



The City of Airdrie Minor Basketball Association

Parent Handbook

REGISTRATION & FEES

What does the registration fee include?

- AMBA's registration fee includes:
 - Registration with Calgary Minor Basketball Association (CMBA).
 - Equipment and uniform use.
 - Practice and game gym rental.
 - Coach and player development clinics.
 - Tournament entry fees.
 - Liability insurance costs.
- Fees do not cover personal items such as: shoes, mouth guards, athletic braces, team gear (hoodies, track pants etc.).
- As of January, 2017, AMBA has moved to a "pay to play" registration model. This means players will not be placed on a team or be allowed to begin practices until full payment of fees has been made.
- AMBA is happy to work with JumpStart and KidSport programs; however, funds must be received from these programs prior to the start of evaluations. If funding is received after the fee has been paid, AMBA will reimburse the parent the amount of the fund received.

When does registration open?

- This can vary year-to-year, but usually opens mid to late June.
- Please check our website, www.airdriebasketball.ca or our Facebook page for information on when registration will open.

How does registration work?

- Registration is open to existing players for approximately one month. After that, registration will open to the public.
- Registrations are accepted on a "first come, first served" basis with the first 10 – 12 players being accepted in each age group. After the first 10 –12 players are accepted; the remaining registrants will be placed on a waitlist until another full team can be made.
- Depending on the number of players registered, a team may be made up of fewer than 10 players.

When does registration close?

- Registration will remain open until rosters are adequate size and/or the CMBA roster deadline passes.
- Fees will not be prorated for players who register after practices/games have already begun.

REGISTRATION & FEES

Can I get my registration fee back if my child chooses to withdraw?

- AMBA will not refund fees after the final evaluation night for the age group your player is registered in. After player evaluations are complete, teams are created, and rosters are forwarded to CMBA. There are some exceptions to this, please see the AMBA Refund Policy for full details.

Why does registration start so far in advance of the season?

- It is our goal to ensure a place for each player. Often, having the correct numbers in advance determines whether we can accommodate someone or not. For example: having 14 players registered is difficult as 14 is too many players for one team and having two teams of seven players leaves the benches short. Having enough time to address these issues and look for more players, if needed, is required. As well, we must work with local schools quite far in advance to ensure we have gym space secured for the season and we need time to allocate equipment, uniforms, coach training and more.

TEAM FORMATIONS

How are travel teams formed?

- Where registration numbers allow for more than one team in an age category, AMBA holds evaluations to determine player placement. AMBA must also follow the guidelines in place by CMBA as we play in their association.
- It is our desire to field as many competitive teams as possible and player evaluations will be used to determine where a player fits best. Due to seeding rounds and play-off tiers, players are placed on teams correlating to their skill level, creating A, B, C etc. teams. This allows for teams to play against other teams of similar skill level, creating a more balanced season and player confidence, while allowing coaches to tailor training to most of the team members.
- It is important that parents and players do not get “hung up” on which team they are playing on. It is our goal to ensure that team placement leads to fun and skill development for each player.

Can I pick my player’s coach?

- The size of our association and the above guidelines around how teams are formed does not allow us to manage this request.

What happens for (Grade 9) U15 players who make their high school teams?

- AMBA and CMBA will allow a grade 9 player, who has made their high school team, to continue playing with our organization; however, players should check with their school coach and school rules to determine if they can play for both teams. As well, grade 9 players should assess whether they are able to provide the time and commitment required to play for both teams.
- With each new season we see a different number of grade 8 and grade 9 players register for our U15 teams. We must look at the overall numbers and create teams that will have the least impact on the players if the grade 9 players must leave half-way through the season. Decisions on team formation will be made by the Team Formation Committee after registration has closed.
- If a grade 9 player must leave AMBA due to making their high school team a refund is not provided. If a team must fold, due to not having enough remaining players, those players that did not elect to leave AMBA will be provided with a pro-rated refund. Please see our [Refund policy](#) for details.

Can I request to play with another player?

- The size of our association and the above guidelines around how teams are formed does not allow us to manage this request.
- In the case of siblings, both children will be evaluated and if there is a significant difference between the skill level of the players, parents will be contacted to discuss options.
- We are not able to shift a lower-skilled player up to a higher-skilled team.

TEAM FORMATIONS

Is there a minimum and maximum number of players per team?

- AMBA strives to find a spot for every player that registers, and we will field as many teams as we can, providing we have enough players, coaches and gym space available.
- We generally do not have more than:
 - 13 players on a High School teams
 - 12 players on U15 & U13 teams
 - 8 players on U11 or Mini House teams
- To field a team, we need at least seven players.

Can my player “play up?”

- You may request that a player be moved into a higher age group by emailing the Vice President. These requests will be brought to the Board of Directors and assessed on an individual basis. Playing up will only be considered if there is roster space at the higher age group.
- Players requesting to play up must attend evaluations for their age group and the requested age group.
- Players can be “called up” to fill in for a short bench twice throughout a season. In these cases, **there must be seven or fewer players available from the correct age group to play in the game.** The younger player can only attend practice with the older age group for a maximum of two weeks prior to the game they are being called up for.
- According to CMBA rules, if a player is “called up” more than twice in a season the player is now officially a member of the older team; therefore, we ask that any coach who is calling up a player emails the Vice President for tracking purposes, as well as tracking your requests on your own.
- For more information, see our [Playing Up policy](#).

REGULATION SEASON INFORMATION

How long is the season?

- **Tykes**
 - The Tykes program runs for a 12-week cycle.
- **Mini House**
 - Mini House starts practices and games approximately the first week of October. We have a Christmas break with practices and games resuming in January until approximately the last week of February. On the final weekend we have a Mini Wind-up Tournament to celebrate the season.
- **U11-U15**
 - Players are evaluated in mid-September and placed on a team. League games generally start the weekend after Thanksgiving. There is a Christmas break and games resume in January until the last weekend in February. Teams moving on to Provincials will generally play the second weekend in March.
- **U18**
 - The U18 division starts their season earlier in order to be done prior to the start of high school basketball season. Games usually start the third weekend in September and finish at the end of November. If there is sufficient interest, AMBA will look at fielding a winter team that plays from January to the first or second week of March.

Where and when are Practices and Games?

- **Tykes:**
 - Practices are one weekday evening each week for approx. 45 min. in the Airdrie area.
- **Mini House:**
 - All practices and games are played in the Airdrie area. Practices are one weekday evening. The Gym Scheduler will work with your coach to try to accommodate the evenings that work best for the coach. The Gym Scheduler will attempt to keep practices to the same evening each week.
 - **There is no guarantee of what day or time your practices will take place. Prior to registering, please ensure you are prepared to practice any evening.** Games are Friday evenings. There is also a Mini House tournament at the end of the season which is played on Friday night and Saturday during the day.
- **U11 – U18:**
 - All practices take place in the Airdrie area on weeknights. The Gym Scheduler will work with your coach to try to accommodate the evenings that work best for the coach. The Gym Scheduler will attempt to keep practices to the same evenings each week.
 - **There is no guarantee of what day or time your practices will take place. Prior to registering, please ensure you are prepared to practice any evening.** Games are played in Calgary on Saturdays and are scheduled by CMBA. Practice schedules are sent out each Sunday for that week and game schedules can be found on the CMBA website.

REGULATION SEASON INFORMATION

Where can I find Practice and Game information?

- **Tykes and Mini House:**
 - Games and practices are posted on the Airdriebasketball website on Sunday for that week. This should also link directly to the RAMP app.
 - Practice and Game locations can vary from day to day, so make sure to check your practice and game locations carefully.

- **U-11 – U18:**
 - Games and practices are posted on the Airdriebasketball website on Sunday for that week. This should also link directly to the RAMP app.
 - Practice and Game locations can vary from day to day, so make sure to check your practice and game locations carefully.
 - Games are scheduled by CMBA and are posted on their website at cmba.ab.ca.

Does AMBA ensure fair play time is provided to each player?

- Yes, coaches will play all players for a significant and meaningful amount of time throughout the season. All players listed on a scoresheet should play in each quarter of the game; however, exceptions are made in the case of late arrival, disciplinary actions, illness or injury.
- It is important to recognize that fair play time is not the same as equal play time. The frequency of whistles, number of players on the bench and speed of a game makes equal play time an impossible task for a coach.
- For more information, see our [Fair Play Time policy](#).

PLAYER & PARENT RESPONSIBILITIES

What responsibilities do I have as a parent?

- Parents should model the behaviour we expect of our players. Basketball is a game rooted in respect for others, including: players, other parents, officials, coaches and administrators. All parents must complete the Respect in Sport training prior to registering your child.
- Parent expectations:
 - Ensure your child is on time to practices and games.
 - Never challenge a referee during or after a game, if you have an issue with referee performance, use the Game Report link on CMBA or AMBA websites to report the concern.
 - During practices, parents and siblings must ensure noise levels in the gym are kept to a minimum to allow players to concentrate and hear coach instruction.
 - If you have a complaint or issue, to discuss, use our Complaint policy and process to achieve resolution. Please note: AMBA subscribes to the “24-hour rule.” This means that you must wait a minimum of 24 hours after an issue arises to contact the coach, other parents or Board members. This time allows for a cooling-off period and generally leads to more productive conversation. Complaints received within 24 hours of an event will not be replied to.
 - Keep your commitment to volunteering.
 - Encourage your child to display sportsmanlike behaviour (If you knock someone down, you offer a hand to help them up; clap for injured players when they leave the court; respect the referee at all times etc.).

Can I leave my player at practice?

- Each team must have a practice monitor assigned to each practice. If you are not the assigned monitor for that practice you can leave your player; however, parents are welcome to stay.
- Siblings must always be accompanied by a responsible adult; they are not to be left in the care of the player or coach. If you have younger siblings with you at an older brother/sister’s practice it is imperative that they stay off the court and do not wander school halls. If siblings are on the court or in other areas of the school, AMBA will ask that the sibling no longer attends practices.
- Parents must arrive back to pick up their player at least five minutes prior to the scheduled end of practice.

PLAYER & PARENT RESPONSIBILITIES

Do I have to volunteer?

- Yes. AMBA is a non-profit organization that exists due to the contribution of time and expertise from volunteers. All AMBA Board / Committee members, Coaches, Assistant Coaches and Team Managers are un-paid volunteers who contribute hundreds of hours per season to our players. In order to continue growing and improving our organization, we must rely on all families involved in AMBA to donate some time to the association; therefore, in 2011, AMBA established a mandatory volunteer commitment policy.
- Please be aware that parents / caregivers / players are responsible to ensure their own volunteer commitments have been met and you should not rely on Coaches, Team Managers or AMBA to remind you.
- At the beginning of each season, all families (Tykes Exempt) provide AMBA with a \$100 deposit cheque per child for volunteer / fundraising hours. That cheque cannot replace a person and people are what make a volunteer organization run smoothly. Please review the responsibilities for each volunteer opportunity prior to signing up for a role. Everyone must fulfill the time commitments and responsibilities for the roles they have chosen to ensure that the program runs in the best capacity it can for our kids.
- Anyone who does not fulfill the volunteering requirements required by AMBA will have their volunteer cheque cashed at the end of the season.
- By registering your player, you agree to the terms and conditions of AMBA's volunteer policy.
- Every team must fill the following (7) Team Roles for the Mini House & U11 Teams OR (8) Team Roles for the U-13-U18 Teams:
 - #1 Coach (approved by AMBA)
 - #2 Assistant Coach (approved by AMBA)
 - #3 Team Manager (approved by AMBA)
 - #4 Time Keeper / Score Keeper 1 (for all games in a season)
 - #5 Time Keeper / Score Keeper 2 (for all games in a season)
 - #6 Gym Monitor 1 (for all practices & games in a season)
 - #7 Gym Monitor 2 (for all practices & games in a season)
 - #8 Gym Monitor 3 (**U13 / U15 / U18 Teams only**) (for all practices and games in a season)
- Any remaining families that cannot fill a team role listed above can volunteer for one of the limited Alternate Volunteer Opportunities presented by AMBA throughout the season below:
 - Board or Committee member, or
 - Help at Equipment Locker (min. 3 times in the season)
 - Financial auditor (approved by AMBA)
 - Scholarship Selection Committee Member (approved by AMBA)
 - Help at the Mini House tournament
 - Other opportunities offered throughout the season

PLAYER & PARENT RESPONSIBILITIES

If I have a complaint, how do I let someone know about it?

- AMBA's full [complaint procedure](#) can be found on our website. AMBA subscribes to the 24-hour rule. If you have an issue you would like to discuss with a coach, team manager, other parent or Board member, you must wait 24-hours before contacting them. This cooling off period allows for time to gain perspective and generally leads to more productive conversation and solutions. Feedback received prior to 24-hours will not be responded to.
- We encourage you to approach the person (coach, assistant coach, team manager, other parent) directly and work to resolve the issue. If the situation is such that you are not comfortable approaching the person you have the issue with, or you have approached them with no resolution to the issue, you can contact the President by emailing president@airdriebasketball.ca to discuss your concerns.