

## New Director Guidance

### Timeline for planning your season

#### AUGUST

- Create your recruiting flyer for the season.
  - If you plan to have the school email it out, it must have Sports, Visitation and Entertainment approval. See guidelines on the last page. Email to [athletics@chesterfield.gov](mailto:athletics@chesterfield.gov) for approval, please allow a 2 week turnaround.
- Find your uniform supplier and find out their turnaround time, payment methods and how they need information delivered.
  - If you plan to personalize uniforms, double check all individual and team information. Duplicate numbers and certain numbers are not allowed. Uniforms should have a home (white) and visitor (association color) side.
- Create your budget for the season. Look at any reserves from the previous season as well as upcoming costs:
  - League Fees (Rookies \$425, Tigers-Intermediates \$650, Juniors \$675, Seniors \$700 – as of 2026-27 season)
  - Uniform Costs (\$50-80 per uniform)
  - Equipment needs
  - Medical supplies
  - Extras like warm up shirts, coaches shirts, end of season activities, etc
  - Insurance costs, how does your association handle this?
  - Association fees
- Start looking for new and returning coaches- must have a Chesterfield County Coaches Card, school ID's, passports or any other ID does not replace an active coaches card issued by the county from VSP.
- Attend Director's Meeting. This is the first of two pre-season meetings to be held. Perspective rule and League changes are discussed and/or voted on.

#### SEPTEMBER

- Get organized- Does your association have some kind of file retention system already set up? The easiest way to maintain organization and transparency between association leadership positions is to have something like a Google Drive set up for retaining information year over year. All excel spreadsheets on [Chesterfieldbasketball.com](http://Chesterfieldbasketball.com) will also work in Google Drive.
- Get your registration ready. CBL requires the Application to Play to be turned in with player rosters in December. It is recommended that associations obtain a Code of Conduct form in some capacity to make sure they are able to remove problem spectators without issue. The League doesn't require you to turn this in, keep it on file for Association records. If you are doing online sign ups, make sure you transfer that information to the Application to Play.
- Open registration and start recruiting players. Players that live within the boundary of your elementary school AND players that live in boundaries that do not have a CBL participating team are Free Agents and do not require any additional information regarding waivers. Players who live in an elementary boundary that does have participating CBL teams does require a waiver, this includes private and home school

players. If a player has already been waived to your association, you do not have to resubmit a waiver request.

- Inventory what equipment you have and what you need. Get orders in sooner rather than later.
- Final Directors meeting at the end of the month. Last chance for any changes or concerns before the season kicks off.
- Open registration, if your Association has other sports, try to capture those families for an easy transition from one sport to another.
- Plan to use some kind of team app for communication from leadership to coaches and parents.

## OCTOBER

- Continue marketing your registration
- Familiarize yourself with all gym rules set by CCPS:
  - No food or drinks in the gym at any time
  - No wandering the halls, classrooms or offices. We are only allowed in the gym and the bathroom closest to the gym. Siblings must be supervised at all times.
  - We are not allowed to use or move gym/school equipment. This includes mats, chairs, wall mounted hoops and moving the actual rims. If the rims are not at the 10ft height, call the SV&E after hours number.
  - Doors must remain closed at all times. We are not allowed to prop doors open.
  - Drugs, Tobacco, Alcohol and Vapes; as well as firearms and other weapons are illegal on school grounds
  - Only Groups assigned to the gym may use the gym during your allotted slot. Other leagues and travel organizations are not permitted to use your times allotted by CBL.
  - You are only permitted to access the building from the door assigned to Custodial to open. In most schools, this will be door 1, but it will be noted if otherwise on the gym access sheet on the CBL Website.
  - **THERE MAY BE OTHER GUIDELINES FOR YOUR SPECIFIC FACILITY THAT MUST BE FOLLOWED.** Often, schools will ask you to turn off lights prior to leaving.

## NOVEMBER

- Pre- Fall Break- pre-season practices will start on November 4 this year. We strive to get each association as close to 2 hours/per team of practice as possible. It is important to note that
  - You may end up at locations other than your association school due to space shortages. There are far more teams in the North than there are in the South and more gyms available in the South.
  - You may have practices that are shared courts due to space shortages.
- Submit your uniform order. **Review VHSL requirements for uniforms, the league follows this guideline. Large logos or pictures on the front torso are not permitted, numbers should be able to be signaled on two hands and no higher than 55 (ex. 0-5, 10-15, 20-25, 30-35, 40-45, 50-55) with no duplicating numbers on the team (ex 0, 00)**  
**ENSURE NO TEAMS HAVE DUPLICATE NUMBERS**
- After Fall Break, get your rosters and paperwork in order for turn in.

## DECEMBER

- Roster Turn In- Whether you attend Early or Final turn in, make sure your paperwork is in order. Please reach out if you are unsure of what you need. With us having to process 300 teams, it can be time consuming and even more so if the information is not complete. We are not accepting incomplete turn-ins.
  - The order for turn in is:
    - Team Turn in Sheet- filled in
    - Team Roster (player addresses and Coaches Card Number/Expiration and Contact)
    - CBL Application to Play for each player
    - Birth Certificate for each player (directly behind the players Application to Play)
    - Waivers, if applicable
- League Fees are due at Turn In
  - Current Fee Structure is as follows:
    - Rookies: \$425
    - Tigers-Intermediates: \$650
    - Juniors: \$775
    - Seniors \$700
- Rookie Clinic selection- Each association will select the location and time for their Rookies Clinics based on what the League will be offering. There is typically 1 location in the North and 1 Location in the South. Northern locations typically fill faster than Southern ones.
- Coaches Meeting/Schedule Distribution- One coach from each team at every Association should be present. This is when you meet your commissioner and have the opportunity to discuss and understand level specific rules and requirements. Your coaches will also be put in GroupMe for information and score reporting. Only scores reported via GroupMe will be populated to the website.
- All gyms are closed for Winter Break.
- Do you plan to do season pictures? Who is doing them, delivery time, cost?

## JANUARY

- Games Start the Saturday after Winter Break. Make sure your uniforms are here and distributed to players. **If you are at the 8:30am (Sat) or 12:30pm (Sun) game, you will not be able to get into the gym until about 15 minutes prior to start time in most cases**
- Make sure your coaches have PRINTED Game Rosters when games start.
- Winning teams will report all scores.

## FEBRUARY

- Junior and Senior levels must be complete before High School sports start.
- If your association rents uniforms, start making a plan to collect uniforms at the end of the season as well as any end of season activities you want to plan.
- Tigers - Seniors levels will have playoffs and championships. Rookies will have 4 clinics and 6 games. Tigers- Intermediates teams will receive runner up and champion trophies for championships. Juniors and Seniors will only receive Championship trophies if they win their Championship.

## GENERAL HELPFUL TIPS

- Check [chesterfieldbasketball.com](http://chesterfieldbasketball.com) regularly for closeouts. We give as much notice as we are given, sometimes there are “day of” closeouts due to missed communication between the schools and SV&E. We will make every effort to reach out specifically to your association if it is a new closeout within 48 hours.
- Closures-
  - School Holidays, the gym is closed.
  - Inclement weather and the school did not open OR closed early, the gym is closed.
  - Scheduled half days, the gym is open at regular time.
  - Late start due to inclement weather, we will communicate directly as soon as we have guidance from SV&E
  - Weekends, We will typically know prior to 6:30am whether we will be able to access or not. We will send communication as soon as it's in hand.
- Make sure you and your coaches have read the entire rule book, not just the level they are coaching.
- Sometimes there is no seating in gyms, parents are allowed to bring foldable chairs as long as there are caps on the legs to prevent scratching the floor. Chairs from elsewhere in the school are not allowed to be moved.
- Associations are responsible for the spectators they bring to games. Should a game need to be stopped due to spectators, it is solely the referee's decision to continue or not.
- If an assistant coach is keeping the scorebook, they are not allowed to coach from anywhere in the gym. Score and clock keepers are members on the officiating team and must remain neutral throughout the entire game. They are not allowed to join huddles and should take the break between quarters to align scorebooks with the opposing team. Home book will settle all disputes.
- Coaches Cards must remain visible at all times. Coaches can and will be asked to leave if they are not wearing them.
- Things to keep in the coaches bags:
  - Printed Game Roster
  - Game Ball
  - Practice ball
  - Medical supplies
  - Scorebook and pencil
  - Rulebook

If there are any questions, we are happy to help at any point, please reach out to [cbl\\_vicepresident@yahoo.com](mailto:cbl_vicepresident@yahoo.com) or 804-972-6478 for Jamie, or [chesterfieldbasketballleague@gmail.com](mailto:chesterfieldbasketballleague@gmail.com) for Angie. We want you all to continue to have successful programs, please don't hesitate to ask for help.

For in-school flyers and principal distribution lists:

Dear Co-sponsored Organizations,

Thank you for your patience while we worked through some changes to the way we process athletic associations' promotional flyers that go in Chesterfield County Public Schools. We will continue to send your flyers to the county school board for approval. Please allow two weeks for approval, possibly longer during holidays or closures.

A few changes when submitting flyers for schools:

1. Send the final flyer PDF by email to [Athletics@Chesterfield.gov](mailto:Athletics@Chesterfield.gov) (no longer Tanya Conner)
2. Include one of the attached jpegs with the Parks and Recreation logo and disclaimer on the flyer with no resizing or modifications. This must be done before we'll send it to the school board for approval.

Please remember:

- If you list a name of someone representing your organization on the flyer, that person must have an approved [background check in the system](#).
- Select no more than five (5) schools where you'd like the flyer to be distributed.
- For middle and high schools, flyers can only be left on the counter.

We can send png files of the following logos for your flyers.



This organization has local sports partner status with Chesterfield County under Policy 19-02. Chesterfield County is not otherwise affiliated or associated with this organization in any way and is not responsible for the content of this flyer or the actions of this organization.



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