



Craigieburn Tipoff Tournament Operations Manual

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Team Registrations

To register:

Teams are required to use the registration link below to register for the Tipoff Tournament.

<https://www.playhq.com/basketball-victoria/register/fc0314>

Team registrations close on 31st October 2025 at 12pm or when we reach capacity. Teams that withdraw after entries close will only receive a 50% refund. Teams that withdraw after fixtures have been released may not receive any refund.

Fixtures are expected to be released by 4th November 2025, if this date changes, we will notify team contacts via email.

Please DO NOT contact the office regarding the release of the fixture as it will only prolong the release.

The tournament is aimed at representative teams, however, we may accept domestic team registrations in the lowest divisions if they will be competitive and we have divisions that are not yet full.

Fees

We are working with the all-inclusive team entry model whereby there will be no player or spectator entry fees.

All divisions: \$550.00 per team incl GST

All fees will incur an additional 2.3% PlayHQ processing fee

Event Contacts

Email: tournament@craigieburneagles.com.au

Tournament Office: 127 Craigieburn Road, Craigieburn, VIC 3064

Tournament Phone Number: 0405803767

Venues

A full list of venues can be viewed at: <https://www.craigieburneagles.com.au/tip-off-tournament>

Competition Format

Competition Structure

All teams will be fixtured for minimum four games.

Pools

There will be eight (8) Championship divisions offered and potential for additional Championship Reserve divisions should there be enough entries for teams that wish to compete in a Victorian Championship (VC) level division.

The remainder of divisions will be organised into division 1, division 2, etc. Each division will be split into two pools of five except in the situation where it is impractical to do so.

Pools with five teams

Pools with five teams will play five rounds with one bye per team and play each team in their pool once in the round games.

Pools with more than five teams

Pools with more than five teams will still play 4 games each. At the completion of round games each team will not have played one or more teams from their pool which will be fixtured randomly.

Finals

Divisions with only one pool

1st placed team vs 2nd placed team go through to the Grand Final.

Divisions with two pools

1st placed team (POOL A) vs 1st placed team (POOL B) go through to the Grand Final.

The minimum number of games a player must play to be eligible to play in a finals match is 50% (in most situations this will be a minimum of 2 games).

Game Operation Rules

3 Point Line

If there are two 3 Point lines on the court, the inside line shall be used by U12s and U14s and the outside line shall be used for U16s and U18s.

Ball Size

U12 – Size 5

U14 – Size 6

U16 – Boys (7) & Girls (6)

U18 – Boys (7) & Girls (6)

This ball will be provided by the first named team.

Score Bench

Divisional matches

Each team must supply at least one (2) competent score table official for each of their games. The score table will consist of a person for the electronic scoring and one person for the game clock (scoreboard).

Championship matches

Each team must supply two (2) competent score table officials for each of their games. The score table should consist of a person for the shot clock, electronic scoring and the game clock (scoreboard).

Should a disagreement arise over allocated duties the first named team will be responsible for the game clock/shot clock and the second named team will be responsible for the electronic scoring.

Sin Bin

The Sin Bin Rule will not be in use at this tournament, however there is a zero tolerance policy towards any inappropriate or abusive behaviour from any participant in the tournament including spectators. Please see appendices for this policy.

Late Penalty

For each minute a team is late for their scheduled match, their opponents will be awarded 2 points up to ten (10) minutes when the match will be forfeited. Result to read 20-0.

No. of players

A team is not permitted to commence a match with less than four (4) eligible players. A team may use as many different eligible players as they desire during the course of the tournament but a maximum of twelve (12) players can be used in any one match.

Uniforms

A player will not be allowed on to the court unless wearing their teams' correct uniform. Allowance should be made for teams that have slightly different coloured uniforms. However, it must be clear which team they belong to. Tops to display "permitted numbers" as per FIBA regulations.

In the situation there is a clash of colours TEAM A shall change colours.

In the situation where there is a disagreement if a colour clash occurs the venue referee supervisor or stadium manager shall have the final call.

Timing Rules

All game clocks will be started at the scheduled start time, providing a minimum of 2 minutes has elapsed since previous game has finished.

Championship Games

Championship matches will implement the following Timing Rules based on a 70-minute time slot:

- U12's: 4 x 7 Minute Quarters. Including Finals (no shot clock)
- U14, 16, 18s: 4 x 8 Minute Quarters. Including Finals (shot clock)
- Clock stops on all whistles and timeouts throughout the game and for made baskets in the last two (2) minutes of the final quarter
- Warm up time shall be a minimum of 3 minutes
- Quarter time, half time and three-quarter time interval shall be 1 minute
- Each team will have two (2) timeouts per half (Timeouts are strictly one minute each)
- 24 second shot clock in operation in all age groups except under 12's. (Please note variation for U14's). (There is no 14 second reset in any age group)
 - Shot Clock Rules for Under 14s shall be as follows:

The 24 second clock will not start until the ball goes into a team's front court. The ball goes into a team's frontcourt when during a dribble when the ball and both feet of the dribbler are in the frontcourt otherwise when the ball touches the front court

Divisional Games

Divisional matches will implement the following Timing Rules based on a 50-minute time slot:

- 4 x 10 Minute Quarters. The clock will start on time regardless of if teams are ready.
- The clock shall stop on all whistles in the last one (1) minute of the fourth quarter only in which substitutions and timeouts will be allowed if the game has a margin of 10 points or less with less than one (1) minute remaining the clock will not stop.
- No timeouts are allowed in the last one (1) minute of each quarter (except as above).
- Quarter time, half time and three-quarter time interval shall be 1 minute
- Each team will have two (2) timeouts per half (Timeouts are strictly one minute each)
- A minimum of two (2) minutes will be granted for warm up time unless otherwise altered by the Tournament Director.
- The following divisions will have the 24 second shot clock in operation (where available):
 - U16 Boys & Girls
 - U18 Boys & Girls

All divisions

- There is no 14 second shot clock reset in any age group
- All timing rules are the same for finals except no drawn finals are allowed.

Overtime - Finals Only

- One (1) minute break
- Extra three (3) minutes played
- All fouls remain
- One (1) timeout per team per overtime allowed
- Clock in line with relevant division rules (e.g. divisional – last minute)
- Additional extra periods will follow same rule
- In the event of extreme hot weather, additional timeout/s may be enforced, and the length of halves may be reduced at the discretion of the Tournament Director in line with Basketball Victoria policies.

Competition Points System

Draws are allowed in round games. Finals games must have a result. If scores are tied at the end of regulation of finals games, an extra period/s of 3 minutes will be used and repeated until a winner is determined.

Points for Pool/Round games will be awarded as follows:

Win	3 Points
Draw	2 Points
Loss	1 Point
Bye	0 Points
Forfeit	0 Points

Ties for ladder position will be decided on for and against points of all games played (percentage).

- If a tie still exists, the games between the tied teams will be decided on head to head between those teams
- If a tie still exists, the team with the highest number of points 'for' will decide the final position
- If a tie still exists, the team with the lowest number of points 'against' will decide the final position

General Rules

- A team which forfeits a match for any reason may be fined at \$100 per game once the fixture has been published.
- Any team which plays an ineligible player may be subject to a penalty which will include forfeiting all matches in which that player participated based on whether that players name appeared on electronic scoring.
- Players shall not wear equipment (objects) prohibited by Basketball Victoria or Basketball Australia.

Blood Policy / Floor wiping

Team Managers of any team involved in an incident involving blood will be responsible for the removal of blood from the court surface during the Tournament. Blood Kits will be available to assist with this.

Each team will be required to monitor and wipe any water, sweat, etc. from the half of the court in front of their team bench. Teams need to provide adequate towelling for this task.

No Zone Policy – U12-U14 Games

At no stage is a 'Zone' defence permitted during any age group Under 14 or below during the tournament. Please note that the tournament adopts VJBL's interpretation of a zone, this is the only 'No Zone Rule' to be applied.

Interpretation

Coaches are not permitted to instruct a team to play zone and they must play 'Man to Man' defence using correct 'Man to Man' defensive principles.

If a coach hasn't instructed their team to play a zone, but their team is playing a zone outside of their instructions, it is the coach's responsibility to ensure their team play 'Man to Man' defence. No excuses will be tolerated for failure to do so, as the coach has the power to remove offending players from the court if they are not playing correct 'Man to Man' defence.

The Tournament Director will determine violations of the 'No Zone Rule' by investigating one or more of the below points:

- One or more players were not in acceptable 'Man to Man' defensive position in relation to the player they are guarding and the player with the ball
- A cutter moved all the way through the key and was not defended using acceptable 'Man to Man' defensive techniques
- Following a trapping or help and recover situation the team made no attempt to re-establish correct 'Man to Man' defensive positioning.
- The team zone pressed and did not assume 'Man to Man' defensive positioning once the ball had been advanced into the half court

No Zone – Complaint Procedure

A complaint may be made by the Opposition coach, game referees or referee supervisor.

The tournament director may investigate any team suspected of playing zone, by viewing the game, viewing video footage obtained from the game or reviewing the written complaint.

At no stage are the coach, players, or spectators to approach the opposition team, referees, or the referee coaches to discuss the alleged incident during the game or after the game.

This will avoid any unnecessary conflict between the two teams. Offenders may be put on report.

To lodge a complaint, a team representative (coach, assistant coach, or team manager) must email the tournament office at tournament@craigieburneagles.com.au for review and investigation. Video footage should be made available where possible.

The video evidence must show the entirety of the defensive possession and we recommend at least three clips be sent. In exceptional circumstances we will accept less clips if a blatant breach of the rule has been made.

If a team is found by the Tournament Director to have been playing a zone the team will forfeit the game. Discretion may be utilized by the Tournament Director and an independent party in the situation where a player 'forgets' and the coach is actively coaching them out of this.

The rule will not apply when:

- If a team has 4 players or less on the court, they may play a zone

First Aid

First Aid will not be provided at any of the venues (except for ice packs and band aids). All teams are expected to have their own basic first aid kits and attend to basic injuries themselves.

There are several useful contacts in the case of an injury or incident below:

Ambulance Call 000
Northern Hospital
185 Cooper St, Epping 3076 T: 84058000

Craigieburn Super Clinic – up to 11pm
Craigieburn Plaza, 35/40 Craigieburn Road West T: 93337500

Pharmacy – 24 hours
Chemist Discount Centre
Shop D00-02A, Craigieburn Central, 340 Craigieburn Road, Craigieburn VIC 3064

Player Registrations

After registering your team, you will receive a confirmation email with a team link to register players and provide further details. Players must register online prior to 5pm, Thursday 6th November 2025 to appear on electronic scoring.

Finals Presentations

Following each grand final time slot, there will be a presentation held on the court where the game was played.

There will only be a maximum of 11 medals presented to each team (10 players, 1 coach).

A representative from each team will be given the opportunity to say a few words before awarding their players with their medallions.

Age Group Guide

For the 2025 Tournament, is defined as:

- Under 12 1st January 2015 to 31st December 2016
- Under 14 1st January 2013 to 31st December 2014
- Under 16 1st January 2011 to 31st December 2012
- Under 18 1st January 2009 to 31st December 2010

*Players may play in an older age group if they wish (i.e., an U14 player playing up in U16s)

Tournament Website and Related Documents

To view all related links and documentation please visit our tournament website:

<https://www.craigieburneagles.com.au/tip-off-tournament>

Appendices

Basketball Australia Code of Conduct and Ethics

1. As a coach, official or support staff member appointed by Basketball Australia (“BA”), or by a member organization that has adopted the code, you are expected to meet the following requirements in regard to your conduct at all times.

1. Comply and encourage compliance with BA standards, Constitution, By-Laws (including but not limited to the Anti-Doping and Member Protection By Laws) and policies.
2. Encourage and adhere to the rules and spirit of the sport of basketball including national and international guidelines, regulations and rules that govern BA and the game of basketball and the particular competition in which you are participating.
3. Make a commitment to providing a quality service to athletes, BA and the game of basketball by:
 - a. Maintaining or improving your current level of accreditation;
 - b. Seeking continual improvement through performance appraisal and education;
 - c. Providing a training program which is planned and sequential; and
 - d. Maintaining relevant records.
4. Be fair, considerate and honest with all players, officials and team members. Ensure that every player's time spent with you is a positive experience. Treat each player as an individual by:
 - a. Providing each player with equal attention and opportunities;
 - b. Respecting the talent, developmental stage and goals of each individual player; and
 - c. Helping each player reach his or her full potential.
5. Do not use your involvement with BA to promote your own beliefs, behaviours or practices where these are inconsistent with those of BA.
6. Refrain from any form of abuse, harassment or discrimination, or any conduct which might reasonably be re-graded as abuse, harassment or discrimination towards others. Be alert to any conduct which may be reasonably regarded as abuse, harassment or discrimination that is directed towards athletes from other sources whilst they are in your care.
7. Ensure that any physical contact with players is appropriate for the situation and necessary for the player's skill development.
8. Refrain from any intimate relationship or affair with athletes under your care, supervision or tutelage.
9. Avoid unaccompanied and unobserved activities with persons under the age of 18 years wherever possible.
10. Treat people involved in the game of basketball with courtesy, respect and proper regard for their rights and obligations and in particular, respect the spirit of fair play and non-violence.
11. Team coaching staff and management should not remain in team changing rooms unnecessarily. Generally, coaching staff and management should only be required in changing rooms for pre-game or post-game meetings between coaches and athletes, or if attendance is otherwise required by an athlete.

12. Refrain from any conduct which is; might be reasonably regarded as; or is being investigated for potentially being a breach of the criminal law applicable to the jurisdiction in which you are located at any time.
13. Do not denigrate and/or intimidate players, officials, spectators or event organizers.
14. Refrain from unnecessary or obvious dissension, displeasure or disapproval with officials' decisions or spectator or player conduct.
15. Be responsible in the consumption of alcohol products. You must also be responsible for the consumption of alcohol products by athletes in your care that are under the legal age for consumption of such products.
16. Treat another person's property with respect and due consideration of its value.
17. Do not make statements or take part or otherwise participate in demonstrations (whether verbally, in writing or by any act or omission) regarding political, religious or racial matters or any such matters which are prejudicial to or contrary to the objects, purposes or interests of BA or which bring BA or the squad or team into disrepute.
18. Show concern and caution towards sick and injured athletes by:
 - a. Providing a modified training program where appropriate;
 - b. Allowing further participation in training and competition only when
4. appropriate;
 - c. Seeking medical advice when required; and
 - d. Maintaining the same interest and support towards sick and injured athletes.
19. Provide a safe environment for training and facilities and competition by:
 - a. Ensuring equipment and facilities meet safety standards; and
 - b. Ensuring equipment, rules and the environment are appropriate for the age and ability of the athletes.
20. Behave and encourage behaviour that upholds the highest standards of integrity and dignity. Uphold, and not injure or compromise, the standing and reputation of Basketball Australia.
21. Not engage in, or encourage, any conduct which is unbecoming of a BA
5. representative that brings the game of basketball and/or BA into disrepute or is otherwise harmful to the interests of basketball and/or BA.
22. Be a positive role model for basketball and players. Encourage your players to demonstrate the qualities outlined in this Code.

Social Media Code of Conduct

(copied from Basketball Victoria)

1. Social media can be fun, helpful and dangerous

Comments, notes and photos posted on social media sites such as Facebook, Twitter and on-line forums are usually constructive and positive. But negative comments and images, bullying, criticism and sexist remarks can be dangerous and harmful to people's wellbeing and reputation and the image of the sport.

2. Do not use social media to be critical of teammates, coaches, officials, administrators, volunteers or spectators.

Any comment you make on social media sites has the potential to be seen by millions of people. That is great if comments are positive. But it can be extremely negative and harmful if critical of people. Before you post a comment on social media ask yourself this: Would I want millions of people to read something negative about me?

3. Always assume the person you are talking/writing about will see what has been said/written

Just because an online chat is between two people does not mean it remains private and nobody else can see it. Social media is accessible to everyone. Even if the person you are discussing does not see it, somebody else may. The result is you rather than the person you are ridiculing will be seen in a negative light.

4. Use social media as a positive outlet to promote players, teammates, teams, clubs and others involved in basketball

Posting results and acknowledging individual and team performances on social media makes many people aware of team and individual achievements. That can have a positive effect for many people and should be used, encouraged and embraced wherever and whenever possible.

5. Remember to show respect

When using social media, show the same respect and regard for people that you would show and are expected to show when playing, officiating or attending a basketball game.

6. When in doubt leave it out

If you are unsure if what you are posting on social media is appropriate then it is best not to post it. When in doubt leave it out.

7. Do not tolerate or condone poor social media behaviour or actions

If you are aware of or observe poor social media behaviour or actions, do not accept it. There is no place for it in basketball and it will not be condoned. You should remind people of their responsibilities when using social media and warn that action can be taken against them. In the instance of minors breaching the

code of conduct, alert their parents to the situation. If you believe the breach is serious, report it to team, club or association officials.

8. Be aware that your actions on social media may have serious consequences

Negative comments and images, bullying, criticism and sexist remarks do not only impact negatively on the people they are about. If you are found to have acted improperly on social media regarding a basketball related matter, you are liable to disciplinary proceedings and may be required to face a tribunal hearing to explain your actions. A suspension from basketball could be imposed.

9. Consider social media to be your personal brand

Your Internet presence fuels any perception of your personal brand - whether you like it or not. Does your social media identity match your real identity? Be mindful of the content of photos, status updates, Tweets. Are they truly reflective of who you are and how you want people to see you?

Disputes / Protests

The interpretation of normal playing rules of a referee shall not be considered as grounds for a dispute.

In the case of a team considering grounds for a dispute, a recognised official (Head Coach, Assistant Coach or Team Manager) of the team shall email the tournament office, in which the dispute occurred.

The Tournament Director shall determine if there is a case for a dispute hearing.

If there is a dispute hearing:

- a) All affected parties shall have right to representation;
- b) No person from an affected party shall be on the disputes committee;
- c) The Tournament Director shall select three people which will be chosen with recognition of experience;
- d) The findings of the disputes committee will be final.

Reports & Tribunals

- Reports may be made by any referee, referee coach or any staff member of Craigieburn Basketball Association or Tournament Officials.
- Any report lodged during the tournament will not be dealt with during the tournament. The report will be heard by an independent tribunal panel the following week.

- The Tournament Director reserves the right to suspend or remove any person who has been reported until a suitable tribunal can be held if they deem necessary.

Correctable Errors

Correctable errors will be managed in accordance with FIBA rules.

Reserve Powers

The Tournament Director shall have the power to make necessary additional rulings provided these are not contrary to the regulations of those of Basketball Victoria.

Zero Tolerance Policy

To ensure a safe and enjoyable playing environment for all players, officials and participants, we have implemented a Zero Tolerance Policy for inappropriate behavior for Team Officials, Parents and Spectators.

The Policy will ensure that:

1. There will be a zero-tolerance shown towards any inappropriate or abusive behaviours from team officials, parents and spectators
2. Any team official, parent/guardian and/or spectator who:
 - a. Persistently or wilfully question or challenge the rulings of the referees
 - b. Display conduct which is inappropriate in a junior sporting environment
 - c. Berate or abuse game officials i.e., referees and score-table personnel
 - d. Berate or abuse team officials
 - e. Berate or abuse players
 - f. Berate or abuse other parents or spectators
 - g. Berate or abuse any game day official such as a Court Supervisor, Referee Supervisor or Association Representative.

will be asked to leave the venue immediately by the Referee Supervisor or Venue Supervisor.

Failure to leave when requested will result in a Tournament Representative taking appropriate action to safeguard the safety of players, spectators and officials.

No warnings need to be given in the event of the above action becoming necessary.

Basketball Victoria Heat Policy

(extract from Basketball Victoria Participants Protection By-Laws)

In 2007, Basketball Victoria amended its Participants Protection By-laws to introduce a requirement for monitoring temperature on court when the weather is hot. This amendment requires that all stadiums must be fitted with a thermometer and the inside temperature must be taken every hour whilst the stadium is in use and a note kept of the temperature in a permanent written record at the stadium.

Taking into consideration the Basketball Victoria Policy, for the purposes of the Tournament, the following will be utilized:

Climate Policy

3.1 All persons involved in the organization of games must be aware of the effect that extremes of weather can have on person playing or attending basketball and put in place adequate contingencies for the minimizing of risk to persons, particularly when high temperatures are expected. Where high temperatures are expected organizers of games must know the extremes or temperature which can occur in the particular venue.

3.2 Where high temperatures are expected game organizers must make reasonable attempts to ensure:

- Full knowledge of availability of first aid equipment and first aid and medical personnel is accessible by all persons attending;
- Referees and other officials are aware of the symptoms of heat stress and are instructed to be on the alert to notice any such symptoms;
- Referees are instructed to initiate regular extra time-outs during the game and to shorten the game if necessary;
- Players are made aware of the need to hydrate regularly before and after the game and that facilities are available for them to do so;
- Facilities are available for players and other persons to externally cool themselves with water, fans or other facilities;
- Adequate supplies of ice and ice packs are available for use where appropriate; and
- Proper advice is available to coaches and players on the effects of heat, symptoms of heat stress, the need for proper hydration and the facilities that are available to prevent or treat heat stress.

3.3 All stadiums must be fitted with a thermometer. On hot days, court temperature must be taken hourly whilst the stadium is in use and must be recorded in a permanent

record kept at the stadium. If the stadium is in sections, the temperature must be taken in each section.

3.4 a) When the court temperature reaches 30°C competition organizers must consider implementing and where the court temperature reaches 35°C, must implement the following timing rules:

- a. The game time must be reduced by 2 minutes per half with 2 team timeouts per half.
- b. The clock must stop for each timeout and the referee must call an additional compulsory timeout close to the halfway mark in each half
- c. Each team must call a timeout before the compulsory timeout and after the compulsory timeout. In the event the coaches do not call a timeout as required, the referees will intervene and call a timeout and attribute them to the respective teams.

b) When the court temperature reaches 40 degrees Celsius games must be abandoned.

- a. If a game is abandoned before it commences or before or at half time it is counted as a draw
- b. If a game is abandoned after half time, the game score stands as a final result

The introduction of the aforementioned Heat Policy Rule and notification to teams will be by the Tournament Director