



**ALBERTA BASKETBALL ASSOCIATION
OFFICIAL GOVERNANCE POLICY**



TABLE OF CONTENTS

1. Introduction to Governance -----	Page 3
2. Sanctioning	
• 2.1. Individual Membership-----	Page 4
• 2.2. Organization Affiliation Procedure-----	Page 4
• 2.3 Refund Policy-----	Page 4
• 2.4 Organization Responsibilities -----	Page 5
• 2.4.1 Police Information/Background Checks -----	Page 5
• 2.4.2 Exemption Guidelines -----	Page 6
3. Event Sanctioning -- -----	Page 6
• 3.1 Event Sanctioning Application-----	Page 6
• 3.2 Participation Requirements -----	Page 6
• 3.3 Host Responsibilities -----	Page 7
• 3.4 Registration Deadlines -----	Page 7
• 3.5 Roster Change Deadline -----	Page 7
4. Age Categories -----	Page 8
5. NCCP Requirements -----	Page 8
6. Forms -----	Page 8
• Organization Membership Form (RAMP Spreadsheet/SAC 1B)	
• Event Sanctioning Form (SAC 2)	
• Exemption Form (SAC 3)	
• Code of Conduct Forms (SAC 4A & 4B)	
7. Alberta Basketball Policies-----	Page 9
• Appeal, Discipline and Complaints Policy	
• Best Practices Guidelines	
• Codes of Conduct	
• Concussion Protocol	
• Conflict of Interest Policy	
• Dispute Resolution Policy	
• Social Media, Online & Communications Policy	
• Volunteer Canada's Safe Steps Screening Program	
8. Glossary of Terms -----	Page 10-13



1. INTRODUCTION TO GOVERNANCE

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 in 1975. ABA is in partnership with and endorsed by Canada Basketball, the national governing body and FIBA (International Basketball Federation), the world governing body. Sport Canada, the Coaching Association of Canada, the Province of Alberta, Alberta Gaming, Liquor and Cannabis (AGLC), the Alberta Sport Connection, the Alberta Schools Athletic Association, the Alberta Colleges Athletic Conference and the Alberta Basketball Officials Association all officially recognize ABA as the sport's governing body.

ABA has a sound governance model, directed by a volunteer Board of Directors. The professional staff, under the guidance of the Executive Director, manages the daily administration operations.

ABA represents the province of Alberta's amateur basketball interests. The membership is composed of athletes, coaches, officials, clubs, local basketball organizations, leagues, tournaments and supporters. As part of its mandate, ABA is committed to working with sport organizations to further promote and develop amateur basketball in the province.

The Sanctioning Policy establishes and enforces proper and inclusive standards through effective governance to ensure all participants are competing in safe environments with proper insurance coverages. Sanctioned members will be eligible for consideration for fundraising opportunities through the Alberta Gaming, and Liquor and Cannabis (AGLC).

MISSION

To provide leadership for the ongoing development of basketball in Alberta through the delivery of programming and events, collaboration with stakeholders and governance.

VISION

To implement the "Canadian Style of Play" from Grassroots to High Performance.

VALUES

Integrity, Stewardship, Service, Professionalism, Facilitation, Leadership, Communication, Visibility, Transparency, Accountability, Unification.



2. SANCTIONING

2.1. INDIVIDUAL MEMBERSHIP

A. To purchase an individual membership please click here - [ABA Membership](#)

2.2 ORGANIZATION AFFILIATION PROCEDURE

To qualify for sanctioning, all organizations must complete the following steps:

1. Affiliate your organization with ABA
 - a. This can be done online through our ABA Store and the fee is \$100 - [click here](#)
2. Sign a Memorandum of Understanding with ABA designating your organization as a Member in Good Standing. Office will send this document after purchase of Affiliation.
3. Ensure that all your organization’s players, coaches and board members have an active ABA membership, by completing the Organization Membership Form and submitting it to info@basketballalberta.ca . Memberships fees for the 2018/2019 year are \$17/player, coach or board member. [Click here](#) scroll down to list of forms.
4. Upon submission of forms and payment of fees, ABA will provide a Certificate of Insurance. If you require certain facilities to be named please advise ABA.

ANNUAL FEE SCHEDULE (September 1 to August 31)		
<u>REGISTRATION</u>	<u>FEEES</u>	<u>DEADLINES</u>
Player/Coach Membership	\$17	Annual
Affiliation Fee	\$100	Annual
Event (Tournament or League)	*\$100	Season

*not in effect for the 2018/2019 transitional year but will take effect September 1, 2019.

2.3. REFUND POLICY

- A. Refund requests related to any fees paid to ABA must be submitted in writing and must be approved by ABA. All refunds will be reviewed on a case-by-case basis.
- B. If a refund has been approved, it will be submitted to finance for processing. All refunds may be subject to a processing fee based on refund payment method.
- C. No refunds will be processed post event.



- D. Issuance of approved refunds will occur semi-monthly, by end of day on the 15th of the month, and the last day of the month, with the exception of holidays. If a holiday falls on either of the days, the refund issuance will occur on the following Monday.
- E. Any events cancelled by ABA will be refunded at 100%, if received in the fiscal year the event was held.

2.4. ORGANIZATION RESPONSIBILITIES

- A. ABA expects all of its sanctioned members to maintain 'in good standing status' and to abide by all of the statements detailed in this document. **Those not abiding by these policies and statements face the risk of losing sanctioned status.**
- B. All team managers, officials, and club board members participating in ABA events and/or signed to an ABA team roster are required to become members of ABA.
- C. When registering to be a member of ABA, it is the responsibility of the club, the team, and the individual to ensure that the contact information is up to date.
- D. In the case of a complaint about a player's age eligibility and/or authenticity, the team contact will be required to supply ABA with a copy of a birth certificate and/or other government issued ID containing their birthdate within 1 week of being requested.
- E. Any participants signed to a ABA team roster must be residents of Alberta.
- F. All players who participate in sanctioned games must be listed on the Organization Membership Form (SAC 1B) and be age eligible for that level of play. All ages will be defined as of **January 1, 2019**. Please see Section 8 of this document or visit the ABA website for age categories.
- G. During the affiliation process, the club agrees to all of ABA's policies and accept the responsibility of sharing the information provided by ABA with their coaches, athletes, and parents.

2.4.1 POLICE INFORMATION/BACKGROUND CHECKS

- A. All adults associated with a team (coaches, managers, trainers) will be required to submit a Police Information Check (PIC) or Background check through our website and the RAMP online registration system under the Coach/Staff Registration tab in the menu on the left side of the page. Cost is \$25. Checks are completed within 24-48 hours and ABA is able to see the results without the applicant having to send them in.



- B. PIC's will be valid for two years from the date of issue.
- C. Any coach, manager, or trainer who is not registered with ABA and sits on the bench is doing so without insurance. Any team found to have unauthorized personnel on their bench is doing so at their own risk and will be subject to loss of sanctioning and could be held liable.

2.4.2 EXEMPTION GUIDELINES

The Request for Exemption Application Form may be found on the ABA website and is the document titled "Exemption Form (SAC 3)". Exemptions will be dealt with on a case by case basis, considering all factors and what is the best interest of the parties involved and affected by the possible exemption.

3. EVENT SANCTIONING

3.1. EVENT SANCTIONING APPLICATION

(suggested procedure for 2018/19 in full effect for 2019/20 membership year)

For sanctioned event hosting information, [click here](#). Applications for sanctioned events must be received 14 days prior to the event.

- A. To apply for sanctioning of an event your organization must be a sanctioned member in good standing.
- B. Ensure that all teams participating from Alberta are sanctioned members.
- C. Ensure that all other teams from out of province have proof of insurance.
- D. Once an event is sanctioned, the event will be advertised on the Alberta Basketball website.
- E. The registration fee to sanction an event, tournament or league is \$100.

3.2 PARTICIPATION REQUIREMENTS

- A. Any team from Alberta participating in a ABA sanctioned event must be registered as a ABA member.
- B. An athlete may only be listed on one roster per age division in an ABA sanctioned event.
- C. Each athlete must be on the roster forms for the team that they are participating with and roster must be submitted to ABA 14 days prior to the event.
- D. Submission of draws with unregistered teams may result in the revoking of sanctioning of your tournament.



3.3 HOST RESPONSIBILITIES

- A. The host must provide ABA with a final event schedule at least five business days prior to the event to ensure that all teams registered are members of ABA.
- B. Events sanctioned by ABA must be officiated by ABA approved officials.
- C. Host must submit a draft of the event schedule to the approved officials assignor, a minimum of 2 weeks before the start of the tournament.
- D. It is required that there is a point of contact and emergency action plan (EAP) in place for the duration of the event.

3.4 REGISTRATION DEADLINES

- A. Participants are responsible for completing their registration and payment of fees a minimum of 14 days prior to their first organized on-court basketball activity. In the event of a late registration, teams must submit an application, with all completed registration documents and fees, plus an additional late fee of \$100.

3.5 ROSTER CHANGE DEADLINE

- A. Any player addition after the roster has been submitted, will only be official when the player information and signed roster form is submitted to - info@basketballalberta.ca.
- B. Players may be added to a team registration after it has been submitted 3 days before the start of the event in which they are participating.
- C. An athlete may only be listed on one roster in an ABA sanctioned event, league or tournament.
- D. Each athlete must be on the roster forms for the team that they are participating with.

4. AGE CATEGORIES (2018/2019)

Category Age Year of Birth

Category	Age	Year of Birth
U11	Under 11 as of January 1, 2019	2008 or later
U12	Under 12 as of January 1, 2019	2007 or later
U13	Under 13 as of January 1, 2019	2006 or later
U14	Under 14 as of January 1, 2019	2005 or later
U15	Under 15 as of January 1, 2019	2004 or later
U16	Under 16 as of January 1, 2019	2003 or later
U17	Under 17 as of January 1, 2019	2002 or later

5. 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 2019 the recommended minimum standard for ABA events will be FUNDamentals.

For more information please use the following link:

<http://www.basketball.ca/files/LTAD.pdf>

C. The future requirements for coaching can be found in the Best Practices Guidelines Policy listed in Section 5B in this document or on the ABA website.

6. FORMS

Links to the forms can be found on our website under sanctioning.

A. Organization Membership Form (SAC 1B)

B. Event Sanctioning Form (SAC 2)



- C. Exemption Form (SAC 3)
- D. Code of Conduct Forms
 - a. Member Form (SAC 4A)
 - b. Parent Form (SAC 4B)

7. ALBERTA BASKETBALL POLICIES

The following policies will be required to be upheld by all participants of sanctioned ABA events. Failure to do so puts participants at risk for the loss of sanctioning. Access to the policies can be found using the following links, or on the ABA website underneath the “Contact Us” tab.

- A. Appeals, Discipline and Complaints Policy
http://basketballalberta.ca/files/ba_discipline_policy_doc.pdf
- B. Best Practices Guidelines
http://basketballalberta.ca/files/alberta_basketball_best_practices.pdf
- C. Code of Conduct
http://basketballalberta.ca/files/codeofconductandethics_docx.pdf
- D. Concussion Protocol
http://basketballalberta.ca/files/concussionprotocol_docx.pdf
- E. Conflict of Interest
http://basketballalberta.ca/files/conflictofinterestpolicy_docx.pdf
- F. Dispute Resolution
<http://basketballalberta.ca/files/disputeresolutionpolicy.pdf>
- G. Social Media, Online and Communications Policy
http://basketballalberta.ca/files/alberta_basketball_social_media_policy.pdf
- H. Volunteer Canada’s Safe Steps Screening Program
http://basketballalberta.ca/files/volunteer_screening2.pdf

8. GLOSSARY OF TERMS

Club

- Organizing group that applies for sanctioning and establishes teams for youth / adults to play. Can consist of board members and volunteers that run the programming.

Direct Liability

- Deals specifically with the issue of fault.

Duty of Care

- The concept of duty of care identifies the relationship that exists between two persons (e.g. two individuals, an individual and an organization) and establishes the obligations that one owes the other, in particular the obligation to exercise harm. The duty of care arise from the common law, as well as municipal, provincial, federal and international statutes.

Emergency Action Plan (EAP)

- The purpose of an EAP is to facilitate and provide structure for emergency situations.

Good Standing

- Completed registration and paid applicable fees by established deadlines, submitted approved PIC's for all adult members and adhere to Alberta Basketball Code of Conduct.

Individual

- Refers to any person involved in Alberta Basketball events. This includes but is not limited to athletes, team managers, officials, and club board members.



Leagues

- Any community, club or recreational league.

Liability

- Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something
- Example, through a legal action or inaction in a particular set of circumstances and is required to pay damages to someone harmed as a result.

National Coaching Certification Program (NCCP)

- The only is designed and delivered in partnership with the Coaching Association of Canada, government of provincial/territorial governments, and national/provincial/territorial sport organizations.

Occupier's Liability

- Requires that the person (an individual, an organization) in possession of premises owes a duty of care to those who come on the premises and must take responsible care to protect them from harm that might come through their programs, on their premises or at the hands of a third party on the premises.

Police Information Checks (PIC)

- Submission will be valid for two years.
- Police Information Check (PIC) or Background check through our website and the RAMP online registration system under the Coach/Staff Registration tab in the menu on the left side of the page. Cost is \$25. Checks are completed within 24-48 hours and ABA is able to see the results without the applicant having to send them in.

Position of Trust

- A position of trust identifies a setting in which someone is placed in a position of authority over another person in an ongoing relationship. A position of trust



implies that someone has some degree of power over another, that the relationship is unequal. Individuals in positions of trust may be family members, friends, caregivers, volunteers, or employees. The question of whether a position of trust exists depends on the relationship and on the degree of authority, reliance and dependence in it, and not on the question of payment or salary. People may also assume positions of trust with respect to finances, rather than individuals.

Sanctioning

- The act of approving by governance all on-court basketball activities by ensuring that all individuals are in good standing and therefore covered by insurance. Sanctioning also provides access to officials for all events as well as eligibility for fundraising events through the Alberta Gaming and Liquor Commission.

Sanctioned Organization Member

- An organization where all players, coaches, board members and staff are all members in good standing.

Sanctioned Event

- Organizers are affiliated members and completed the “Event Sanctioning Form - SAC 2”.
- Fees have been paid in full by established deadlines.
- On court basketball activity involving one or more clubs in good standing.
- Officiated by ABA approved officials.
- Has a clearly defined start and end date.
- Identified divisions of play and rules for each league or tournament.
- FIBA rules will be the baseline for all events with appropriate modifications relative to age appropriate level of play. These modifications can be found in the best practices policy in Section 4 of this document, or on the Alberta Basketball website.

Standard of Care

- The standard of care refers to the degree or level of service, attention, care and protection that one person owes another according to the law, usually the law of negligence. The required standard varies according to the circumstances of each situation, and determining the appropriate standard is often not a simple matter.

Season of Play

- Has a start and end date, along with division(s) identified and a final tournament/championship. This can be a league or a singular tournament.

Team

- Consists of up to 15 players and minimum of 1 coach.

Vicarious Liability

- Is the liability an organization takes on for the actions of those who function on its behalf.

Volunteer

- A volunteer is an individual:
 - Who chooses to undertake a service or activity; someone who is not coerced to compelled to do this activity.
 - Who does this activity in service to an individual or an organization, or to assist the community-at large.
 - Who does not receive a salary or wage for this service or activity.

Vulnerable Person

- This term is used to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or handicap, or circumstances. Vulnerability may be a temporary or a permanent condition.