



**ONTARIO**  
**BASKETBALL**

**SANCTIONED TOURNAMENT  
HOST GUIDELINES**

This guide has been assembled to assist you in the planning of your sanctioned tournament. It will also cover all Ontario Basketball (OBA) requirements to which a host must adhere, once approved.

Please ensure that you are aware of all policies and regulations that have been put into place in order to protect the host and the participating clubs/teams. See the Rules and Regulations Guide for details.

Upon approval of your sanctioned tournament draw/schedule, OBA will provide the following electronic items for your event here:

- Sanctioned Tournament Host Guidelines
- Rules and Regulations Guide
- Incident Report
- Sanctioned Tournament Results Form

**For additional information or clarification, please contact Tristan Cave - Coordinator, Club Development at [tcave@basketball.on.ca](mailto:tcave@basketball.on.ca).**

## **SANCTIONED TOURNAMENT OVERVIEW:**

### **Purpose:**

OBA is committed to supporting sanctioned tournaments which follow the provincial championship rules and regulations and adhere to the association's policies and guidelines.

### **Goals:**

- To ensure all tournaments sanctioned by OBA adhere to the standards of a provincial championship.
- To provide guidance to our clubs when running sanctioned basketball tournaments.
- To provide consistency for our members when entering basketball tournaments.
- To ensure a safe and fun environment for players, coaches, officials and spectators.
- To ensure sanctioned tournaments are running in the best interest of all OBA members.

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## **FIRST TIME HOSTS**

- Member clubs must be in at least their second year of affiliation with OBA.

## **HOSTING ELIGIBILITY**

- Member clubs hosting or co-hosting a sanctioned tournament **must** have at least one club team participating in each host age category. Teams must be registered with OBA prior to sanctioning approval.
- If running more than one level of competition (A, AA, AAA) in one age category, the club is only required to field a team in one level.
- OBA sanctioned tournaments are governed by the same rules and regulations as the provincial championships. Please review the Rules and Regulations Guide for details.
- Member clubs that breach the terms of hosting a sanctioned tournament and/or have a formal complaint submitted to the Chair of Fair Play and Resolution, will be required to post a tournament bond of \$500.00 in order to host any tournaments in the future. This bond will be held for 60 days following the completion of the club's last sanctioned tournament of the season. Clubs must contact OBA in writing to be reimbursed.
- Any member clubs who have had complaints filed against them under the Fair Play Policy, will be subject to post a sanctioned tournament bond to host.
- Please note that it is **mandatory** to have a convener on site during your tournaments at all times for safety and insurance purposes.

## SANCTIONED TOURNAMENT TIMELINES

	<b>Deadline</b>
Online Sanctioned tournament applications must be received by OBA one month prior to the tournament start date. Application must include Tournament Contract and OABO Approval	<b>30 Days</b>
A copy of the final tournament draw must be sent to OBA for approval at least 10 calendar days prior to tournament start date.	<b>10 Days</b>
Tournament participants must receive the final tournament draw and information immediately following approval from OBA or 7 calendar days prior to the tournament start date.	<b>7 Days</b>
OBA requires signed team rosters from all participating teams seven days prior to the tournament start date (Only if this is a team's first sanctioned tournament).	<b>7 Days</b>
The tournament host is required to submit the final tournament results form to OBA within 10 Days following the completion of the tournament (view Appendix B for results form). <b><u>Failure to submit final results within this 10-day time frame will result in an additional administrative fee to the club host.</u></b> Results can be sent via email (emolina@basketball.on.ca).	<b>10 Days</b>

## WITHDRAWAL FROM TOURNAMENTS

- If a team withdraws **seven calendar days** or less prior to the start date of a sanctioned tournament, the tournament organization is entitled to keep any deposits or registration fees. (**Fees are paid in advance to secure a team's position**).
- If a team withdraws from a tournament because OBA has removed sanctioning status, due to non-compliance of sanctioning rules; the tournament organizer must return **all** deposits and/or registration fees to the withdrawing OBA team.
- If a tournament provides a final draw **six calendar days** or less prior to the start date of the sanctioned tournament and a team withdraws, the tournament organizer must return **all** deposits and/registration fees to the withdrawing team.

## GAME OFFICIALS

- All member clubs applying to host a sanctioned tournament must have their tournament dates approved by their local officials' board. Approval must be submitted online during the online sanctioned tournament application process.
- A sanctioned tournament must have two carded Ontario Association of Basketball Officials (OABO) officials per game, at all levels of play.
- Officials are assigned by the OABO local board. A full list of OABO local boards can be found at [www.oabo.ca](http://www.oabo.ca).
- **NOTE: Any officials calling a game without being assigned to your tournament are doing so without insurance coverage through their local board of officials.**

### Table Officials

- Minimum of two table officials (must have adequate training and experience for the level of play). OBA suggests that table officials be at least **fourteen** years of age.
  - A third table official **must** be used in games involving shot clocks.
  - All table officials are representing your tournament and club. Ensure they are attentive to the game and are not distracted (i.e. cell phones put away).

## TOURNAMENT FORMAT

DRAW	4	8	12	16
75% (registered)	3	6	9	12
25% (out of province)	1	2	3	4

### Tournament Composition

- Every team residing in Ontario must be registered with OBA before they are eligible to compete at an Ontario Basketball sanctioned tournament.

**NOTE: No school team residing in Ontario will be eligible to participate in a sanctioned tournament, unless they are also a registered team with an affiliated club.**

- No team shall be able to participate in a different age category (for example U15 Midget team playing in a U16 Major Midget tournament), unless written consent is provided by OBA. Consent will be provided **only if**:
  - A team withdraws from the tournament 24 hours prior to the start of the sanctioned tournament.
  - Note: Teams will only ever be permitted to play in an older age category tournament **once** regardless of the circumstance.
- A sanctioned tournament must have a minimum of 75% of OBA registered teams in a given category.
- **Tournament hosts are responsible for ensuring all participating teams appear on the OBA website under 2017-2018 Registered Teams.**
- Submission of draws with unregistered teams may result in the de-sanctioning of your tournament.

**NOTE: Teams who participate without being fully registered are doing so without insurance through Ontario Basketball. Also, insurance would not apply for officials and opposing teams when playing an unregistered team.**

### Out of Province Teams:

- Request of an out of province team must be sent to OBA for approval prior to tournament entry.
- Request of approval should be sent to OBA **at least 3 weeks in advance** of the tournament. ***All other participating teams in your tournament must be aware that an out of province team will be attending your tournament and that results from those games will not be used in the final ranking and seeding results.***
- Out of province teams must provide proof of insurance to the tournament host club which can then be sent to [tcave@basketball.on.ca](mailto:tcave@basketball.on.ca) for approval prior to final draw submission.

### Level of Play:

- Ontario Basketball's ranking and seeding committee advises tournament hosts to assess teams requesting entry into their tournaments.
  - **Example:** If your tournament is an A or AA level, AAA teams should not be permitted to attend. Not only will this unbalance your pool play, but it disheartens weaker teams.
  - It is recommended that tournament hosts review results from the current season as well as the previous year's Ontario Cup Provincial Championships.

### Draws:

- Tournament draw formats must be specified by the host club in their application.
  - Changes from original draw format in the application must be approved by OBA.
- OBA will only recognize pool tournament type draws.
  - Pool play: 4, 6, 8, 12, 16 team draws (See Appendix D)
  - Any other tournament draw formats must be submitted and approved by OBA **at least 2 weeks** prior to the tournament start date.
  - Uneven numbered pools will not be approved by OBA unless there are extenuating circumstances.



## Games:

- All games must be recorded on official OBA score sheets. Score sheets can be purchased from the Basketball Store on the OBA website.
- No games may start before **8:00 a.m.**
- The start time of the final games schedule on any given day may be no later than **9:00 p.m.** It is HIGHLY recommended that the last start time for younger age groups (U10-U12) be no later than **7:30 p.m.**
- Minimum number of games guaranteed in a sanctioned tournament will be **three.**
- It is HIGHLY recommended that the number of games played per team on any given day is **two.**
- The maximum number of games played per team on any given day is **three.**
- No team is to play back-to-back games.
- Every team must get at least a one game break between games; 90 minutes.

## Scheduling:

- Tournaments will not be approved **AFTER** each age category's final ranking and seeding meeting without written approval from OBA. For accurate ranking and seeding of teams, OBA encourages all member clubs to host their sanctioned tournaments before the final ranking and seeding deadline for each age category.
- Tournaments will **not** be approved for sanctioning by OBA if:
  - The Ontario Cup Provincial Championships is being held in the same region, on the same weekend, as the requested tournament
  - The Ontario Cup Provincial Championships is being held for the same age category on the same weekend, as the requested tournament.

## AWARDS

- Tournament hosts must provide awards for first, second and third place.
- Changes in the award formats must be approved by OBA and distinctly specified on the tournament application (**example:** One-day tournament, three games, and no awards).

## **RULES AND REGULATIONS**

### **Playing Regulations:**

- All sanctioned tournament games are governed by FIBA (International Basketball Federation) Rules. OBA has made some modifications to the FIBA rules for various age groups. These modifications are outlined in the 2017-2018 Rules and Regulations Guide.
- The tournament host and participating teams are required to adhere to OBA's Provincial Championships Rules and Regulations as approved by the membership.

### **IMPORTANT: U15 Midget to U19 Junior Tournament Convenor**

#### **Shot Clocks:**

- OBA will be using shot clocks at the Ontario Cup Provincial Championships for all divisions at the U15 Midget, U16 Major Midget, U17 Juvenile and U19 Junior age categories.
- For the 2017-2018 basketball season the use of shot clocks is **mandatory** at sanctioned tournaments for the U15 to U19 age categories.
- For information on purchasing shot clocks for your club or to ask any questions regarding the use of shot clocks throughout a game please contact **Vasim Kapadia, Coordinator- Club Development**.

#### **Sanctioned Tournament Host Contract:**

- All clubs looking to host tournaments must complete the sanctioned tournament contract.
- For tournaments in the U10 Novice, U11 Atom and U12 Major Atom categories, by signing the contract the host agrees to enforce all young player development rules.
- For tournaments in the U15 Midget to U19 Junior age categories, by signing the contact the host agrees to use shot clocks at all facilities during the tournament.
- **All contracts must be submitted online during the online sanctioned tournament application process.**

## Policies and Guidelines:

- Sanctioned tournaments must adhere to all aspects of OBA's policies, procedures and guidelines, including the Fair Play Policy and Behaviour Guidelines.
- The above information can be found on the OBA website [www.basketball.on.ca](http://www.basketball.on.ca).
- If the host does not follow the regulations outlined above or in the 2017-2018 sanctioned tournament host manual, the host's affiliated member club will be required to put forward a \$500.00 performance bond to host any further tournaments.

## GYM REQUIREMENTS

### Desired Playing Court Dimensions:

	Minimum	Maximum
U10 Novice to U14 Major Bantam	44' x 74'	50' x 84'
U15 Midget to U19 Junior	50' x 84'	50' x 94'

### Foul Line:

- **U10 Novice** 13'
- **U11 Atom to U19 Junior** 15'

### Three Point Line:

- **U10 Novice** Three-point shot is not in effect
- **U11 Atom to U19 Junior** FIBA Three-point shot is in effect

### End Walls:

- End walls must be padded.
- Minimum height of padding 8' / Minimum width of padding 10'.

### Spectators: Ontario Basketball Recommendations

- Sanctioned tournament host should take into consideration the seating in each gym for spectators.
- OBA recommends gyms are equipped with pull out, structured or upper level bleachers for spectator viewing.
- OBA recommends all tournament hosts do a site visit prior to permit booking to ensure the facilities used are meeting all Sanctioned Tournament requirements.

**\*\*\*Additional Notes\*\*\***

**Sanctioned Tournament Incident Report:**

- The sanctioned tournament incident report is to be completed if a clear violation of OBA policies/procedures occurs.
- Each report will be reviewed and kept on file for the future use of the Fair Play Commissioner.
- **Example:** An incident report should be filled out if any action goes against our Fair Play Policies; a player is ejected from a game or a fight breaks out among teams.

## APPENDIX A

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### SANCTIONED TOURNAMENT CHECK LIST

- ONLINE APPLICATION
  - \*for online application instructions please see the Ontario Basketball Online User Guide*
  - Fill out all appropriate information including all mandatory fields
  - Submit application online for approval. Include your proposed **Draw Format, Tournament Contract, and OABO Approval**
  - **Clubs are required to pay a fee of \$40 per tournament hosted.** Ensure that your club has completed the online registration for one team per age category in the application
  
- TEAM REGISTRATION
  - Any teams that do not appear on the 2017-2018 “Registered Teams” list **must** be informed and asked to register or contact Emerson Molina prior to the 7 business day deadline for team registration
  - Teams must be fully registered 7 business days prior to their first sanctioned tournament. This includes submitting a signed team roster to Ontario Basketball, which can be submitted via **email to [clubs@basketball.on.ca](mailto:clubs@basketball.on.ca)**.
  
- TOURNAMENT INFORMATION PACKAGE FROM ONTARIO BASKETBALL
  - A electronic tournament package will be available online on the website [HERE](#)
  
- RESULTS TO ONTARIO BASKETBALL
  - Tournament Results must be submitted by emailing **Tristan Cave – Coordinator, Club Development at [tcave@basketball.on.ca](mailto:tcave@basketball.on.ca)**.
  - Results **MUST** be submitted within 10 days of the completion of your tournament. Failure to do so will result in an additional administrative fee.
  
- SANCTIONED TOURNAMENT COMPLETION
  - All above information is complete
  
- FAIR PLAY PENALTIES
  - Go to Policies and Procedures on [www.basketball.on.ca](http://www.basketball.on.ca).

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## APPENDIX B

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### SAMPLE DRAWS (4, 6, 8, 12, 16)

#### FOUR-TEAM TOURNAMENT DRAW – THREE DAY

Pool consists of four teams each. Each number represents the team's seed in the tournament.

POOL A	
	1
	2
	3
	4

#### Friday

6:00pm 1 vs. 2

7:30pm 3 vs. 4

#### Saturday

9:30am 3 vs. 2

11:00am 4 vs. 1

2:00pm 1 vs. 3

3:30pm 4 vs. 2

#### Sunday

9:00am (1) A1 vs. A4 Semi Final #1

10:30am (2) A2 vs. A3 Semi Final #2

1:30pm Loser (1) vs. Loser (2) Bronze Medal

3:00pm Winner (1) vs. Winner (2) Gold Medal

- Each team will receive at least three pool games.
- In the event of a tie within pool play, the OBA Tie-Break Format will be used.
- The team that appears on the left hand side of the tournament draw shall be the home team.

**SIX-TEAM TOURNAMENT DRAW – THREE DAY**

<b>POOL A</b>		<b>POOL B</b>	
1 –		2 –	
4 –		3 –	
5 –		6 –	

**Friday**

6:00 P.M.                      A 1 vs. 5  
 7:30 P.M.                      B 2 vs. 6

**Saturday**

8:00 A.M.  
 9:30 A.M.                      A 4 vs. 5  
 11:00 A.M.                      B 3 vs. 6  
 12:30 P.M.  
 2:00 P.M.                      A 1 vs. 4  
 3:30 P.M.                      B 2 vs. 3

**Sunday**

9:00 A.M.	A1 vs. B2	Championship Semi-Final 1
10:30 A.M.	B1 vs. A2	Championship Semi-Final 2
12:00 P.M.	A3 vs. B3	Consolation Games
1:30 P.M.	Loser 1 vs. Loser 2	Bronze Medal Game
3:00 P.M.	Winner 1 vs. Winner 2	Gold Medal Game

- a) Each Team will receive at least 3 games.
- b) The two (2) teams with the best records in each pool will advance to the semi-finals and medal rounds on Sunday and play two (2) additional games.
- c) In the event of a tie within pool play, the OBA Tie Break Format will be used.
- d) The Team that appears on the left-hand side of the tournament draw shall be the home team.

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**EIGHT-TEAM TOURNAMENT DRAW – TWO DAY**

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<b>POOL A</b>	<b>POOL B</b>
1 -	2 -
4 -	3 -
5 -	6 -
8 -	7 -

**Saturday**

9:00 A.M.	A 1 vs. 5
10:30 A.M.	A 4 vs. 8
12:00 P.M.	B 2 vs. 6
1:30 P.M.	B 3 vs. 7
3:00 P.M.	A 1 vs. 8
4:30 P.M.	A 5 vs. 4
6:00 P.M.	B 2 vs. 3
7:30 P.M.	B 6 vs. 7

**Sunday**

8:00 A.M.	A1 vs. 4
9:30 A.M.	A8 vs. 5
11:00 P.M.	B7 vs. B6
12:30 P.M.	B2 vs. B3
3:30 P.M.	First Pool A vs. First Pool B
5:00 P.M.	Second Pool A vs. Second Pool B

- a) Each Team will receive at least three (3) pool games.
- b) The team finishing first in Pool A will play the team finishing first in Pool B in the gold medal game. The team finishing second in Pool A will play the team finishing second in Pool B in the bronze medal game.
- c) In the event of a tie within pool play, the OBA Tie Break Format will be used.
- d) The Team that appears on the left-hand side of the tournament draw shall be the home team.



**EIGHT-TEAM TOURNAMENT DRAW – THREE DAY**

<b>POOL A</b>	<b>POOL B</b>
1 -	2 -
4 -	3 -
5 -	6 -
8 -	7 -

**Friday**

4:30 P.M.	A 1 vs. 5
6:00 P.M.	A 4 vs. 8
7:30 P.M.	B 2 vs. 6
9:00 P.M.	B 3 vs. 7

**Saturday**

9:00 A.M.	A 1 vs. 8
10:30 A.M.	A 4 vs. 5
12:00 P.M.	B 2 vs. 7
1:30 P.M.	B 3 vs. 6
3:00 P.M.	A 1 vs. 4
4:30 P.M.	A 5 vs. 8
6:00 P.M.	B 2 vs. 3
7:30 P.M.	B 6 vs. 7

**Sunday**

9:00 A.M.	(1) First Pool A vs. Second Pool B	Championship Semi-Final 1
10:30 A.M.	(2) First Pool B vs. Second Pool A	Championship Semi-Final 2
1:30 P.M.	<b>Loser (1) vs. Loser (2)</b>	<b>Bronze Medal Game</b>
3:00 P.M.	<b>Winner (1) vs. Winner (2)</b>	<b>Gold Medal Game</b>

- a) Each Team will receive at least three (3) pool games.
- b) The two (2) teams with the best records in each pool will advance to the semi-finals and medal rounds on Sunday and play two (2) additional games.
- c) In the event of a tie within pool play, the OBA Tie Break Format will be used.
- d) The Team that appears on the left-hand side of the tournament draw shall be the home team.

POOL A	POOL B	POOL C
1 –	2 –	3 –
6 –	5 –	4 –
7 –	8 –	9 –
12 –	11 –	10 –

**TWELVE-TEAM TOURNAMENT DRAW – THREE DAY**

**Friday**

6:00 P.M.	A 1 vs. 12	A 6 vs. 7
7:30 P.M.	B 2 vs. 11	B 5 vs. 8
9:00 P.M.	C 3 vs. 10	C 4 vs. 9

**Saturday**

9:00 A.M.	A 1 vs. 7	A 6 vs. 12
10:30 A.M.	B 2 vs. 8	B 5 vs. 11
12:00 P.M.	C 3 vs. 9	C 4 vs. 10
1:30 P.M.	A 1 vs. 6	A 7 vs. 12
3:00 P.M.	B 2 vs. 5	B 8 vs. 11
4:30 P.M.	C 3 vs. 4	C 9 vs. 10

**Sunday**

9:00 A.M.	(1) First Pool A vs. Wildcard #1	Championship Semi Final #1
10:30 A.M.	(2) First Pool B vs. First Pool C	Championship Semi Final #2
1:30 P.M.	Loser (1) vs. Loser (2)	Bronze Medal Game
3:00 P.M.	Winner (1) vs. Winner (2)	Gold Medal Game

- Each Team will receive at least three (3) pool games.
- The team that finishes with the best record in each pool and one wildcard team will advance to the semi-finals on Sunday.
- The wild card team will be determined by using the OBA Tie Break Format.
- In the event of a tie within pool play, the OBA Tie Break Format will be used.
- The Team that appears on the left-hand side of the tournament draw shall be the home team.

**SIXTEEN-TEAM TOURNAMENT DRAW – THREE DAY**

<b>POOL A</b>	<b>POOL B</b>	<b>POOL C</b>	<b>POOL D</b>
1	2	3	4
8	7	6	5
9	10	11	12
16	15	14	13

**Friday**

4:30 P.M.	A1 vs. A16	A8 vs. A9
6:00 P.M.	D4 vs. D13	D5 vs. D12
7:30 P.M.	B2 vs. B15	B7 vs. B10
9:00 P.M.	C3 vs. C14	C6 vs. C11

**Saturday**

9:00 A.M.	A1 vs. A9	A8 vs. A16
10:30 A.M.	D4 vs. D12	D5 vs. D13
12:00 P.M.	B2 vs. B10	B7 vs. B15
1:30 P.M.	C3 vs. C11	C6 vs. C14
3:00 P.M.	A1 vs. A8	A9 vs. A16
4:30 P.M.	D4 vs. D5	D12 vs. D13
6:00 P.M.	B2 vs. B7	B10 vs. B15
7:30 P.M.	C3 vs. C6	C11 vs. C14

**Sunday**

9:00 A.M.	(1) First Pool A vs. First Pool D	Championship Semi Final #1
10:30 A.M.	(2) First Pool B vs. First Pool C	Championship Semi Final #2
1:30 P.M.	Loser Game (1) vs. Loser Game (2)	Bronze Medal Game
3:00 P.M.	Winner Game (1) vs. Winner Game (2)	Gold Medal Game

- a) Each Team will receive at least three (3) pool games.
- b) The team with the best record in each pool will advance to the semi-finals on Sunday.
- c) In the event of a tie within pool play, the OBA Tie Break Format will be used.
- d) The Team that appears on the left-hand side of the tournament draw shall be the home team.

## PEANUT ALLERGY INFORMATION & RECOMMENDATIONS

**Peanut Allergy Definition:** a type of food allergy, distinct from nut allergies. It is a hypersensitivity to dietary substances from peanuts causing an overreaction of the immune system which may lead to severe physical symptoms for millions of people. The Asthma and Allergy Foundation of America estimates that peanut allergy is the most common cause of food-related death. Prevalence among adults and children is similar — around 1% — but at least one study shows it to be on the rise in children. 25% of children with a peanut allergy outgrow it. It is usually treated with an exclusion diet and vigilant avoidance of foods that may be contaminated with whole peanuts or peanut particles and/or oils. The most severe peanut allergies can result in anaphylaxis, an emergency situation requiring immediate attention and treatment with epinephrine.<sup>1</sup>

Approximately 1-2 percent of Canadians live with the risk of an anaphylactic reaction. More than 50 percent of Canadians know someone with a life-threatening allergy.<sup>2</sup>

**In light of this information Ontario Basketball would like to make the following recommendations for all sanctioned tournaments.**

- 1. Peanut free concessions at all tournament locations;**
- 2. Ensure that all persons selling food or drink items have properly washed their hands before serving food;**
- 3. Notifying all participating teams that your tournament is a ‘peanut free’ event;**
- 4. Educating your tournament convenors on the symptoms of anaphylaxis.**

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<sup>1</sup> [http://en.wikipedia.org/wiki/Peanut\\_allergy](http://en.wikipedia.org/wiki/Peanut_allergy)

<sup>2</sup> [http://www.anaphylaxis.org/content/whatis/anaphylaxis\\_is.asp](http://www.anaphylaxis.org/content/whatis/anaphylaxis_is.asp)