team mascots do not detract from the game, give offence to family values, or interfere in any way with the field of play or progress of the game.
3. Mascots must remain a minimum of two metres away from the opposition huddle and team bench at all times, including time outs and quarter time breaks. Mascots must not enter the area immediately under the basket when the opposition team is taking a free throw.

Marketing and Communications

(Details to come)

Referees

(Details to come)

BBNZ will allocate referees to preseason games. Please make contact with the BBNZ Referee Development Manager to discuss.