



Operations Manual

2022 University Basketball League Australia

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Preamble

The operations manual for the University Basketball League Australia (UBL) is provided to competing universities in order to clearly articulate the rules and regulations to which the UBL shall be managed. As a start-up program UniSport will work with universities to achieve certain standards over a period of time. All parties recognise that flexibility will be required in several areas. However, it is important that as a national competition sanctioned by Basketball Australia there are certain standards particularly relevant to facility requirements that must be met.

1. Administration matters

1.1 A guide to reading this manual

- a) This manual should be read in conjunction with the UniSport Licence Agreement
- b) Additional resources will be made available to support the management and conduct of the league.

1.2 Licence agreement

- a) Each University has signed a licence agreement, which sets out its obligations for competing in the UBL. These obligations extend beyond its participation in the competition.
- b) This manual sets out how the league will be conducted and may be amended from time to time.
- c) Compliance with this manual and any other rules and regulations is required under the licence agreement and failure to comply with the procedures may be considered a breach of the licence agreement.
- d) It is important that each university not only follow these rules but comply with the intent of each rule where it may be open to interpretation.
- e) The UBL licence agreement sets out those properties that the UBL has and retains the exclusive right to commercially exploit in addition to the rights and obligations that the UBL universities have in relation to the exploitation of commercial rights.

1.3 Delegation of powers

- a) UniSport management is empowered to exercise all powers under these rules that are to be exercised by UniSport.
- b) UniSport may delegate that a designated person act as the nominee in carrying out functions under these rules, however UniSport remains responsible for any action taken or decisions made.

1.4 Team management

- a) Universities are required to provide the management team structure for the university UBL team.
- b) Where possible universities are encouraged to implement a work integrated learning opportunity for intern students to fill roles in the following areas:
 - i. Venue operations (sport management and business)
 - ii. Commercial (business)
 - iii. Team management (sport management and business)
 - iv. Student engagement (marketing)
 - v. Medical services (physiotherapy, exercise science, natural medicine)
 - vi. Broadcast and streaming (multimedia)

vii. Marketing and communications (marketing, journalism, communications)

1.5 Roles and responsibilities

The following articulates roles and responsibilities for the hosting of games:

Participating university	Team management personnel including coach, sports trainer, team manager
Host university	Game day management including game day commissioner, venue management (liaison with production team, technical officials and visiting teams), court announcer, media and marketing, court wipers
UniSport with SSO	Rostering of technical officials

1.6 Key timelines

Reporting Topic	Items Required	Reporting Schedule	Additional Information
Agreements	Agreement letters signed and returned	Friday 17 December 2021	
Team management personnel	Team staff and intern structure	2 months before start of competition	
Financial	License payment	Friday 28 January 2022	
Media & PR	PR plan	One month before commencement of season	
Meetings	Operations group	As necessary but at least twice a year (via teleconference)	UniSport management will advise of dates
	UBL commission	As necessary but at least twice a year (via teleconference)	UniSport management will advise of dates
	Pre-season workshop	Wednesday 2 February 2022	To be held in Melbourne
Competition management	Schedule finalised	Friday 3 December 2021	
	Squad lists submitted	Monday 21 February 2022	Including all player profiles, head shots and information for broadcast and stats

2. Registration of players

2.1 Player registration

- No player is eligible to play with a UBL team until registered in accordance with these rules to play with that team.
- Player registration must be done annually, even if the player is playing consecutive seasons with the same team.
- Registration will be completed in conjunction with Basketball Australia and the relevant state body.
- All players must comply with the [UniSport Eligibility guideline](#).
- Age limit of players in the squad is 25, exceptions can be requested. Universities are

encouraged to use their best endeavours to ensure 20% of the squad does not exceed this age limit.

2.2 Squad

- a) Teams will nominate a playing squad of up to 16 players and a minimum of 9 players.
- b) This is to be given to UniSport four (4) weeks prior to the start of competition. This must contain information required to adhere to UniSport Eligibility guideline. This must include name (as per photo ID), course of study, date of birth, basketball registration, jersey number, email address, postcode, emergency contact, head shot and playing position.
- c) For each game, a team list of 10 players maximum is to be submitted to UniSport by 5:00pm on the Wednesday prior to the game.

2.3 Penalty for playing ineligible players

- a) A UBL Team playing an ineligible player shall forfeit any game in which that player has competed.

3. Rules relating to the competition

3.1 Scheduling of fixtures

- a) UniSport will determine the fixtures for the regular season and finals that will be fair and in the most appropriate format in consideration of number of teams and their locations. with double header games to be fixtured where possible.
- b) It is preferred that all games shall be played mid-week, preferably Tuesday and Wednesday. However there may be instances where scheduling requires games to be played Mondays and/or Thursdays. UBL teams must submit to UniSport, when requested, any special requests for specific home games as well as any requests for games to be played at an alternate venue or day. Any request must be submitted in writing. UniSport will construct a schedule that best provides fair and equitable circumstances to all teams while accommodating home game requests.
- c) UniSport will determine the most appropriate regular season format in consideration of number of teams and their locations.
- d) Once the fixture has been approved by UniSport, only in exceptional circumstances will changes be approved. If the change in fixture or venue results in a cost (for example, travel expenses) incurred by any party, this cost is to be met by the Team requesting the change.
- e) Round matches
 - i. Host Teams shall have the right to sell tickets, retain revenue, and set ticket prices, subject to the approval of UniSport which shall not be unreasonably withheld.

3.2 Playing rules

- a) All games are played in accordance with International Basketball Federation (FIBA) Official Basketball Rules, except for minor variations approved by the UBL from time to time.
- b) The following variations to the Official Basketball Rules have been approved:
 - i. The half-time interval shall not exceed twelve (12) minutes. At least five (5) minutes of the halftime interval must be available to teams to warm-up.

3.3 Uniform guidelines

- a) All teams are required to provide playing uniforms in accordance with FIBA [Official Basketball Rules 2020](#).

- b) All teams are to have a minimum of two kits, one being predominately light while the other will be predominately dark (refer to rule 4.3.3 of the FIBA [Official Basketball Rules 2020](#))
- c) Team bench officials and players must dress neatly (business casual) and in a way that clearly distinguishes them from the players.
- d) All playing uniforms must adhere to the UBL Kit Branding Guidelines as per the [UBL Identity Guidelines](#), including placement of the UBL logo and UniSport logo (see Appendix 2).

3.4 Protests/disputes

- a) A team may file a protest if its interests have been adversely affected by an error in scorekeeping, timekeeping or shot clock operations, which was not corrected and/or accepted by the officials.
- b) To be admissible, a protest shall comply with the following procedure:
 - i. The team manager of the team shall, no later than 15mins following the end of the game, inform the Game Commissioner that their team is protesting the result of the game and sign the scoresheet.
 - ii. The team shall submit the protest reasons to the Game Commissioner in writing no later than 1 hour following the end of the game.
- c) The Referee shall, following receipt of the protest, report in writing the incident which led to the protest to Game Commissioner and/or UniSport.
- d) Should the final buzzer fail to operate or not be heard where the result of the game hinges on the determination of when the buzzer sounded, the referee will make a final determination after following the procedure outlined in the FIBA rules. This decision may not be appealed.
- e) Any dispute regarding matches not covered by Rule 3.3 may be lodged in writing with UniSport within twenty-four (24) hours of the conclusion of the game.
- f) UniSport shall rule on all disputes lodged under Rule 3.3 and the decision shall be final and not be subject to appeal.

3.5 UBL ladder

- a) The positions on the ladder during the regular season shall be determined by win/loss percentage.
- b) If two or more teams have the same win-loss percentage at the end of the season, the ladder position shall be determined by the head to head results in only those games played between the tied teams. If the two or more teams remain tied, further criteria shall be applied in the following order:
 - i. Higher game points difference of the games between them
 - ii. Higher number of game points scored in the games between them
 - iii. Higher game points difference of all games during the season
 - iv. Higher number of game points scored in all games in the group

If at any level of these criteria one or more teams are already classified, the procedure shall be repeated from the beginning for all the remaining teams not classified yet.

3.6 Game forfeits

- a) A team which, without valid reason, fails to appear to play a scheduled game, or withdraws from the court before the end of the game, shall lose the game by forfeit. The game is awarded to the opponents and the score shall be 20-0.
- b) A team which plays an unregistered player or plays an ineligible player shall lose the game by forfeit. The game is awarded to the opponents and the score shall be 20-0.
- c) A team winning by forfeiture may not be penalised in the determination of final

placings in their points for and against.

3.7 Game statistics

- a) All statistics should be entered using FIBA Live Stats or other BA approved software.
- b) Statistics must be double-checked to agree with the official score sheet for final individual scores, and personal fouls.
- c) Copies of the game box score and team shot charts should be given to both teams at completion of the game.

3.8 Withdrawal of team

- a) Should a team for any reason withdraw from the competition prior to the completion of the home and away season, UniSport in consultation with the UBL Commission and Basketball Australia, shall determine the fairest way to adjust the competition so that teams that have played, or are yet to play the withdrawn team, are not disadvantaged.

3.9 Game abandonment

- a) If at any stage the referees and/or game commissioner believe that a game should be abandoned, the home team shall contact UniSport as soon as possible.
- b) UniSport has the final decision as to whether or not a game is abandoned.
- c) The following formula shall be used to determine the result for a game that cannot be completed.
 - i. A 20 + point margin will mean that the result will stand at the scoreline when the game was abandoned, at any point of the game.
 - ii. A margin less than 20 points before half time will mean the game is abandoned and league management will determine if game is to be replayed.
 - iii. A margin of less than 10 points between half and three-quarter time will mean that the game is abandoned and league management will determine if game is to be replayed.
 - iv. After three-quarter time, the result stands at the scoreline when the game was abandoned.
- d) If the game is abandoned prior to tip off, the league will endeavour to replay the game at a later stage of the season. However, the league will assess if the game is required to be replayed depending on ladder position and if the game is needed to determine playoffs position. If abandoned prior to tip off and not replayed, teams' W/L percentage will be determined by one (1) less game.
 - i. If more than one team has the same W/L percentage, the team with highest number of wins will be ranked higher
- e) In the unlikely event a game is abandoned the league will communicate this decision with all teams.

3.10 Travel arrangements

- a) Air travel
 - i. Twelve (12) people is the authorised number of the travelling team's party under the airfare equalisation scheme for the regular season.
 - ii. All teams will be invoiced for the 13th or more passenger.
 - iii. Air travel will be booked with the designated UBL airline through the UniSport travel provider (which is determined by UniSport).
 - iv. Payment for travel incurred by people other than the authorised travelling team must be paid by the university to the UBL within thirty (30) days of invoice.
 - v. Other airlines may be used only when the UBL nominated airline does not operate a desired or an appropriate service. Permission must be granted by

UniSport prior to an alternate airline being used.

- vi. Should a flight be missed by a UBL team, UniSport has the discretion to determine the best course of action to rectify the situation.
- b) Accommodation policy
 - i. Regular season games where required:
 - Accommodation will only be provided if it is not possible to fly in and out on the day of the game.
 - Accommodation will be booked by UniSport and best endeavours will be made to utilise host university accommodation providers and UniSport providers.
 - ii. For the finals, the following accommodation will be made:
 - 2-3 nights' accommodation maximum
 - UniSport will determine arrival and departure dates of competing universities
 - iii. Standard accommodation considerations:
 - minimum seven (7) rooms per night for twelve (12) people
 - must be of an appropriate standard
 - must be located within 45mins of the playing venue
 - internet access (cost to user)
 - iv. Desirable accommodation requirements:
 - swimming pool
 - laundry facilities available
 - meeting room for team meetings
- c) Team travelling appearance and behaviour:
 - i. All teams travelling should be conscious of their role representing the UBL to the general public. Teams will ensure that all travelling members are wearing the University uniform when travelling. Teams must understand they are representing their university. The UBL or universities will not tolerate rude or disruptive behaviour of teams in public.

3.11 Pre-season games

- a) Universities must notify all pre-season games with the UniSport, whether or not against UBL teams in order for promotion and marketing.
- b) All pre-season games are subject to these rules and no variation to the rules may be made without the approval of UniSport.

3.12 Finals

- a) Format
 - i. The format of the finals will be determined by UniSport taking into consideration the number of teams in the competition, as well as maximising the chance of the top two teams from the regular season meeting in the grand final.
 - ii. The grand final will be a home and away format with each team hosting one game. The team that finishes higher on the ladder at the conclusion of the regular season will have the right to host the second game of the grand finals.
 - iii. The format shall be:
 - Semi finals
 - 1 v 4
 - 2 v 3
 - 3v4 play off
 - Loser of SF 1 v loser of SF 2

- Home and Away Grand Final
 - Winner SF 1 V Winner SF 2 at lower ranked team's home venue
 - Winner SF 1 v Winner SF 2 at higher ranked team's home venue
- iv. If a team is unable to host a final at their venue due to clashes or unavailability, they may forfeit the right to a home final, at the discretion of UniSport.
- b) Player eligibility for UBL finals:
 - i. A UBL university cannot register a new player when less than one-third of the regular season remains to be played by that team, unless replacing a player under an injury waiver. A player is not eligible to play finals unless they have played one-third of the regular season. Please note, if a player is injured/ill on national team duties, the replacement player does not need to meet the minimum game requirement to qualify for finals.
 - ii. Should both the original listed player and replacement player qualify for finals, only one player will be permitted to participate in the finals series, not both. A UBL university must determine which player will play in the finals series no later than twenty four (24) hours after the conclusion of their last game of the regular season and is unable to change this decision once this has been communicated to the league.
 - iii. UniSport, in consultation with the UBL commission, shall have the power to consider applications for additional circumstances not covered in rule 3.12.

When calculating a player's games played, the player's name must be on the score sheet, be in the respective teams playing uniform, seated on team bench, and be medically fit to participate in the game.

c) Ticketing

A total of ten (10) free tickets are to be provided to the visiting team. At least six (6) 'best available' seats should be included in the 10 tickets provided to the away team for use in any manner they see fit.

d) Signage and sponsorship

- i. UniSport will have the right to sell a major sponsor for the UBL.
- ii. All host teams shall honour signage and benefits, unless it is in direct conflict with their naming or major sponsorship agreements, in which case they should inform UniSport immediately upon the announcement of any sponsorships. All costs associated with UniSport signage will be met by UniSport.
- iii. A UBL sponsor will receive the same entitlements as per the regular season, specifically relating:
 - team uniform logo presence as per uniform policy
 - venue signage
 - game program advertisements
 - courtside announcements
 - activation/promotional opportunities

4. Rules relating to game administration

4.1 UBL sponsorship

The UBL will have the right to sell a league major sponsor that may be incorporated into the UBL logo or a standalone logo. This sponsor will have access to the following assets:

- a) the right chest of each university team uniform
- b) signage at all home games (provided by UniSport) that appears in the live stream
- c) any match programs produced

- d) right pocket of any training or team uniforms produced
- e) inclusion in live stream graphics and commentary for each match

UBL supporting partners such as accommodation and travel providers will also be recognised, however as a minimum include:

- a) signage at all home games (provided by UniSport)
- b) any match programs produced

The UniSport logo will also appear in the following areas:

- a) the shorts of all team uniforms
- b) signage at all home games (provided by UniSport) that appears in the live stream
- c) any match programs produced

4.2 University sponsors

- a) Universities will own the right to the major and minor sponsorship of their competing teams. This will include:
 - i. Front chest of team uniform - major sponsor.
 - ii. Front short of team uniform - minor sponsor.
 - iii. Signage at all home games (provided by the university) that appears in the live stream.
 - iv. Any match programs produced.

4.3 Pre-season

- a) Teams are required to promptly supply information requested by UniSport to enable the production of a media kit at the beginning of the season.
- b) Prior to the commencement of each season, each university will be responsible for provision of a range of photographic shots as specified by UniSport, that includes photos of teams, coaching staff and key personnel for use by the UBL and teams.
- c) Prior to the start of every season, each university shall have a team photo and individual head shots of all players and coaches available for each UBL team and the UBL.
- d) A league approved media banner must be used in all media conferences. The media banner must be submitted to the league prior to commencement of the season and must adhere to the provided guidelines and design requirements.
- e) Each team to hold a compulsory player development and welfare seminar prior to season start. This seminar will include presentations on Sport Integrity Australia policies such as Anti-Doping.

4.4 Match footage

- a) The live stream games are to be recorded and a copy is to be provided to the opposing team within 48 hours of the conclusion of the game.

4.5 Team benches

- a) Team benches cannot comprise more than fifteen (15) seats. At any given time, the official party of any team may not consist of any more than twenty (20) people – this may be made up of fifteen (15) people on the bench and five (5) people on the court.
- b) No person who is under suspension or ban may be seated on the team bench.
- c) All non-playing personnel sitting on the team bench shall be neatly attired in official Team apparel or approved clothing. Pants and a Team polo shirt shall be the minimum requirements.
- d) No person on the team bench is permitted the use of a mobile phone.

- e) Teams are permitted to use a tablet on team benches for live stats, in-game analysis and note taking. No communication will be permitted on the tablet.

4.6 Other game requirements

- a) Visiting teams are required to co-operate with all reasonable requests by the home team in the area of player introductions.
- b) Home teams are required to engage with fans after the conclusion of their match. Home Teams can decide the best format for fan engagement to take place, considering their local market and venue capabilities, but is a compulsory activity required for home teams to fulfil after each home game.
- c) The home team shall have the choice of their team bench, the initial offensive direction and is allowed to warm up at that end. This will remain the same throughout the season.
- d) At all times while in the venue, the security of the visiting team is the responsibility of the home team. This includes the security of the players bench where the visiting team must be sheltered from undue harassment or interference from the fans. No member of the audience shall be permitted to approach the team bench area.

4.7 Reports

- a) UniSport must be contacted by phone immediately if a team wishes to lodge a complaint, protest and/or report.
- b) Any reports that generate out of a game must be notified to UniSport along with a report form. Such material must be completed on the approved on-line form. All reportable incidents are outlined in the [UniSport Disciplinary and Disputes guidelines](#).
- c) If the game is not covered by the UBL's broadcaster, the game footage of the game in which there has been a report, must be uploaded immediately after the game.

4.8 Public criticism

- a) No team, executive officer, official, employee, coach, referee, player, or team shall offer public criticism of game referees except through proper channels of UniSport, referees' manager or referee supervisors. Teams will be held responsible for the comments of all their team affiliates or player associates, which may subsequently appear in the media.
- b) No team, executive officer, official, employee, coach, referee, player, or team will make, issue, authorise, offer, or endorse any public criticism or any statement having or designed to have an effect prejudicial to the best interests of the game of basketball or of the UBL.
- c) The UniSport Disciplinary Policy will be implemented for players or universities bringing the UBL or UniSport into disrepute.

4.9 Game production

- a) Each team shall appoint a game production co-ordinator who shall be responsible for co-ordinating all game production activities, including court announcing, the playing of music, the activities of the mascot/s and other on- court entertainment, and strict adherence to these guidelines. In the absence of the game production co-ordinator, the playing of music and access to the public address system shall fall under the control and direction of the court announcer.
- b) UniSport is sympathetic to the differences of individual markets and will make allowances for each team to determine effective game presentation on this basis. However, derogatory, demeaning or defamatory language or actions towards game officials, administrators, or opposition players and coaches will not be tolerated.

4.10 Music

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

twenty-four (24) seconds at a time.

- a) 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.
- b) Volume of music and any other PA announcements must conform to Occupational Health & Safety Standards and any local regulations applicable.
- c) No music or sounds initiated by the PA are to be played after a player has the ball in her hands in preparations for shooting a free throw.

4.11 Awards

- a) Each division will be awarded a Most Valuable Player based on opposing team coaches' votes throughout the regular season. This will be awarded at the conclusion of the regular season.

4.12 Mascot

- a) University mascots are acknowledged as an important part of presentation of the game to the public, and in evoking emotional crowd support.
- b) 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.
- c) Mascots must remain a minimum of two (2) 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.

5. Home team responsibilities

5.1 Game Day Commissioner

- a) Each UBL team must nominate to UniSport the name of its game commissioner.
- b) The game commissioner should be a member of good standing of the university's administration and a person who will generally be in attendance at home games.
- c) If the game commissioner is not in attendance at a game, the game commissioner must appoint a proxy of similar standing within the team. The proxy must make himself/herself known to the chairman of the score bench and the referees prior to the start of the game.
- d) The game commissioner acts as an official representative of the UBL and after consultation with the referees and a representative from each team is empowered to make decisions regarding aspects of the game not covered by the rules of basketball or these rules.

5.2 Court announcer and Commentary

The court announcer's and game commentary should be limited to supplying the following information at the appropriate times:

- a) Scoring: Who scored? Number of points. Cumulative individual total. Occasionally, an assist might be appropriately mentioned.
- b) 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.
- c) Milestones if achieved.
- d) Violation: Name the violation not the player violating.
- e) Substitutions: Who is in for whom?
- f) Time out: Which team called the time-out. The number of time-outs which have been called for that team.
- g) Rebound, block, steals, and who made turnovers are generally not appropriate for comment.
- h) The court announcer has duties to introduce teams to the floor and individual

- players from each side.
- i) Announcements recognising sponsorship and guests are part of both the court announcer commentators' duties. These announcements should be limited to pre-game, time-outs and quarter/half-time breaks.
 - j) The court announcer and commentators must acknowledge all UBL sponsors as per agreements signed between UniSport and sponsors.
 - k) The court announcer is not permitted to talk after a player has the ball in her hands when shooting foul shots.
 - l) The court announcer can liaise with the game referees and/or score bench chairman in order to clarify technical decisions to the public.
 - m) Visiting teams should be treated in an even-handed way.
 - n) 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.
 - o) 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.
 - p) 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.
 - q) The court announcer is permitted to move around the stadium whilst the game is in progress.
 - r) The court announcer should assist game entertainers in engaging the audience.
 - s) As a key role on game day who is reasonably visible to the public, the court announcer must be cognisant of his/her gestures as well as what is said. The body language should remain neutral.

5.3 Venue requirements

- a) Facilities will be compliant with the rules of the game as outlined by FIBA
- b) The home venue shall provide a court with electronic scoreboards, shot clock, team benches, score bench, backboards and change rooms (gender neutral)

5.4 Pre-game procedure

- a) The team sheet will be notified to all parties at the start of each game.
- b) The home team shall use its best endeavours to make the game venue available to visiting teams for practice on game day. If game venue is unavailable another court should be made available at no cost to the visiting team. This will be negotiated between the two teams and will include best endeavours.

5.5 Basketballs

- a) It is the responsibility of the host teams to provide a match ball as well as a spare ball for all matches. They must also provide balls for the visiting teams to warm up. The game ball must be the UBL approved Spalding Legacy Ball, size 6 for women and size 7 for men.
- b) The game ball may not be used by either side in warm-ups, it must be reasonably worn in, and it must not be marked with player or team names.

5.6 Floor wipers

- a) Teams must ensure all legal and insurance requirements are in place for use of volunteers.
- b) Floor wipers are a necessary part of the game. It is expected that floor wipers will remain neutral, non- intrusive and not engage in active supporting. The floor wipers are responsible for assisting to ensure an adequately safe working environment for players and officials by cleaning moisture off the playing surface both proactively and reactively. It is suggested that floor wipers are 14 years of age or older.
- c) All teams are expected to dress floor wipers consistently throughout the season.
- d) Floor wipers must be situated up both ends of the playing court and placed in a position either directly next to or behind the basket supports. There is to be a

minimum of two (2) and a maximum of (4) four floor wipers.

- e) Floor wipers will enter the court:
 - i. When requested by a referee
 - ii. When the play has gone up the opposite end of the floor and it is safe to do so
 - iii. During a stoppage and they have noticed an area that requires attention
 - iv. During time outs and quarter breaks to maintain the safety of the playing surface; and
 - v. Floor wipers must remain acutely aware of the play and vacate the court to the closest possible exit once play returns towards that end of the floor.

5.7 Equipment and game signage

- a) Prior to the start of each game, the home team must ensure that all equipment is fully functional. The game horns should be loud enough to be heard over the crowd noise, the scoreboard and timing gear should be fully functional with all scoreboard lights lit and foul bats should be in place.
- b) Prior to the start of the game, the home team must ensure that all league signage is in place and in the position directed by UniSport, including:
 - i. naming rights sponsor and other signage
 - ii. official product signage
- c) Each home team will provide a massage table for the visiting team.

5.8 Statistics and score table

- a) A minimum of two (2) persons (each holding appropriate national accreditation) must be supplied to record statistics as required by the UBL.
- b) A head statistician will be appointed by UniSport. This person will be directly responsible to the UBL for the accuracy and completeness of the game statistics.
- c) UniSport will secure these services with the relevant State Sporting Organisation.

5.9 Post-game procedure

- a) The game is not officially concluded until the referees have checked the official score sheet and signed it.
- b) The official attendance should be entered on the score sheet and/or box score before.
- c) As soon as the game concludes both head coaches should be given Most Valuable Player voting sheets. It is the responsibility of both coaches to ensure that their votes are recorded and emailed within an hour of the game concluding.
- d) The home team shall keep a copy of the original scoresheet.

5.10 Complimentary seats

- a) The home team is required to offer free seating to any commission member, official or guest invited by the UBL, and to officers, board members or staff of Basketball Australia. A minimum of three days (3) days' notice should be given to the home team before the game day.
- b) The home team shall reserve five (5) general admission seats, at no cost, for each visiting team during the regular season. Visiting teams are required to confirm use of seats at least three (3) working days prior to the game day.

6. Visiting team responsibilities

6.1 Responsibilities

Visiting teams must:

- a) Submit team lists with players information including jersey numbers and playing

positions by 5:00pm on the Wednesday prior to the game.

- b) Bring both uniforms in the event of a clash with the home team uniforms.
- c) Ensure the coaches complete the MVP forms promptly after all games.

7. Referees

7.1 Referee appointment and scheduling

- a) UniSport will work with relevant basketball state bodies to schedule and appoint referees for all fixtured league games.

8. Security and medical

8.1 Security

Each university is responsible for:

- a) Organising a security procedure to be adopted to prevent or handle unruly, disruptive or threatening behaviour of any sort.
- b) Ensure referees are not harassed or accosted on their way to or from the court, on-court, in change rooms, in the car park or any other area of the venue and its immediate surrounds.
- c) Handle unruly behaviour by any members of the visiting team, home team, spectators or any other persons.
- d) Be prepared to take such necessary action to intervene, prevent or halt any physical or verbal assault or any threatened physical assaults.
- e) Take necessary preventative measures to ensure the personal safety of coaches, players, officials, spectators and anyone in attendance as may be required.
- f) 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 (e.g. stretcher, St John's ambulance etc) as well as know the appropriate emergency procedure to assist in quick and easy access to facilities and telephone.

8.2 Medical

- a) The home university is responsible for ensuring that qualified medical services and equipment is on hand in the event of an emergency (e.g. stretcher) as well as ensuring an appropriate emergency procedure is in place to assist in quick and easy access to facilities and telephone.
- b) Relevant UniSport guidelines including [Concussion](#), [Illicit Drugs in Sport](#), [Infectious Disease](#) must be followed.
- c) A "blood kit" should be situated at the score table during competition games. The kit should be used only for the purpose of dealing with spilt blood on the floor or benches.
- d) Suggested contents of blood kit:
 - i. 1 packet of paper hand towels
 - ii. 1 packet of disposable latex surgical gloves
 - iii. 1 packet of medium size resealable plastic bags
 - iv. 1 x 1500 ml spray bottle with 0.5% bleach and 2% detergent mixed with water (bleach is the key ingredient. Standard household bleach is acceptable but must not be used past use by date)
- e) Solutions should only be used if they have been mixed (prepared) that day.
- f) When a uniform is changed on the scoresheet draw one line through the old number, place the new number beside it, with an asterisk beside the numbers with an explanation at the bottom of the scoresheet.
- g) Where score table officials observe substantial bleeding or blood on a playing uniform, and the referees have not become aware of the problem, the chairperson is to wait until the next dead ball period before advising the referees.

9. Livestream and promotion

9.1 Press conference guidelines

Following games both teams must make available the coach and captain from teams for any interviews from press or university media teams.

9.2 Media and television

- a) It is the responsibility of the home UBL team to facilitate the live stream via their Facebook channel.
- b) Desired minimum standards:
 - i. Two-camera set up:
 - one camera above court on halfway line
 - one camera at each end of court
 - ability to swap between cameras
 - commentary
- c) These are the desired standards. UniSport will work with universities who cannot meet this standard to find an appropriate alternative.
- d) All costs incurred is the responsibility of the individual UBL university.
- e) The home university is required to honour all media passes for working journalists only; however, prior notification should be given to the home team if a journalist wishes to attend.
- f) Journalists must be given reasonable seating when special media sections are not available.

9.3 Broadcast control

- a) UniSport owns the rights to all recordings and broadcasts of games in the UBL. No teams are permitted to sell recordings of the livestream broadcasts either domestically or internationally for any purpose without the written agreement of UniSport.

10. Integrity

- a) UniSport will work with Basketball Australia in relation to ensuring the integrity of the competition

11. Definitions and interpretation

11.1 Definitions

In these rules, unless there is something in the subject or context inconsistent therewith, the following expressions will have the following meaning:

Accredited Media Representative: Representatives of the media who have obtained authorisation from the UBL to:

- a) Enter the venue at which a game is to be conducted;
- b) Attend a media conference organized by UBL or UBL team; and
- c) Enter media facilities within a venue at which a game is played.

Appendix: the appendices at the end of the manual forming part of these rules.

Basketball Australia: Basketball Australia Limited.

Captain: The player appointed by the team as the captain of its team.

University Activity: Any university arranged event, school clinic or function not including training or game appearances.

Coach: Coach or assistant coach employed by UBL team.

Employee: Any employee of an UBL university.

FIBA: International Basketball Federation (Federation Internationale de Basketball).

Finals Series: The games played at the conclusion of the regular season to determine the championship team.

Licence Agreement: UBL licence agreement signed by each team allowing them to participate in the UBL.

Medical Services: Sports Medicine Australia personnel.

Media: All electronic and print organisations and representatives thereof.

National Federation: National federation associated with FIBA.

Official: Any person acting in an official capacity for a UBL team and the UBL competition.

Player: Any person registered by a university to play in the UBL, whether that person has or has not played any complete or part game in the UBL.

Roster: Minimum of ten (10) players who are available for selection and meet eligibility requirements.

Referee: Any Referee who adjudicates in a whole or in part over a game played as part of the UBL.

Regular Season: The same as the UBL season, excluding finals.

Team: Any group of players involved at any time in UBL game.

UBL Team: A member team of the UBL.

UBL Team University: The university who is a member of UniSport and the manager and controller of a UBL team.

UBL Commission: Persons appointed as comprised of one representative of each team, BA General Manager of Competitions, UniSport COO and UBL Chair.

UniSport: The peak body for university sport in Australia and the owner of the UBL.

UBL Rules: The rules and regulations of the UBL.

UBL Season: The period in which the UBL games are played, including finals games.

UBL Travel Agent: Travel agent appointed by UniSport.

Appendix 1: Minimum standards

1 Team Management

Each university must appoint a suitable structure to coordinate their team. Within this there must be a full-time individual nominated to UniSport as the team contact. Other roles must at a minimum include:

- Venue management
- Marketing and media
- Medical services
- Liaison officer

2 Roles and responsibilities

Each travelling team must have a coach, team manager and sports trainer. If the men's and women's team are travelling together the team manager and sports trainer roles can be shared.

3 Pre-game shoot-around

The home team must make all endeavours to allow the away team a minimum of 30 minutes on the game court prior to the scheduled game.

4 Equipment and game signage

The following equipment must be in place:

- Scoreboard with timing, fouls, period
- Shot clocks
- Score bench technology with interface to Sports TG

5 Floor wipers

Home team must provide adequate towels for both benches for wiping the floor.

6 Media and television

Each game must be live streamed through the designated UniSport channel. A minimum of 2 cameras required.

7 Complimentary seats

The home and away teams will communicate to accommodate complimentary seating requests. This may also include Basketball Australia, the SSO and UniSport.

8 Guidelines for court announcer

There must be a game announcer to introduce teams and the ability to play music.

9 Security

The home team must have security protocol in place to deal with unruly behaviour. This must also include an evacuation policy.

10 Medical

The home team must have access to the following:

- Medical treatment room
- Sports trainer (team trainer is appropriate)
- Stretcher
- Blood kit