



# POLICIES

Updated September 2019

## 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-serve 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 form is completed, and payment is made online prior to the deadline date.

### 2. New Players – Priority Registration

The TCYBA will allow pre-registration for new players in 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 the respect to this policy.

### 3. Registration Fees

Each player will pay seasonal registration fees equal to the expense budgeted to be incurred for league activities during that season. Each program shall be self sufficient unless approved by the board)

Upon request and confirmation by the League Coordinator, 50% off will be given to the lowest registrations for the third child and subsequent children.

### 4. Registration Payment

The TCYBA is using an online registration system with credit card payment being required. If a parent/guardian is unable to use the online registration system, they may contact the League Coordinator for assistance. Credit card information is not stored by the TCYBA or our online registration provider.

If a parent/guardian does not have a credit card, a manual payment (cheques or money order) will be accepted. The player will not be registered until the payment is received.

The TCYBA will consider allowing a parent/guardian with financial concerns to post-date their cheque(s). Full payment must be made by September 1st.

### 5. 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 must be made to a funding organization (i.e., KidSport Tricities, Canadian Tire Jumpstart or Let Kids Play). The family is responsible for forwarding a copy of their application to the TCYBA League Coordinator. Once the application is received, the League Coordinator will register the player in our online registration system and forward the application to the league Bookkeeper.

Any portion of the regular registration fee not covered by a funding organization will be considered for waiver by the TCYBA Board. The Board will consider such requests on a case-by-case basis.

An application for assistance that is not approved by a funding organization will be considered by the TCYBA Board for a full waiver of the regular registration fee. The Board will consider such requests on a case-by-case basis.

The TCYBA Treasurer may approve a hardship request if funding through a funding organization is denied. These requests may be approved up to the total amount that was budgeted for hardships by the Board of Directors.

A Representative player hardship application will be treated in the same manner as a regular league application. An application for assistance that is not approved by a funding organization will be considered by the TCYBA Board for a full waiver of the regular league registration fee. The Board will not consider requests for any portion in excess of the regular league participation fee for that age group.

## **6. Refunds**

A full refund of the regular registration fee will only 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.

All other refund requests will be issued according to the refund guidelines which can be viewed on the league's registration page:

A parent/player may apply for a refund of the regular registration fee, under the following circumstances:

- Injury or medical related condition
- Forced relocation (outside the district) by employer.

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. Any refund granted may be subject to an administration fee.

An individual seeking a refund for medical related reasons must provide the TCYBA league coordinator with a letter outlining and confirming the medical condition from a medical practitioner. Any refund granted will be subject to a \$25 administration fee and applicable transaction fees.

A refund will be processed to the credit card used in the original registration transaction. It is the responsibility of the card holder to notify the league about any problem with a credit card refund at the time of the refund request. The TCYBA will not be responsible for funds lost due to a refund which is processed to an invalid card.

There will be no refunds of Representative team fees.

## **7. NSF Cheques**

All cheques received by TCYBA that are returned due to “not sufficient funds” will be assessed an minimum administration 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 administration fee) via personal cheque or certified cheque.

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

The player may not play in any TCYBA events until the outstanding registration fee is received by the league.

The player will be removed from the team if a replacement payment is not received within 2 weeks.

## **B. COACHING POLICIES**

### **1. Coaching age restrictions**

Age requirement – 16 years old until the age of majority need an adult coaching assistant or adult sponsor/manager at all practices and games.

### **2. Criminal Records Checks**

All coaches are required to complete and submit to the local authority a completed criminal record check form prior to the start of their first season and then every 2 years after that. The results of these checks will be returned to the Executive Director and Coaching Coordinator of the league. The Executive Director of the league has the discretion to suspend a coach pending the outcome of this process.

### **3. Coaching Requirements**

All coaches in the TCYBA are required, at a minimum, to have taken a coaching clinic put on or sponsored by the TCYBA.

Any individual wishing to serve as a Head Coach, Assistant Coach, Manager, Volunteer or Team Follower (as designated under FIBA regulations) is subject to approval by the league before serving in any of these capacities. The league, through its Board of Directors, reserves the right to make the final decision regarding any applicant for the aforementioned positions.

### **4. 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 personal cost.

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 recognized by the league.

### **5. Team Benches**

Only registered TCYBA players, league appointed head coaches, assistant coaches and team managers are allowed to be present on a team bench during any games. No parents or sibling's are allowed on a team bench during games unless permission has been granted by the league.

### **6. Coaching at Practices**

Only TCYBA appointed head coaches and assistant coaches are permitted to direct players in team practices. Parents are not permitted to participate in practices or provide direction from the non-playing area of the practice facility unless expressly asked by the head coach. The head coach must receive permission from the league before asking any non-coaching parent to assist.

## **C. OFFICIALS POLICIES**

### **1. Organization**

Two staff positions, an Officials Coordinator and an Officials Evaluator/Trainer will be appointed by the Board of Directors to organize TCYBA referees. The Officials Coordinator will be responsible for scheduling referees for each game. The Officials 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 Officials Evaluator/Trainer. Both of these staff members will consult with and receive direction from the Executive Director.

## **2. Attendance at Games**

Two referees per game will be scheduled for all games. Schedules will be sent out to the referees. 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 Officials Coordinator within 48 hours following games. If a referee is not able to attend a scheduled game, he or she must inform the Officials Coordinator, giving as much notice as possible for a replacement to be found. In the case of the TCYBA grade 7/8 Prep division, an additional scorekeeper will be assigned to each game. That scorekeeper is responsible to collect the names of the competing teams and final score of each game and report them to the designated TCYBA representative responsible.

## **3. Payment**

Referees will be paid between \$14 and \$30 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 Officials Coordinator, Officials Evaluator/Trainer and Officials Director.

## **5. When Adequate Coverage Is Not In Place**

When only 1 referee is available, he/she will be paid for a game and a half for refereeing the game alone. 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/per game.

# **D. EQUIPMENT PURCHASES**

## **1. Uniforms**

Player reversibles are provided by Tri-City Youth Basketball Association and are included in the basketball participation fee paid to the TCYBA.

## **2. Other Equipment**

All other equipment purchases shall be negotiated by the Executive Director with approval by the Board of Directors. Designated suppliers shall be identified and provide all TCYBA equipment to ensure that only approved logos and designs are used. No coach, manager, team follower or parent may source equipment independently and no third party sponsor or supporter logos are permitted on any equipment.

## **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 in the Development division and on Elite Representative Teams**

The maximum players per team for Grade 3 to 8 will be set at 12 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.

Maximum players at the grade 2/3 level shall be determined by the head coach.

Elite Teams shall have a minimum number of 10 players and a maximum number of 12 players. Any different number of players must be agreed upon by the Board.

Grade 9-12 teams shall have a minimum of 10 players and a maximum of 15 players unless agreed upon by the Board.

### **5. Keeping Score**

Score keeping is to be done at the grade 7/8 level and above.

### **6. Evaluations for the Grade 6-8 Level to play on an Elite Team**

Evaluations for players wishing to try out for an Elite Team shall take place in May for the following September- June season. All players wishing to play on an Elite Team will be asked to attend up to 2 sessions in which

their playing ability will be reviewed through a series of skill evaluations. Then an appropriate number of teams shall be chosen from these evaluations, up to a maximum number of teams set by the Board. The players making these teams will then be notified following the evaluation sessions. Players not wishing to play on a Rep Team can register on the regular registration day.

## **7. Grade 9-12 registration**

Registration for Grade 9-12 will be held at the same time as the younger players for the fall season.

## **F. RESOLUTION OF ISSUES (Code of Conduct & Ethics)**

All TCYBA complaints made in conjunction with volunteers, coaches, referees, parents or players of the TCYBA shall be submitted to the Conflict Resolution and Discipline Committee. That committee will be charged with the investigation of complaints brought forward and determining the appropriate action that shall be taken regarding the issues in question.

If there is a disagreement regarding the determination made by the Conflict Resolution and Discipline Committee, the involved parties have seven (7) days from the date the determination is sent to forward a notice of appeal to the TCYBA Appeals Committee. The Appeals Committee shall hear appeals brought by members on actions taken by the Conflict Resolution and Discipline Committee and render final judgment on those appeals. A notice of appeal must include the reason why the appeal is being submitted and provide a rationale of why the original determination was in error.

### **1. Discipline Committee**

The Discipline Committee will consist of 3 TCYBA Board Directors and the Executive Director.

### **2. Appeals Committee**

The Appeals Committee will be made up of a minimum of 3 Board Directors and Executive members not serving on the Discipline Committee. This committee will hear appeals, render a final judgment on those appeals and shall communicate that decision to the appellate.

Directors viewed as being in a potential conflict of interest shall not serve on the committee.

## **G. INJURIES**

### **1. Concussions**

Any player receiving a head injury, resulting in the loss of consciousness, dizziness, or nausea may be released only to a parent in attendance. If a parent is not present and cannot be contacted an ambulance will be called. If an ambulance is called, the coach of the team must notify the parents.