



Policy and Procedures Manual

Date Updated: October 14, 2014

Table of Contents

Introduction	2
Role and Responsibilities	3
Registration – Registration process, fees & refunds	6
Communication	7
Team Selection (Level of play & tiering).....	8
Playing Time	8
Games	9
Game Cancellations	10
Coaching Standards.....	10
Expectations for School Use	11
Code of Conduct	12
Emergency Action Plan (EAP)	13
Player Injuries	14
Sponsorship	15
Accounting	16

INTRODUCTION

It is KMBA's mission to develop and provide quality basketball programs that support the long-term athletic development of youth in our area and enhance their on-going interest in the sport of basketball. We want to ensure that that all children in our catchment area (school districts of Coldbrook, Cambridge, Berwick and Somerset) have an equal opportunity to learn and participate in the sport of basketball and attain personal growth in a respectful and positive environment. In order to accomplish our mission and attain our vision we must ensure that we hold to our guiding values:

- ☑ **Integrity**- all decisions made and actions under-taken will align with the organization's mission, visions and values.
- ☑ **Inclusion & fair play**- everyone, regardless of age, gender, economics and skill level, will have the opportunity to participate in an equitable and safe system.
- ☑ **Respect**- all participants; players, coaches, spectators, officials, and parents will respect each other, the game and the facility that is being used to host it..
- ☑ **Education**- we are committed to providing our coaches with educational opportunities to enhance their knowledge and skills, in turn enabling them to coach in such a way that promotes personal growth in all players.
- ☑ **Communicate**- we will listen to and openly communicate information to all coaches, players, parents and community partners in a timely manner.
- ☑ **Accountable** - all decisions, and actions will be transparent and accessible.

This policy and procedure manual will guide decision making such that all decisions are made equitably and transparently and in accordance with our mandate.

ROLES & RESPONSIBILITIES

President

As Chief Operating officer of the KMBA, the President is responsible for planning, organizing, and carrying out club responsibilities. Specific tasks include:

- Appoint support staff and delegating club tasks.
- Develop organized agendas for, and acting as Chair for KMBA board & committee meetings
- Attend Valley Hants Basketball League meetings as the club representative
- Evaluate- KMBA operations and implement changes to facilitate growth
- Motivate and establish a climate of enthusiasm and openness
- Problem solve - seeking input and exploring alternatives before making decisions
- Recruit and retain coaches and board representatives

Vice President

The role of the Vice-President of KMBA is to:

- Assume the responsibilities of President and Chairperson of the Board of Directors in the absence of the President
- Assume the office of President if that position becomes vacant between AGMs
- Act as a member of the Executive Committee
- Perform other duties as directed by the Board

Past President

Either as an elected member of the Board of Directors or as a past member of the Board, the immediate Past President shall serve as a member of the Board of Directors and a member of the Executive Committee. The role of the Past President is to:

- Assist in a smooth transition between Presidents
- Act as a consultant to the Board
- Act as a member of the Executive Committee;
- Perform other duties as directed by the Board.

Secretary

The Members of the Board of Directors, elected by the Association at the Annual General Meeting, shall select a member to serve as Secretary for a one-year term. The role of the Secretary is to

- Record, maintain and distribute meeting minutes of Board and Executive Committee meetings
- Maintain records of the Association, including insurance policies, criminal records checks, etc...
- Maintain an updated manual of policies and procedures of the Association
- Perform other duties as directed by the Board

Treasurer

The treasurer of KMBA is responsible for providing financial oversight. Specific tasks include:

- Maintain the financial records of the association
- Prepare and report budgets, accounts and financial statements to the KMBA Board and at the AGM
- Act as signing officer of the association for banking and financial purposes
- Advise on financial implications of strategic and operational plans
- Prepare accounts for auditing if required
- Manage bank accounts
- Set up appropriate systems for book-keeping, payments and petty cash
- Ensure everyone handling money keeps proper records and documentation
- Ensure required insurances are in place
- Act as a member of the Executive committee

Board Members

The role of Board members is to

- Attend meetings of the board whenever possible
- Provide input on matters brought before the board
- Vote on matters of the board.
- Perform other duties as directed by the Board

Technical Director

The role of the technical director is to:

- Coordinate training for all coaches and assistant coaches
- Act as a resource for coaches
- Keep informed of changes to rules & regulations (BNS & FIBA)
- Disseminate updated information to coaches

Gator Gear Coordinator

The role of the Gator gear coordinator is to:

- Coordinate with suppliers to price and order any replacement jerseys required for teams
- Coordinate with suppliers to secure prices for any Gator gear we are offering for sale
- Develop and disseminate sale flyers to KMBA families
- Collect, organize and place orders for Gator gear
- Distribute clothing to purchasers
- Ensure monies collected are returned to the Treasurer with all supporting records & receipts

Equipment Manager

The role of the Equipment manager is to:

- Develop/ maintain a list of equipment required to support KMBA activities
- Monitor equipment to remove and replace defective equipment
- Routinely assess the inflation level of balls and re-inflate as necessary

Fundraising Coordinator

The role of the Fundraising coordinator is to:

- Coordinate the fundraising efforts of KMBA teams
- Maintain lists of businesses and organizations that have been approached for funds and the level of funding that they have provided
- Coordinate the canteen schedule at Coldbrook school
- Obtain lottery licenses for 50:50 draws etc... at games

Website Coordinator

The role of website coordinator is to:

- Ensure the information on the website remains current
- Update calendars as new information becomes available
- Post game results & standings as provided

School Liason

The role of school liasons is to:

- Coordinate days when the schools can be used for KMBA practices
- Work with school administration to ensure that the President and Scheduler are aware of all school events that will require a change to practice schedules
- Communicate with school administration re: any issues related to our use of school facilities

Scheduler

The role of scheduler is to:

- Determine availability of schools for practices and games
- Determine availability of coaches & assistant coaches
- Develop a schedule that ensures that all teams are given acceptable times for practices & games

Grant Writer

The role of grant writer is to:

- Seek out information on potential grants & bursaries appropriate to KMBA
- Write grant proposals to be reviewed by the Board and submitted

REGISTRATION

Registration

- Registration sessions will be held at “Give Basketball a Try” sessions held the last three weekends of September.
- All registrations are due to the Treasurer prior to September 30th.
- Registrations returned after September 30th will be subject to a \$25 late fee
- Registrations returned after October 30th will only be accepted if the accepting team requires the additional player

Fees

- All fees are to be paid in full before the season start – children can not participate in basketball activities until payment has been arranged
- If there is a financial issue, the parent will make arrangement with the Treasurer to establish a payment plan or use an Assistance Program
- Fees will include the costs of all league games and the year-end league tournament.
- All other tournaments/ exhibition games (including the provincial tournament) attended will come at an additional cost to participants. (Note: Fundraising is always an alternative to paying out of pocket)
- Cheques are to be made to KMBA.
- If cheques are returned for non-sufficient funds, the parent is responsible for the original registration fee, the bank imposed fee plus a \$20 administration fee.

Registration Refunds

- If a refund is requested before the cheque is cashed and before basketball operations start a full refund will be given
- If a refund is requested after the cheque is cashed but prior to the start of the basketball season, a \$10 administration fee will be retained
- If a refund is requested prior to the December break, a prorated refund based on the number of games left in the regular season will be issued
- No refunds will be given after the season resumes in January. (Exceptions: Injury without possibility of return or a parent moving out of the area – prorated refund minus the admin fee)

COMMUNICATION

Parent Meeting

Once registration has been completed, and prior to the start of the season, the association will hold a parent meeting for parents of all children participating in KMBA basketball. This meeting will

- Outline the expectations of players, parents and coaches
- Inform parents of pertinent dates for the upcoming season
- Provide information on team coaches, managers, practice nights, game times etc...

Team Meeting

Each coach/ team manager is responsible to hold a parent meeting to:

- Inform parent about procedures and policies
- Develop an Emergency action Plan
- Discuss team rules and expectations

Website- www.kingsminorbasketball.com

Pertinent information that all parents need to be aware of will be kept current on the KMBA website. Please visit the website for:

- Game times and locations
- Practice schedules
- KMBA contact numbers
- Policies & Procedures
- Sponsor information

Emails

When pertinent information becomes available, this information will be sent to all parents via e-mail. E-mails were collected at the time of registration. If your e-mail address changes during the season please forward your new contact information to the President so that this can be changed in the distribution list

TEAM SELECTION

Level of Play

The Level of Play will be determined by age as set out by BNS

QUICKSTART- Aged 4-7 or older children unable by reason of mental or physical disability to participate at a higher level of play

JUNIOR MINI – Ages 8 & 9 – must not turn 10 prior to December 31st of the playing season

MINI - Ages 10 & 11 – must not turn 12 prior to December 31st of the playing season

BANTAM –Ages 12 & 13 – must not turn 14 prior to October 1st of the playing season

MIDGET- Ages 14 & 15 – must not turn 16 prior to October 1st of the playing season

Players may be called to play up at a higher level. A player may not play down unless league approval is received (usually for reasons of mental or physical disability).

Tiering

The decision regarding whether teams will be tiered or not will be made at the league level at the season starter meeting the first week in October. This decision will be based on the number of teams and the quality of players on those teams across the league.

If tiering is to be done, it will be based on specific criteria completed in an impartial method by independent assessors

PLAYING TIME

KMBA supports BNS rules on fair play:

- All players on the Jr Mini and Mini teams will play equal numbers of shifts (meaning no more than 1 shift differential in any game)
- At the Bantam level, all players will have equal playing time for the first three quarters of the game and play in the fourth quarter will be at the discretion of the coach.

However:

- If a player is chronically absent from practice for non-valid reasons, and has been given previous warnings, coaches have the right to bench a player for the game.

GAMES

KMBA will pay for the following number of games by level based on budget constraints. These numbers are subject to change at any time based on new financial circumstances

Junior Mini

- Up to 10 league Games
- Two additional games
- Pre & Post Season Jamborees

Mini

- Up to 10 league Games
- Two seeding games
- Two exhibition games (referee fees only)
- Pre & Post Season League Tournaments

Bantam

- Up to 10 league Games
- Two seeding game
- Two additional games
- Pre & Post Season League Tournaments

Midget

- Up to 6 exhibition games
- Provincial tournament

Additional Games/ Tournaments

Any games above and beyond the number above will be the financial responsibility of the parents.

GAME CANCELLATION

The decision to cancel games is the responsibility of the **travelling team**. If coaches hosting home games are concerned about weather conditions, they should contact the visiting coach to discuss options

- If a team must cancel a game, they should contact the hosting coach as soon as possible so the game officials can be cancelled
- If adequate time is not provided to contact and cancel the game officials, the cost of the officials is the sole responsibility of the team cancelling the game
- All efforts should be made to make up this game during practice times. It is the responsibility of the hosting coach to arrange game officials

COACHING STANDARDS

Coaches Support:

KMBA will recruit a Technical director to manage club coaches. It will be their responsibility to keep up with current changes to rules and regulations and disseminate this information to all affected coaches. They will also provide support and guidance to coaches.

Coaches Training:

NCCP-trained and certified coaches are better able to meet the needs of children and youth who participate in sports. This in turn increases the likelihood of positive experiences and lifelong involvement. All Coaches who are planning on coaching in a Provincial Championship Tournament must be certified (BNS Rule). Training will be arranged through Basketball Nova Scotia each year and will be available at no cost to Head coaches.

The certification levels are as follows

- Learn to Train (Jr Mini & Mini Levels)
- Train to Train (Bantam levels)
- Train to Compete (Midget).

KMBA will also offer coaching clinics by specialists in the area to help coaches develop confidence in their ability to guide and direct our athletes.

EXPECTATIONS FOR SCHOOL USE

KMBA is very pleased and thankful for the very positive relationship developed with **Coldbrook, Somerset** and **Berwick** Schools. KMBA is permitted the use of these gyms free or at a nominal cost, which in turn permits KMBA to keep our registration for the program at a reasonable rate for you. The use of these schools is a privilege and not a right! Please support KMBA in maintaining this positive relationship with the school, custodial staff and staff by respecting these reasonable requests:

- Players are not permitted to be in the hallways or return to their classrooms to pick up indoor footwear for basketball - please instruct your child to bring home his/her indoor footwear prior to basketball practices/games.
- KMBA Gators and families only need to be in the gym. Washrooms are available as you enter the main doors in Coldbrook and Berwick. Washrooms are located inside the gym at Somerset.
- All outdoor footwear (kids and adults) is to be removed prior to entering the gym

Coldbrook Specific Regulations:

- Due to the revised AVRSB school policy to keep the main doors to the school locked, we must strictly monitor who enters the building while we are using the school. The doors will be locked as of 6:30pm on practice nights and cannot be propped open by any means, even for the drop off or pick up times. School doors must also remain locked on weekends.
- Effective immediately, when KMBA is using the gym, we will hang a door bell outside the main doors. If you require access to the gym, please press the door- bell to alert a parent helper to open the door.
- No peanut products can be brought into Coldbrook School for snacks including weekends.
- The rock wall is off limits for KMBA players, siblings or friends
- Kids can play on the stage but must be supervised at all times by an adult. All equipment on the stage is the property of the school and must be treated with respect. The "we break it, we bought it" rule applies, so if equipment is broken, higher future registration costs can be expected.
- The curtain in the gym may be used to split practices however kids are NOT permitted to close the curtain and must be kept from hanging from it or onto it. Closing and opening the curtain is the responsibility of the coaches or managers.

COLDBROOK FIRE ESCAPE PLAN: Everyone in the gym evacuates from 2 door options:

- The main door for those in the lobby or in the gym on the top part of the gym;
- The lower door for those sitting near the stage area (other side of curtain)

Everyone goes directly to the soccer field where the **coach and/or team manager MUST ensure that everyone is out safe.**

Jean Corporan must be contacted immediately at 681-8394 (home) or 698-2235 (cell) in the case of any fire evacuation.

CODE OF CONDUCT

Representing KMBA as a member of a basketball team is a privilege that athletes and coaches must accept with a full sense of responsibility. Coaches, managers, athletes and parents represent our basketball club and as such are a reflection on KMBA as an association. The Board of Directors for KMBA expect that the image for KMBA remains positive; one that will enhance the image of KMBA both inside and outside our community. This accepted kind of behaviour and attitude is expected to be shown during all games as well as basketball club related trips.

***Each team member and parent is expected to thoroughly review this conduct code before the season begins.

A. GENERAL BEHAVIOUR (Includes Coaches/Managers)

- Language: The use of profane or improper language, is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these reflect on the club as well as the individual.
- Attitude: There is an expectation that all athletes be courteous, mature, cooperative and respectful at all times.
- Sportsmanship and Fair Play: In all practice and game situations, athletes are expected to perform to the best of their ability, and within the context of the rules. Sportsmanship with respect to teammates, opponents, and officials is expected.

B. RESPECT FOR PROPERTY

- It is expected that athletes will treat all facilities and equipment (our own as well as host teams') with respect.
- All participants have a personal responsibility to properly care for any uniform or equipment item issued to them. This includes a neat and orderly appearance for all games and competitions, as well as the immediate return of all uniform/equipment items issued at the end of the season.

C. COMMITMENT

- Basketball is a team sport and without commitment on the part of all team members to attend practices and games, there is no way that a team can be successful.
- It is expected that unless there are extraneous circumstances, athletes will attend all scheduled practices and games.
- If athletes are unavailable for practices or games, this must be communicated to their coach in advance.

PARENTS/ GUARDIANS

- Parents who attend their sons/daughters games are encouraged to support our Code of Conduct
- While attending games and supporting your children, parents behaviour should be in line with the expectations we have for our athletes.

EMERGENCY ACTION PLANS (EAP)

All coaches will develop an emergency action plan for their teams. An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility where you normally hold practices or games. For away competitions, ask the host team or facility for a copy of their EAP. An EAP should:

- Designate who is in charge in the event of an emergency (typically the coach)
- Determine who is responsible for having a fully charged cell phone at all practices & games
- Designate in advance a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge). Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.
- List emergency telephone numbers (facility manager, fire, police, and ambulance) as well as contact numbers (parents/guardians, next of kin, family doctor) for the players.
- Document medical profiles for each player so that this information can be provided to emergency medical personnel. A signed consent from the parent/guardian to authorize medical treatment in an emergency should also be enclosed.
- Include directions for the facility to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible.

First aid kits have been created for all coaches. First aid kits must be accessible and properly stocked at all times. First aid training is also strongly encouraged. Complete rosters which include Health card number and emergency contacts must be at all practices and games. Would suggest that these be stored in the team’s first aid kit .

INJURIES

In the case of any injury, the player will be asked to sit out of a practice or game and will be referred to the parent for a decision on care.

Return from injury

Minor Injury:

- Parental consent is required

Serious Injury:

- A doctor's note will be required to return
- Assessment of the player will be required before returning to game play.
- In the case where we have tiered teams, the player may be placed on a less competitive team upon return to avoid further injury

SPONSORSHIP

Team fundraising and sponsorship is encouraged however we want to ensure that multiple KMBA teams are not soliciting funds from the same business multiple times each season.

- Prior to soliciting funds or planning fundraising events, approval must be obtained by the Fundraising coordinator.

Sponsorship can be obtained to:

- Acquire new jerseys or team Gator gear
- Pay for game/ travel expenses associated with provincial tournaments or exhibition games not covered by registration.

A fundraising account has been developed for every team.

- Funds acquired can be deposited in the KMBA account and will be maintained for use later in the season.
- If funds are not used prior to the end of each season, the remaining funds will be transferred into the general account for association related expenses.

Receipts are available to all businesses willing to sponsor KMBA teams.

ACCOUNTING

All cash or Cheque payments made by KMBA will require receipts prepared by the recipient

All payment received by KMBA will result in the association issuing a receipt and a copy of that receipt retained for recording purposes.

All KMBA Cheques will be signed by both the President and the Treasurer. Financial Reporting

A financial ledger will be kept by the association and updated periodically to reflect current transactions.

An annual report will be prepared