

# Shooting Star Basketball Association Coaches Handbook

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### Attachments

- A – Coaches Screening Policy
- B – Athlete Protection Guidelines
- C – Concussion Policy
- D – Emergency Action Plan Template
- E – Code of Conduct
- F- MBANS Rules of Play

## 1.0 Introduction - Shooting Star Basketball Association

The Shooting Star Basketball Association (SSBA) is a volunteer community basketball association for youth basketball in West Hants, Nova Scotia. The SSBA adheres to the Canada Basketball Verification Standards and is registered with Basketball Nova Scotia. The National and Provincial organizations provide the framework and requirements for operational and safety policies.

The SSBA constitution is available on the SSBA website ([www.shootingstarbasketball.ca](http://www.shootingstarbasketball.ca)).

The Coaches Handbook is intended to outline the requirements for SSBA coaches and provide resources to help provide a well developed program.

## 2.0 Coach Screening and Training Requirements

There are screening and training requirements that all volunteers must complete prior to the start of direct interaction with players. Depending on the risk level of the position will determine what screening and training are required. See Attachment A - *SSBA Coaches Screening Policy*.

### 2.1 Coaches Screening Requirements

The three (3) initial screening requirements that must be completed by all coaches and managers prior to the start of direct interaction with players includes:

1. Coaches screening disclosure form – embedded in the online RAMP Registration Form for coaches.
2. Completion and submission of a Criminal Record Check (CRC) - available through the online RAMP Registration Form for coaches.
3. Vulnerable Sector Check (VSC).

**Note:** Coaches that have completed initial screening requirements do not need to complete the checks every year. Taken from Attachment A, *Coaches Screening Policy*, the screening renewal requirements are:

- A Criminal Record Check every three years;
- A Screening Disclosure Form every three years;
- A Vulnerable Sector Check every three years;
- A SSBA Screening Renewal Form every year.

### 2.2 Coaches Training Requirements

All coaches and managers are required to take the NCCP Safe Sport Training (or equivalent) (<https://safesport.coach.ca/>).

Basketball Nova Scotia (BNS) has a minimum coaches training requirement that must be completed by all head coaches and assistant coaches as an initial training that does not expire. The BNS training is scheduled as needed and will be coordinated by the SSBA Coaches Liaison.

### 2.3 Code of Conduct

SSBA Code of Conduct defines expectations of Board/Committee Members and Staff, teams, coaches, players, parents/guardians and spectators. The Code of Conduct is included in Attachment E.

It is required for all coaches (head coach and assistant) to review and confirm prior to RAMP registration.

### 2.2.1 Optional Training

SSBA supports coaches in technical training, safety training and other training that helps coaches develop coaching skills. SSBA encourages coaches receive NCCP sport specific training that is most appropriate for the age and skill level of the players on their teams. Examples of coaches training that is supported by SSBA include but not limited to:

- NCCP Sport Specific Training <https://coach.ca/coach-sport-nccp-training>
  - Diversity and Inclusion training;
  - Mental Health In Sport
- NCCP and CAC Multi-sport Training Modules (<https://coach.ca/nccp-and-cac-multi-sport-training-modules>);

### 2.2.2 Coach NCCP #

To complete training under The Coaching Association of Canada, you will need a National Coaches Certification Program number (NCCP #). This will help you access your coach training and records via “The Locker.”

The Locker is a central location for coaches across Canada to access, manage, and maintain their coach training and records.

You will need an NCCP # to complete the required Safe Sport Training. To create an NCCP account you can do so at <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>.

## 3.0 Player Safety and Support

An essential role of SSBA coaches is to enhance the safety of players while they are participating in the sport. In support of that expectation, coaches are required to review and implement the following:

- Review, understand and adhere to the
  - Athlete Protection Guidelines (Attachment B);
  - Concussion Policy (Attachment C);
  - Prepare Emergency Action Plans for practices and games (template in Attachment D)
  - Report misconduct to the SSBA board.

### 3.1 Equity, Diversity and Inclusion

SSBA promotes equitable access to basketball in our community. Coaches are expected to review and uphold the commitments to Equity, Diversity and Inclusion described in the Coaches Pledge:

- We pledge to provide an accessible, inclusive and welcoming basketball environment for all.
- We will ensure everyone feels safe and that they belong, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction of an offense for which pardon has granted or in respect of which a record of suspension has been ordered.
- We firmly stand against any form of racism, discrimination or harassment.

- We will strive to provide programming that targets underrepresented groups, while reducing systemic and overt barriers to participation.
- We commit to ongoing education to promote equality, diversity and accessibility.

## 4.0 Team Management Expectations and Resources

### 4.1 Team Roles and Responsibilities

Each team will have different organization and structure based on the coaches, managers and parent support available for each team. A list of responsibilities are provided below with recommendation for which role should be assigned as the person responsible. However, each team will distribute the responsibilities based on availability and resources. At a minimum, the team is required to define who will be the lead for each responsibility so that there is decreased opportunity for confusion and misunderstanding.

- Communication with parents and players regarding team logistics
  - Manager or head coach
- Preparation of practice plans and leading practice activities
  - Head coach
- Communication with SSBA board
  - All team members
- Communication with MBANS
  - MBANS requires communications be directed through the Association Chair. If the team has questions that need to be directed to MBANS, they should be emailed to the SSBA Chair so that they can be forwarded to MBANS.

### 4.2 Parent Meeting

SSBA requires head coaches to schedule a meeting with the parents of players prior to the first scheduled game. The meeting should include at a minimum:

- Review of SSBA Code of Conduct;
- Review of SSBA Athlete Protection Guidelines;
- Review of SSBA Concussion Policy;
- The coaches' expectations of parents and players;
- Season schedule.

### 4.3 Practice Planning

SSBA encourages coaches to prepare practice plans in advance of practices and share the plans with the assistant coaches that will be supporting the practice. Template practice plans are available through the Canada Basketball Game Plan. Libraries of drills are available for coaches to utilize and reference in their practice plans.

### 4.4 Rules of Play

Basketball Nova Scotia and MBANS define the rules of play for SSBA teams. In provincially sponsored games the BNS rules will apply. In the MBANS league their rules will apply. Coaches are responsible for reviewing and understanding the rules of play that govern the games they are registered for. Many of the rules are applicable to all levels of play; however, there are specific rules of play for different age

groups that define numbers of players required for a game to proceed, fair playing time and substitutions.

## 5.0 MBANS Season Scheduling

The MBANS league hosts a pre-season meeting where scheduling plans and team expectations for the season are outlined. The details may change from year to year and will be communicated to the teams by the SSBA Board. In general, the following MBANS expectations are consistent each season.

### 5.1 Season Schedule

Each team is required to state a starting division for their team based on expected level of competition. MBANS then groups teams to play three seeding games that will define the division for the team. MBANS goal is for teams to play in games where at least 50% of the games are competitive. Once a team is placed in a division, the schedule for games up to the end of December is published. Adjustments to division levels can be requested if less than 50% of games are competitive; this request is to be sent by the SSBA Chair.

### 5.2 Inclement Weather

**Metro Basketball Association rarely cancels games.**

**Any coach or parent who feels that road conditions are not safe to travel to a game will be fully supported by SSBA.**

1. Each coach has the right to cancel if they do not feel comfortable driving.
2. If a coach is willing to continue with a scheduled game, each parent has the right to decide to not attend. If there are enough players available, the game can be attended by those players
3. If there are not enough players due to weather or the coach decides to cancel follow these steps:
  - a) **Contact the Chair of SSBA so that he/she can officially cancel the game**
  - b) Notify your own team of cancellation (optional courtesy call to opposing coach)
  - c) There is a rescheduling policy on the mbans website under the "rules" heading to help navigate potential rescheduling

**4. \*\*\* MBANS expects teams to play scheduled games with the amount of players they have available, if the reason for lack of players is not due to weather, even if the game would be a default for that team. Teams are expected to make every effort to call up players to fill the gaps on their team.- See calling up players.**

### 5.3 Calling up players

If you have a shortage of players due to sickness or players being away, teams are expected to call up players from a lower division or age class. You can call up enough players to have a total of 8 players for u14, 16, 18 and a total of 10 players for u 10, u12.

**The MBANS website outlines the rules for call ups in section 9 of the Rules of Play.**

## 6.0 Online Resources for Coaches:

SSBA uses Facebook to provide general updates and notifications. SSBA will also communicate to all families via email. Team Coaches and Managers will communicate with individual teams using tools defined by the Team.

- **SSBA Website** [www.shootingstarbasketball.ca](http://www.shootingstarbasketball.ca)
  - All the coaching resources can be found on SSBA Website under the “Coaches Portal” menu. This includes relevant coaching resources and rules and information related to the team calendar and team page.
  - The coach’s portal on the website has all the forms to be completed to be a coach.
  - Please see SSBA Board Contact for the Website Manager and other board members.
  
- **RAMP App**
  - RAMP App is available for teams to communicate with players, parents and family members and fans.
  -
  
- **SSBA Facebook page** [Shooting Star Basketball](#)
  - Please “like” the Facebook page. Relevant notices and information will be posted on the Facebook feed.
  
- **Metro Basketball Association Nova Scotia (MBANS)** [www.mbans.ca](http://www.mbans.ca)
  - Games and results are found here
  - Metro Basketball Association Constitution and By-laws are found [here](#)
  - Schedules and submit game scores here
  - General Rules of Play [here](#)
  - Defensive Rules [here](#)
  - Defensive Videos [here](#)
  
- **Canada Basketball here**
  - <https://www.basketball.ca/en/development/coaches>
  - [Athlete Development Model](#)
  
- **Basketball Nova Scotia (BNS)** [www.basketballnovascotia.ca](http://www.basketballnovascotia.ca)
  - [Coach Education](#)
  - Training and Certification Opportunities
  - Intro Coaching Courses
  - [Safe Sport](#)
  
- **The Coaching Association Canada (CAC)** [here](#)

- Basketball Canada is a partner of CAC. \_\_\_\_\_.
- **The Locker [here](#)**
  - The Locker is a central location to access to easily access, manage, and maintain your coach training and records of coach training offered through the National Coaches Certification Program (NCCP). The Locker is also where your affiliated sport organization will confirm your completed training and coaching certifications, offer sport - specific eLearning, schedule events, and generate reports.
  - Each SSBA coach should have a NCCP #. This is easily created [here](#).
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## **Background Screening Policy**

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a. “Criminal Record Check (CRC)” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
  - b. “Local Police Information (LPI)” – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
  - c. “Enhanced Police Information Check (E-PIC)” – a Criminal Record Check plus a search of local police information, available from SterlingBackcheck
  - d. “Vulnerable Sector Check (VSC)” – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database
  - e. “Vulnerable Participants” – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

### **Preamble**

2. Shooting Star Basketball Association (the club) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

### **Application of this Policy**

3. This Policy applies to all individuals whose position with the club is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with the club will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the club or to its participants. The club will determine which individuals will be subject to screening using the following guidelines (The club may vary the guidelines at its discretion):
  - a. Level 1 – Low Risk - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:
    - i. Parents, youth, or volunteers who are helping out on a non-regular or informal basis
  - b. Level 2 – Medium Risk – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:
    - i. Athlete support personnel
    - ii. Non-coach employees or managers
    - iii. Directors
    - iv. Officials
    - v. Coaches who are typically under the supervision of another coach

- c. Level 3 – High Risk – Participants involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants.

Examples:

- i. Full time coaches
- ii. Coaches who travel with athletes
- iii. Coaches who could be alone with athletes

### **Coaches Liaison**

5. The implementation of this policy is the responsibility of the club's Coaches Liaison with support of other club designates such as a club president/board members if the club's size warrants this.
6. At the discretion of the Coaches Liaison and the board, a Coaches Screening Committee may be formed to review documents submitted by coaches. The Coaches Liaison/Screening Committee is referred to as the Screening Committee below and is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the club. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, provincial/territorial sport organization, or any other person.
7. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
10. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the club, or to another individual.
12. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
13. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the club, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the club which may disseminate the decision as they see fit in order to best fulfil the mandate of the club.

15. A Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the club for two (2) years from the date the rejected application was made Screening Requirements
16. It is the club's policy that when an individual is first engaged by the club:
  - a. Level 1 individuals will:
    - i. Complete a Screening Disclosure Form (Appendix A)
    - ii. Participate in training, orientation, and monitoring as determined by the club
  - b. Level 2 individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete and provide an E-PIC
    - iii. Complete and provide a Vulnerable Sector Check
    - iv. Participate in training, orientation, and monitoring as determined by the club
    - v. Provide a driver's abstract, if requested
  - c. Level 3 individuals will:
    - i. Complete a Screening Disclosure Form
    - ii. Complete and provide an E-PIC
    - iii. Complete and provide a Vulnerable Sector Check
    - iv. Participate in training, orientation, and monitoring as determined by the club
    - v. Provide a driver's abstract, if requested
  - d. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the club. Additionally, the individual will inform the club of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
  - e. If the club learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with club policy.

### **Young People**

17. The club defines a young person as someone who is younger than 18 years old. When screening young people, the club will:
  - a. Not require the young person to obtain a VSC or E-PIC; and
  - b. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) letters of reference.
18. Notwithstanding the above, the club may ask a young person to obtain a VSC or E-PIC if the club suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the club will be clear in its request that it is not asking for the young person's youth record. The club understands that it may not request to see a young person's youth record.

### **Renewal**

19. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
  - a. An E-PIC every three years
  - b. A Screening Disclosure Form every three years

- c. A Screening Renewal Form (Appendix B) every year
  - d. A Vulnerable Sector Check once every three years
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the club, could affect the assessment of the individual's suitability for participation in the programs or activities of the club, or the individual's interactions with other individuals involved with the club.

### **Orientation, Training, and Monitoring**

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the club's discretion.
22. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback. Courses may include:
- a. Respect in Sport for Activity Leaders
  - b. CAC Safe Sport Training
  - c. Commit to Kids
24. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form (Appendix D), that they have received and completed the orientation and training.
25. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

### **How to Obtain an E-PIC or VSC**

26. Canada Basketball has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)
27. Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
28. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
29. The club understands that it may be required to assist an individual with obtaining a VSC. The club may need to submit a Request for VSC (Appendix C) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

### **Procedure**

30. Screening documents must be submitted to the Screening Committee.
31. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.

32. The club understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the club may permit the individual to participate in the role during the delay. The club may withdraw this permission at any time and for any reason.
33. The club recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted and may request further screening documents if deemed necessary.
34. Following the review of the screening documents, the Screening Committee will decide:
  - a. The individual has passed screening and may participate in the desired position;
  - b. The individual has passed screening and may participate in the desired position with conditions;
  - c. The individual has not passed screening and may not participate in the desired position;  
or
  - d. More information is required from the individual.
35. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
36. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
  - a. If imposed in the last ten years:
    - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
    - ii. Any offense involving conduct against public morals
    - iii. Any offense involving theft or fraud
  - b. If imposed at any time:
    - i. Any offense involving a Minor or Minors
    - ii. Any offense of assault, physical or psychological violence
    - iii. Any offense involving trafficking or possession of illegal drugs
    - iv. Any offense involving the possession, distribution, or sale of any child-related pornography
    - v. Any sexual offense

### **Conditions and Monitoring**

37. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

### **Records**

38. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

39. The records kept, which will be stored in a secure area, by the club as part of the screening process include but are not limited to:
- a. An individual's Vulnerable Sector Check
  - b. An individual's E-PIC (for a period of three years)
  - c. An individual's Screening Disclosure Form (for a period of three years)
  - d. An individual's Screening Renewal Form (for a period of one year)
  - e. Records of any conditions attached to an individual's registration by the Screening Committee
  - f. Records of any discipline applied to any individual by the club or by another sport organization

# **Athlete Protection Guidelines**

## **Definitions**

1. The following terms have these meanings in these Guidelines:
  - a. “Person in Authority” – An individual who holds a position of authority within the club including, but not limited to, coaches, managers, support personnel, chaperones, and directors
  - b. “Vulnerable Participants” – Includes minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

## **Purpose**

2. These athlete protection guidelines describe how Persons in Authority can maintain a safe sport environment for athletes.

## **Interactions between Persons in Authority and Athletes – Rule of Two**

3. For interactions between Persons and Authority and Athletes, the club strongly recommends the ‘Rule of Two’ for all Persons in Authority who interact with athletes. The ‘Rule of Two’ is a directive that says that an athlete must never be alone one-on-one with an unrelated Person in Authority.
4. The club recognizes that fully implementing the ‘Rule of Two’ may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
  - a. The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable
  - b. Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete
  - c. Persons in Authority shall not invite or have an unrelated Vulnerable Participant (or Vulnerable Participants) in their home without the written permission and concurrent knowledge of the Vulnerable Participant's parent or guardian
  - d. Vulnerable Participants must not be in any situation where they are alone with an unrelated Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian

## **Practices and Competitions**

5. For practices and competitions, the club and its members recommends:
  - a. A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or practice unless the Person in Authority is the Vulnerable Participant’s parent or guardian
  - b. If the Vulnerable Participant is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives
  - c. If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person

in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present in order to avoid the Person in Authority being alone with a Vulnerable Participant

- d. Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
- e. Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message

### **Communications**

6. For communication between Persons in Authority and Athletes, the club recommends:
  - a. Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and athletes
  - b. Persons in Authority may only send personal texts, direct messages on social media or emails to individual athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information)
  - c. Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant)
  - d. Parents and guardians may request that their child not be contacted by Persons in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications
  - e. All communication between Persons in Authority and athletes must be between the hours of 6:00am and midnight unless extenuating circumstances exist
  - f. Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted
  - g. Persons in Authority are not permitted to ask athletes to keep a secret for them
  - h. A Person in Authority should not become overly-involved in an athlete's personal life

### **Travel**

7. For travel involving Persons in Authority and Athletes, the club recommends:
  - a. Teams or groups of Athlete shall always have at least two Persons in Authority with them
  - b. For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender
  - c. Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
  - d. No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian



- e. A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian
- f. Room or bed checks during overnight stays must be done by two Persons in Authority
- g. For overnight travel when athletes share a hotel room, roommates will be age-appropriate (e.g., within 2 years of age) and of the same gender identity

### **Locker Room / Changing Area / Meeting Room**

- 8. For locker rooms, changing areas and other closed meeting spaces, the club recommends:
  - a. Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room
  - b. If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required

### **Photography / Video**

- 9. For all photography and video of an Athlete, the club recommends:
  - a. Parents/guardians should sign a photo release form (i.e., as part of the registration process) that describes how an athlete's image may be used by the club
  - b. Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the athlete.
  - c. The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
  - d. Examples of photos that should be edited or deleted include:
    - i. Images with misplaced apparel or where undergarments are showing
    - ii. Suggestive or provocative poses
    - iii. Embarrassing images

### **Physical Contact**

- 10. The club understands that some physical contact between Persons in Authority and athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. For physical contact, the club recommends:
  - a. Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an athlete where and why any touch will occur. The Person in Authority must make clear that they are requesting to touch the athlete and not requiring the physical contact
  - b. Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the athlete during a training session, is permitted
  - c. Making amends, such as an apology or explanation, is encouraged to further help educate athletes on the difference between appropriate and inappropriate contact
  - d. Hugs lasting longer than 5 seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. The club is aware that some younger athletes may initiate hugging or other physical contact with a Person in

Authority for various reasons (e.g., such as crying after a poor performance), but this physical contact should always be limited.

### **Reporting Inappropriate Behaviour & Child Sexual Abuse**

11. The following are quick steps for reporting from the Canadian Centre for Child Protection's Commit to Kids Program. This is not meant to be an exhaustive list or replace legal advice. Users are strongly encouraged to consult with any or all of child welfare, law enforcement, and legal counsel as appropriate to a given situation.

#### **a. Reporting Inappropriate Conduct**

- i. A child discloses information or information is discovered indicating that a coach/volunteer may have acted inappropriately. Document the information.
- ii. Coach who receives the report notifies the supervisor/manager. Document.
- iii. Manager notifies the head of the organization.
- iv. Consultation between the manager and the head of the organization to decide if concern is warranted. Document.
- v. If warranted, meet with accused coach/volunteer to discuss allegations and concerns. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation. Document.
- vi. If the head of the organization determines that the nature of the conduct is not sufficiently serious to warrant formal action, the organization may choose to clarify expectations with the coach/volunteer as outlined in the Code of Conduct. Document.
- vii. If the head of the organization determines that the nature of the conduct is sufficiently serious to warrant action, an internal follow-up takes place. Document.
- viii. Organization conducts an internal follow up and is documented. Outcomes of the follow up:
  1. ***Inappropriate conduct is not substantiated.*** Follow internal policies. No further action necessary but organization may choose to take the opportunity to remind all coaches/volunteers of the Code of Conduct.
  2. ***Inappropriate conduct is substantiated.*** Next steps will depend on severity of the conduct, the nature of the information gathered during internal follow up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.
  3. ***Inconclusive.*** Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow up. Work through options, assess the risk, and consult professionals as needed.
- ix. Adequately supervise and monitor the coach/volunteer consistent with internal policies. Document.
- x. ***Note:*** Consider when/if the child's parents should be notified about allegations of inappropriate conduct.

#### **b. Reporting Child Sexual Abuse**

- i. Child discloses abuse or abuse is discovered with the adult involved in the abuse being a coach/volunteer. Document the information.
- ii. Coach/volunteer who receives disclosure notifies law enforcement and/or child welfare about the incident; consults with child welfare about notifying parents; and notifies the supervisor/manager who in turn notifies the head of the organization. Document.
- iii. Head of the organization/manager suspends the coach/volunteer suspected of abuse with or without pay until the case is resolved. Seek legal guidance prior to suspension and/or dismissal. If the individual is a volunteer or unpaid staff, consider if the individual should be dismissed from their position immediately. Document.
- iv. A child welfare agency and/or police carry out investigation. Organization should conduct an internal follow up in consultation with police/child welfare and adjust internal policies if needed. Potential outcomes of investigation:
  1. **Substantiated/guilty.** Coach/volunteer is dismissed from their position.
  2. **Inconclusive/not guilty.** Seek legal counsel. Consider if coach/volunteer should be dismissed, with or without severance.
  3. **Note:** Criminal processes can be complex and lengthy. A finding of not guilty may not necessarily mean that the abuse did not occur. Consult with a lawyer for this and prior to suspension and/or dismissal.
- v. Document the outcome of the investigation on an incident report form. Document the results of the internal follow up.

# **Concussion Policy**

## **Preamble**

1. This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
2. The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
3. A concussion is a clinical diagnosis that can only be made by a physician. Shooting Star Basketball Association (the club) accepts no liability for participants or other individuals in their use or interpretation of this Policy.

## **Definitions**

4. The following terms have these meanings in this Policy:
  - a. "Participant" – Coaches, athletes, volunteers, officials, and other registered individuals
  - b. "Registered Individuals" – All individuals employed by, or engaged in activities with the club, including but not limited to, employees, volunteers, administrators, committee members and directors and officers.
  - c. "Suspected Concussion" – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
  - d. "Sport-Related Concussion ("SRC") – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
    - i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
    - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
    - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent.
    - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

## **Purpose**

5. The club is committed to ensuring the safety of those participating in the sport of basketball. The club recognizes the increased awareness of concussions and their long-term effects and

believes that prevention of concussions is paramount to protecting the health and safety of Participants.

6. This Policy provides guidance in identifying common signs and symptoms of a concussion, protocol to be followed in the event of a possible concussion and return to participation guidelines should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.

### **Recognize**

7. If any of the following red flags are present, an ambulance should be called and/or an on-site licensed healthcare professional should be summoned:
  - a. Neck pain or tenderness
  - b. Double vision
  - c. Weakness or tingling / burning in arms or legs
  - d. Severe or increasing headache
  - e. Seizure or convulsion
  - f. Loss of consciousness
  - g. Deteriorating conscious state
  - h. Vomiting
  - i. Increasingly restless, agitated, or combative
8. The following observable signs may indicate a possible concussion:
  - a. Lying motionless on the playing surface
  - b. Slow to get up after a direct or indirect hit to the head
  - c. Disorientation or confusion / inability to respond appropriately to questions
  - d. Blank or vacant look
  - e. Balance or gait difficulties, motor incoordination, stumbling, slow laboured movements
  - f. Facial injury after head trauma
9. A concussion may result in the following symptoms:
  - a. Headache or “pressure in head”
  - b. Balance problems or dizziness
  - c. Nausea or vomiting
  - d. Drowsiness, fatigue, or low energy
  - e. Blurred vision
  - f. Sensitivity to light or noise
  - g. More emotional or irritable
  - h. “Don’t feel right”
  - i. Sadness, nervousness, or anxiousness
  - j. Neck pain
  - k. Difficulty remembering or concentrating
  - l. Feeling slowed down or “in a fog”
10. Failure to correctly answer any of these memory questions may suggest a concussion:
  - a. What venue are we at today?
  - b. Which team is winning?
  - c. Which quarter is it?

- d. What team are you playing against?

### **Remove**

11. In the event of a Suspected Concussion where there are observable signs of a concussion, symptoms of a concussion, or a failure to correctly answer memory questions, the Participant should be immediately removed from participation.
12. Participants who have a Suspected Concussion and who are removed from participation should:
  - a. Not be left alone (at least for the first 1-2 hours)
  - b. Not drink alcohol
  - c. Not use recreational/prescription drugs
  - d. Not be sent home by themselves
  - e. Not drive a motor vehicle until cleared to do so by a medical professional
13. A Participant who has been removed from participation due to a suspected concussion should not return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the [Sport Concussion Assessment Tool – 5th Edition \(SCAT5\)](#) (for Participants over the age of 12) or the [Child SCAT5](#) (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.
14. For Participants who have been removed from participation, the Participant’s parent/guardian should be immediately contacted. The Participant should be isolated in a dark room or area, stimulus should be reduced, the Participant should not be left alone, the Participant should be monitored, and any cognitive, emotional, or physical changes should be documented.

### **Re-Evaluate**

15. A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant’s clinical status and the potential need for neuroimaging scans.

### **Rest and Rehabilitation**

16. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant’s symptoms. Participants should avoid vigorous exertion.
17. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

### **Refer**

18. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

### **Recovery and Return to Sport**

19. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For most Participants, these cognitive defects, balance and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant’s initial symptoms following the first few days after the injury.

20. The table below represents a graduated return to sport for most Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills (e.g., defense). May start progressive resistance training	Exercise, coordination, and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

**Table 1 – Return to Sport Strategy**

21. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
22. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
23. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
24. If symptoms persist, the Participant should return to see a physician.
25. The Participant’s Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process.
26. The Participant must provide the club with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.

**Reconsider**

27. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
28. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.
29. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

Stage	Aim	Activity	Stage Goal
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1	Daily Activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading, texting, screen time). Start with 5-15 min at a time and gradually build up	Gradual return to typical activities
2	School activities	Homework, reading, or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increase breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

**Table 2 – Return to School Strategy**

**Residual Effects**

30. Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that “a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or sub concussive impacts cause CTE remains unknown.”

**Risk Reduction and Prevention**

31. The club recognizes that knowing a Participant’s SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. The club encourages Participants to make coaches and other stakeholders aware of their individual histories.

**Non-Compliance**

32. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with the club’s internal policies.



## Emergency Action Plan

<b>Emergency #s</b>	911  Coach: Phone #:  Staff: Phone #:	<u>Checklist:</u> <input type="checkbox"/> Location of phones (cell or landlines) <input type="checkbox"/> Emergency phone numbers are listed <input type="checkbox"/> Cell phone charged
<b>Facility</b>	Address of Facility:  Address of Nearest Hospital:	Directions: provide accurate directions to the site
<b>Person In Charge</b>	Name: Phone:  Alternate 1: Phone:  Alternate 2: Phone:	Roles and Responsibilities: <ul style="list-style-type: none"> <li>• Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements</li> <li>• Designate who is in charge of the other participants</li> <li>• Protect yourself (wear gloves if in contact with body fluids such as blood)</li> <li>• Assess ABCs (check that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)</li> <li>• Wait by the person until EMS arrives and the injured person is transported</li> <li>• Fill out an accident report form</li> </ul>
<b>Call Person</b>	Name: Phone:  Alternate 1: Phone:  Alternate 2: Phone:	Roles and Responsibilities <ul style="list-style-type: none"> <li>• Call for emergency help</li> <li>• Provide all necessary information to dispatch (facility location, nature of injury, what first aid has been done)</li> <li>• Clear any traffic from the entrance/access road before ambulance arrives</li> <li>• Wait by the driveway entrance to the facility to direct the ambulance when it arrives</li> <li>• Call the emergency contact person listed on the injured person's medical profile</li> </ul>
<b>Participant Information</b>		Participant profile information and emergency contact information (where is it located?)
<b>First Aid Kit</b>		Where is the first aid kit located?

## **Code of Conduct Template**

### **Definitions**

1. For a full list of definitions related to this Code of Conduct, please visit this [link](#).

### **Purpose**

1. The purpose of this Code of Conduct (“Code”) is to ensure a safe and positive environment (within club programs, activities, and events) by making all individuals aware that there is an expectation, at all times, of appropriate behaviour.
2. Shooting Star Basketball Association (the club) is committed to providing an environment in which all individuals are treated with respect. It supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner that shows respect, integrity, and fairness to all.
3. Conduct that violates this Code may be subject to sanctions from the club, Provincial/Territorial Sport Organization, or Canada Basketball.

### **Application of this Code**

4. This Code applies to conduct that may arise during the course of club business, activities, and events, including but not limited to: its administrative environment, competitions, practices, training camps, tryouts, travel, and any meetings of the club.
5. This Code also applies to the conduct of individuals that may occur outside of the club’s business, activities, events, and meetings when such conduct adversely affects relationships within the club and is detrimental to the image and reputation of the club.

### **Responsibilities**

6. All Individuals have a responsibility to:
  - a. Maintain and enhance the dignity and self-esteem of club members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and members;
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
    - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
    - v. Consistently treating individuals fairly and reasonably;
    - vi. Ensuring adherence to the rules of basketball and the spirit of those rules.
  - b. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive,

abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- i. Written or verbal abuse, threats, or outburst;
  - ii. Displaying visual material which is offensive or which one ought to know is offensive in the circumstances;
  - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - vii. Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking participant by a more senior person, which does not contribute to either's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking person's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations;
  - x. Physical or sexual assault;
  - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment;
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to the club.
- c. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
  - ii. Displaying sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtations, advances, or propositions;
  - vi. Persistent unwanted contact.
- d. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the club adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction. The club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program,

whether imposed by the Provincial/Territorial Sport Organization, Canada Basketball, or any other sport organization.

- e. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive basketball, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
- f. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- g. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with club events.
- h. Respect the property of others and not willfully cause damage.
- i. Promote basketball in the most constructive and positive manner possible.
- j. Adhere to all federal, provincial, municipal, and host country laws.
- k. Comply at all times with the bylaws, policies, procedures, rules and regulations of the club, as adopted and amended from time to time.

#### **Board/Committee Members and Staff**

7. In addition to paragraph 6 of the Code of Conduct (above), Board and Committee Members and Staff will:
  - a. Function primarily as a member of the board and/or committee(s) of the club; not as a member of any other particular member or constituency
  - b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of club business and the maintenance of member confidence
  - c. Ensures that the financial affairs of the club are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities
  - d. Conduct oneself openly, professionally, lawfully, and in good faith in the best interests of the club
  - e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism
  - f. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - g. Keep informed about the activities of the club, the provincial sport community, and general trends in the sectors in which it operates
  - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the club is governed
  - i. Respect the confidentiality as appropriate to issues of a sensitive nature
  - j. Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - k. Respect the decisions of the majority and resign if unable to do so
  - l. Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings
  - m. Have a thorough knowledge and understanding of all club governance documents

- n. Conforms to the bylaws and policies approved by the club, in particular this Code of Conduct and subsequent policies.

### **Teams**

- 8. In addition to paragraph 6 of the Code of Conduct (above), teams will:
  - a. Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations and procedures of the club
  - b. Ensure that all athletes and coaches participating in sanctioned competitions are registered members, in Good Standing, of their respective teams.
  - c. Engage only authorized coaches and sanctioned athletes.
  - d. Do your best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
  - e. Become familiar with the club's Policies and Procedures and ensure that all others involved are aware of them as well.
  - f. Incorporate Fair Play into team activities both on and off the court.
  - g. Ensure that all equipment and facilities are safe and match the athlete's ages and abilities.
  - h. Ensure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
  - i. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
  - j. Remember that you are in a position of authority and will use best judgment that is in the best interests of the children and for the game of basketball.

### **Coaches**

- 9. In addition to paragraph 6 of the Code of Conduct (above), coaches have additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
  - a. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Club Screening Policy, so that the community is satisfied it has minimized the risk of an unsafe environment
  - b. Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance
  - c. Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages, cannabis, and/or tobacco
  - d. Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved

- e. Not engage in a intimate/sexual/romantic relationship with an athlete of under the age of 18 years, or an intimate/sexual/romantic relationship with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete
- f. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- g. Dress professionally, neatly, and inoffensively
- h. Use inoffensive language, taking into account the audience being addressed
- i. Be reasonable when scheduling practices and games. I will remember the other interests and obligations of my players.
- j. Teach players to play fair and respect the rules of the game as they are written.
- k. Ensure that all players get equal instruction and support.
- l. Recognize and reward all achievements other than just scoring points.
- m. Never ridicule or yell at my players for making mistakes, performing poorly or losing. I will remember that children play to have fun and satisfaction and must be encouraged to have confidence in themselves.
- n. Ensure that equipment and facilities meet safety standards and are appropriate for my player's age and size.
- o. Teach your team to respect the opposing teams, judgment of the referees and other administrators and will lead by example.
- p. Follow a physician's advice to decide when injured players are ready to play again.
- q. Remember that children need a coach they can respect. I will be generous with deserved praise and set a good example.
- r. Keep informed on sound coaching techniques based on the principles of growth and development of children and continue to upgrade my coaching skills.
- s. Plan your season in advance and ensure I share it with my players and parents, particularly at the beginning of the season.

### **Athletes**

10. In addition to paragraph 6 of the Code of Conduct (above), athletes will have additional responsibilities to:
- a. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
  - b. Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects
  - c. Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason
  - d. Adhere to the club's rules and requirements regarding clothing and equipment
  - e. Never ridicule a participant for a poor performance or practice
  - f. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators

- g. Dress in a manner representative of the club with focus being on neatness, cleanliness, and discretion.
- h. Act in accordance with the club's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones
- i. Participate because you want to, not just because parents or coaches want you to.
- j. Play the game for the game's sake. Be generous when I win and be gracious when you lose.
- k. Play by the rules of basketball and in the spirit of the game.
- l. Control your temper and understand that fighting and "mouthing off" can spoil the game for everybody and is unacceptable.
- m. Respect your opponents.
- n. Do your best to be a true team player and work for the good of the team.
- o. Remember that having fun, improving skills, making friends and doing my best are more important than just winning games.
- p. Remember that coaches and officials are there to help me and accept their decisions and show them respect.
- q. Acknowledge all good plays / performances – those of your team and of your opponents.

#### **Parents/Guardians and Spectators**

11. In addition to paragraph 6 of the Code of Conduct (above), parents/guardians of individuals and spectators at events will:
  - a. Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
  - b. Never ridicule a participant for a poor performance or practice
  - c. Respect the decisions and judgments of officials and encourage athletes to do the same
  - d. Not question the judgment or honesty of an official or a club staff or board member
  - e. Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport
  - f. Keep off of the competition area and not interfere with events or calls
  - g. Not force your child or others to participate in basketball.
  - h. Remember that children play organized sports for their own fun and benefit. They are not there to entertain, and they are NOT miniature professional athletes.
  - i. Explain the importance of "Fair Play" to your child and their coach along with others involved in basketball.
  - j. Encourage your child to play by the rules and to resolve conflicts without resorting to hostility or violence.
  - k. Teach your child that doing one's best is as important as winning, so your child will never feel defeated by the outcome of the game.
  - l. Make your child feel like a winner every time by offering praise for competing fairly and trying hard.
  - m. Never ridicule or yell at your child or coach for making a mistake or losing a game.
  - n. Remember that children learn best by example and will applaud good plays by the home team and the visiting team.

- o. Be on your best behaviour at all times and will not use profane language or harass players, coaches, referees, administrators, volunteers or the opposing team.
- p. Never question the referee or coach's judgment or honesty in public and will respect their decisions and involvement in my child's development.
- q. Show respect for the visiting team – without them there would be no game.
- r. Make involvement in this basketball program for your child and others a positive experience.
- s. Condemn the use of violence and verbal abuse in all forms.
- t. Encourage players always to play according to the rules of basketball.
- u. Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.



# Metro Basketball Association Rules of Play

Metro Basketball Association

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## Revision History

**Compiles from Past Minutes – May 27, 2008 Accepted in totality – June 23, 2008**

**Rule 5 amended – June 8, 2009**

**Rule 4, 8, 9, 11 amended – June 21, 2010.**

**Rule 9, 11 amended – June 19, 2012**

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**Rule 5, 6, 7, 11, 12, 18 amended – June 26, 2018 Rule 11, 12 amended – June 4, 2019**

**Rule 19 amended – July 14, 2020**

**Rule 20 added – July 14, 2020**

**Rule 15 amended – June 22, 2021**

**Rule 6, 7, 9, 18 amended July 26, 2022**

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Metro Basketball Association Page 5 of 14 **Metro Basketball Association Rules of Play**

1. **GameSchedules**

All scheduled games are to be played as scheduled.

2. **FIBARules**

All MBA games are to be played under the current “FIBA Official Basketball Rules”, except for the variations approved by the MBA and recorded in this document.

3. **BallSizes**

The ball sizes to be used for each age class are as follows:

3.1. Under 10 Developmental and Under 12: Size 5  
 3.2. Under 14, Under 16 and Under 18 Girls: Size 6  
 3.3. Under 14, Under 16 and Under 18 Boys: Size 7

#### 4. MercyRules

1. 4.1. Teams are to show respect for their opponents at all times. Failure to do so may result in disciplinary actions.
2. 4.2. In Under 12 when a team is ahead by 40 points or more the scores shall be set to 0 for the remainder of the game.
3. 4.3. In Under 12 Division 1 or 1A if a team is ahead by 15 points or more the leading team shall no longer be permitted to employ a pressure defence.
4. 4.4. In Under 14, Under 16 and Under 18 age classes, if a team is ahead by 25 points or more, the leading team shall no longer be permitted to employ full court pressure defence of any kind.

#### 5. GameTiming

5.1. Under 10 Developmental will play ten 3 minute and 30 second stop time shifts, with equal play required.

5.1.1. Games shall be divided into two halves. Each half will consist of 5 shifts or 17 minutes and 30 seconds of playing time.

5.1.2. Half time will be 2 minutes when and where possible. Half-time may be shortened if the game is running behind schedule.

5.1.3. Games shall not exceed a maximum duration of 1 hour and 10 minutes. 5.2. Under 12 will play eight 4 minute stop time shifts, with equal play required.

5.2.1. Each quarter will consist of two 4 minute stop time shifts.

5.2.2. Half time will be 5 minutes when and where possible. Half-time may be shortened if the game is running behind schedule.

5.2.3. Games shall not exceed a maximum duration of 1 hour and 10 minutes.

5.3. Under 14 will play four quarters of 8 minutes each with a 1 minute break between quarters.

5.3.1. Equal play will be required in the first three quarters of games played in Division 3 or lower with those three quarters being divided into two 4 minute shifts.

5.3.2. Half time will be 5 minutes when and where possible. Half-time may be shortened if the game is running behind schedule.

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5.3.3. Games shall not exceed a maximum duration of 1 hour and 15 minutes.

5.4. Under 16 and Under 18 will play four quarters of 10 minutes each with a 1 minute break between quarters.

5.4.1. Half time will be 5 minutes when and where possible. Half-time may be shortened if the

game is running behind schedule.

5.4.2. Games shall not exceed a maximum duration of 1 hour and 25 minutes.

5. 5.5. There shall be no overtime played during regular season games.
6. 5.6. The game clock shall be stopped when a field goal is scored with less than 1 minute remaining

in the final quarter or overtime when the difference in the score is 10 points or less.

7. 5.7. Should over time be required during a U12 play-off game four (4) minute shifts shall be played

until a winner is determined. Rule 11.1 shall not apply to over time shifts.

8. 5.8. Should over time be required during a U14, U16 or U18 play-off game five (5) minute periods

shall be played until a winner is determined.

## 6. ShotClock

6.1. The shot clock for all divisions in the MBA shall be 24 seconds. All FIBA rules surrounding the shot clock shall be in effect.

## 7. BackCourtPossession

7.1. All divisions within the MBA will be permitted to have possession of the ball in their back court for 8 seconds prior to crossing the mid court.

## 8. TimeOuts

Each team shall be permitted a total of five time outs, two of which may be taken in the first half, 3 of which may be taken in the second half with only two permitted to be taken in the final 2 minutes of play.

## 9. NumberofPlayers/Call-ups

1. 9.1. In the Under 14, Under 16, and Under 18 age classes each team must have a minimum of 5 players present for the start of the game.
2. 9.2. In the Under 12 age class, each team must have a minimum of 8 players for an official game. A team may start a game with 5 players however the all 8 players must play by the fifth shift or the game shall be ruled as a default.
3. 9.3. In the Under 10 Developmental age class teams are required to register a minimum of 8 players for a team to be accepted into the league.

4. 9.4. In the Under 10 Developmental age class, each team must have a minimum of 6 players for an official game. A team may start a game with 4 players however all 6 players must play by the fifth shift or the game shall be ruled as a default.
5. 9.5. Subject to Rules 9.6 to 9.9, players may be called up when a coach knows or suspects that they may be in a forfeiture position for an upcoming game.
6. 9.6. A player may be called up from any team with the same club in a lower division or age class. 9.6.1. In U10 divisions a player may be called laterally or from up to two divisions above the

team calling the player. A list of divisions each division is allowed to call-up from will be provided to clubs at the beginning of each season.

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9.6.2. In U12 division 4 and below a player may be called laterally from a team in the same division OR called down from a team one division above the division of the team calling the player.

9.7. Any one player can only be called to the same team twice, upon being called to the same team for a third time within the season, the player will be required to remain with that team. In the Under 14, Under 16, and Under 18 age classes only enough players can be called up to make a total of 8 players for a game.

9.7.1. Any Player who has transferred to another team as a result of rule 9.7 is no longer eligible to be called to another team at any division.

9.8. In the Under 12 and Under 10 Developmental age classes the coach can call up enough players to bring the team total for that game to a maximum of 10.

9.9. To add a player as a call-up at game time, the coach must:

9.10. Advise the scorekeeper that a player from a lower level within your club will be playing as a

"Call-up";

9.10.1. Present name(s) and number(s) to the scorekeeper;

9.10.2. Advise the other coach of the call-up.

9.10.3. A call-up player must be registered with the same club for play in the Metro Basketball

Association or in a Basketball Nova Scotia registered Small Ball or Steve Nash program. 9.11. If a player is found to be a "Call-down" (Player from a higher division or older age class), the

game will be forfeited and coach will face disciplinary action.

9.12. 9.11 will not apply to U10 divisions or U12 divisions 4 and below, so long as the team is in

compliance with rules 9.6 thru 9.7

## 10. Under 14 Age Class Variations

10.1. Man to Man Defence - Defence must be man to man. Zone defences of any kind are not permitted.

10.2. No Double Teaming - Double teaming is not permitted. Help defence is permitted but not in a sustained manner such as a trap. When an offensive player has beaten their defender another defender may step in to help momentarily but then must immediately return to guard their own offensive player or switch players to return to man to man.

10.3. Penalty for Illegal Defences – If in the view of the Referee there is intent to play a zone defence or double team, the following penalties shall be assessed:

10.3.1. On the first offence, play shall be stopped and a warning shall be issued to the coach utilizing the illegal defence. Play shall resume with the ball being awarded to the offensive team.

10.3.2. On the second and any subsequent offence, the offensive team shall be awarded one free throw and possession at the point of interruption.

10.4. Equal Play - In all levels of Under 14 Division 3 and lower, no one player shall play more than a one shift difference than any other team mate over the duration of the first three quarters of the game. If players have not been used in accordance with “Equal Playing Time” by the end of the third quarter, the scorer shall record clearly on the score sheet that the game is a default against the violating team.

10.5. Substitutions during a shift - If a player fouls out, becomes injured or is unable to play their shift, the player replacing this player will be charged with the full shift and the injured or

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unable to play player will also be charged for the full shift. The coach may if he or she so

chooses to not substitute a player and play with only 4 for the remainder of the shift.

10.6. Fourth Quarter Exclusion – Rules 10.4, and 10.5 do not apply in the fourth quarter of a game.

## 11. Under 12 Age Class Variations

11.1. Equal Play - In all levels of Under 12 no one player shall play more than a one shift difference than any other team mate and no player shall be permitted to play more than five (5) shifts in a game (excluding overtime). If 8 or more players have not been used in accordance with “Equal Playing Time” by games end, the scorer shall record clearly on the score sheet that the game is a default against the violating team.

11.1.1. Should a player arrive to a game late or leave a game early they are required to play equal time for the portion of the game which they are at the game.

11.2. Substitutions during a shift - If a player fouls out, becomes injured or is unable to play their shift, they must be replaced by a player who has not played for more than 20 minutes (5 shifts X 4 minutes). The player replacing this player will be charged with the full shift and the injured or unable to play player will also be charged for the full shift. The coach may if he or she so chooses to not substitute a player and play with only 4 for the remainder of the shift.

11.3. Minimum number of players - A team shall consist of not less than eight (8) players five of whom must be present to start a game. In the event of a default due to a shortage of players within the MBA's standards (8 players by the start of playing the fifth shift), the game shall still be officiated and scored (MABO agreement). A team must have used a minimum of eight (8) players to complete an official game. If a player becomes injured or fouls out and you only have 8 players, you must play the remainder of the game with one less player.

11.4. No 3 Point Baskets – All successful attempts at a basket with the exception of free throws, shall be awarded 2 points. There shall be no 3 point shots in the Under 12 age class.

11.5. Free Throw Line - The free throw line will be shortened by 3 feet to a 12 foot length.

11.6. No Full Court Defence - After a made basket, or dead ball in the front court, the team now going on defense must retreat back to the 3 point line area in their own back court until the

opposing team crosses half court. In the case where there is no 3 point line, the top of the key area should be used. After a defensive team violation, the offensive team will be permitted to inbound the ball in their own backcourt, regardless of the spot of the violation.

11.6.1. Full Court Defence Exception - In Under 12 Divisions 1 and 1A, a man to man only, full court press will be permitted.

11.6.2. Should the defending team violate the rule and the official stops the game, the ensuing throw-in will take place at the top of the three point line (or key if not three point line) in the offensive teams back court.

11.7. Man to Man Defence - Defence must be man to man. Zone defences of any kind are not permitted.

11.8. No Double Teaming - Double teaming is not permitted. Help defence is permitted but not in a sustained manner such as a trap. When an offensive player has beaten their defender another defender may step in to help momentarily but then must immediately return to guard their own offensive player or switch players to return to man to man.

11.9.

Penalty for Illegal Defences – If in the view of the Referee there is intent to play a zone defence or double team, the following penalties shall be assessed:

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1. 11.9.1. On the first offence, play shall be stopped and a warning shall be issued to the coach utilizing the illegal defence. Play shall resume with the ball being awarded to the offensive team.
2. 11.9.2. On the second and any subsequent offence, the offensive team shall be awarded one free throw and possession at the point of interruption.

11.10. Last 30 Seconds Timing – In order to allow the defence to attempt to gain possession of the ball without the clock expiring, the clock shall not start when:

11.10.1. 11.10.2. 11.10.3. 11.10.4.

The offensive team has a 3 point lead or less; There is 30 seconds or less remaining in the game;  
And the offensive team has not yet brought the ball over half.  
This rule does not apply to Under 12 Division 1 and 1A where full court pressure is permitted.

11.11. Penalty Foul Shots – In the Under 12 age level 2 shifts will count as 1 quarter. (Shifts 1 and 2 – 1st quarter; shifts 3 and 4 – 2nd quarter; etc.) A team accumulating a total of 5 team fouls in a quarter, would allow the opposing team to reach a penalty situation where they would shoot 2 free throws for the fifth and every foul thereafter in the quarter. The foul count is reset to 0 at the start of each subsequent quarter.

11.12. Should over time be required during a play-off game, any player who has not fouled out during the game shall be permitted to play in the over time shift(s).

## 12. Under 10 Developmental Variations

12.1. 4 on 4 Play - In all levels of Under 10 Developmental play shall be 4 on 4.

12.2. No Scores Displayed – While scores may be recorded for league administration purposes, the score shall not be displayed during Under 10 Developmental games.

12.3. Equal Play - In all levels of Under 10 Developmental no one player shall play more than a one

shift difference than any other team mate and no player shall be permitted to play more than seven (7) shifts in a game. If 6 or more players have not been used in accordance with “Equal Playing Time” by games end in disregard of this rule, the scorekeeper shall record the game as a default.

12.3.1. Should a player arrive to a game late or leave a game early they are required to play equal time for the portion of the game which they are at the game.

12.4. Substitutions during a shift – In Under 10 Developmental, if a player fouls out, becomes injured or is unable to play their complete shift, a replacement player can be substituted. The replacement player will be charged with a shift if there is one minute or more remaining to play in the shift. If there is less than 1 minute remaining, the replacement player will not be charged with a shift. The coach may if he or she so chooses to not substitute a player and play with only 3 for the remainder of the shift.

12.5. Minimum number of players - A team must have used a minimum of six (6) players to complete an official game, four (4) of whom must be present to start the game. Six players must be available by the fifth shift. In the event of a default due to a shortage of players within the MBA's standards (6 players by the start of play in the 5th shift), the game shall still be officiated (MABO agreement).

12.6. Basket Height – In Under 10 Developmental the baskets shall be set so that the rim is at a height of 8 feet 6 inches.

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12.7. No 3 Point Baskets – All successful attempts at a basket with the exception of free throws, shall be awarded 2 points. There shall be no 3 point shots in Under 10 Developmental.

12.8. Free Throw Line - The free throw line will be shortened to a length of 12 feet.

12.9. No Full Court Defence - After a made basket, or dead ball in the front court, the team now going on defense must retreat back to the 3 point line area in their own back court until the opposing team crosses half court. In the case where the court has no 3 point line, the top of

the key area should be used. After a defensive team violation, the offensive team will be

permitted to inbound the ball in their own backcourt, regardless of the spot of the violation. 12.9.1. Should the defending team violate the rule and the official stops the game, the ensuing

throw-in will take place at the top of the three point line (or key if not three point line)

in the offensive teams back court.

10. 12.10. Man to Man Defence - Defence must be man to man. Zone defences of any kind are not permitted.

11. 12.11. No Double Teaming - Double teaming is not permitted. Help defence is permitted but not in

a sustained manner such as a trap. When an offensive player has beaten their defender another defender may step in to help momentarily but then must immediately return to guard their own offensive player or switch players to return to man to man.

12. 12.12. Penalty for Illegal Defences – If in the view of the Referee there is intent to play a zone defence or double team, the following penalties shall be assessed:

12.12.1. On the first offence, play shall be stopped and a warning shall be issued to the coach utilizing the illegal defence. Play shall resume with the ball being awarded to the offensive team.

12.12.2. On thesecondandany subsequentoffence,theoffensiveteamshallbeawardedone free throw and possession at the point of interruption.

13. 12.13. No Penalty Foul Shots – In Under 10 Developmental there are 10 shifts which shall be divided into two halves of 5 shifts each. Quarters shall not be played and there shall be no penalty foul shots.
14. 12.14. No Screening – Screening of any kind is NOT permitted (including ball screens, area screens, and double weaves/handoffs). If a screen occurs during a game, it is automatically called by an official as an “illegal screen” resulting in a turn over.

### 13. Division 1 High School Exclusion

1. 13.1. With the exception of those specified in Rule 13.3, a player who plays on a Division 1 High school team is not eligible to play in the MBA in the same season.
2. 13.2. A player shall be deemed to be playing on a Division 1 high school team if they have played more than two high school Division 1 games, including exhibition and tournament games.
3. 13.3. Acknowledging the fact that a minority of high schools include Grade 9 students, and that any Grade 9 student who made the high school team would most likely see limited playing time, this rule does not include players who are in Grade 9.

### 14. Age Requirements

14.1. The term “current season” shall be defined as the normal period of operation for the MBA extending from September of one year until May of the following year.

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2. 14.2. To be eligible to play in Under 10 Developmental, a player must not have reached the age of 10 prior to January 1st of the current season.
3. 14.3. To be eligible to play in Under 12, a player must not have reached the age of 12 prior to January 1st of the current season.
4. 14.4. To be eligible to play in Under 14, a player must not have reached the age of 14 prior to January 1st of the current season.
5. 14.5. To be eligible to play in Under 16, a player must not have reached the age of 16 prior to January 1st of the current season.
6. 14.6. To be eligible to play in Under 18, a player must not have reached the age of 18 prior to January 1st of the current season.
7. 14.7. Subject to Rule 14.8, players may play up in older age classes but shall not be permitted to play down in younger age classes.
8. 14.8. In extenuating circumstances, the MBA Executive, by majority vote, may permit a player to play in a lower class.

### 15. Rosters

1. 15.1. Team rosters must be finalized prior to a team playing in the third week of play. Changes will only be permitted to team rosters after the third week of play with the approval of the MBA Executive.
2. 15.2. Any player may play in an older age class but no player shall play down in an age class younger than their eligibility. Players playing in age group higher than their eligibility, by choice or league placement, cannot be called down to their rightful age group to play for a team.
3. 15.3. Subject to Rule 15.4 and 15.5, all persons present on the bench during a game must be listed on the team's official roster. This includes coaches, assistant coaches, managers and other team or club officials.
4. 15.4. A teams roster must not include more then 15 players. In extenuating circumstances where a clubs would like to place more then 15 players on a roster they must seek approval from the league manager.
5. 15.5. A team may register as many coaches/team staff as they wish, However, no more then four (4) may be on the bench for a game.
6. 15.6. During the regular season, should a coach be unavailable for a team's game, and a person not listed on the team's roster be required to fill in, the referees, scorekeeper and opposing coaches must be notified prior to the start of the game.
7. 15.7. During playoffs, should a coach be unavailable for a team's game, and a person not listed on the team's roster be required to fill in, approval in writing must be granted by the League Manager.

## 16. Play-off Eligibility

1. 16.1. In order to be eligible to participate in playoffs, all players must be on the team roster as submitted prior to the third week of the season.
2. 16.2. In order to be eligible to participate in playoffs, all players must have played in a minimum of 3 games during the regular season.
3. 16.3. No player may be called up from any team during playoffs.

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## 17. Game Schedules and Defaults

All requests for changes to scheduled games must be submitted in writing to the person designated by the MBA a minimum of 1 month in advance of the date of the game. Failure to do so and being unavailable to play the game will result in a purposeful default.

## 18. Violations and Disciplinary Measures

1. 18.1. The MBA shall have the power to investigate and apply consequences, up to and including permanent suspension from the league, to any club, team, coach, player or associate, who in the opinion of the MBA are deemed to have acted in detriment to the league.
2. 18.2. In relation to suspensions, correspondence shall be conducted between the MBA and the respective club representatives with the exception of investigations by a Discipline Committee.

3. 18.3. The term “game official” as it applies to Rule 18 shall include the referees, the scorekeeper, the timer and spotters who may be assigned to the game to monitor compliance with the rules as set out by the MBA.
4. 18.4. The term “automatic suspension” shall be defined as one where an MBA Board member, a Club President, or a game official submits a report to the MBA on an infraction listed in Rule 18.9 by a player, team official, or team associate or spectator.
5. 18.5. Automatic suspensions are not subject to appeal.
6. 18.6. The term “remainder of the season” in relation to suspensions shall include all officially sanctioned games including playoffs and tournaments.
  
7. 18.7. A Discipline Committee shall review any matter which has been deemed by the MBA to be of a sufficiently serious nature to possibly warrant disciplinary measures beyond those specified in Rule 18.9.
  
8. 18.8. Decisions of a Discipline Committee may only be appealed to an adhoc appeal committee of the MBA, provided the appeal is brought forward by the club representative and that a notice of intent to appeal is submitted to the MBA League Manager.
  
9. 18.9. The following infractions will result in automatic suspensions of the duration indicated:
  - 18.9.1. Mercy Rules - Failure to show due respect for an opponent as required by Rule 4 shall result in the suspension of the Head Coach for 1 game.
    - 18.9.1.1. A second infraction will result in the Head Coach being suspended for 3 games.
  - 18.9.2. Rosters - Failure to abide by the conditions set out in Rule 15 will result in the suspension of the Head Coach for 1 game.
    - 18.9.2.1. A second offence during the regular season will result in the Head Coach being suspended for the remainder of the season.
    - 18.9.2.2. A subsequent infraction by the same team after the suspension of the Head Coach will result in the team being suspended for the remainder of the season.
    - 18.9.2.3. An offence occurring during the playoffs will result in the Head Coach being suspended for the remainder of the playoffs plus 5 games.
  3. 18.9.3. Use of an ineligible player - Failure to abide by Rule 9.11 will result in the suspension of

the Head Coach for the remainder of the season.

4. 18.9.4. Use of an overage player - Failure to abide by Rule 9.12 will result in the suspension of the Head Coach for 1 game.
5. 18.9.5. Equal Play - Failure to abide by the applicable Rules 10.4, 11.1 or 12.3, will result in the suspension of the Head Coach for 1 game. Revised as of July 26, 2022

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18.9.5.1. A second infraction will result in the Head Coach being suspended for 3 games. 18.9.6. Fighting - any person who is reported to be involved in a fight or similar altercation shall

be suspended for 3 games.

18.9.6.1. If the person is clearly identified as the instigator of the incident the suspension

shall be for an additional term of 2 games.

18.9.6.2. A second infraction will result in a suspension for the remainder of the season and

the matter shall be forwarded to a Disciplinary Committee for further review.

7. 18.9.7. Physical Abuse of a Game or League Official - Any person who physically abuses a game or league official shall be suspended for the remainder of the season and the matter shall be forwarded to a Disciplinary Committee for further review.

8. 18.9.8. Verbal Abuse of a Game or League Official (after the point of ejection) - any person who verbally abuses a league or game official after having ejected from the game shall be suspended for 2 games in addition to the game suspension for being ejected from the game (18.9.12)

18.9.8.1. A second infraction will result in a suspension of 3 games.

18.9.9. Flagrant Foul – A player who receives a flagrant foul or flagrant technical foul shall be

suspended for 2 games.

18.9.9.1. A player who received a flagrant foul and it is indicated there was an attempt to

injure the player an additional 2 games shall be automatically applied

18.9.9.2. A second infraction will result in an indefinite suspension pending a review by a

Disciplinary Committee.

18.9.10. Profanity-Any person who directs profanity towards another player, coach or game

official shall be suspended for 1 game.

18.9.10.1. A second infraction will result in a suspension of 3 games.

18.9.11. **Objectionable Behavior**—any person who behaves in a manner deemed to be objectionable based on another's race, religion, country of origin, sexual orientation, disability or some other factor shall be suspended for 3 games and have the matter referred to the discipline committee for further review.

18.9.11.1. A second infraction will result in an indefinite suspension pending a review by a Disciplinary Committee.

18.9.12. **Game Ejection**—A player or coach who is ejected from a game shall be suspended for 1 game. The one game suspension will begin immediately following the end of the game in which the ejection took place.

18.9.12.1. A second infraction will result in a 3 game suspension with the matter being forwarded to a Disciplinary Committee for review.

18.9.13. **Repeated Illegal Tactics**—Failure to show due respect for an opponent by repeatedly employing tactics such as illegal defensive strategies as prohibited by Rules 10.1-10.3, 11.6-11.9 or 12.9-12.12 shall result in the suspension of the Head Coach for 1 game as well as default of the game of the infraction.

18.9.13.1. A second infraction will result in the Head Coach being suspended for 3 games as well as default of the game.

18.9.13.2. An infraction in the playoffs will result in the game being defaulted and the team being suspended from the remainder of the playoffs with the matter being forwarded to a Disciplinary Committee for review.

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18.9.14. **Purposeful Defaults**—Failure to abide by the conditions set out in Rule 17 will result in the following penalties:

18.9.14.1. The team shall be fined \$200.00.

18.9.14.2. The Head Coach and/or other team personnel will be suspended for a minimum of 2 games.

18.9.14.3. Coaches and/or team personnel who are repeat offenders shall be suspended for a minimum of 5 games with the matter being referred to a Disciplinary Committee.

18.9.15. **Accumulating Technical Fouls**—sanctions will be issued to any person who

accumulated multiple technical fouls in a season as follows:

- First Technical – no sanction
- Second Technical – no sanction
- Third Technical – no sanction
- Fourth Technical – 1 game suspension
- Fifth Technical – no sanction
- Sixth Technical – 3 game suspension
- Seventh Technical – suspended for the remainder of season

18.9.15.1. For the purpose of counting technical fouls, multiple technical fouls acquired in the same game shall count as one technical foul for the purpose of this rule.

10. 18.10. Any spectator, coach or non-player person serving a suspension issued by the MBA and/or Basketball Nova Scotia shall not be permitted within a gym or building in which any MBA game is being played until such time as their suspension has been served in full. Failure to abide by this rule will result in a further two game suspension. Unless otherwise mentioned by a league official, any player serving a suspension shall be permitted to remain on the bench for the duration of the suspension. Should that player create problems during a game in which they are suspended for they will be suspended for an additional three (3) games.
11. 18.11. A coach or player serving a suspension may not participate in any other league sanctioned game until the suspension has been served in full.
12. 18.12. Scenarios that involve incidents included in multiple sections of rule 18.9 may have sanctions combined for the purpose of the sanctioning the involved person(s)

## 19. Player Recruiting

Player recruiting is not permitted. Associations and/or coaches may not contact individual players or groups of players about playing for their association/team within the Metro Basketball Association. Associations with an evidence-based knowledge that recruiting has taken place may, through their club president, submit in writing to the league their concerns along with all factual evidence. If the league deems the concern to be legitimate the board of directors will follow up with the club in question.

## 20. Trans-Inclusion Policy

As approved by Basketball Nova Scotia Board of Directors.

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