

## St. Albert Youth Basketball League (SAYBL) Policies

### 1. Mission Statement

SAYBL’s mission is to provide St. Albert youth with a safe and equal opportunity environment to realize their full basketball potential with an emphasis on good sportsmanship and camaraderie.

### 2. Philosophy

SAYBL is dedicated to providing families with an affordable, community-centred, fun activity, and provides youth with a basketball program in which they can improve their skills and have fun in a non-competitive environment. Each player has the right to equal court time, regardless of skill level or experience, as game experience is the best way to improve your skills.

### 3. League Structure

SAYBL is comprised of three main bodies: 1) the Board of Directors; 2) Volunteers and Staff; and 3) General Members. Each of these three main bodies is further subdivided as described in the following table.

| <b>Board of Directors</b> | <b>Volunteers and Staff</b>   | <b>General members</b>             |
|---------------------------|-------------------------------|------------------------------------|
| President                 | Referee Coordinators          | Parents (includes legal guardians) |
| Vice-president            | Coaches and Assistant Coaches | Players                            |
| Treasurer                 | Team Managers                 |                                    |
| Secretary                 | Officials                     |                                    |
| Directors                 |                               |                                    |

The names of current members of the board can be found on the website.

### 4. Roles and Responsibilities

Each member within each league body has a different set of responsibilities that keep the league working in perfect order. With these responsibilities comes an expectation that each member will act with integrity and in accordance with our Codes of Conduct. All members are responsible for respecting school property and the guidelines given by the City outlining the rules for school use.

#### 4.1. Board of Directors

The Board of Directors acts as the governing body for SAYBL to ensure that the business and affairs are conducted in accordance with the League Policies outlined in this document.

The Board of Directors meets on an as-needed basis at least once every three months, but also once each September for the AGM (Annual General Meeting).

- Responsibilities
  - Coordinate with our electronic registration program to maintain membership records
  - Ensure the safety of our members through supervision and training of volunteers in clinics and orientation
  - The creation of teams, assignment of coaching positions, and creation of the practice and game schedule at the beginning of the season

- The booking of gyms through the City of St. Albert and the rescheduling of league events as required by booking changes
  - Communicate with security companies about the status of gym openings
  - Communicate game and practice schedule and any changes to the General Members
  - The formation and maintenance of policies and procedures with respect to the League's administration
  - Foster relationships with and coordinate the placement of sponsors on teams
  - The investigation of all questions and complaints brought to their attention by Members of the League, the General Public, and the City of St. Albert
  - Disciplinary action as needed in accordance with the policies outlined in Section 10
  - Restrictions
    - Board Members must provide a Vulnerable Sector Check through the Edmonton Police Service or the Royal Canadian Mounted Police at the beginning of each season.
    - Must be at least 18 years of age
- 4.1.1. President
- Calls and presides over board meetings and the annual general meeting
- 4.1.2. Vice-president
- Presides over meetings in the absence of the President
- 4.1.3. Treasurer
- Reports budget and spending to the Board
  - Accepts payment from General Members, deposits cheques, cash and other payments into the League bank account
  - Arranges financial assistance for families in need with signatures from the President and Vice-President
- 4.1.4. Secretary
- Records and distributes meeting minutes
  - Maintains a log of motions and action items

#### 4.2. Volunteers and Staff

Volunteers and Staff are integral to the operation of SAYBL, and are considered members of the society with voting privileges in general meetings. It is imperative that each member within this group acts according to our policies to ensure consistency between teams and between games for each player in our league.

- 4.2.1. Referee Coordinator(s)
- Responsibilities
    - Organizes the referee clinic to train new and experienced officials
    - Assigns Referees to the game schedule
    - Evaluates Referee performance
    - Handles grievances regarding officiating

- Acts as a subject matter expert to clarify FIBA rules and regulations as they pertain to SAYBL
- Updates rules according to FIBA in line with SAYBL interpretation
- Reports complaints or issues from Officials to the Board of Directors in a timely fashion.
- Restrictions
  - At least one Referee Coordinator must be familiar with FIBA rules and have experience as an official. In the event of a resignation the Board can vote to appoint another Referee Coordinator in the interim.
  - Referee Coordinators must be of at least 18 years of age

#### 4.2.2. Coaches (and Assistant Coaches)

The responsibilities of a Coach begin after teams are assigned, and end after the season ends. The responsibilities of a Coach are as follows, and may be delegated to the Assistant Coach as appropriate:

- Responsibilities
  - Ensure that Parents and Players are aware of practice/game location and time, and whether there have been any exclusions in the gym bookings, or changes of venue.
  - Plan and execute 1-hour practices once a week at the time and location assigned by the League. These practices should reasonably accommodate the skill level of all Players on the team, and be challenging, safe and fun.
  - Coach players during one 1.5-hour game per week. Coordinate substitutions, time outs, warm ups, and overall play during the game. Note that game lengths may change as the schedule requires.
  - Arrange for an appropriate substitute or communicate any practice cancellations to your team in a timely manner in the event of your absence. Game cancellations must be arranged by the Board of Directors.
  - Arrange for a Parent to watch the door for the first half (Home Team) or second half (Visiting Team) of the game. Be clear that the parent is not to delegate this task to someone under the age of 16, prop the door open, or otherwise leave it unattended. Arrange for a Parent to perform scorekeeping (when Home Team) or timekeeping (when Visiting Team) duties for all games.
  - Maintain an appropriate level of communication with the Board of Directors regarding situations of concern.
  - Be a resource for your Players – help them each improve their level of play, regardless of their experience in the sport.
  - Always be encouraging to your Players.
  - Teach your Players good sportsmanship.
  - Encourage your Players to respect the Officials by accepting their judgement during games and recognising that they have the Players' best interest at heart.
  - Encourage your Players to be inclusive with their fellow teammates.
  - Take the time to answer Parent questions.

- Restrictions
  - Coaches and Assistant Coaches must provide a Vulnerable Sector Check through the Edmonton Police Service or the Royal Canadian Mounted Police to the Board of Directors before the first practice of each season.
  - Must be at least 18 years of age to be a Head Coach and 16 years of age to be an Assistant Coach. Younger individuals may volunteer to be part of the coaching team under the mentorship and direction of the Head/ Assistant Coach but are not permitted to run the practice alone.
  - Coaches are limited to 1 team (as Head or Assistant Coach) unless approved by the Board of Directors. Coaches with more than one team cannot be guaranteed back-to-back games or practices.
  - The Board of Directors reserves the right to deny Coach pairing requests that may interfere with team parity.
  - Coaches may not request Players other than their legal dependants and also may not request gyms in which to practice.
  - Coaches must indicate two nights that are suitable for practice at the beginning of the season.

#### 4.2.3. Officials

The responsibilities of Officials begin at the Referee Clinic and end on the completion of the Jamboree. Game responsibilities begin 10 minutes before the warm-up begins (assigned game time) and end upon the signing of the score sheet. The responsibilities of an Official on and off the court are as follows:

- Responsibilities
  - Attend a mandatory training clinic at the beginning of each season, regardless of your level of experience.
  - Communicate availability to the Referee Coordinator within a specified deadline.
  - Be aware of the timing of all your games.
  - Arrive at the gym, fully prepared to officiate your games, no later than 15 minutes before the start time of your scheduled game.
  - Be encouraging of all Players, taking the time to explain calls where appropriate.
  - Maintain control of the game, making it clear that unsportsmanlike behaviour will not be tolerated.
  - Report any game issues to the Referee Coordinator in a timely manner.
  - Prior to the start of the game, remind the Coaches that they should have volunteers present for door duty, scorekeeping, and timekeeping.
- Restrictions
  - Must be at least 14 years of age, exceptions may be possible through a vote of the Board of Directors

### 4.3. General Members

#### 4.3.1. Membership

Parents and Players become General Members of SAYBL upon completion of their registration. General Membership in the league ends on November 1<sup>st</sup> of the following season if Player registration is not renewed.

#### 4.3.2. Players

The League exists for the Players, but each Player is responsible for doing their best, attending every practice and game that they can, and treating others with respect during the season. Responsibilities as a Player begin upon registration, and end after the Jamboree.

#### 4.3.3. Parents

Since Players in this league are all minors, their Parents (or legal guardians) bear the responsibility of dropping them off and picking them up from practices and games on time, as well as being positive role models at games. Parents are required to volunteer for duties such as timekeeping, scorekeeping, or door monitoring. With respect to SAYBL, the responsibilities as a Parent begin upon registration of dependants in the League and ends after the Jamboree. Parents are also responsible for any guests they bring to games and/or practices, and encouraging them to be positive role models. Any siblings or other children must be supervised by an adult at all times and must not be allowed to wander the halls.

## 5. Meetings

The Board of Directors will meet on an as-needed basis as called by the President at least once every three months. In addition to these periodic meetings, an Annual General Meeting (AGM) will be held each year in September.

### 5.1. Conduct of meetings

Minutes from all board meetings are available to members by request. These minutes include a record of those members present, motions considered and their disposition, and actions required and by whom.

All motions proposed need to be seconded in order to carry forward to a vote. The chair of the meeting reserves the right to call a motion "out-of-order," for which the reason is recorded in the minutes. The member proposing a motion holds the right to open and close the debate on the issue; however, each member wishing to participate in the discussion has the right, and will be given the opportunity, to do so before the issue is closed. A majority vote will carry any motion being considered, so long as a quorum of 50% +1 of the Board is present.

## 6. Registration

### 6.1. Registration dates and fees

Registration opens June 1st and closes October 31<sup>st</sup> at 11:59pm. Early registration rates apply June 1<sup>st</sup> through September 30<sup>th</sup>, and late registration rates apply from October 1<sup>st</sup> through 31<sup>st</sup>. Registrations after October 31<sup>st</sup> will not be accepted. Families with three or more children registered to play in the league are eligible for family pricing, as listed below:

|                          | Number of Children playing |           |           |
|--------------------------|----------------------------|-----------|-----------|
|                          | 1 or 2                     | 3         | 4         |
| Before<br><b>Oct 1st</b> | \$100 ea.                  | \$90 ea.  | \$85 ea.  |
| After<br><b>Oct 1st</b>  | \$115 ea.                  | \$105 ea. | \$100 ea. |

Payment to the League will be completed at the time of registration except with the permission of the Treasurer.

Reimbursement of registration fees minus a \$10 administrative fee per player can be made if the player is withdrawn before the date of the first practice, after which the administrative fee will increase to \$30 to cover the cost of online registration and the purchase of the jersey.

### 6.2. Special Requests

Special requests will be dealt with by the Board of Directors on a case-by-case basis, provided there is a clear demonstration of need. However, to maintain the efficiency of the League operation, requests for Players to join certain teams with their friend(s) or a particular coach, switch teams during the year, practice at certain gyms, or to play in alternate Divisions, will not be considered. We will automatically look to put siblings of the same gender and Division on the same team, provided this is identified during registration.

Special requests after teams are made will only be granted in cases of administrative error or extreme circumstances outside of the Player or Parent's control.

### 6.3. Divisions and Age of Play

| Division of Play | School Grade |
|------------------|--------------|
| Division 1       | 3 - 4        |
| Division 2       | 5 - 7        |
| Division 3       | 8 - 10       |

We reserve the right to combine divisions in the event of low enrollment

## 7. The Basketball Season and Scheduling

The basketball season begins in October and runs until March (dates vary each season; practice and game details will be communicated by email). Each team has one 60-minute weeknight practice and one 90-minute game on Saturday. Practices will be on the same weeknight, same time and same gym each week, with the exception of gym cancellations that are beyond the control of the League. Saturday games may be shortened as needed and weeknight games may be scheduled in the event of a cancellation.

Our team management system has a free app to help Parents and Players track schedules and any changes or cancellations.

## 8. Incident Reports

### 8.1. Personal injury

Each coach bag is equipped with a first aid kit. In the event of a minor injury (a scrape, cut, etc.), coaches are asked to report it in their incident log (located in coach binder). In the event of an injury during a practice or game requiring medical attention, coaches are required inform the Parents and send an email to the Board of Directors describing the event and the injury.

### 8.2. Damage to School property

Damage to school property noticed by any Member must be reported to the Board of Directors immediately, regardless of whether the act damaging the property was witnessed. The Board of Directors will investigate the damages, take appropriate disciplinary action if required and report all findings to the City of St. Albert.

## 9. Disciplinary protocols

In the event that a breach of the Code of Conduct has occurred, reports should be directed to a Board Member or the Referee Coordinator, who will bring the issue up with the Board of Directors. Written accounts are preferred, since the detail of these can be better preserved; however, verbal reports will be investigated as well. If you witness an incident that you wish to report, please write down as many details as you can remember (date, time, other witnesses, etc.) and email them to [info.SAYBL@gmail.com](mailto:info.SAYBL@gmail.com) or tell a Board Member directly. All complaints will be investigated, and you will be advised upon the completion of the investigation in a timely manner. If the complaint is of a criminal nature, league officials are obligated to inform the police and suspend the member in question until their investigation is complete.

An incident investigation involves a verbal discussion with all parties involved to determine whether a breach of the Code of Conduct occurred, followed by a board discussion to determine the level of disciplinary action required. Disciplinary procedures are as follows:

1. A verbal warning is given on the first offence, including an explanation of which section of the Code of Conduct was violated and what disciplinary action will follow if the behaviour does not stop. After speaking with the individual, the Board Member involved writes an email summarizing the interaction to the rest of the Board for their records.
2. Upon a second offence, assuming that the incident occurred after the verbal warning, the individual in question will receive a written reprimand detailing the known history of

offences and interventions and a clear indication of disciplinary action that will follow. Disciplinary actions include but are not limited to: restitution in the form of an apology to those affected, benching (in cases of Player misconduct) or suspension from all League events either for a set period of time or indefinitely until the issue is resolved. In severe cases or multiple offences, resignation may be requested (in cases of Coach or Referee misconduct) or outright dismissal/ removal from the league (in cases of Player, Parent or spectator misconduct).

**Notes on Disciplinary Action:**

If a Parent is suspended or removed from membership, their child(ren) should not be penalized as well. It is still their responsibility to ensure that their child(ren) make it to as many practices and games as they can. If a Player is removed from the league as a disciplinary measure, no fee reimbursement will be issued.

If the incident(s) in question are severe in nature or if it puts other Members at risk, the Board reserves the right to move straight to disciplinary action without a verbal warning beforehand.