



## **GOVERNANCE HANDBOOK**

Effective September 1, 2021

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## **1. Governance**

The Alberta Basketball Association (ABA) is the governing body for the sport of basketball in the province of Alberta. ABA is a not-for-profit association, incorporated on February 5, 1975. ABA is in partnership with and endorsed by Canada Basketball, the national governing body and International Basketball Federation (FIBA), the world governing body. Sport Canada, the Coaching Association of Canada (CAC), the Government of Alberta - Ministry of Tourism and Sport, Sport Physical Activity and Recreation (S.P.A.R), Alberta Gaming, Liquor and Cannabis (AGLC), the Alberta Schools Athletic Association (ASAA), the Alberta Colleges Athletic Conference (ACAC) and the Alberta Basketball Officials Association (ABOA) all officially recognize ABA as the sport's governing body.

ABA represents the province of Alberta's amateur basketball interests. The membership is composed of athletes, coaches, referees, clubs, local basketball organizations, leagues, tournaments and supporters. As part of its mandate, ABA is committed to the promotion and development of amateur basketball in the province.

ABA is committed to providing a safe environment and fair competition for all of its members. This policy provides guidelines and regulations for groups running events, programs and tournaments helping to ensure a safe, fair and positive environment. This policy applies to all basketball related activities, events and tournaments participated in, organized by and run by ABA and its members.

### **Purpose of Governance**

- Ensures a commitment by the event organizer that the event will be conducted in accordance with ABA guidelines
- Ensures that the event will be conducted in a fair and safe manner
- Encourages the recognition of results
- Ensures that the event meets a standard of quality required for sanctioning by ABA
- Provides insurance for participants' safety for those activities sanctioned by ABA

### **1.1 Mission**

As the governing body for basketball in Alberta, to provide leadership for the development of athletes, coaches and referees.

### **1.2 Vision**

To drive and inspire a united basketball community in Alberta.

### **1.3 Values**

- Treat everyone with dignity and respect
- Act with integrity in all that we do

### **1.4 Standards**

- Accessible by all
- Commitment to ongoing excellence
- Inclusive and safe
- Purposeful in all of our actions
- Complete organization transparency



## 2. Membership in Good Standing - Defined

An organization may be defined as an organized league, zone program, club program, community program, training program, singular or multiple teams, and/or any other example of an organized basketball activity not covered within another registered entity.

For an organization to be recognized as a Member in Good Standing with the ABA, an organization must agree to abide by the Bylaws, policies, procedures, rules and regulations of the Association prior to commencing with the organization's first organized on-court activities. Organizations are required to maintain their member in good standing status on an ongoing annual basis to maintain their eligibility.

For an individual to be recognized as a Member in Good Standing with the ABA, an individual must agree to abide by the Bylaws, policies, procedures, rules and regulations of the Association prior to commencing with the first organized on-court activities.

Organizations and Individuals are required to complete the following registration steps in section 3.

## 3. Registration Procedures

### 3.1 Organization Registration Procedure

- A. Purchase Organization Registration on the [ABA Store](#) - the annual fee is \$100
- B. After the organization registration is received ABA will contact you to discuss next steps.
- C. ABA will provide a registration portal, where all coaches, players, referees and staff can complete/purchase their individual ABA Membership and organization registration package(s).
  - i. All players who participate in ABA sanctioned basketball activities must be registered in the RAMP system in which they have provided a government issued proof of age document. All ages will be defined by year of birth (please see section 6.0 for reference).
  - ii. All coaches and referees (18+) who participate in ABA sanctioned basketball activities **must** be registered in the RAMP system in which they have provided a government issued proof of age document and provide a Police Information Check (PIC) and Vulnerable Sector Search (VSS). (Please see section 3.2 for reference) Please note that it is the responsibility of the organization to ensure compliance.
  - iii. ABA is committed to the Coaching Association of Canada's (CAC's) 'Responsible Coaching Movement'. For more information on the Responsible Coaching Movement and the Rule of Two - [Click Here](#).
  - iv. Registration and payment of fees must be completed prior to the first organized on-court basketball activity of the organization.
    - a. Please note:
      1. Individual registration does not need to be completed prior to tryouts but must be completed once selected to participate with the organization and prior to first organized on-court activity; however, all tryout participants are required to complete a signed waiver with the organization they are trying out for prior to the tryout process.
- D. Complete the [Request for a Certificate of Insurance](#), noting any facility or third party that needs to be identified. Once completed and submitted ABA will provide a Certificate of Insurance.
- E. Registration is effective from September 1 - August 31.
- F. At the end of each membership season (August 31st), organizations will be given a 30 day grace period to prepare for the next membership season and to renew their organization membership to maintain their member in good standing status.



### 3.2 Individual ABA Membership

- A. To purchase an individual ABA membership please click here - [ABA Membership](#)
  - i. Individual membership can also be purchased through your club or league if they have an ABA RAMP Portal for registration
  - ii. Registration and payment of fees must be completed prior to the first organized on-court basketball activity.

Please note: Individual registration does not need to be completed prior to tryouts but must be completed once selected to participate with the organization and prior to first organized on-court activity; however, all tryout participants are required to complete a signed waiver with the organization they are trying out for prior to the tryout process.

- B. During the registration process participants sign the following waivers
  - i. [General Waiver and Permissions](#) including Code of Conduct and Social Media Policy

### 4. Police Information/Background Checks (PIC) and Vulnerable Sector Searches (VSS)

- A. Any adult associated with a member organization in a position of power (referees, coaches, managers, trainers and administrators) will be required to provide a PIC and a VSS
  - i. PIC's will be valid for two years from the date of issue.
  - ii. PIC's are available online through ABA's RAMP registration system when registering. Cost is \$25. Checks are completed within 24-48 hours.
  - iii. Please note that all coaches born prior to February 1986 must also provide proof of a Vulnerable Sectors Search (VSS). Please note that a VSS can only be issued by a Police Service.
- B. It is the responsibility of the organization to ensure that all PIC's and VSS's are valid within two years of the date of issue.

### 5. Annual Fee Schedule (September 1 to August 31)

<u>Registration</u>	<u>Annual Fees</u>
9U Membership	\$15
11U - 18U Player Membership	\$20
Adult (18U+) Player Membership	\$15
Coach Membership	\$20
Referee Membership	\$10
Organization Registration Fee	\$100

**6.0 Age Categories (September 1, 2023 to August 31, 2024)**

Category	Year of Birth
9U	2015 or later
10U	2014 or later
11U	2013 or later
12U	2012 or later
13U	2011 or later
14U	2010 or later
15U	2009 or later
16U	2008 or later
17U	2007 or later
18U	2006 or later
OPEN/Adult	2005 or later

The age categories in the table above will be in effect for the 2023/2024 season of play:

- Please note that overage players will not be permitted to play down in a lower age category.
- For Spring/Summer participation considerations, teams that have overage players will be required to play up an age category; for example, if a team has a player that is a 16U birth year, that team would be required to play in a 16U, 17U, or 18U division.
- OPEN/Adult age category is 18+ and may have participants that range in ages older than 19 years old.

**7.0 Exemption Guidelines**

The request for Exemption Application Form may be found on the ABA website. Exemptions will be reviewed by ABA's designated Exemption Oversight Committee consisting of three (3) ABA members in good standing and chaired by ABA's Technical Director on a case by case basis, considering: all factors, what is in the best interest of the parties involved and affected by the possible exemption. All exemption requests must be received a minimum of 14 business days prior to participation in the organized basketball activity in which the exemption may be required.

Age exemption requests may be considered as it pertains to a teams region, population size, skill level of play, number of requests, and tournament or league of play among all other considerations. Age exemptions will remain subject to tournament/league organizers discretion.

Please Note: The intent for an age exemption request is NOT to create a competitive advantage. Violations of the spirit of the rule may result in loss of an organization's member in good standing status, suspension or disqualification from competition.



## 8.0 Event Sanctioning

Sanctioning applies to all leagues, camps, tournaments, clinics, exhibitions, training and all other on-court basketball activities.

Sanctioning definition/guidelines are as follows:

- *Sanctioned Game*: A game between two registered ABA teams that is officiated by a minimum of two ABOA referees assigned by the local officials board.
- *Sanctioned Tournament*: An event approved by Alberta Basketball that consists of four or more registered Alberta Basketball teams participating in a competitive structure that results in a team playing three or more games on the dates submitted by the host club - [ABA Event Submission Form](#)
- *Exhibition Game/Controlled Scrimmage*: A game or scrimmage between two registered Alberta Basketball Teams
- *End of Season Banquet*: The insurance will extend to Banquets, however, there is no primary coverage for liquor exposure. The liquor service must be provided by the licensed venue.

## 8.1 Event Sanctioning Application

For sanctioned event hosting information, please use the [ABA Event Submission Form](#). Applications for sanctioned events should be received a minimum of 14 business days prior to the event commencing.

- A. To apply for sanctioning of an event your organization must be 'Members in Good Standing' of the Association.
- B. Ensure that the event is in line with the current FIBA rules of basketball, following ABA Policies with age appropriate modifications when deemed necessary. For an example please see ABA's [Rule Modifications](#).
- C. Must ensure that the event has clearly defined age categories and have an established age verification process to ensure there is no overage participation without confirmation of a valid and approved exemption request that has been accepted by the event organizer. This would include requiring all participating teams to provide proof of ABA membership which includes government issued identification, such as an Alberta Health Care Card or birth certificate, for all participants.
- D. Ensure that all teams participating from Alberta are sanctioned members; or, have received proof of insurance, which would include having agreed to abide by the Bylaws, Policies, Procedures, Rules and Regulations of the Association, including age verified level of participation, prior to commencing with participation in the sanctioned event.
- E. Ensure that teams from out of province have proof of insurance and have agreed to abide by the Bylaws, Policies, Procedures, Rules and Regulations of the Association, including age verified level of participation, prior to commencing with participation in the sanctioned event.
- F. Ensure that the event has a clearly defined [Emergency Action Plan \(EAP\)](#) in place.
- G. Once an event is sanctioned, the event will be posted on the ABA website.

## 8.2 Participation Requirements

- A. Any Alberta based team participating in an ABA sanctioned event should be registered as an ABA member in good standing, which would include having agreed to abide by the Bylaws, Policies, Procedures, Rules and Regulations of the Association prior to commencing with participation in the sanctioned event.



### 8.3 Host Responsibilities

- A. Ensure that all teams participating from Alberta are sanctioned members; which would include having agreed to abide by the Bylaws, Policies, Procedures, Rules and Regulations of the Association prior to commencing with participation in the sanctioned event.
- B. Ensure that teams from out of province have proof of insurance and have agreed to abide by the Bylaws, Policies, Procedures, Rules and Regulations of the Association prior to commencing with participation in the sanctioned event. Participating teams from another province should be members in good standing with their PSO.
- C. Ensure that teams are participating at the appropriate age level and that there is no overage player participation without confirmation of a valid and approved exemption request that has been accepted by the event organizer. Use of an established age verification process to ensure there is no overage participation. This would include requiring all participating teams to provide proof of ABA membership which includes government issued identification, such as an Alberta Health Care Card or birth certificate, for all participants.
- D. Events sanctioned by ABA should be officiated by ABOA assigned referees.
- E. Must ensure that there is a clearly defined point of contact and [Emergency Action Plan \(EAP\)](#) in place for the duration of the event.
- F. Must ensure that there is reasonable access to and delivery of first aid on an emergency basis.

### 9. NCCP Certification Requirements

- A. The National Coaching Certification Program (NCCP) is the nationally recognized program that delivers courses to help develop coaches throughout the country. These courses include content that helps develop ethical decision making, planning, and sport specific technical lessons.
- B. For 2023/2024 the recommended minimum standard for coaches at ABA events will be
  - a. Coaches have or should be pursuing the level of coaching certification that aligns with the LTD level of the athletes they are coaching.
    - i. There are five stages within the basic LTD model:
      1. Stage 1: Active Start (0-6 years)
      2. Stage 2: FUNdamentals (girls 6-8, boys 6-9)
      3. Stage 3: Learn to Train (girls 8-11, boys 9-12)
      4. Stage 4: Train to Train (girls 11-15, boys 12-16)
      5. Stage 5: Train to Compete (girls 15-21, boys 16-23)
    - b. [Making Headway in Basketball](#)- concussion management course
    - c. [Making Ethical Decisions](#)- training and evaluation in ethical decision-making
    - d. [Safe Sport Training](#) - training to create healthy and safe environments sport - please note that this status must be updated every two years in accordance with Canada Basketball requirements.

### 10. Forms/Links

A full listing of online forms can be found on our website under Governance and Membership.

- A. [Organization Registration](#)
- B. [Individual Registration](#)
- C. [Event Sanctioning Form](#)
- D. [Code of Conduct Form](#)
- E. [Request for Certificate of Insurance](#)





- F. [General Waiver and Permissions](#)
- G. Exemption Request - In Development

## 11. ABA Policies

A full listing of ABA policies. Members in Good Standing are encouraged to have similar policies or adopt the following. Access to the policies can be found using the following links, or on the ABA website underneath the “About ABA/Policies and Procedures” tab.

- A. [Alternative Dispute Resolution](#)
- B. [Anti Doping](#)
- C. [Cannabis](#)
- D. [Coach Screening](#)
- E. [Code of Conduct](#)
- F. [Concussion](#)
- G. [Confidentiality](#)
- H. Discipline - In Development
- I. [Equity, Diversity and Inclusion](#)
- J. [Maltreatment](#)
- K. [Refund](#)
- L. [Social Media - Under Revision](#)
- M. Trans Inclusion - In Development

Board Approval and Review –

- Policy reviewed by the ABA Staff in May 2023
- Policy reviewed by the ABA Board in \_\_\_\_\_ 2023
- Passed by ABA Board on \_\_\_\_\_, 2023