
Tri City Youth Basketball Association

Policies

A. Registration Policies

1. **Pre Registration**

A pre-registration period will be provided for all returning TCYBA players in advance of the open registration. Subject to first-come, first-served priority placement, all players pre-registering in this time period will be guaranteed placement on a team in the league prior to the addition of new players as long as a completed form together with payment is received by the League Coordinator prior to the deadline date.

2. **New Players – Priority Registration**

The TCYBA will allow pre-registration for new players under two circumstances: the new player must be a sibling of a player already registered in the TCYBA and/or must have a parent willing to volunteer to coach or assistant coach a team. Please note, only two coaches (head and assistants) will be recognized per team with respect to this policy.

B. Coaching Policies

1. **Criminal Records Checks**

All coaches are required to complete and submit to the local authority a completed criminal records check form prior to the start of the season. The results of these checks will be returned to the president of the league. The president of the league has the discretion to suspend a coach pending the outcome of this process.

2. **Coaching Requirements**

All coaches in the TCYBA are required, at a minimum, to have taken a Pre-Level 1 Basketball Coaching Clinic.

3. **Coaches Education**

The TCYBA encourages all coaches to receive as much coaching training as they can. To this end, the TCYBA will regularly conduct coaching clinics that can be attended by any current coaches in the league at no cost to them, including the Pre-Level 1 clinic.

Coaches wishing to attend NCCP clinics not hosted by the TCYBA will be reimbursed for 50% of the cost of the instructional part of the course upon completion of the course and submission of the receipt to the League Coordinator. The other 50% of

the instructional part of the course will be reimbursed after the coach starts coaching a team during the following basketball season. Coaches planning to apply for funding must confirm their intentions with the Coaching Director prior to registering for the course to ensure that the course is one recognized by the League and to confirm the portion of the course's cost that will be covered by the League.

C. Officials Policies

1. Organization

Two staff members will be appointed by the Board of Directors to organize TCYBA referees. The Referee Coordinator will be responsible for scheduling referees for each game. The Referee Coordinator will also be responsible for the tracking, collation, and submission of referee names and hours of work to the Bookkeeper. Evaluation of referees will be the responsibility of the referee evaluator. Both of these staff members will consult with and receive direction from the Referee Director.

2. Attendance At Games

Two referees per game will be scheduled for all games. Schedules will be sent out to the referees and, whenever possible, posted to the TCYBA website. Referees are responsible for being at games, on time, with all necessary clothing and equipment. All referees are responsible for reporting their hours to the Referee Coordinator within 48 hours following games. If a referee is not able to attend a scheduled game, he or she must inform the Referee Coordinator, giving as much notice as possible for a replacement to be found.

3. Payment

Referees will be paid between \$10 and \$20 per hour, according to their level of experience and ability. Periodic evaluations will be made of all referees during the season. A referee's rate of pay may be raised or lowered based on these evaluations. Referees are paid by cheque, mailed out to them every two weeks or so, depending on the schedule.

4. Training

The TCYBA will provide training for all referees, with at least one clinic to be organized during each season. Referee attendance at these clinics is mandatory. Ongoing advice and information updates will be available to all referees through the TCYBA website, the Referee Coordinator and the Referee Director.

5. When Adequate Coverage Is Not In Place

When no referee(s) is present at game time, a Coach may step in to referee the game, or appoint another qualified person to do so. Following the game, the Coach must inform the Referee Coordinator that no referee(s) showed up for the game. The Coach must also forward the name and phone number of the person who

refereed the game to the Referee Coordinator, who will arrange for that person to be paid. The rate of pay in this circumstance will be \$20/hour.

D. Operations – Finance Policies

1. Post-Dated Cheques

The TCYBA will consider allowing parents with financial concerns to post-date their child's registration fees payment. Arrangement to post-date payment must be made directly with the League Coordinator prior to submission of registration.

2. Hardship Financing

The TCYBA Board believes that players should not be denied the opportunity to participate in the league due to financial hardship.

All hardship applications will be made through Tri-City KidSport Fund. Families are responsible for forwarding their applications to Tri-City KidSport Fund. A copy of the application must be sent to the TCYBA League Coordinator.

Tri-City KidSport Fund will review the applications within their budget and funding guidelines and, if the request is approved, will forward the portion of the regular registration fees covered to TCYBA via cheque. Any portion of the regular registration fees not covered by Tri-City KidSport fund will be considered for waiver by the TCYBA Board. The Board will consider such requests on a case-by-case basis.

Applications for assistance that are not approved by Tri-City KidSport Fund will be considered by the TCYBA Board for a full waiver of the regular registration fees. The Board will consider such requests on a case-by-case basis.

3. Refunds

Refunds of regular registration fees will be given for all requests received up to two weeks prior to the first week of scheduled practices. A \$25 administration fee will be applied to these refunds.

No refund of regular registration fees will be provided where a player withdraws within two weeks of first week of scheduled practice.

A full refund of regular registration fees will be provided where a player chooses to withdraw due to a change in practice time/location initiated by the league. Such refunds will not be assessed an administration fee.

No refund of metro/tournament team fees will be provided.

Parents/players may apply for a full refund of registration fees, citing extraordinary circumstances. Such requests must be made in writing to the Board of Directors

through the League Coordinator. The Board will consider such requests on an individual basis.

4. NSF Cheques

All cheques received by TCYBA that are returned due to “not sufficient funds” will be assessed an administrative fee of \$25, in addition to the original amount of the cheque. Individuals whose cheques are returned NSF will be provided with the opportunity to make a replacement payment (the original amount plus the \$25 administrative fee) via personal cheque.

If the replacement cheque is returned NSF the individual will be assessed a further administrative fee of \$25. All future payments (the original amount plus the \$50 total administrative fee) must be made by cash, money order, or certified cheque.

E. Division Composition Policies

1. Players Playing Up

The TCYBA will consider requests for players to move up one Grade level. Requests must be presented to the Board of Directors for consideration, and will only be permitted if a player has skills far exceeding those expected for the age group and/or the parent of the child is needed as a coach at the older grade level.

2. Teams Playing Up

The TCYBA will consider requests for a team to move up to a higher-grade level. Requests must be in writing and will be considered by the Board of Directors at a regular meeting. Requests for a team to move-up will only be considered if it is clear to the Board that it would be in the best interest of both the team requesting the move and the teams at both the level they would be moving to and coming from.

3. Set Teams

The TCYBA will allow teams to “set” their rosters. To have a “set” team in a location supplied by the TCYBA, a team must meet the following criteria – the roster must have at least 10 players, they must all be returning players to the TCYBA, and the team must supply their own coaching staff. The coach is responsible for gathering all registrations and payment and must submit them together as a package to the League Coordinator during the pre-registration period. Teams wanting to “set” their rosters with players that are not returning players to the TCYBA must be approved by the TCYBA Board of Directors, must provide their own practice facility, as well as adhere to the other requirements for set teams (provide coaches and submit registrations as a package).

4. Maximum Players Per Team

The maximum players per team for Grade 4 and up will be set at 10 players. This number can only be increased by a TCYBA Board decision, a coach request, or a consensus from the parents of the children already registered on the team. At no time shall the number on a team exceed 12 players. Maximum players at the Grade 2/3 level shall be determined by the head-coach.

5. Keeping Score At The Grade 8/9 Boys Level

The keeping of score at the Grade 8/9 Boys level will be allowed after such time that efforts have been made to ensure that the teams are "balanced". The balancing of the teams shall be accomplished through an evaluation process for the players followed by a "draft" prior to the beginning of the season.

6. Evaluations For Grade 8/9 Boys Level

Evaluations for players at the Grade 8/9 Boys level shall take place approximately 1 to 2 weeks prior to the start of the season. All players at this level will be asked to attend one of 2 sessions in which their playing ability will be evaluated through a series of skill tests. The purpose of this evaluation is to allow for the opportunity for the teams at this level to be as balanced as possible. Requests for placement in convenient locations/times, and/or with friends will be accommodated as much as possible as long as the over-all balance of the teams is not compromised.