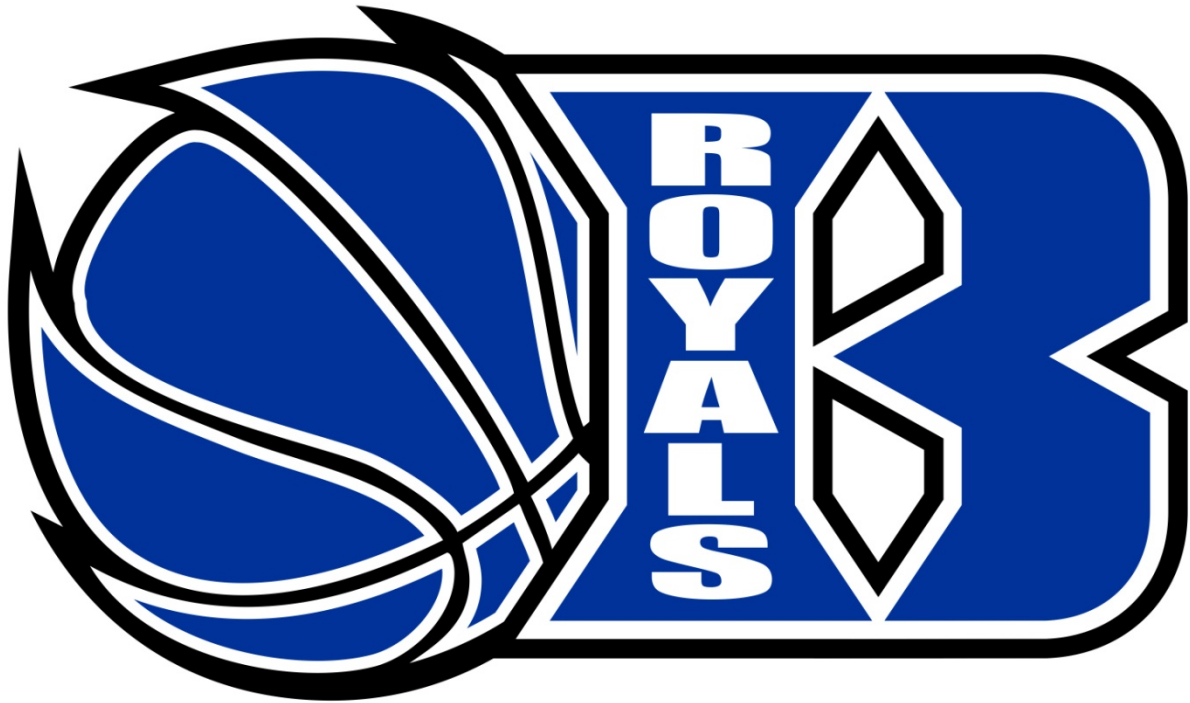


UPDATED SEPTEMBER 7, 2018



TEAM MANAGER'S GUIDE

Updates from Previous years are highlighted in Yellow

Team Managers are crucial to communication within the club. Their support of the coach(es) is critical to the success of the players, team, and club.

Your willingness to support your child, his/her team and the Royals is greatly appreciated. The adage, "Many hands make light work." could not be more true of a volunteer organization. We respect and appreciate the commitment that you have made, and the "hands" that you have volunteered. We sincerely hope that several other "hands" also volunteer, so that all stakeholders in the club can experience "light work".

The Club's recognition of the essential role a Team Manager plays, allows the coach to focus strictly on coaching. However, the exact role that a Team Manager fulfills will vary from team to team, based on the wishes and needs of the Coach. The division of tasks will be determined through discussion with the coach-selected team manager. While this guide addresses core ideas and some optional ideas, other components may be added should the need arise.

USE OF THIS GUIDE

In response to feedback from new team managers, the creation of a Manager's Guide is intended to help out those that are relatively new to the club or the role. Although not the intended audience, even experienced managers may find something helpful within the guide. This guide is supposed to be helpful to you. It is NOT supposed to be a list of "thou shalt's".

Although this version includes revisions from the original, please let me know of any information that you needed that was lacking. This guide was written by team managers and although it was reviewed by members of the Royals Board of Directors, things do change from time to time. Please contact Mary Ellen Belanger (m.ellen.b@icloud.com) if you find any errors as they will be corrected immediately.

The guide is divided into four sections:

- 1) Key Role: Communication between parents and the Club
- 2) Supportive Roles (appropriate for delegation to other volunteers)
- 3) FAQ
- 4) Appendix with sample forms, and documentation

It is suggested that the Team Manager fulfil the responsibilities of the Key Role. Supportive Roles (ie: budget, tournament contact, team party) are roles that can stand alone and be fulfilled by another individual who then updates the Team Manager. The Team Manager can choose to delegate the Supportive Roles to other team parents, or may choose to fulfill those roles him/her self. Although these are our suggestions, discussion with the coach will determine each person's actual role.

All parents are *expected* to assist in some way when *requested*.

TEAM MANAGER KEY ROLE: COMMUNICATION (WITH CLUB & WITH TEAM)

COMMUNICATION WITH THE CLUB

- Rationale –
 - Most concerns could be avoided entirely with good lines of communication to eliminate misunderstandings, and/or inaccurate information.
 - It is hoped that most members will go through their coach / manager with questions, concerns, great ideas, and/or feedback.
 - **NOTE: All Directors of the Royals Board welcome your direct contact if that is your preference.**
- TeamSnap
 - We have purchased a club level membership from TeamSnap.
 - TeamSnap is organized in “Teams”, and each team will have free access to use its features.
 - You will be able to post “Files” on TeamSnap so that parents can refer to the app to find out things like hotel booking info.
 - There is also a “Team” called Coaches, which will include all coaches and will facilitate communication between coaches and the club.
 - **This season, Team Managers will have their own “team” in TeamSnap. Relevant documents will be housed there on the Media tab.**

Many of the organizations with whom we deal prefer a single contact from our basketball club. These groups include the school boards, the referees’ association, OBA and others. You MUST make use of the following chart to effectively function within the club’s procedures.

INFORMATION ABOUT	DIRECTOR / MEMBER	CONTACT INFO
Coach Certification	Keith Macey	maceyk@barrieroyals.ca
Community Basketball Liaison	Scott Seeley	seeleys@barrieroyals.ca
Equipment	Scott Carroll	carrolls@barrieroyals.ca
Finance	Greg MacMillan	Barrie.royals3@gmail.com
First Aid Kits	Scott Seeley	seeleys@barrieroyals.ca
Fundraising	Cheri Harris	harrisc@barrieroyals.ca
Governance	Mary Ellen Belanger	belangerm@barrieroyals.ca
Marketing / Sponsorship	Heather Mercer-Turner	mercerh@barrieroyals.ca
Mini Tournaments (3 or 4 teams)	Mary Ellen Belanger	belangerm@barrieroyals.ca
OBL Registration	Greg MacMillan	macmillang@barrieroyals.ca
Permits	Mary Ellen Belanger	belangerm@barrieroyals.ca
Referees & Scorekeepers	Gillian Hook	Gillianhook26@gmail.com
Registration	Greg MacMillan	macmillang@barrieroyals.ca
Social Media	Cheri Harris	harrisc@barrieroyals.ca
Uniforms & Logo-wear	Cheri Harris	harrisc@barrieroyals.ca
Website	Heather Mercer-Turner	mercerh@barrieroyals.ca
Winter Classic Tournaments	Mary Ellen Belanger	belangerm@barrieroyals.ca

TEAM MANAGER KEY ROLE: COMMUNICATION

COMMUNICATION WITH THE TEAM / COACH / PARENTS

The Royals has purchased a league-wide plan with TeamSnap. It is suggested that the manager familiarize him/herself with this app and expect team members to also download the app. TeamSnap features include contact info for team members, team schedule, player availability, photo posting, emails and text messaging. You can also use it for keeping track of things.

Communicating to others when you have lead time: The most important communication is about team events (practices, games, tournaments, parties, pictures, fundraisers, league meetings, etc...). Secondary to that is to stay on top of player availability for practices, games, and tournaments. Have players/ parents contact you if the player expects to miss a team function. In that way the coach can determine if s/he has enough players, and can arrive with a realistic strategy for the practice or game.

Communication to others when you have very little lead time: You can use the TeamSnap text message feature during tournaments so that everybody knows where and when they need to be someplace, wearing which uniform.

It is suggested that team managers develop a system to ensure that they have with them at all events:

- complete contact information for players' parents; (on the roster tab of TeamSnap)
- any relevant player health information;
- contact information for the club.

Team managers should ensure that certain health concerns are shared with team members, with permission of the player and parents (i.e.: diabetes, epilepsy, anaphylaxis, asthma) so that the player receives appropriate support if necessary.

Keep informed: Check the Royals website (www.barrieroyals.ca) periodically. Subscribe to our twitter feed. Be "in the know".

Receiving Communications from others: It's a good idea to check for new messages daily. It may also save you much time and energy, if you explain the 24 hour rule to parents. (If upset about something, wait 24 hours before communicating it.) Do not have an "open forum" for parents to approach you whenever an issue arises, because they inevitably do so when emotions are running high and things are said in haste. Some managers may choose to have a parent as a 3rd party mediator.

Please see the Sample Forms section for item that you might find helpful in communicating with the players, parents and coaches.

TEAM MANAGER SUPPORTIVE ROLES

The Team manager and coach determine who takes on each Supportive Role. Some may choose to have the Team Manager become the Leader of a group of volunteers who collectively take responsibility for the supportive roles.

OBA / FIBA Rules
OBL
Budget
Equipment
Videographer
Uniform Sizing Night
Royals Logo-Wear
Social Media Contact

Some of these Supportive Roles are absolutely essential, while others will be up to team members, parents & coaching staff.

Tournament
Registration Statistics
End of Season
Home Tournament
Home Games
Tournament Hotels
Tournament Team dinners

OBA / FIBA RULES

- Sometimes, just knowing the rules that apply to your age group can avoid frustrations with referees.
- General modifications to FIBA Rules have been included at the end of the Guide.
- Modifications unique to age categories have also been included.
- Updates occur each season and within seasons. Please check the OBA website for up to date information by searching "Ontario rule modifications to FIBA" in Google.

ONTARIO BASKETBALL LEAGUE

- At your coach's discretion, U10 – U19 teams may participate in a province wide league that schedules monthly mini-tournaments from November to April, at a cost to your team budget of \$1950.00
- U13 – U16 teams may be invited to participate in OBL-X, an elite league with 14 games over 5 weekends for \$2275.00
- Interested teams need to contact Greg.

EQUIPMENT

- Basketballs, and a first aid kit are provided by the club.
- An equal number of identical basketballs must be returned to the club at the end of the season. You may have to organize the collection of funds from parents and the purchase of replacement basketballs should any go missing over the season.
- The First Aid Kits are delivered to each team in October fully stocked. If yours runs low, you may use your fundraising /sponsorship money to replace items as needed. The kit does not need to be returned fully stocked at the end of the season.
- Most of the basketball season occurs when there is snow on the ground. Snow in a baggy makes a great "ice pack".
- Some Managers keep a little cooler and fill it with ice at tournaments to have ice packs always available.
- Uniforms are purchased separately and are replaced as needed at the player's expense (see page 6).
- Coaches are wholly responsible for the equipment and its return to the club at the end of the season.
- The coach remains wholly responsible, even if s/he delegates others to bring equipment to games and practices.

BUDGET

- Each team has a team budget provided from the club to fund game costs. (\$250.00 / player)
- If you participate in the OBL, \$1950.00 will be deducted from your budget (12 games x \$155.00)
- The remaining funds may be spent on tournament entry fees, game hosting fees, and tournament hosting fees, including referees, gym time, and scorekeepers.
- The money is held under the direction of Greg MacMillan, and he will make any payments that you require.
- To pay an expense, simply let Greg know what the expenditure is for, and how much it is.
- Registration for the Ontario Basketball Championships are included in the player registration fee (NOT charged to the team budget).

ONTARIO BASKETBALL CHAMPIONSHIPS – NEW FOR 2018 - 2019

- In response to feedback and an increase in the number of participating teams, OBA has re-formatted the end of season culminating event, hoping to provide higher quality venues, officials, and space for accommodations.
- The end of season culminating event is now called the Ontario Basketball Championships. Within that framework there will be two events on the same weekend but in different locations: The Provincial Championships & The Ontario Cup.
- Division 1 teams will play in the “Provincial Championships.”
- All other divisions will compete for the “Ontario Cup.”

Age	2019 Date	2020 Date	Provincials Location	Ontario Cup Location
U10 Novice Girls	March 22–24	March 20–22	Scarborough	Guelph
U10 Novice Boys	March 22–24	March 20–22	Scarborough	London
U11 Atom Girls	March 29–31	March 27–29	Scarborough	Windsor
U11 Atom Boys	March 29–31	March 27–29	Scarborough	Niagara
U12 Major Atom Girls	April 5–7	April 3–5	Scarborough	Niagara
U12 Major Atom Boys	April 5–7	April 3–5	Scarborough	London
U13 Bantam Girls	April 12–14	April 17–19	Scarborough	Brampton
U13 Bantam Boys	April 12–14	April 17–19	Scarborough	Malton
U14 Major Bantam Girls	April 26–28	April 24–26	Scarborough	London
U14 Major Bantam Boys	April 26–28	April 24–26	Scarborough	Ottawa
U15 Midget Girls	May 3–5	May 1–3	Scarborough	Durham
U16 Major Midget Girls	May 3–5	May 1–3	Scarborough	Ottawa
U17 Juvenile Girls	May 10–12	May 8–10	Scarborough	Kitchener-Waterloo
U19 Junior Women	May 10–12	May 8–10	Scarborough	Kitchener-Waterloo
U15 Midget Boys	May 24–26	May 22–24	Scarborough	Windsor
U16 Major Midget Boys	May 24–26	May 22–24	Scarborough	Kitchener-Waterloo
U17 Juvenile Boys	May 31–June 2	May 29–31	Scarborough	Sault Ste. Marie
U19 Junior Men	May 31–June 2	May 29–31	Scarborough	Milton

VIDEOGRAPHER

- It is suggested that your team select someone to videotape your games. The OBA will use those videotapes to resolve properly submitted complaints that they receive.
- Note: Video recording of team practices is not supported by current Royals policy

UNIFORMS (SUPPLIED BY BIG KAHUNA)

- This is our first year of “Rolling Uniforms”.
- Returning players only need to replace uniforms from last season if they wish to (outgrown, lost, worn out).
- Uniform components (2 jerseys, 2 shorts, 1 warm up shirt) can be purchased for returning players, piece by piece.
- Players new to the club are required to purchase an entire uniform.
- **FITTING NIGHT**
 - Monday, September 24th & Thursday September 27th 6:00 – 9:00 pm at Mapleview Elementary School
 - Attend either night, at any time.
 - Players will be able to try on different sizing.
 - Royals merchandise will be available for sale. These items WILL NOT be available for purchase later in the season.

ROYALS LOGO-WEAR

- Some teams all like to have the same sweatpants, or bags. You should discuss this option with your team early in the season.
- You will have 3 opportunities to purchase Royals logo-wear.
- At “Fitting Night” there will be a Grey UA Hustle Hoodie, Socks, T-shirt, Winter Jacket, UA backpack & a Baseball Hat.
- Twice during the season, we will open an online store for logo-wear. Online offerings ARE DIFFERENT than those offered on “Fitting Night”.
- NOTE: Team budget may NOT be used to purchase logo-wear’ however, fundraising / sponsorship money may be used.
- All orders and payments for Logo-wear will occur online.

SOCIAL MEDIA PROMOTION

- WE love to publish good news stories.
- Cheri Harris, who oversees our website and social media is hoping to have parents provide content for our Facebook page, Twitter, **Instagram** and our website. Please have one parent per team commit to providing photos, updates, articles to her.

AWAY TOURNAMENT REGISTRATION

- Your coach may simply tell you which tournaments s/he would like to attend.
- If not, you can find tournaments by going to www.basketball.on.ca > sanctioned tournaments > search for tournaments.
- Sometimes individual clubs will have tournaments listed on their home websites before OBA has officially sanctioned them.
- To register for a tournament:
 - Fill out the registration form from the host club and send it off to the host club.
 - Send a copy of the registration form to Greg.
 - Greg will issue payment directly to the host club, will debit your team account, and will let you know once it is done.
 - In two weeks confirm with the host club that they have received both the registration and the fee.
 - Contact Greg if a tournament has on online registration and requires e-Transfer or credit card payment.

STATISTICS

- After each OBA sanctioned game either the winning coach or manager enters the results on the OBA website. Your coach has the password that allows you to do this.
- Your coach will determine if s/he wishes someone to keep further statistics (rebounds, shots).
- It is NOT recommended to keep individual competitive statistics at the younger levels.

TEAM PARTIES

- Some teams like to have a Team Building party early in the season, a mid-season party (often in December – Secret Santa) and an End of Season party.
- Where appropriate, please attempt to book your team party through Hooligan's, as they have partnered with us, and provide a cash royalty back to the club based upon total receipts.
- Solicit input from team parents to determine if a team party is wanted. Often a parent will volunteer to host.

HOME TOURNAMENT

- This season we continue to promote Barrie as a host city for sanctioned OBA tournaments.
- We'll host several tournaments of 6 teams each.
- Your coach will book a weekend with Mary Ellen, and then will complete a registration form online.
- Your coach will need to find a team rep to take responsibility for organizing the tournament. Team rep responsibilities include:
 - Populating own tournament (30 days in advance) by targeting invitations to teams playing in +- 1 division.
 - Ranking the teams and sending those rankings to Kelly.
 - Booking Convenors & providing a convenor schedule to the tournament committee (BDABO requires a copy).
 - Communicating with visiting teams.
 - Compiling convenor binder with guide, permits, schedules (involves printing of digital-copies of documents).
 - Production of printed programme if wanted by team.
 - Coordinating the pick-up of medals and t-shirts from Rachel.
 - On the ground trouble-shooting (ie: T-shirt sizing exchange, opening venues, etc)
 - Ensuring convenors update and send to the Tournament Committee the game scores after each game.
- Participating teams should download the TeamSnap Tournament app (different from TeamSnap app)
- It is expected that parents will volunteer to help out with little tasks (i.e.: Greet teams, distribute materials), if requested.

“MINIS”

- **NEW THIS SEASON:** OBA has announced that there will be a new process of sanctioning games, so that they may be included in the season-long statistics that OBA maintains. Details have not yet been released.
- “Minis” are small tournaments, usually with 3 – 4 teams, but could be more.
- These are not registered with OBA, and no medals are awarded.
- Minis comply with OBA Rules and Regulations.
- To host a mini:
 - Choose a date and fill out Google Form, located on the Media tab of TeamSnap Managers to initiate the process.
 - The following dates are discouraged for minis: Dec 1,2,8,9; Jan 12,13,26,27; Feb 2,3,23,24; Mar 2,3,23,24; Apr 13,14; May 4,5.
 - Fees on Saturdays are \$225.00 / team for a 3 team mini and \$310.00 / team for a 4 team mini (home team also pays).
 - Sundays cost more, so we encourage you to set your minis up on Saturdays.

SINGLE HOME GAMES

See “Organizing Games – FAQ” for detailed information.

- **NEW THIS SEASON:** OBA has announced that there will be a new process of sanctioning single games, so that they may be included in the season-long statistics that OBA maintains. Details have not yet been released.
- A game is considered “exhibition” if no scores are entered with the OBA.
- A “league game” is sanctioned and scores are entered on the OBA website.
- You’ll need a gym permit – contact Mary Ellen with at least 2 weeks’ notice.
- You need to notify Gillian Hook at least 2 weeks (and preferably 3) before your planned game, to schedule referees and scorekeepers.
- Novice – Major Bantam require 2 scorekeepers; Midget – Junior needs 3 scorekeepers.
- Referees cost between \$45.00 & \$75.00 depending on certification and travel costs.
- Budget for maximum costs. Greg will let you know actual costs, later, so that you can keep track of your budget.
- If you book a weeknight game, there is no charge for the permit, but the permit needs to be adjusted for insurance. Please let Mary Ellen know if you book a weeknight game.
- Permit fees vary depending on the owner (City versus school boards) and the gym. Saturdays cost less than Sundays. For one game, you could estimate \$90.00; and for a day (8 a.m. – 6 p.m.) \$400.00 is a good estimate.
- Revenue generated by visiting team registrations is submitted to Greg and is added to your team budget.
- Revenue generated through snack bar sales are treated as a team fundraiser. They do not become part of your team budget (see fundraising section below).
- If your event has more than 3 games, a convenor is required.

TOURNAMENT HOTELS (OPTIONAL)

- There are advantages to staying at the same hotel. Much of the team bonding occurs incidentally, at the hotel pool, or over breakfast. If the coach needs to meet with players, they are easily gathered. Hotels give reduced rates to group bookings.
- Try to book hotels that are central to the game locations.
- Contact the Sales Manager, who will likely send you a contract to hold a block of rooms at a preferred rate, until a cut-off date, with a reservation code.
- Parents book their own hotel rooms using the reservation code before the cut-off date.
- Contact the Sales Manager the day prior to cut-off to see who is staying at the hotel. You may wish to remind parents of the cut-off date.
- On the cut-off date any rooms booked are secured, but the rest of the block will be returned to the open reservation pool.
- Some hotels, will offer a suite for the coach or manager at no added cost.
- Some hotels will give a free meeting room, when asked.
- Most hotels have a “Team Buffet” menu that gives inexpensive options for lunch or dinner.

TOURNAMENT DINNERS (OPTIONAL)

- Sometimes teams like to have a meal together at a tournament.
- Options – hotels have “team buffets”; restaurants; use a meeting room and order in.
- Restaurants will guarantee in and out the door in a specific time frame, once you have your schedule – especially if you eat a little early (dinner at 5:00).

SPONSORSHIP

- We have a professionally developed Sponsorship Opportunities package that provides several tiers of sponsorship alongside several tiers of sponsor benefits.
- This package can be found on the club website, along with a Google Form for sponsors to submit.
- Please ensure that each parent receives a digital copy and/or the PDF link so that they can share with potential sponsors.
- Visit www.barrieroyals/sponsorship.
- Any questions about Sponsorship may be directed to Heather Mercer-Turner, Chair of Sponsorship.

FUNDRAISING

- Teams can fundraise and spend those funds as they choose. Any money raised is managed by the team.
- Finances should be transparent to parents (by providing them updates), as money is raised and spent.
- Any money remaining at the end of the season should be divided and distributed among the parents.
- Ideas include: Selling products (meat orders), Bottle drives, Euchre nights, silent auctions, or hosting snack bars at games.
- A lottery license from the City of Barrie is required for “games of chance” including raffles, 50/50 draws, or whenever there is a chance to win a prize or reward. The cost is 3 per cent of the total prize value. For information required to obtain a lottery license from the City, please contact Cheri.
- *FALL 2018 National Sports Partner Program* At your parent kick-off meeting, please pass out 2 program partner cards to each player (parent) on your team. Use these cards at National Sports stores until Dec 31, 2018. A 5% Rebate on all sales is returned to the club and this helps with the cost of banquet prizing and awards. Cards also include a 10% off coupon for your purchase; keep the card after you have used the coupons and subsequent purchases still help build the club rebate! Shop and show your card every time!

ORGANIZING GAMES - FAQ

- **What should we do if we know we won't be using our practice time gym permit? Contact Mary Ellen immediately, so that he can cancel the permit. If we have 5 “no-shows” the club loses the permit.**
- *Who pays for the refs and score keepers?* It is charged to your team budget but the Royals pays them directly (the team does not pay these individuals directly.)
- *Do we always need 2 refs, even for an exhibition game?* Yes, whenever playing at a high school. The only way the league would send 1 ref is if it was a controlled scrimmage at an elementary school (i.e. Novice program)
- *Can I arrange refs and score keepers and the other team arrange the permit?* No, the permit holder must arrange and pay for everything. We cannot use another team's permit due to insurance and is strictly prohibited by the club
- *How much lead time is needed to cancel a permit / referees etc.?* 2 weeks.
- *Can we just use our practice time to have a game?* Yes but Mary Ellen needs to be notified, 1 week prior, as it requires a change in permit
- *How much notice do we need to book a game?* 2-3 weeks' notice for the league and 2-3 weeks for the refs. Single games are easier to arrange than mini – tournaments.
- *How much are refs?* \$45 - \$75 depending on the referee's classification. You need at least 2 per game.
- *How much are score keepers?* They are paid \$12 per game. (2 needed for Novice – Major Bantam & 3 needed for Midget – Junior).
- *Any special times we cannot book games?* We cannot get gym permits during Holidays, March Break, and exam weeks at the high schools.
- *Does a team have to tell the Royals when they are playing another team at the other team's location?* Yes, if a cheque is required Greg needs 1 week's notice.
- *Can I book a recreation centre directly?* No, all permits must go through the Royals but the Royals can get a permit at the recreation centers.
- *How do you find hotels for tournaments?* The OBA has partner hotels at discounted costs. For individual tournaments the host team may have recommended hotels or you can arrange yourself. Recommend having potlucks and an area for potlucks.

APPENDIX

Some of the documents here are simply for your own interest, while others you may wish to use or distribute to your team members.

- Zero Tolerance excerpt from OBA
- **OBA Changes and Points of Emphasis for 2018-2019 Season**
- OBA General Modifications to FIBA
- U10 – U12 Rule Excerpts
- U13 – U14 Rule Excerpts
- Barrie Royals Parent Code of Conduct
- Barrie Royals Player Code of Conduct
- Sample Player Medical Info
- Sample Player Injury Info

EXCERPTS FROM OBA'S ZERO TOLERANCE POLICY

(taken from OBA website)

“The most important aspect of Ontario Basketball (OBA) is fair play, not competition. OBA is looking to promote sportsmanship through courtesy between players, coaches, referees, parents and fans. Wins and losses and gold medals are secondary outcomes. It is important that participants not lose sight of this in the heat of the games.....

.....

3. If a spectator disrespects or harasses an official, a technical foul will be called on the team that they support.

The site convenor will be asked by game officials to eject a spectator whose actions warrant this penalty. If the offending spectator refuses to leave, the site convenor will advise the coach of the team of which the spectator is supporting that his/her team will forfeit the game if the spectator does not leave. Coaches are asked to remind parents that any further outbursts from that team's spectators may result in the team forfeiting the game.”

OBA CHANGES AND POINTS OF EMPHASIS FOR 2018-2019 SEASON

Changes & Points of Emphasis for 2018-19 Season

1. Insurance

In order for games to be covered under Ontario Basketball (OBA) insurance, a team must be **completely registered** (including payment of all registration fees) with Ontario Basketball prior to their first game of the season and be in compliance with all insurance conditions.

2. Minimum Number of Players on Roster and to Start a Game

Age category	Minimum number of players required on OBA team roster form	Maximum number of players	Minimum number of players required to start game
U10 Novice to U12 Major Atom	11	15	10
U13 Bantam to U19 Junior	10	15	5

Note: U10 Novice to U12 Major Atom teams that are able to demonstrate that they have made reasonable efforts to recruit 11 players for their OBA team roster but have been unable to do so may request an exemption.

3. Forfeiture Rules

For all U10 Novice to U12 Major Atom exhibition, sanctioned tournament, and OBL games, a team must have 10 players to start each game, otherwise the game is forfeit (2-0). In such circumstances, the game must still be played.

For all U10 Novice to U12 Major Atom Ontario Basketball Championships, a team must have 10 players to start their first game of the weekend.

4. OSBA Players Playing Club Basketball

Teams that have Ontario Scholastic Basketball Association (OSBA) players on their club rosters must declare their registration to Ontario Basketball via e-mail to [Mike Barbin](#).

5. Team Jerseys

Teams must be wearing a jersey that corresponds to the affiliated member club that they are associated with. Sanctions for both the team and club will occur if violation of this rule occurs.

6. Exhibition Games: Sanctioning Process

Exhibition games must be reported and sanctioned by Ontario Basketball in order for game results to count for rankings, but more importantly for Ontario Basketball insurance to be valid. The new process to apply for sanctioning will be available on the Ontario Basketball website under [Host a Sanctioned Tournament](#).

7. Exhibition Games: Results

Teams must post their scores within 14 days following completion of a game. If a game result is not posted within the above timeframe, the score will not be considered by the Ranking Committee.

8. Guaranteed Games and Tournament Format at Ontario Basketball Championships

With the [new championship model](#), the breakdown for guaranteed games and tournament format for Ontario Basketball Championships is as follows:

- **Provincial Championships:** 3 guaranteed pool games (1 game Friday and 2 games Saturday). Sunday will have semi-finals crossover to determine teams for bronze and gold medal games.
- **Ontario Cup Championships:** 4 guaranteed games (based on an 8-team draw); same format as 2018 Ontario Cup Championships.

FIBA RULE MODIFICATIONS

(<https://basketball.on.ca/wp-content/uploads/2018/08/Ontario-Basketball-Rules-Regulations-Manual-2018-19-Updated.pdf>)

CLOSELY GUARDED

If there is no shot clock (U10 Novice to U14 Major Bantam), a modification of the FIBA closely guarded rule will be applied.

A five-second closely guarded count will be applied when a player is holding the ball while an opponent is actively defending within one metre anywhere on the court, with the following exception:

If, in the judgement of the officials, a team is withholding the ball from play and/or delaying, a closely guard count will be applied when a player is holding OR dribbling the ball while an opponent is actively defending within one metre in the front court.

As such, once the closely guarded count begins, the offensive player who is closely guarded must pass or shoot the ball within five seconds.

LTAD Stage	Learn to Train		Train to Train	Train to Compete
Age Category	U10	U11–U12	U13–U14	U15–U19
Substitution	Only between shifts unless an injury or disqualification occurs		Substitution as per FIBA rules	Substitution as per FIBA rules
Equal Participation	In use		Not in use	Not in use
Drop Back Rule	No pressing*	15 points or more*	15 points or more*	Not in use
Closely Guarded	See below		See below	See below

8.8. FIBA RULE MODIFICATIONS

LTAD Stage	Learn to Train		Train to Train	Train to Compete
Age Category	U10	U11–U12	U13–U14	U15–U19
Free Throw Line	13'	15'	15'	15'
3-Point Line (If multiple lines exist, use as per indicated order)	Not in use	NFHS 19.75' FIBA old 6.25m FIBA new 6.75m	FIBA old 6.25m NFHS 19.75' FIBA new 6.75m	FIBA new 6.75m FIBA old 6.25m NFHS 19.75'
No Charge Semi-Circle	Not in use		Not in use	Not in use
Restricted Area (Key)	Old FIBA rectangle NFHS (one spot up on free throws)		New FIBA rectangle NFHS (one spot up on free throws)	New FIBA rectangle NFHS (one spot up on free throws)
Shot Clock	Not in use		Not in use	24 seconds
Base Rule Set	FIBA Rules		FIBA Rules	FIBA Rules
Duration	8 4-minute shifts and 4-minute extra shift(s) as necessary		4 8-minute periods and 4-minute extra periods as necessary	4 8-minute periods and 4-minute extra periods as necessary
Team Fouls Penalty (Bonus)	Bonus is applied per each two shifts, which equals a full FIBA period. e.g., team fouls occurring in the first and second shift count toward Period 1 and determine penalty situations. For the purpose of penalty situations (bonus), team fouls are reset at the end of each “period”, which is the end of shifts 2, 4, and 6.		Penalty applied per period and extra period(s) as per FIBA rules	Penalty applied per period and extra period(s) as per FIBA rules

9.1. LEARN TO TRAIN (U10 NOVICE TO U12 MAJOR ATOM) RULES AND REGULATIONS**PLAYING COURT DIMENSIONS & EQUIPMENT**

Court Size (Minimum)	44' X 74'
Court Size (Maximum)	50' X 84'
Free Throw Line (U10)	13'
Free Throw Line (U11 & U12)	15'
3-Point Line (U10)	Not in effect
3-Point Line (U11 & U12)	In effect
Ball Size	5 (27.5")

GAME RULES

The Equal Participation rule will be in effect for the entire game as outlined in the section below.

The game will be eight periods with each period being four minutes in length.

The time between period four and period five is halftime.

Periods two to eight will start in the direction of the possession arrow and the throw-in shall be from out-of-bounds straddling the centre line extended, opposite the scorers' table.

During the game, substitutions will only occur at the end of each period.

Substitutions are permitted for medical reasons at any time if an injury occurs during the eight periods.

A player who leaves a shift due to injury or medical reasons shall not return to the game during the same shift.

In the event a player fouls out or is injured and unable to return to play, the team is permitted to continue with less than 10 players. The Fair Play Commissioner will investigate any formal complaint regarding any incident where a team has player(s) intentionally foul out to gain a competitive advantage. Discipline could include but is not limited to suspensions and/or fines.

Equal Participation Rule

The Equal Participation rule was formulated for the best interests of the children playing at the Learn to Train stage of development and aims at providing stage-appropriate competition that maximizes each athlete's long-term development.

Every child who is registered and has signed a team roster form must participate under the Equal Participation rule. Every coach is expected to respect the intent of these rules and adhere to them.

Coaches are required to provide playing time for all players present at the game who have been registered with Ontario Basketball. This rule will be in effect for the entire game.

All teams must abide by this rule for all Ontario Basketball games including exhibition games, sanctioned tournaments, Ontario Basketball League games, and Ontario Basketball Championships.

Equal Participation Violations

If any team is found in violation of equal play, the game will be considered a forfeit game (2-0).

It is the responsibility of all coaches to check the scoresheet during and after the game for accuracy of shift tracking.

Should a violation in equal participation occur, it is the responsibility of the coach to raise this issue.

During OBL games, coaches must report violations to the convener and by e-mail to Dean Evers (leagues@basketball.on.ca). The violation will be reviewed by Ontario Basketball after the weekend. Changes to game results will happen after the review, if necessary.

If a shifting violation has occurred, teams must finish playing the game and any decisions regarding further penalties will be handled by the Fair Play Committee upon completion of the game.

Minimum Shifts Required Per Player

Number of Players	Min. Shifts per Player	Max. Shifts per Player
15	2	3
14	2	3
13	3	4
12	3	4
11	3	4
10	4	4

Important Shifting Notes

- Each player must play and complete a minimum of one shift per half.
- Back-to-back shifts are permitted.
- The sequence of shifting is not relevant as long as each player receives the minimum number of shifts, does not exceed the maximum, and plays at least one shift per half (First half = Shifts 1, 2, 3, 4; Second half = Shifts 5, 6, 7, 8).
- For all exhibition, sanctioned tournament, and OBL games, a team must have 10 players to start each game, otherwise the game is forfeit (2-0). In such circumstances, the game must still be played.
- In the case of injuries or foul outs that result in a team playing with less than the required 10 players, a team is permitted to continue the game with less than 10 players and the game will not be considered a forfeit based on this circumstance. The Equal Participation rule still applies to the athletes remaining in the game; **no player is permitted to play more than one shift more than any other player.** This exception only applies if the team meets the required number of players to start the game.
- For Ontario Basketball Championships, a team must have 10 players to start their first game of the weekend, otherwise the game is forfeit (2-0). In such

circumstances, the game must still be played. Specific to Ontario Basketball Championships only, in the case of injuries or foul outs that result in a team playing with less than the required 10 players, the first and subsequent games will not be considered a forfeit; the game results will count provided that all players have **completed** at least one shift in the first half of their first game, and the Equal Participation rule is observed throughout all games.

Assigning Shifts

For the purpose of shift assignment for equal participation, each shift shall be divided into four one-minute intervals, and assignment of a shift shall take place as follows:

In the event of an injury, medical emergency or an athlete fouling out and a substitution is required, the athlete who plays the majority of the shift will be assigned as having played that shift.

If Player #1 is injured any time in the first minute and fifty-nine seconds or less of their shift (4:00 to 2:01 on the game clock) and requires a substitute, the shift will be assigned to Player #2 (the substitute).

If Player #1 plays the majority of their shift (has played two minutes or more of the shift, or 2:00 or less on the game clock) and requires a substitute, the shift will be assigned to Player #1 (the injured or fouled out player).

Case 1 Example: Player A1 is injured 1 minute and 15 seconds into the shift (2:45 on the game clock). Player A2 is substituted into the game to replace teammate A1. The shift is assigned to the substitute (Player A2) on the scoresheet, as they will have played the majority of the shift (2 minutes and 45 seconds of the four-minute shift).

Case 2 Example: Two minutes and five seconds into the shift (1:55 on the game clock), Player B4 received their fifth foul and is therefore fouled out. Player B7 is substituted in to replace teammate B4. In this case, Player B4 has already played the majority of the shift (more than half of the four-minute shift) and therefore the shift is recorded as being played by Player B4 on the scoresheet.

Drop Back Rule

For U10 Novice teams, pressing is not permitted.

For U11 Atom and U12 Major Atom teams, when a team leads by 15 points or more, its players must immediately 'drop back' into their backcourt behind the eight-second line once the losing team secures player control of the ball (dribbling or holding the ball) in its backcourt. The losing team shall be allowed to dribble the ball unimpeded across the eight-second line and establish frontcourt status.

Violation of the rule stated above will result in the ball being awarded out-of-bounds to the losing team, at the frontcourt sideline, at the extended free throw line. Repeated violations of this rule may result in a delay of game penalty.

Overtime

The length of each extra period shall be four minutes.

Timeouts do not carry over to the overtime period. Each team receives one timeout per overtime period.

Equal participation during overtime is still in effect during overtime.

Each overtime period begins in the direction of the possession arrow.

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9.2. TRAIN TO TRAIN (U13 BANTAM & U14 MAJOR BANTAM) RULES AND REGULATIONS**PLAYING COURT DIMENSIONS & EQUIPMENT**

Court Size (Minimum)	44' X 74'
Court Size (Maximum)	50' X 84'
Free Throw Line	15'
3-Point Line	In effect
Ball Size	6 (28.5")

GAME RULES

The game will consist of four quarters of play. Each quarter is eight minutes long.

After the first quarter, each quarter will start in the direction of the possession arrow, and the throw-in shall be from out-of-bounds straddling the centre line extended, opposite the scorers' table.

OVERTIME

The length of each extra period shall be four minutes long. Time-outs do not carry over to the overtime period. Each team receives one time-out per overtime period. Each overtime period begins in the direction of the possession arrow.

DROP BACK RULE

When a team leads by 15 points or more, its players must immediately 'drop back' into their backcourt behind the eight-second line once the losing team secures player control of the ball (dribbling or holding the ball) in its backcourt.

The losing team shall be allowed to dribble the ball unimpeded across the eight-second line and establish frontcourt status. Violation of the rule stated above will

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result in the ball being awarded out-of-bounds to the losing team, at the frontcourt sideline, at the extended free throw line. Repeated violations of this rule may result in a delay of game penalty.

PARENT CODE OF CONDUCT

It is the goal of our basketball program to represent the City of Barrie with pride, honor, and dignity by always displaying good sportsmanship and respect towards our opponents, coaches, players, and parents. In support of this goal, all parents of athletes involved with the Club are required to abide by this Code of Conduct at all times, including at any Barrie Royals-related functions, home or away games, practices or events where athletes are present:

Parents and Spectators will:

- Adhere to all rules, regulations and codes adopted from time to time by the Ontario Basketball Association.
- be positive role models for the athletes and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- **not engage** in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as **booing** and taunting; refusing to shake hands; or **using profane language or gestures**.
- not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- teach their athlete to play by the rules and to resolve conflicts without resorting to hostility or violence.
- demand that their athlete treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- **never ridicule or yell at their child or other participant for making a mistake or losing a competition.**
- respect the officials and their authority during games and will never question, discuss, or confront coaches at or immediately after the game, and will take time to speak with coaches at an agreed upon time and place.
- refrain from coaching their child or other players during games and practices, unless they are one of the official coaches of the team
- support the coach in any way they can. They will not harass, taunt or yell anything to the coach during practices or games. If there is a need to talk to the coach, it will be done privately at an agreed upon time/place, or through e-mail, adhering to the 24 hour cool- down rule.
- be supportive of the Club, it's players, coaches and Board members, and conduct themselves with a high standard of behavior that will reflect well on the Club and upon them as individuals.

Failure to abide by the Parent Code of Conduct, may result in disciplinary action that could include, but is not limited to: a warning by the Coach and/or Club, being asked not to attend games and/or practices or player suspension.

COMPETITIVE TEAM PLAYER CODE OF CONDUCT

Anyone who participates in an athletic activity is considered an athlete. It is expected that each athlete will compete to the best of his or her ability at all times, keeping in mind the spirit of competition and the game.

Upon selection to a Barrie Royals Basketball Club (the "Club") competitive team, the player is expected to adhere to the principles listed below. Failure to meet this commitment to his/her team and/or failure to comply with this contract will result in disciplinary action and/or immediate dismissal from the team. The Coach is empowered by the Club to take such action as he/she deems appropriate in order to uphold these principles. Any future involvement with the Club will be at the discretion of the Royals Board of Directors.

Each athlete shall:

- adhere to the Basketball Ontario Principles of Fair Play and Athlete's Guidelines for Behavior which can be found here: <http://www.basketball.on.ca/site/index.cfm?DSP=Page&ID=377>
- always model mature behavior consistent with these principles
- respect the efforts and accomplishments of both teammates and opponents
- respect his/her coaches and officials
- respect the Barrie Royals Basketball Club, its events and volunteers
- respect the facilities in which we play and visit
- respect the rules of the game
- respect and uphold the laws of the City of Barrie, Province of Ontario and Canada

Failure to abide by the above Code of Conduct, will subject the athlete to disciplinary action that could include but is not limited to the following:

- Verbal warning by official, head coach, and/or the league or organization
- Written warning
- Practice and/or game(s) suspension
- Player season suspension

MEDICAL EMERGENCY LIST

U10 NOVICE BOYS

PLAYER	JERSEY	MEDICAL CONCERN	ACTION
		Allergy to Peanuts, Nuts, Soy	See Medical Plan
		Amoxicillin (rash only)	Inform E.R. Dr.
		Allergy to Peanuts	See Medical Plan: EpiPen
		Allergy to Sulpha Drugs	Inform E.R. Dr.

INJURY LIST

PLAYER	JERSEY	INJURY CONCERN
		Previous physio for knee
		Glasses are NOT shatterproof
		Broke her wrist in 2016