



# AMHERST

## MINOR BASKETBALL

### Board of Directors Orientation Manual

#### 1. The Directors

1. The daily operation of Amherst Minor Basketball Association, hereafter noted as the AMBA, will be performed by a Board of Directors. The Board will consist of nine to twelve Directors who will be elected to terms of one year by the membership at an Annual General Meeting (AGM). Vacancies occurring on the Board throughout the year may be filled by appointment by the President, effective until the next AGM.

#### 2. Officers

1. The officers of the AMBA will be President, Past President, Secretary, and Director of Finance. They will be elected by the Board of Directors from within the Board of Directors and will hold office for one year. The term of office will run from time of appointment until the conclusion of next AGM.
2. The position of Past President will not be filled should the eligible person no longer desire to remain a Board member or should they remain as a duly elected member of the Board.
3. The remaining Directors may occupy the following positions:
  - Director of Coaching and Player Development
  - Director of Registration
  - Director of Scheduling
4. Should any of the Directors' positions not be filled by Board members, one-year appointments may be made from the membership.

#### 0. Duties of Officers

##### 1. Past President

- To assist the new President in the operation of the AMBA.
- To pass along his/her experience in the administration of the AMBA to the new Board members.
- To attend all Board meetings.
- And to chair meetings as required.

##### 2. President

- To attend and chair all meetings of the AMBA.
- To attend all functions, either social or business, in which the AMBA is involved.
- To establish committees, as required, to run the business of the AMBA.

- To set a positive image and be as visible as possible in the public.
- To coordinate the activities of the other members of the Board of Directors.
- To submit a written report to the AGM of the AMBA.
- To liaise with junior and high school athletic directors in providing a cooperative competitive program.
- To attend the provincial AGM (Basketball Nova Scotia) as a delegate.

### 3. Vice President

- To attend all meetings of the AMBA and assume the chair in the absence of the President.
- To become fully versed in the contents and the spirit of the Constitution and Operations Manual of the AMBA, to ensure adherence to the policy and procedures as determined by the membership to sponsor Notices of Motion to the AGM for amendments to the Constitution and Procedures Manual which have been enacted by the Board of Directors.
- To help arrange committees to do the work of AMBA.
- To chair committees as required.
- To attend the AGM of Basketball Nova Scotia as a delegate.
- And to chair the nomination committee for the elections to the Board of Directors.

### 4. Secretary

- To attend and keep accurate minutes of all meetings of the AMBA.
- To notify all Board members of meetings of the AMBA.
- To distribute minutes of all meetings of the AMBA.

### 5. Director of Finance

- To maintain an accurate set of books so the financial position of the AMBA is available at all times.
- To handle all monies of the AMBA.
- To pay all bills and debts of the AMBA.
- To collect all monies owed to the AMBA; to liaise with all Directors in order to prepare the proposed budgets for the new year prior to the AGM.
- To submit a written financial statement and proposed budget at the AGM.

## 4.0 Duties of Directors/Coordinators

### 4.01 Director of Coaching and Player Development

- To oversee the recruitment of coaches and assistant coaches for each association team ensuring Vulnerable Sector checks and Child Abuse checks are completed every two years.
- To maintain the updated listing of active coaches.
- To attempt to secure commitments from coaches for the following year.
- To recruit team coaches for each competitive division within the AMBA for which provincial tournaments is applicable.

- To ensure all provincial teams are selected in accordance with AMBA policies.
- To prepare and distribute a package of responsibilities and duties for coaches along with hosting a mandatory coaches meeting. Some topics to be covered include details around parents' meetings, code of conduct, dressing room policy, having a team manager and why, booking schools for games and tournaments, ordering branded clothing, picking up equipment from the Equipment manager, managing complaints.
- To assist coaches in planning practices as required and/or directing them to senior coaches who can assist.
- Coordinate/share coaching clinics throughout the season.
- To work as a mediator between the Scheduler and Coaches to book gym times in the fall.
- To be the coaches go to throughout the year to direct questions and assistance.

#### 4.02 Director of Registration

- To study and know the registration processes of AMBA and BNS.
- To coordinate the revision and preparation of the registration forms for AMBA
- To plan the registration process for September each year.
- To maintain a complete registration list.
- To maintain an email distribution list of all players registered with AMBA.
- To liaise with the Director of Coaches to ensure that applicable registration guidelines with BNS are adhered to.

#### 4.03 Director of Scheduling

- The role of Scheduler is to be the communicator between local schools and the AMBA Board.
- The Scheduler would be responsible for completing Facility Use Permits with local schools to secure gym times for our coaches. Generally, try to get as many gym times as possible from schools to allow some flexibility for the coaches.
- Once gym times are secured with schools, the Scheduler will keep in contact with coaches and AMBA Coaching director so that we can try to accommodate coaches' requests for gym times. The goal is to secure two gym times per team for the playing season.
- Any additional gym time needed for games and tournaments is to be completed and booked by the coach with the Scheduler being available to assist with the process.
- The Scheduler is an important part of what AMBA is. The Scheduler is to attend meetings, help with other AMBA committees to secure gym times such as U12 and U10 Jamboree's, and the AMBA Spring League.
- To maintain the gymnasium usage reporting system.
- To arrange division tournament sites and schedules.

- to prepare tournament sites and schedules.
- to prepare tournament information and to distribute it to Division Coordinators and Officials Coordinator.

#### 4.04 Equipment Coordinator

- To review existing equipment inventory and determine its suitability.
- To liaise with various Directors regarding the requirements for whistles, balls, clocks, scoreboards and player uniforms.
- To arrange the repair of existing equipment.
- To arrange the purchase of new equipment.
- To arrange the distribution of all equipment, including the player uniforms.

#### 4.05 Subcommittee Chairpersons

- Subcommittees to be determined by the Board as the need arises.
- Each subcommittee will have a chair who reports to the Board.
- Duties of subcommittee members will be determined by the Board dependent on the required task.

### 5.0 Amending Procedures

- 5.01 Amendments to the Operational Manual may be submitted by any member of the AMBA, either through a Notice of Motion, or from the floor at any Annual General or Special Meeting.
- 5.02 Amendments may be passed by a majority of the accredited votes present at the Annual General or Special Meeting.
- 5.03 From time to time, throughout the year, the Board of Directors may decide that amendments to the Operational Manual are necessitated, either by new developments not covered by the manual or by sections of the manual which do not function adequately. In such cases, the Board may amend the Operational Manual, effective until the next AGM, at which time the amendments will come up for ratification by the membership. Should it fail to pass, it will immediately cease to be in effect – at least until the next AGM when it may, if desired, be reintroduced through the proper channels.
- 5.04 Notification of all amendments to the Operational Manual passed during the AGM or at any Board of Directors meeting must be circulated to the membership as part of the next newsletter and/or on the website.

### 6.0 Sport Accident Insurance

#### 6.01 Coverage and Benefits

Coverage is for the entire season, covering all players, coaches, officials and administrators. This includes all games, practices, and team travel. Benefits shall be as per the policy in effect at the time through BNS.

## 7.0 Registration

- 7.01 The membership fee shall be determined by the General Membership at the AGM. The fee covers the cost of registration with BNS (inclusive of insurance), provincial tournament registration (where applicable), uniform, gym rental, etc. Additional fundraising may be required for some teams depending on the goals of the team.
- 7.02 Registration shall be available online beginning in early September with staggered deadlines by age group.
- 7.03 Late registration may be accepted at any time dependent on the availability of positions on the team. In the event that there are insufficient numbers on a team and recruitment is unsuccessful a full refund will be issued.
- 7.04 Refunds for all other reasons will be provided minus \$30 (\$25 for BNS registration and \$5 for AMBA). No refunds will be issued after December 1<sup>st</sup> unless approved by the Board.

## 8.0 Player Selection

- 8.01 Player selection will be completed in accordance with the following player selection policy.

U10 and U12 will have two scheduled nights for each boys and girls skill balancing practices. These practices will be operated by coaches or AMBA members. A two to four AMBA member panel will monitor and build balanced teams from these initial practice session.

U12 AMBA league players will have an opportunity in January to tryout for a Basketball Nova Scotia (BNS) provincial team. One boy's and one girl's team will be selected through a minimum two maximum three tryouts. A head coach, assistant and at least one AMBA member will select the 10-12 players.

U14 will have multiple teams with tiered ranking based on making the first team selection then the next until all players are placed on a team. Bantam teams will have at least three tryouts and no more than four. The number of tryouts will be determined by the number of players attending the tryouts. If eighteen or fewer players attend the initial tryout, two tryouts will be permitted. Tryout times and locations should be well advertised by sending notifications to all intermediate schools within the area of selection.

The goal of the first and second tryout is to reduce the number of players down to a workable size for final tryout. In the event the number of players exceeds the amount to form appropriately sized teams unsuccessful athletes will be refunded registration. Coaches should not attempt to select players until the last tryout, but rather focus on eliminating the players who will not make the team.

Evaluation should be based on skill level, maturity, coach ability, conduct, effort and the like. Players should make the "team" better and fit available positions for the greatest benefit of the "team".

## 9.0 Attendance

The Board may, by special resolution, by virtue of two absences from meetings of the Board of Directors remove any Director before the expiration of his/her/their term and appoint another person in his/her/their place. The person so appointed shall hold office during such time only as the Director, in whose place he/she/they is/are appointed, would have held office if he/she/they had not been removed.

#### 10.0 Code of Conduct

It is the expectation of AMBA that all parents/guardians and athletes sign the AMBA Code of Conduct form before their athletes are permitted to participate on a team. See Appendix A for the Code of Conduct.

#### 11.0 Virtual Broadcasting of Games

In the event of circumstances where health or other restrictions prevents a live audience at games, the documents in Appendix B represent AMBA's policy and expectations around live-streaming games. These documents include "Livestreaming Sporting Events," "Athlete Consent Form For Livestreaming of Amherst Minor Basketball Events," "Non-Athlete Consent Form For the Livestreaming of Amherst Minor Basketball Events," and "Opposing Team Consent For Livestreaming of Amherst Minor Basketball Events."

Appendix A  
AMBA  
Code of Conduct

**Players**

- Learn, follow and play by the rules of the game.
- Be humble and generous in victory and proud and courteous in defeat.
- Never argue with a sports official. If you disagree, have your captain, coach or manager positively approach the official.
- Control your temper at all times. Verbal abuse of officials and verbalizing other players, deliberately distracting or provoking an opponent are not acceptable behaviors in any sport.
- Show up to practices and games on time and prepared to work hard.
- Be a good sport. Applaud all skillful plays no matter who makes them.
- Cooperate with your coach, team-mates, opponents and officials.
- Participate for your own enjoyment and benefit, not just to please parents, coaches and teachers.
- Respect the rights of all participants regardless of their gender, ability, sexual orientation, cultural background or religion.
- I also agree that if I fail to abide by the above code of conduct, I will be subject 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

**Parents, family and guests**

- Always remember that kids participate in sport for their enjoyment, not yours.
- Always encourage kids to play according to the rules following the code of conduct.
- Remember that kids learn best by watching great role models.
- Reinforce the stance on removing verbal and physical abuse from kid's sports.
- Always respect the official's decisions and teach kids to do likewise.
- Always show appreciation for volunteer sports coaches, officials and club administrators.
- Respect the rights of all participants regardless of their gender, ability, sexual orientation, cultural background or religion.
- I also agree, that if I fail to abide by the parent/spectator code of conduct, I will be subject to disciplinary action that could include, but is not limited to the following:
  - warning by the Coach and/or Club
  - asked not to attend games and/or practices
  - player suspension

## Coaches

- Always remember that kids participate for pleasure, enjoyment and winning is only part of the fun.
- Never use negative ridicule or yell at children for making a mistake or not winning.
- Be considerate and reasonable in your demands on kid's time, energy and enthusiasm. Kids sports are only one part of their busy lives.
- Ensure that sporting equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved within the sport. This includes opponents, coaches, officials, administrators, the media, parents and other spectators. Encourage players to do the same, be a great role model.
- Respect the rights of all participants regardless of their gender, ability, sexual orientation, cultural background or religion.
- I understand that if I violate this Code of Conduct, I may receive a warning from the Club, suspension, or be dismissed of all club related and coaching privileges.

Parent Signature(s) \_\_\_\_\_  
\_\_\_\_\_

Player Signature \_\_\_\_\_



## Appendix B

### **LIVESTREAMING SPORTING EVENTS**

The Amherst Minor Basketball Association has authorized the use of the Amherst Minor Basketball (or designated) Facebook page for the purpose of livestreaming basketball games. AMBA will allow the livestreaming of games to take place if the parent/guardian has signed the Athlete Consent Form for Livestreaming of Amherst Minor Basketball Events.

An AMBA sanctioned sporting event can be livestreamed as long as the following conditions are met:

- Parents/guardians of ALL participating athletes have signed the Athlete Consent Form for Livestreaming of Amherst Minor Basketball Events.
- The coach of the opposing team has signed a consent indicating he/she/they have obtained the consent from the parents/guardians of athletes on the team.
- All coaches, managers, referees and minor officials must sign the Non-Athlete Consent Form for Livestreaming of Amherst Minor Basketball Events.
- If a parent/guardian did not sign the consent, the game cannot be livestreamed.
- In the event that the AMBA Facebook page is unavailable for livestreaming, e.g., a conflicting event, the coach or manager may livestream the event from their Facebook account.

# **ATHLETE CONSENT FORM FOR LIVESTREAMING OF AMHERST MINOR BASKETBALL EVENTS**

In an effort to enable parents/guardians to watch the games and share in the experience of their student's athletic activities and achievements, Amherst Minor Basketball will be livestreaming games during the 2021 season.

It is the policy of Amherst Minor Basketball to protect the safety and privacy of our student athletes. In order to protect the safety and privacy of our athletes we must have the consent of the parents or guardians to livestream basketball games through our (or designated) Facebook account.

I understand that by signing this consent form that Amherst Minor Basketball Association has asked my permission to include my child's personal information in the manner noted above.

**Please check the appropriate box:**    ☐ Yes                      ☐ No

I, \_\_\_\_\_  
Print name of parent/guardian

of \_\_\_\_\_ Address \_\_\_\_\_

do hereby give consent to Amherst Minor Basketball Association to livestream my child's basketball games.

**Consent will remain in effect until revoked, in writing, by parent/guardian.**

\_\_\_\_\_

Print Name of Student                      Signature of Parent/Guardian

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Date \_\_\_\_\_

## NON-ATHLETE CONSENT FORM FOR THE LIVESTREAMING OF AMHERST MINOR BASKETBALL EVENTS

At this time, to ensure the safety and well-being of all involved as we continue to work together to prevent the spread of COVID-19 in our sporting communities, there are no spectators/ members of the public (including parents/guardians) permitted inside school buildings to attend Amherst Minor Basketball events within Chignecto Central Regional Centre of Education.

In an effort to enable parents/guardians to watch the games and share in the experience of their student's athletic activities and achievements, Amherst Minor Basketball will be livestreaming games during the 2021 season.

***Please complete the following:***

In my role as \_\_\_\_\_ [e.g., coach, referee, timekeeper], I understand that school sports games/matches will be recorded on video and my participation in such matches may be included in the video. The video will be streamed or disseminated through the club's Facebook account or the coach/manager's Facebook page in the event of a conflict.

Yes, I **consent** to the publishing and release of my personal identifying information as noted above.

No, I **do not consent** to the publishing and release of my personal identifying information as noted above.

**Name:**

**Signature:**

**Date**

**OPPOSING TEAM CONSENT FOR LIVESTREAMING OF AMHERST MINOR BASKETBALL EVENTS**

I, \_\_\_\_\_ of \_\_\_\_\_

Coach's/Manager's Name Basketball  
Association/Team Name

confirm that I have received the permission of each athlete's parent/guardian to allow their child's image to appear in a livestream of this game. I understand that if even one parent/guardian has not provided consent, livestreaming of this event will not take place.

\_\_\_\_\_  
Coach/Manager Signature

\_\_\_\_\_  
Date