



## REGISTRATION POLICY

<b>Policy Number:</b> To Be Determined	<b>Date of Creation:</b> November 5, 2024
<b>Date of Board Approval:</b> May 4, 2025	<b>Policy Title:</b> Sackville Minor Basketball Association Registration Policy

### Introduction

This policy describes the registration processes and guidelines for SMBA Sackville Storm and Jr. NBA.

### Policy Statement

Each year, registration for Sackville Minor Basketball Association (SMBA) will occur using the RAMP registration system. The registration link is:

<http://SackvilleMinorBasketball.rampregistrations.com>. This link will be used to access registration for both the Sackville Storm (U10-U18 boys and girls) program and the Jr. NBA program. The SMBA Registrar is the contact for questions regarding registration and may be contacted via email: [registrar@sackvillestorm.com](mailto:registrar@sackvillestorm.com).

The Registrar will create a registration portal using the Canada Basketball RAMP umbrella. Registration can begin as soon as Canada Basketball has created this umbrella. Unless technical difficulties arise, registration can be expected to begin in early August each year for Sackville Storm. Registration will remain open for not less than three (3) weeks from the start date, determined by the Registrar. The first week will be reserved for returning Storm participants to complete early registration using a password that will be emailed to the email in

their RAMP account just prior to the opening of registration. It is the responsibility of the parent/guardian to notify the Registrar if their email has changed. SMBA cannot be held responsible if the email is not received. Participants are responsible to ensure SMBA is an approved sender to avoid emails being routed to their junk mail. Registration will open to the public to register after the portal has been open for seven (7) days. Registration may close early if all available spots in each division and the waitlists have been filled.

Registration for Jr. NBA will be open in late August or early September each year. The Jr. NBA season will commence in November for the fall/winter session. The registration process will be the same as mentioned above for Sackville Storm.

Registration dates will be posted to the SMBA website ([www.sackvillestorm.com](http://www.sackvillestorm.com)) under the Registration tab prior to the commencement of the online registration. Registration dates may also be advertised on the SMBA social media platforms (Facebook and Instagram) prior to the commencement of the online registration.

As part of the registration process, participants are asked to provide a health card number. This must be provided to the Registrar prior to the beginning of the team selection process to verify the participant's age. If a health card is not available, participants may also present any government issued document as proof of age (e.g. passport, driver's license, birth certificate, etc).

### **Refund policy**

If a participant withdraws prior to athlete evaluations, a full refund will be available. After evaluations have begun, a refund will be available minus a \$30 administration fee. Once the athlete has been placed on a team, a partial refund may be available at the discretion of the SMBA Board. Reasons for a partial refund after team selections may include, but are not limited to, a season ending injury or family relocation, etc.

### **Varsity Rule Exception**

For those athletes who have been selected to play Varsity basketball in a Division 1 Nova Scotia high school, a refund, minus the administration fee, will be processed as the Schools Nova Scotia rule prohibits varsity players from participating in club basketball in grades 10-12. Participants in grade 9 may still play varsity and club basketball simultaneously and are not covered by this exception.

## **Registration Fees and Payments**

- The SMBA Board will set the season registration fee for Sackville Storm and Jr. NBA, annually prior to the commencement of the online registration.
- Registration fees are due, in full, prior to an athlete being placed on a team. If anyone requires a payment plan, this may be discussed with the SMBA Registrar and Treasurer. Participants who are on registered payment plans with SMBA may be placed on teams. Participants who have not paid in full or have not been placed on a registered payment plan are considered to be members not in good standing, in accordance with the SMBA Constitution, and will not be placed on a team until this has been rectified.
- Acceptable payment methods are e-transfer, credit card payments, KidSport or JumpStart funding. SMBA does not accept cash payments or personal cheques. E-transfers may be sent to [payments@sackvillestorm.com](mailto:payments@sackvillestorm.com).
- Participants on registered payment plans with SMBA from a previous season who have an outstanding balance and those without outstanding balances from the current season are considered to be members not in good standing, in accordance with the SMBA Constitution, and will not be placed on a team until this has been rectified.
- Kidsport and Jumpstart Programs: All players who wish to receive financial assistance for SMBA registration fees must apply through their website: <https://kidsportcanada.ca/nova-scotia/> or <https://jumpstart.canadianfire.ca/>. It is the responsibility of the member to pay registration fees over and above the amount of Financial Assistance received.

## **Registration Priority Policy**

In the event that there are, in the opinion of the board, insufficient coaches or players to field the number of teams required to absorb the total number of players registered in a division, the registration for that division shall be reduced accordingly and the surplus players placed upon a waiting list. Returning players (defined as having played for SMBA in either of the two previous MBANS seasons) shall have precedence over new players. Within those two categories (Returning and New), players will be prioritized by the date and time of their registration. However, the SMBA Board reserves the right to set aside order of registration, within the Returning player category, to accommodate a player or players based upon the contributions of their parents or guardians to the organization within the past two years in the following roles: Head Coach, Assistant Coach, Board member, or Team Manager.

In the event there are too many players, returning and new, to respect the desired team size, the priority will be as follows:

1. Returning Players
2. New Players

3. Returning Players asking to play up a division (if there is no room in the higher division, these players will fall back to the first category and take precedent over new players in that division)

4. New players asking to play up a division.

Every effort will be made to place everyone that registers on a team. The Board will meet before tryouts begin and will communicate with any families that could be adversely affected by this Player Registration Priority Policy.

The administration fee applied to refunds will be waived for any player that registers and pays, but then cannot be placed on a team due to the Registration Priority policy.

### **Coach Registration**

Registering to coach with SMBA will occur using the RAMP registration system. This includes registration for the Head Coach, Assistant Coach, Junior Coach and Team Manager positions associated with all SMBA age groups, teams and divisions. The SMBA Coaches Coordinator is the contact for questions regarding interest in registering as a coach and may be contacted via email: [coachescoordinator@sackvillestorm.com](mailto:coachescoordinator@sackvillestorm.com).

As part of the registration process, participants are asked to provide a copy of their Canadian Child Abuse Registry Clearance and a Canadian Criminal Records Check. These must be provided to the Coaches Coordinator prior to being assigned to a team. These documents may be submitted through the RAMP registration process, or provided directly to the Coaches Coordinator. Failure to complete this registration process or to produce the required documents will prevent eligibility to coach with SMBA.

Priority may be given to coaches who have previously coached with SMBA and have completed all the necessary coaching courses/modules and to participants interested in becoming coaches with SMBA who have children registered on a team with SMBA.

All parties interested in coaching with SMBA, must be members in good standing with the SMBA, in accordance with the SMBA Constitution.

For further information regarding Coaching with SMBA, please refer to the *SMBA Coach Selection Policy*.