



# SMBA

# COACHES

# HANDBOOK

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2023/2024

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# SMBA



## WELCOME MESSAGE

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On behalf of the Board of SMBA, and all the players, we thank you for volunteering to be the coach for your team this season. Volunteers like you are the reason we are able to ensure that we are able to deliver a quality program to the many families that make up the Sackville Minor Basketball Association. Coaches, without you, none of this is possible! Thank you for the time and dedication you put into each season.



SMBA President

Whether you have coached before or are new to coaching, we hope this handbook will provide you with helpful information to assist you during the season. This handbook will also provide important information regarding expectations from coaches to optimize the experience for all players, and also regarding policies, principles and procedures adopted by SMBA, the Metro Basketball Association (MBA) and Basketball Nova Scotia (BNS) that coaches need to be aware of and follow. Please visit the SMBA website at [www.sackvillestorm.com](http://www.sackvillestorm.com) for most current version of this handbook.

SMBA is dedicated to the support and development of our team staff and their players. We want to ensure you have a rewarding experience in your role as Team Coach. As the season progresses, communication will be important. Please contact us if you have any questions at any time. If we do not know the answers, we will find them for you.

Thank you again for choosing to volunteer with SMBA. We look forward to working with you. Have a wonderful season!

# SUCCESSFUL COACHING

Contrary to what people might believe, a consistently successful athletic program does not just depend upon the skills of its good athletes, and successful programs are not always composed of superior players. Although skilled players are certainly a key factor to success, it is evident that there are common traits shared by coaches who oversee successful programs. These traits are:

## 1 Knowledge Seeker

Everyone would agree that good coaches are knowledgeable in their sport. However, great coaches will continue to pursue additional insights. They often continue to improve their sport-specific knowledge by reading, observing, attending clinics, holding clinics, and in general, exposing themselves to a variety of new ideas. A coach who thinks he or she has nothing more to learn will generally not help the program to grow.

## 2 Good Organizational Skills

Organizational skills are also an important coaching trait. An effective coach will have practice plans for the day, the week, the year, and beyond. Details regarding equipment, schedules, transportation, and other seemingly ordinary concerns are also the domain of the coach in a smooth-running organization. Players find it frustrating when a coach is unprepared to meet unexpected contingencies. Good coaches prepare for everything.

## 3 Hard Working

Having a strong work ethic is a quality that cannot be overemphasized. Coaches must be willing to put forth as much time and effort as they demand from their players. Being prepared to "outwork" opponents by putting in additional time will pay off for a team. Being persistent and tough minded, a quality called the "bulldog" attitude, is also part of a solid work ethic. A coach who possesses this quality will never give in to failure, and can serve as an inspiration to his or her players. The players believe they can trust their coach to help them to "find a way" to succeed.

## 4 Good Communicator

The ability to communicate effectively with the coaching staff, players, parents, and fans is also a trait that most successful coaches possess. They need to let others know what is expected of them and how they can accomplish their goals. The successful coach also needs to communicate and generate support for his or her program. The ability to communicate intangible qualities, such as a positive attitude, enthusiasm, concern, and humour are all keys to success. Enthusiasm is contagious and can rub off on players, coaches, and fans. A team is a reflection of the coach and you can't afford to lose the spark that keeps things moving.



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## Approachable and Caring

Showing players that the coach has a human side is also a good idea. A coach should find time to laugh with the players and show them that they have a sense of humour. Being too serious can kill players' enthusiasm for a game. We all know of potentially good athletes who get burned out too early because coaches forgot that sports should be enjoyable. We need to show that we care about our players as people and not just as athletes. It is good to acknowledge our human qualities, to show that we can make mistakes, but we learn to bounce back and overcome them. Players need to believe they can also overcome a bad play or a bad day, and they will, if the coach is willing to demonstrate the same quality.

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## Honest & Fair

The last and most important trait for a coach to possess is integrity, which is comprised of several components. Loyalty is critically important. As coaches we are part of a big family, and we must stick together, especially in public. Problems and concerns that exist among a coaching staff should remain behind closed doors. We owe our players this same loyalty if we want their respect. Being honest and fair are also components of integrity. Coaches should be up-front and honest with their players. Players should know their role, and where they stand with the coach and the program. Players might not always like what they hear, but they and the program will benefit in the long run if expectations are spelled out early. The most important commodity the coach possesses is their reputation. Coaches should not comment on an opponent's calls, ethics, or coaching ability unless it is in a complimentary manner. This goes beyond loyalty and is an integral part of a coach's philosophy.

Overall, it is the coach who sets the tone and leads by example for their players. It is how the coach lives and what they stand for that players will remember in the future. An athlete may not remember a certain play or call, but they will remember how the coach handled it. All young people need positive role models, and coaches are often placed in a position to lead by example. It is a significant and rewarding opportunity.



# MBA GAME SCHEDULE



All dates of play are now listed on the MBA website (<https://mbans.ca/content/Dates-of-Play>) and your team's specific games will be uploaded automatically to your team on RAMP once scheduled by the league.

## Season Kickoff Dates

- U10/U12: October 28, 2023
- U14: October 29, 2023
- U16/U18: November 12, 2023



## Game Schedules

All league games are scheduled by the Metro Basketball Association (MBA) and can be located at any gym within HRM. To find your schedule, go to [MBA](#) and click on the appropriate age group.



# GYM POLICIES

All coaches are expected to make their players and parents aware of these guidelines. Failure to comply with the policies below may result in forfeiture of future gym rentals.



## Respect for Facilities

- No food permitted in gyms. Players to bring pre-filled water bottles.
- Entry to school permitted 10 minutes prior to scheduled time.
- Doors must remain locked after entry to the gym. Coaches may need to ask a parent or helper to monitor the door for latecomers but at no time can the door be propped open.
- Participants are not permitted anywhere in the school except for the gymnasium and one washroom. Follow direction of staff.



## Rule of Two

There must always be 2 persons in authority in the presence of athlete(s) at all times. The goal of the Rule of 2 is to ensure all interactions are open and appropriate. For more information, see <https://www.basketballnovascotia.ca/about-us/governance/rule-of-two-policy/>.



## Cancellations

In poor weather, if schools are cancelled, practices are automatically cancelled as the gyms will be closed. As the Head Coach, it is at your discretion to cancel practices due to poor weather when schools are not cancelled. Please let your players and parents know as soon as possible to avoid any confusion with players showing up for a cancelled practice.

**If you have questions or issues with gym facilities please reach out to our Facilities Coordinator: Tabatha Dale at [facilities@sackvillestorm.com](mailto:facilities@sackvillestorm.com)**

# MBA RULES & POLICIES



## MBA Rules of the Game

MBA Rules of the game can be found here - [MBA Rules](#) and [MBA FAQs](#). You are encouraged to read the document as there are age-specific rules you need to be aware of.



## Forfeiting Games

Your team must attend all scheduled league games. If you do not, SMBA could face fines or suspensions from MBA. This is from MBA By-Law 7. Should you need to miss or reschedule a game due to valid reasons, you must inform the league with at least 3 weeks notice and receive league approval to miss the game. For more information click here - [MBA By-Laws](#)

## Inclement Weather

As stated in the FAQ section on the MBA website, "Generally, the league will not cancel games due to bad weather unless in very severe weather. If a storm does cause cancellation, then the League Manager for the Association will make that decision along with the President of the league, post to the website starting at 6:30 am, e-mail all contacts in the MBA by e-mail and inform the club presidents who have will also have the responsibility for contacting all coaches in their clubs to make sure they received the message." (click [here](#) for more information)



# TEAM STRUCTURE



## Team Staff

Each team is required to have a Head Coach and at least one Assistant Coach. Each team should also have a Team Manager. All staff have to be registered and vetted. You can not invite someone to help at a practice or game if they are not registered.



## Junior Coaches

Junior Coaches may be assigned to your team roster by the SMBA Coaches Coordinator. It is the responsibility of the Head Coach to ensure the Junior Coach is provided opportunities to participate in the functions of the team practices, etc. Head Coaches are encouraged to respectfully and mindfully provide ongoing feedback and leadership to Junior Coaches assigned to their team in a positive learning environment.

## Team Meeting

It is recommended Head Coaches schedule your own team meeting with parents early in the season. Team meetings provide parents, coaches and managers with an opportunity to meet one another. Head Coaches typically lead this meeting. You will find a Team Meeting Agenda Template as Appendix A should you choose to use it.



# TRAINING REQUIREMENTS



As of the 2023/2024 season, SMBA has updated its training and educational requirements. All Head and Assistant Coaches must complete the training as outlined below in order to be eligible to coach.

## SMBA Requirements

1. **NCCP Safe Sport** (free 90 minute online module - <https://coach.ca/safe-sport-training>)
2. **NCCP Emergency Action Plan** (free 15 minute online module - <https://coach.ca/nccp-emergency-action-plan>).
3. **NCCP Understanding the Rule of Two** (free 20 minute online module - <https://coach.ca/understanding-rule-two>)
4. **NCCP Mental Health in Sport** (free 45 minute online module - <https://coach.ca/mental-health-sport>)
5. All coaches of female SMBA teams must complete **“Keeping Girls In Sport”** (90 minute online module). Please reach out to our Coaches Coordinator to obtain the pre-paid access code to register: <https://canadabasketball-kgis.respectgroupinc.com>. Please email your certificate of completion for this course only to [coachescoordinator@sackvillestorm.com](mailto:coachescoordinator@sackvillestorm.com).

## BNS Requirements

In addition, and as per BNS, all Head and Assistant Coaches must complete any one of the following three options:

- Intro to Coaching Course. SMBA will be scheduling this free in-gym session at the start of the season. You will receive an email once scheduled.
- Be either “In Training” or “Certified” in NCCP Learn to Train (email [bnsprovcoach@sportnovascotia.ca](mailto:bnsprovcoach@sportnovascotia.ca) for more details on how to register).
- Attend another introductory coaching course (vetted by BNS’s Technical Director).

# RECOMMENDED EDUCATION & TRAINING

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## SMBA Dedicated Elite Coach

Coaches have the opportunity to be recognized as an “SMBA Dedicated Elite Coach” if they choose to complete the additional (and optional) courses listed below. They will be presented with a certificate of recognition from SMBA and will be highlighted through our Coaches Recognition Program.

1. **NCCP Coach Initiation in Sport** (\$15, 45 minute online module - <http://coach.ca/nccp-coach-initiation-in-sport>)
2. **NCCP Making Ethical Decisions** (free 3.5 hour online module and in-group workshop - <https://coach.ca/nccp-make-ethical-decisions>)
3. **Commit to Kids for Coaches** - Canadian Centre for Child Protection (2.5 hour online module - <https://protectchildren.ca/en/get-involved/online-training/commit-to-kids-for-coaches/>). This course has a cost of \$12, but can be accessed for free if you sign up to become a Support4Sport VIP Coach. (<https://www.coachingns.com/community-coaches>)
4. **NCCP Learn To Train** - This course is typically only offered twice per year. If interested in this training, please contact your Coaches Coordinator as financial support may be available (2.5 day workshop - <https://coach.ca/learn-train>).

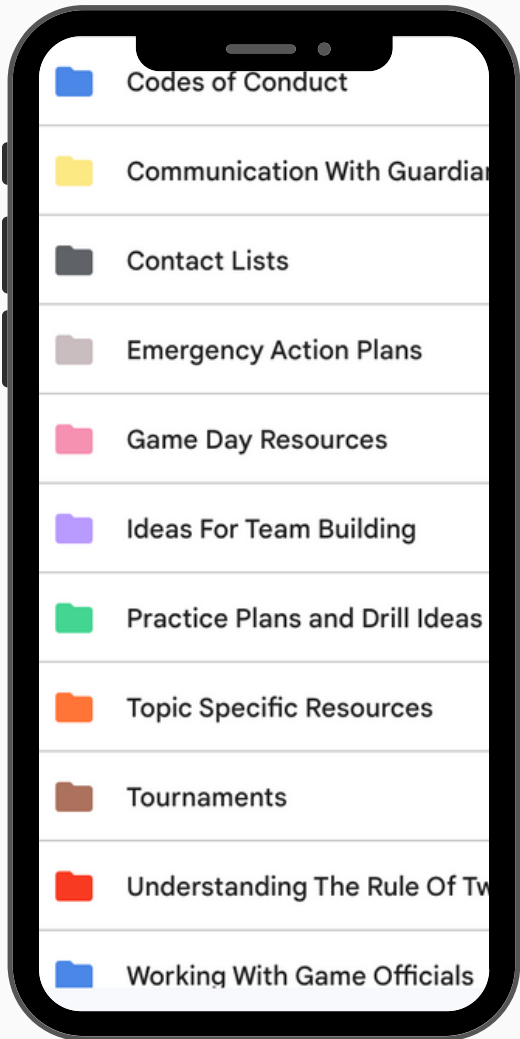
## Support4Sport VIP Coaching Program

All SMBA coaches also have the opportunity to complete the Support4Sport VIP Coaching Program, which has been created to recognize the contribution of coaches in communities across Nova Scotia. VIP is not a certification or requirement, but rather a proactive opportunity for coaches to continue to excel in ethical leadership. The VIP Coach Program is designed to raise the bar for what it means to be a coach in Nova Scotia and therefore coaches must meet a specific criterion.

To register: <https://www.coachingns.com/community-coaches>. When all criteria are met, you will receive an Under Armour Kit (\$300 value) for free, discounts at Cleves and on coaching educational opportunities.

*Note: Most of the required courses in the Support4Sport VIP Coaching Program are the same required in the SMBA Dedicated Elite Coach Program and so you can accomplish many of the requirements for both at the same time.*

# COACHING RESOURCES & SUPPORT



## Coaches Toolbox

All SMBA coaches will be sent an invitation to join a private Google shared folder called the “Coaches Toolbox”. This folder will provide you with a wealth of technical and non-technical knowledge to support you in your coaching role. The Coaches Toolbox is dynamic, with new resources being added as they are developed and become available. Check this folder regularly.

## Coaches Corner

SMBA has developed a communication platform for its coaches to be able to communicate more effectively with each other in order to be able to share experiences, problem solve challenging situations, share resources such as practice plans and educational opportunities, etc. Details will be emailed to you on how to join the ‘Coaches Corner’.

## Non-Technical Skills Support

Our Coaches Coordinator is responsible for ensuring that all coaches meet the education, training and background check requirements to become eligible to coach with SMBA. The Coaches Coordinator also organizes educational sessions such as Sports Nutrition, Injury Prevention, etc. and will keep you informed on workshop and course offerings. The Coaches Coordinator will be your main contact with any concerns you may have as a coach.

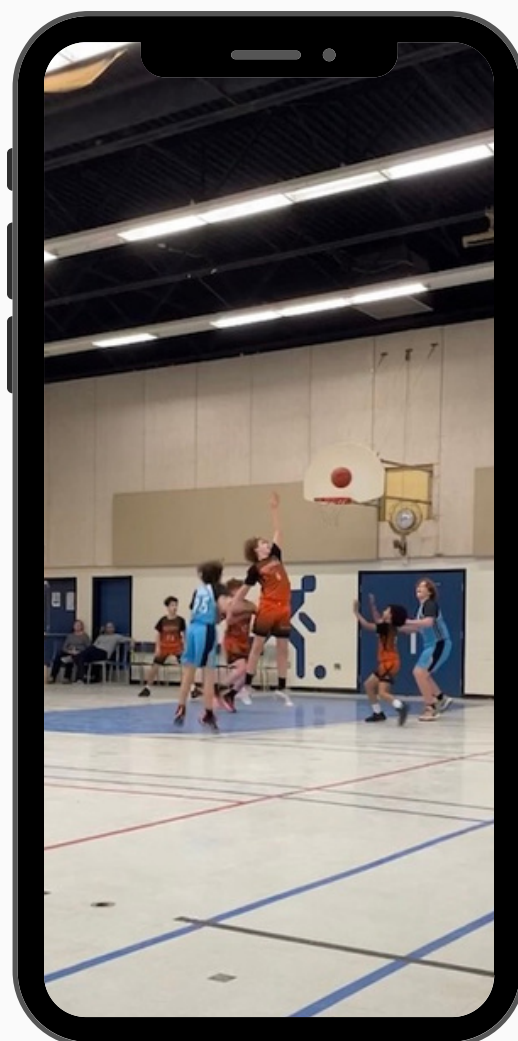
# COACHING RESOURCES & SUPPORT

## Technical Skills Support

Our Technical Coordinators are here to provide support in developing, implementing and supervising player and coach development initiatives, this involves establishing and offering technical learning opportunities for both players and coaches. These opportunities may include skills clinics, individual team development sessions, and/or guidance and mentorship for coaches across the spectrum of technical skill development. Technical Coordinators will communicate with you when technical skills development opportunities outside of SMBA become available.

At your request, our Technical Coordinators are available to assess your individual need. Should you like their support on how to assess player skills, and to provide ideas on how to implement and load drills, etc. please reach out.

If you are looking for new drill and/or practice plan ideas, our Technical Coordinators should be your main point of contact.



# COACHING EQUIPMENT



## Coaches Kit:

Head Coaches will receive a 'Coaches Kit' at the start of the season from the Equipment Manager. A pick-up date will be scheduled or alternatively, the Manager/Coach should contact the Equipment Manager to arrange a time for pick up. The team is responsible for the safekeeping of this equipment. Let the Equipment Manager know immediately if there are missing or damaged items. At the end of the year, all equipment must be returned in full and in good condition. The kit will include:

- 1 Duffle Gear Bag
- 1 Game Ball and Air Pump
- 2 Whistles
- 1 Coaches Clipboard
- 1 First Aid Kit (including 10 icepacks)
- 25 Disc Cones, 6 Pinnies



## Agility Training Kit:

SMBA also has one 'Agility Kit' that can be signed out by coaches for short-term loan (1-2 weeks depending on demand). You can sign out the entire kit or individual items. A booklet will be provided with the kit that outlines safety information as well as provides drill ideas incorporating the agility equipment. The kit includes:

- BlazePods (6) with bases and cone adaptors
- Battle Rope (covered, 1.5" diameter, 50 feet long)
- Plyometric Jumping Box (16", 18" and 20" heights)
- 6 Agility Hurdles
- Bosu Ball
- 4 Agility Ladders
- Kettle Bell Kit
- Skipping Ropes (6)
- 2 Floor Mats (Yoga-style mats)



## Score Clock:

SMBA also has an electronic game scoreclock that can be signed out by teams for use during exhibition games, if you are hosting a tournament, etc.



# INJURY & EMERGENCY ACTION PLANS



It is critical that every team has a plan in the event of an injury or other emergency. This plan should be discussed with the all team staff and parents.

## **Accident and Injury Report Form**

If a player is involved in an incident, team staff will need to complete the SMBA Accident and Injury Report Form. This form can be found in the 'Coaches Toolbox' (Google shared drive folder that you will be invited to) or you can request it from the SMBA Coaches Coordinator.

## **Returning to the Court After Injury**

Upon return from an injury the player cannot participate in any basketball activity without a note giving them approval to return to basketball from their attending doctor. This note must be given to the Team Manager to file with the Accident and Injury Report Form.

## **Concussions**

BNS Concussion Policy can be found at: [basketballnovascotia.ca/about-us/governance/concussion-protocol](http://basketballnovascotia.ca/about-us/governance/concussion-protocol). '[Making Head Way](#)' is the NCCP's free, online answer to the prevalence and ambiguity of concussion in sport.

## **Emergency Action Plan**

All coaches are required to complete NCCP Emergency Action Plan training. An emergency action plan should be created for each team, printed and kept in an easily accessible and logical place (e.g. First Aid Kit). An emergency action plan template can be found in the 'Coaches Toolbox' (Google shared drive folder that you will be invited to).



# CONFLICT MANAGEMENT

Players and parents are encouraged to deal directly with the Head Coach/Manager if there is a problem to be addressed. If the parent or guardian is not comfortable dealing directly within the team staff, they can contact the SMBA Coaches Coordinator and/or the SMBA President and we will do our best to positively resolve the situation. Problems need to be dealt with promptly and without bias to ensure the players have a positive season.

Use The **24-Hour Rule**: If a parent has something to say to a team official (that could be contentious) it will be communicated that they will have to wait 24 hours after the event or the game before discussing it. By this time, everyone will have a better perspective and a lot of arguments naturally are eliminated in the process.

Please see the “**How To Build Positive Relationships With Game Officials**” document in the ‘Coaches Toolbox’ (Google shared drive folder) for strategies to reduce conflict and to maintain positive interactions with Officials.



# COACH EVALUATION FORMS



## Gathering Feedback

New this season, coach evaluation forms will be distributed through a link to an online form to all parents/guardians mid-way through the season and then again at the end of the year. Completion of the surveys will be optional but highly encouraged. Information from the surveys is not meant to be a performance review, but rather an opportunity to share positive and constructive feedback with coaches to help them grow as a coach.



## Why Ask?

The responses to these questionnaires will assist SMBA with its ongoing evaluation of its basketball development program and the individual team program implemented by the you, our coaches. Feedback mid-year will help you as a coach validate what is working well and will provide ideas for adjustments to meet the needs of your team for the remainder of the season.

The responses provided to the questionnaires are held in strict confidence by SMBA.



# TOURNAMENT INFORMATION

Although it is not a requirement that you enter your team in any tournaments, it can be a great opportunity for team building and additional competition in a different type of setting. To find out more information about what tournaments are taking place and when, a few great resources include:

- Look in the “Tournaments” folder in the Coaches Toolbox (Google shared drive that you will be invited to) for a list of annual tournaments usually offered locally and around the Atlantic provinces.
- Join the “Basketball Camps, Leagues and Clinics in Halifax” facebook page. Clubs often post here when they are hosting upcoming events and tournaments.
- Visit the Basketball Nova Scotia webpage under the “Tournaments and Events” tab.
- Talk to other basketball coaches!



# WHO TO CONTACT

Knowing who to contact for various issues is important to ensure that your questions and needs are answered and responded to in a timely manner. Please refer to the information below to help guide you.

1

## Facilities

If you have questions or encounter issues with gym facilities please reach out to our Facilities Coordinator Tabatha Dale at [facilities@sackvillestorm.com](mailto:facilities@sackvillestorm.com)

2

## Equipment

If you need or have issues with equipment, please reach out to our Equipment Manager Chris Manchakowski at [equipment@sackvillestorm.com](mailto:equipment@sackvillestorm.com)

3

## Coach Development (Non-Technical)

If you have questions regarding non-technical coach development or have concerns as a coach please reach out to our Coaches Coordinator Jo-Anna Halfyard at [coachescoordinator@sackvillestorm.com](mailto:coachescoordinator@sackvillestorm.com)

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## Player and Coach Development (Technical)

If you have questions regarding technical player or coach development please reach out to our Technical Coordinators Tyrell Williams at [techcoordinator1@sackvillestorm.com](mailto:techcoordinator1@sackvillestorm.com) and Janice Teale at [techcoordinator2@sackvillestorm.com](mailto:techcoordinator2@sackvillestorm.com)

5

## Fundraising

If you have questions about fundraising please reach out to our Fundraising Coordinator Crystal Thibodeau at [fundraising@sackvillestorm.com](mailto:fundraising@sackvillestorm.com)



# FREQUENTLY ASKED QUESTIONS



## WHAT POLICIES ARE SMBA COACHES REQUIRED TO FOLLOW?

1. Rule of Two Policy <https://www.basketballnovascotia.ca/about-us/governance/rule-of-two-policy/>
2. Coach Screening Policy <https://www.basketballnovascotia.ca/about-us/governance/coach-screening-policy/>

## WHY WAS THERE AN INCREASE IN EDUCATION AND TRAINING REQUIREMENTS FOR COACHES FOR THE 2023/2024 SEASON?

To help bring SMBA to a place where its members can have the confidence that all of our coaches have the knowledge and tools that they need in order to provide a welcoming, safe, positive and developmentally appropriate environment for all of our players. Some of the new modules are also requirements as SMBA works towards becoming a verified club under the new Canada Basketball Verification Program. This program raises standards to guide all associations across Canada towards best principles and practices for organizational development.

# FAQS (CONT...)



## HOW DO I COMMUNICATE WITH MBA IF NEEDED?

All communication to MBANS needs to go through our SMBA President. Coaches are required to reach out to [president@sackvillestorm.com](mailto:president@sackvillestorm.com) with any questions or concerns and are asked not to contact MBA directly.

## DOES SMBA OFFER SUPPORT WITH FUNDRAISING FOR MY TEAM?

SMBA has a Fundraising Coordinator this year who will be helping with the coordination of fundraising initiatives at the club level. The funding coordinator can also assist in the provision of fundraising ideas and processes for individual teams (but will not lead individual team initiatives). Please reach out to Crystal Thibodeau at [fundraising@sackvillestorm.com](mailto:fundraising@sackvillestorm.com).

## CAN ANYONE HELP ME WITH MY COMMUNICATION WITH PLAYERS AND FAMILIES?

Should you wish to use them, various templates to get you started can be found in the “Communication with Players and Families” folder in the “Coach’s Toolbox” shared drive folder. Templates are fully customizable and have been developed for:

1. Introductory email to parents and players
2. Team-specific general information sheet
3. Expectations for parents information sheet
4. Thank you letter for parents at end of season
5. Thank you letter for players at end of season



# FAQS (CONT...)



## WHERE CAN I FIND NEW IDEAS FOR PRACTICE DRILLS/ACTIVITIES?

1. Look in the “Coach’s Toolbox” folder on the Google shared drive that you will be invited to and then click on your team’s age group for drill, game and team building ideas.
2. Reach out to our SMBA Technical Coordinator at [techcoordinator1@sackvillestorm.com](mailto:techcoordinator1@sackvillestorm.com). They are able to consult with you or to come out to your practices to provide assessment of your needs and offer ideas on how to work on teaching specific skills/concepts. We encourage all teams to request at least one practice visit per season.

## WILL SMBA PROVIDE FINANCIAL ASSISTANCE FOR EDUCATION?

1. SMBA will cover the cost for all coaches of female teams to complete the “Keeping Girls In Sport” module.
2. SMBA may provide assistance for coaches to take NCCP courses such as “Learn to Train”, “Train to Train”, etc. Please reach out to our Coaches Coordinator with any educational funding requests.
3. SMBA will offer association-wide educational opportunities to coaches and players throughout the season in a variety of topic areas (e.g. Sports Nutrition, etc.) and the cost will be covered by SMBA in most cases.







# HAVE A GREAT SEASON.

 [facebook.com/sackvillestorm](https://facebook.com/sackvillestorm)

 [www.sackvillestorm.com](http://www.sackvillestorm.com)

 [coachescoordinator@sackvillestorm.com](mailto:coachescoordinator@sackvillestorm.com)

# APPENDIX 1

# TEAM MEETING TEMPLATE

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## Agenda Topic

### Introductions

- Coaches
- Junior Coaches
- Managers

### Coaching Overview

- Goals, Philosophy and Objectives
- Fair Play
- Long Term Athlete Development
- Sports Etiquette

### Details of Program / Expectations for Players

- Review and Distribute Code of Conduct
- Distribute Medical Forms
- Review Emergency Action Plan
- Attendance - required to notify the coach and manager as soon as possible if their player will be unavailable for a game or practice so that the necessary adjustments can be made (encourage use of Player Availability in RAMP)

### Review Schedule

- Practice Times and Games

### Team Apparel

- Review dress code, water bottles, uniform care

### Expectation of Parents / Volunteers

- Review the various volunteer roles and delegate

### Questions



# APPENDIX 2

# HELPFUL LINKS

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## **Sackville Storm**

<https://www.sackvillestorm.com/>

## **Metro Basketball**

<https://mbans.ca/>

## **Basketball Nova Scotia**

<https://www.basketballnovascotia.ca/>

## **Canada Basketball**

<https://www.basketball.ca/>

## **The Locker**

<https://thelocker.coach.ca/>

## **Coaching Nova Scotia**

<https://www.coachingns.com/>

## **Support4Sport VIP Coaching Program**

<https://csiatlantic.ca/coaching/support4sport-vip-coaching-program>