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**GBA Representative  
Team Manager's Handbook**



**September 2011**

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This information is to be used solely for the purposes of the Goulbourn Basketball Association and not for any commercial or private reasons.

# Table of Contents

1.	INTRODUCTION .....	3
1.1	Message from The President of the GBA.....	3
1.2	Usage of GBA logo.....	3
2.	TEAM MANAGER’S RESPONSIBILITIES .....	3
2.1	Introduction.....	3
	2.1.1 Summary of Team Manager Duties .....	3
2.2	Communication.....	4
	2.2.1 Team Contact List.....	5
	2.2.2 Team Forms.....	5
	2.2.3 Team Meetings .....	5
	2.2.4 Team Budget .....	6
	2.2.5 Gym Rules .....	6
	2.2.6 Games and Practices .....	6
	2.2.7 Game Sheets .....	7
	2.2.8 Referees.....	7
	2.2.9 Gym Cancellation.....	7
	2.2.10 Basketball Tournaments .....	7
	2.2.11 Coach Evaluation Forms.....	9
2.3	GBA Basketball Balls, Uniforms and Equipment.....	9
	2.3.1 Coaches Apparel.....	9
2.4	Representative Player Fees.....	9
2.5	Manager’s Reference Tools .....	9
2.6	Basketball Ontario Requirements.....	10
	2.6.1 Basketball Ontario Memberships.....	10
	2.6.2 Ontario Cup Provincials .....	10
	2.6.3 Basketball Ontario On-Line Registration .....	11
	2.6.4 Basketball Ontario Team Roster .....	11
2.7	Recruiting Volunteers.....	11
	2.7.1 Introduction .....	11
	2.7.2 Team Volunteer Positions.....	11
	2.7.3 Assistant Coach.....	12
	2.7.4 Trainer .....	12
	2.7.5 Treasurer .....	12
	2.7.6 Timekeeper .....	12
	2.7.8 Scorekeeper .....	12
	2.7.9 Photographer .....	13
	2.7.10 Team Reporter.....	13
	2.7.11 Social Convener.....	13
	2.7.12 Statistician.....	13
	2.7.13 Canteen Coordinator .....	13
	2.7.14 Fundraiser .....	14
	2.7.15 Hotel Coordinator .....	14
	2.7.16 Purchaser of Team Gifts .....	15
	2.7.17 Team Memory Book.....	155

## **1. INTRODUCTION**

### **1.1 Message from the President of the GBA**

A team manager is an important part for every basketball team and is extremely necessary as they deal with the administrative details, coordinate team practices, games, and tournament participation and provide communication/information to all parents and players. Having a dedicated volunteer as a team manager is important as they help the coaches, players and parents to ensure the team run smoothly.

We hope the Team Manager's Handbook helps you in your duties. The handbook can be found on the GBA website [www.gbahornets.com](http://www.gbahornets.com).

Thank you for volunteering and I wish you the best of luck in your upcoming season.

Sincerely,  
David Byck, President  
Goulbourn Basketball Association

### **1.2 Usage of GBA logo**

To ensure the logo is represented according to the GBA specifications, any promotional items bearing the GBA logo must be approved by either the Director of Uniforms (for clothing items) or the Director of Communications (for all promotional items, such as team banners, tournament programs).

## **2. TEAM MANAGER'S RESPONSIBILITIES**

### **2.1 Introduction**

Most coaches prefer to leave the administrative duties to the team manager and concentrate their efforts on coaching. This handbook outlines what is generally expected from the team manager over the course of the season and provides information on the team manager's responsibilities, duties and timelines for competitive teams.

#### **2.1.1 Summary of Team Manager Duties**

##### **A. Administrative Duties at Start of the Season:**

As soon as team selection is completed the following forms (found under "GBA Forms" on the GBA website) and cheques **must be collected**:

- a. Representative Program Player and Parent Agreement - **(NOTE: A player cannot participate on the gym floor until the agreement is signed by all those involved.)**
- b. Medical Form (including a copy of player's birth certificate)
- c. Representative Player Fee – for \$75.00 payable to the GBA
- d. Uniform Deposit Fee – payable to the GBA and post-dated to the end of the season (Novice: \$50.00 deposit, Atom to Juvenile: \$250.00 deposit),
- e. Ball Deposit Fee – for \$50.00, payable to the GBA and post-dated to the end of the season
- f. Team Expense Cheque – for amount determined by team budget, payable to the team bank account name

Additional administrative duties include the following:

- Team contact list – prepare a player information contact list that includes, players jersey number, full name, date of birth, complete address, phone number, email and parents name. Provide a copy to the Director of Finance for player registration with Basketball Ontario (deadline is October 31<sup>st</sup>). (Team Contact Form available on GBA website)
- Arrange ball, uniform and equipment pick up from Director of Equipment and distribute to players
- Arrange parent & coach meeting – discuss with coach.
- Open team bank account (usually manager and/or treasurer)
- Make copies of medical forms for coach
- Prepare a preliminary team budget (assume 3 tournaments to begin with)
- Recruit Volunteers
- Arrange to have player contact wallet cards made (email Ursula Hiratsuka @ [uHIRATSUKA@sympatico.ca](mailto:uHIRATSUKA@sympatico.ca))

### **B. Games/Tournament Scheduling:**

- Coordinate league game dates and EOBA tri-meet dates with EOBA Convener
- Obtain EOBA contact list for other local teams for communication purposes
- Identify possible tournaments for the season (often a coach will identify)
- Register for tournaments
- If needed, reserve hotels for each tournament and Ontario Cup Championship
- Schedule scorekeepers and timekeepers for all home games (parent volunteers)
- Home team for league games submit scores to EOBA Convener

### **C. Basketball Ontario Requirements**

- Download Basketball Ontario schedules for deadline and submission dates
- Complete Team Roster and submit by deadline – (deadlines differ for each age group)
- Register team with Basketball Ontario for the Ontario Cup Championship
- Enter all winning game scores with Basketball Ontario immediately following game

### **D. Ongoing activities throughout the season:**

- Schedule any required additional practice time
- Schedule any exhibition games and referees
- Cancel practice time
- Cancel game date and referees
- Keep parents and players informed continuously when changes occur
- Keep in contact with volunteers to ensure functions are being carried out

### **E. Year-end Duties:**

- Ensure all uniforms, balls and equipment are returned
- Return deposit cheques to parents
- Organize an End of year event (optional)

## **2.2 Communication**

One of the most important jobs for a manager is to keep all players and their families current on team activities, games, tournaments, and practices. Parents need to know where they are going, what time they need to arrive and who is responsible for what during the game. Regular briefs after a game or practice can be difficult. A weekly e-mail with reminders on the next week activities can help the season run smoothly. You may also want to set up a team website with a calendar and up to date team information to keep players and parents informed. There are a number of websites such as Eteamz and Shutterfly. Do not feel you are communicating too much as many parents welcome the reminders.

The team manager often becomes the liaison between the coaches and parents therefore you also need to keep in contact with the coaches and advise them of any issues or concerns that may arise.

### **2.2.1 Team Contact List**

The manager prepares a team contact list containing the players' name, uniform number, height, home phone number, players e-mail address (if applicable), as well as the parents' names, e-mail address, and cell phone numbers. A Team Contact List form (found under "Team Tools" on the GBA website) is to be completed by each player and returned to the team manager.

The copy of the Team Contact List also has to be given to the Director of Finance at the Coaches/Managers Meeting as each player must be registered with Basketball Ontario, before playing in any exhibition games or tournaments. Coaching staff information is also required, including their names, date of birth, complete address, phone number and certification number, as they are also registered with Basketball Ontario.

Plasticized wallet cards with the players name, jersey number, parents' name, and phone numbers can be purchased from Ursula Hiratsuka ([uHIRATSUKA@sympatico.ca](mailto:uHIRATSUKA@sympatico.ca)). These wallet sized cards come in very handy and if purchasing remember to purchase two cards per player (one for each parent). **Note: Privacy laws dictate that permission is needed to distribute any personal information, therefore make sure forms have approval.**

### **2.2.2 Team Forms**

Below is a list of GBA forms must be completed by both the players and parents at the start of the season and returned to the team manager. All forms are available on the GBA website. They include:

- Representative Program Player and Parent Agreement
- GBA Medical Form
- Team Contact List

A copy of each player's medical form should be put in a separate folder and given to the head coach so information is available at every game and practice. The forms are often kept in the first aid box.

### **2.2.3 Team Meetings**

The best form of communication with the players and parents is face to face. It is recommended that you meet frequently with the coach and the players. A meeting is important following the selection of the team and provides the opportunity to:

- Introduce the coaching staff and gives the coach an opportunity to express his/her coaching philosophy
- Provide a venue to discuss volunteer positions and recruit volunteers
- Give the parents an opportunity to have all of their questions answered
- Provide information and schedule on the upcoming year's activities and tournaments
- Provide a team preliminary budget and identify financial obligations of each player
- Collect completed player forms

We suggest that the initial parent and coach meeting be followed up with an email summarizing the discussions.

#### **2.2.4 Team Budget**

A team budget should be prepared outlining all expenses and possible revenue for the upcoming season. A budget gives parents a good idea of what their financial responsibilities are for the coming season. A team cheque, payable to your team's name, is necessary to collect at the start of the season as tournament entry fees will have to be paid in advance of tournament dates.

It is recommended that each player's family be provided with a financial statement on a regular basis. (A sample budget is available under "GBA Forms" on the GBA website)

**NOTE:** The GBA does not provide representative teams with any subsidization of team expenses. All team are responsible for their own tournament entry fees, referee fees and any other expenses incurred by the team.

#### **2.2.5 Gym Rules**

The Goulbourn Basketball Association (GBA) obtains permits from the school boards to use their gym facilities and the future use of school gyms is dependent on proper use of the gyms by all GBA teams. If misuse or damage occurs it could result in the GBA losing the use of the school.

**All players, coaches and parents must adhere to the gym rules as the GBA is accountable for each facility that teams use.**

Each player (family) must be asked to review the Gym Rules available online on the GBA website and managers and coaches are responsible for reviewing these rules with all players and parents and ensure that they are followed accordingly.

#### **2.2.6 Games and Practices**

As members of the Eastern Ontario Basketball Association (EOBA), each Representative team is expected to host 2 tri-meets (3 team round robins). Early in the season you or the coach must contact the Director of Facilities to coordinate possible tri-meet hosting dates and school location. Only two dates are required, however you can request additional dates which are sent to the convener who will organize the league tri-meet game schedule. As soon as the schedule is confirmed, contact the Director of Facilities immediately to release any dates not being used.

The EOBA Convener currently schedules all league games, tri-meets and the referees required for these. The Manager is responsible for sending the EOBA Convener a list of black-out dates and week night/weekend gym times for league games.

The EOBA has prepared the "Duties of Host Organization" guidelines for teams hosting league tri-meets. (found under "GBA Forms" on the GBA website). After the initial EOBA seeding tournament the league convener will send a game schedule to the coach. Following the games, you have to send the game scores for all teams to the EOBA League Convener.

The GBA provides each team with an allotment of practice times and a regular practice schedule, which is sent to the coach. If your team will not be using their pre-assigned gym time, you must notify the Director of Facilities immediately, as other teams may be interested in the gym time.

Many coaches also like to organize exhibition games, extra practice time or tri-meet games, which either the manager or coach will organize. If your team wants extra gym time then contact the Director of Facilities who will advise if any is available. If you are inviting teams to play, then immediately upon confirmation by all teams, contact the Director of Facilities to who will book the necessary referees. The Director of facilities will send a confirmation that referees are booked about a month before the event.

There is often a high demand for referees on Saturdays, so it is recommended to book referees at least one month in advance for Saturday games and tri-meets.

Sometimes teams will use their regular practice time for exhibition games. Both teams usually share the referee fees, however make sure this is agreed to before the game.

### **2.2.7 Game Sheets**

You are responsible for making sure that there is a scorekeeper and a clock person at every home game. Game sheets can be obtained from the coach. Responsibilities for scorekeeper and game sheets are outlined under Recruiting Volunteers (Section 2.7). With the introduction of FIBA rules, score sheets have changed therefore make sure the volunteers are aware of the changes before the start of any games.

Remember, that only the **winning games scores** have to be entered on Basketball Ontario website by the winning team.

The home team is responsible for communicating the scores to the EOBA Convener within 48 hours.

### **2.2.8 Referees**

Two referees are required for each game. The 2011-2012 referee fee schedule is outlined below.

Juvenile	<b>\$ 42.00</b>	32 min stop time - 2 referees
Midget	<b>\$ 42.00</b>	32 min stop time - 2 referees
Bantam	<b>\$ 42.00</b>	32 min stop time - 2 referees
Atom	<b>\$ 42.00</b>	32 min stop time - 2 referees

Certified referees need to be booked in advance. To book referees contact the Director of Facilities (Kim Currie, [kim\\_currie@mitel.com](mailto:kim_currie@mitel.com)). The referees expect to be paid in cash either before or after the game. For EOBA League games, the refs are booked by the EOBA.

Teams will be charged a referee cancellation fee if prior notification of cancellation is not received before a scheduled game. Travel fees are added to some schools. Each team is responsible for paying one ref for each of their games.

### **2.2.9 Gym Cancellation**

You must notify all players if there is a change in time and/or location of practice or game.

The Director of Facilities is responsible for booking the gym time and will notify the coach of any changes or gym cancellations. Ask the coach to ensure that your name is on the e-mail distribution list as well.

Sometimes very short notice may be given, therefore it is recommended you send an e-mail to players advising them of the changes or cancellations and request that they reply to your email so you know they received the information (set a time by which they should reply). This way you will only have to call the players who did not reply.

### **2.2.10 Basketball Tournaments**

Representative teams participate in tournaments. Ontario based tournaments are listed on the Basketball Ontario web site [www.basketball.on.ca](http://www.basketball.on.ca) which is updated frequently at the start of the season so check back for new additions.

Generally, out of town tournaments are investigated and suggested by the coach. The number will depend on the coach and the parents. Parents should be consulted prior to reserving out of town tournaments to ensure that the children are available and that the parents are willing to make the trip.

Make sure when you apply for a tournament that you apply for the correct level (A or AA) since the level sometimes differs from one region to the next. The earlier you apply to a tournament, the better. Don't assume that you are in a tournament until you have confirmation from the tournament organizers.

You will need to book hotels for out of town tournaments as early as possible. If you can get a volunteer to look after hotel reservations it helps a lot as this can take considerable time. Information on hotel reservations is provided under Recruiting Volunteers (Section 2.7).

If your team is planning to enter the provincials, you should get the paper work done early. In fact, in addition to all of the responsibilities already listed, one of the most important elements of being a team manager for a Representative team is to ensure that you are aware of all critical dates and deadlines associated with participating in provincial championships.

### **Insurance coverage for tournaments**

All of our Representative teams are covered under the Basketball Ontario (BBO) blanket policy for **sanctioned and/or approved basketball activities** when they participate in a sanctioned tournament anywhere in Canada.

If Quebec Basketball is running the tournament, and they request an insurance certificate, we can supply one.

However, when a BBO registered team travels to the U.S. or outside Canada to play in a tournament then additional coverage is required for players and coaching staff. To obtain extended insurance coverage, teams must follow the procedure below:

1. Contact the Manager of Membership & Administrative Services at 416-426-7200. Provide them with all available information regarding the tournament that the team will be participating in. Once the details have been approved by Basketball Ontario, the Sport Liability Policy is extended. Once approval has been granted by Basketball Ontario, proceed to Step 2.
2. Contact Kelly Lafontaine, 416-426-7200, klafontaine@basketball.on.ca to purchase Excess Travel Medical Coverage. The information **must be received at least 2 weeks prior to departure** and payment must be received before your team has left the country or coverage does not apply. You must supply Pearson Dunn with; the Name of Club, Contact Information (address, phone number, etc), Names of persons requiring coverage, dates of birth for persons requiring coverage, travel destination, date of departure and date of return.

If Quebec and other non-Basketball Ontario registered teams are playing in one of our sanctioned tournaments, these teams must supply the host and consequently Basketball Ontario, with an insurance certificate (the same kind our insurance provider sends to school boards on behalf of our member clubs). This is simply good risk management to ensure that they are covered under their own insurance in the event of an accident or a liability claim.

### **2.2.11 Coach Evaluation Forms**

Before the season ends, the team manager **must** encourage both players and parents complete the Coach Evaluation Forms. These evaluations are very important as the information helps determine how successful the season was and provides insight into possible coaches for the following season. The forms will be emailed to all parents at the end of the season.

### **2.3 GBA Basketball Balls, Uniforms and Equipment**

The GBA provides each team with basketballs and team uniforms. The manager must collect both a ball deposit cheque (\$50.00) and uniform deposit cheque (Novice: \$50.00 deposit, Atom to Juvenile: \$250.00 deposit), payable to the GBA, from each player when the balls and uniforms are distributed. Cheques can be post-dated to the end of the season and are held by the manager.

The manager will assign the balls and uniforms to each player. The manager should prepare a list with the players' name and uniform number and give a copy of the list to the coach (required for game score sheets). At the end of the season, the manager is responsible for collecting all the uniforms and balls. When the ball and uniform are returned then deposit cheques are returned to the parents. For any unreturned uniforms or balls, the deposit cheques must be forwarded to the Director of Uniforms or Director of Equipment in lieu of the returned uniform or ball. At year-end the Director of Uniforms and Director of Equipment will contact teams to arrange a time and date for uniforms and equipment to be dropped off.

Each team is provided with balls, pinheys, score pad, whistle, clipboard, first aid kit, and pylons, which are ordered through the Director of Equipment. The head coach will be contacted at the beginning of the season to set a time and day to pick up the equipment.

#### **2.3.1 Coaches Apparel**

The GBA provides each team with 2 coach's shirts. The Director of Uniforms will email the coach an order form, which must be returned by e-mail to the Director of Uniforms no later than 31 October. You also need to order t-shirts for any student volunteers who assist with coaching.

**Note:** If the coach or manager already owns a GBA shirt, then he/she has the option of ordering a GBA vest.

### **2.4 Representative Player Fees**

Representative players are responsible for an additional \$75.00 Representative fee, payable to the GBA, which helps cover the registration fees with Basketball Ontario. The manager must collect the Representative Player Fee from each player and give the cheques to the Director of Finance at the Coaches/Manager Meeting. (date TBD)

### **2.5 Manager's Reference Tools**

Once the basketball season starts, there is a lot to keep track of. It is suggested that you set up a binder to organize all the season's information. Bring it to every game/practice – you never know when you will need what. Some items to include are:

- A calendar for marking down all games, tournaments and important deadlines.
- Copy of complete team schedule for entire season (hint: date your version – changes happen!)
- Duplicate copies of player medical information sheet, birth certificates,
- Copies of Basketball Ontario provincial championship schedules

- A list of contact numbers and email addresses for team members and parents
- An Eastern Ontario Basketball Association (EOBA) Contact list with other coaches and team managers in the league
- Copy of EOBA “Duties of Host Organization” guideline for when hosting your tri-meets
- A list of contact numbers and email addresses for other team managers and coaches in your division (this list will obviously expand over the course of the basketball season)
- Any maps which are provided for locations of tournaments or games
- A copy of the gym rules (downloadable from the GBA website)
- A copy of the 2011-2012 GBA Executive (downloadable from the GBA website)
- A copy of the FIBA rules (available at end of Appendices)

## **2.6 Basketball Ontario Requirements**

As of September 2006, all Canadian National Championships are played under FIBA rules. FIBA trained athletes play a faster, more athletic and more cerebral game. FIBA trained coaches develop more skills at training their athletes ahead of the game situation.

Likewise, Basketball Ontario has seen fit to follow suit and move to the FIBA rules. Long regarded as a leader in the growth and development of basketball throughout the Province, Basketball Ontario’s belief is that the implementation and adherence to FIBA rules will help our coaches better prepare our athletes for domestic, as well as international, competition.

### **2.6.1 Basketball Ontario Memberships**

Representative teams, players and coaching staff that compete in Basketball Ontario sanctioned tournaments and/or the Ontario Cup Provincials must be registered with Basketball Ontario. The GBA Director of Finance will ensure that each player, coach and Representative team is registered with Basketball Ontario.

In doing so, he/she will pay the membership fees for each player and all coaches (\$45 per coach and \$20 per player) as well as the team registration fee (\$50.00). Registration of the team manager is not necessary, especially if they do not “sit on the team bench”, however if any team wants to register their manager then you will have to notify the Director of Finance and provide the required information and appropriate registration fee.

**Note: The Representative Player Fee is based on a 12 player team and 2 coaches, therefore if a team has additional players or coaches then the team is required to provide the additional registration fees to the Director of Finance.**

### **2.6.2 Ontario Cup Provincials**

The GBA strongly encourages all representative teams to participate in the Ontario Cup. Registration deadlines and qualifications differ for each age group so visit the Basketball Ontario web-site ([www.basketball.on.ca](http://www.basketball.on.ca)) to find out more information. The schedules listed on the web-site not only indicate when the championship games are held but also list the registration deadlines as well as the cut-off dates for submitting team results.

**Note: The paperwork required to enter the Provincials is rather voluminous and it takes time to prepare. Even more important is that Basketball Ontario strictly adheres to its application filing deadlines and will not process applications received after the published submission date.**

### **2.6.3 Basketball Ontario On-Line Registration**

Team Managers will need to contact the GBA Director of Finance to obtain a password to access the Basketball Ontario on-line registration system, which allows you to report your game scores and to register for the Ontario Cup Provincials. The winning team is responsible for entering the game results on-line. Game scores can not be entered until the players and team have been registered on-line.

Each team participating in the Ontario Cup is responsible for paying the registration fee.

### **2.6.4 Basketball Ontario Team Roster**

Every representative team must complete a Basketball Ontario team roster. To obtain an official roster, visit [www.basketball.on.ca](http://www.basketball.on.ca). The form must be signed by all the coaches and each player, then faxed to Basketball Ontario Head Office (Fax No: 416-426-7360). Team rosters are required to play in the Provincials and must be submitted to Basketball Ontario within 10 days of online registration or by the published Basketball Ontario deadline, whichever comes first.

**Note: Teams must be registered online before participating in their first game or sanctioned tournament. Ensure the Director of Finance knows when your team will be participating in their first game.**

## **2.7 Recruiting Volunteers**

### **2.7.1 Introduction**

Being a team manager is a large responsibility and you will need as much help from the other parents on your team as you can get. Many team management tasks can be delegated to volunteers. This way, everyone feels like they have contributed to the season and ... your role is easier.

### **2.7.2 Team Volunteer Positions**

Roles and responsibilities of each of the volunteer positions are described below. We suggest that you distribute a copy of the positions available to all the parents and recruit help at your first meeting, setting the stage for a team effort off the court. Ask parents to volunteer but don't be afraid to delegate if no one comes forward

Remember: delegated tasks still need some management on your part. Here is a list of the volunteers normally required:

- Assistant Coach (decided by the coach)
- Trainer (certified in First Aid)
- Treasurer
- Clock Keeper (Time Keeper)
- Score Keeper
- Photographer/Team Reporter
- Social Convener
- Statistician
- Canteen Coordinator
- Fundraising Coordinator

### **2.7.3 Assistant Coach**

The coach decides the role of the Assistant Coach. Normally, the coach prepares the practice plan and the assistant coach helps guide the children through the drills. During the games, the assistant coach may be tasked with making the line changes.

### **2.7.4 Trainer**

The trainer is responsible for taking care of the players in case of injury and needs to be present at all practices and games. The trainer should have minimum of current First Aid/CPR certificate. The GBA provides each team with a first aid kit.

### **2.7.5 Treasurer**

The treasurer handles all the team funds and maintains an accurate record of all transactions. It is recommended that a team bank account be set up to allow for easy tracking of activities. The TD Bank in Stittsville offers Community Accounts for non-profit sporting organizations, for free for 6 months which includes a packet of 20 cheques, a deposit book and monthly statements. **Note: If you approach the bank manager they will often reverse the monthly fees if you happen to leave it open for a little longer than the 6 months.**

It is also strongly suggested that two signatures (treasurer and manager) be required on all cheques and withdrawals. After the manager has determined the financial obligations for each player, the treasurer should collect the money up front to cover the expenses. By collecting team player cheques at the beginning of the season, it saves the treasurer from having to approach the parents every time money is required.

At year-end, you are strongly encouraged to send a financial statement to all the parents. This eliminates any questions that may arise over the allocation of team funds. The team bank account is closed out and any remaining funds are distributed amongst the players or used for a team year end party.

### **2.7.6 Clock Person (Time Keeper)**

Every team is responsible for providing a timekeeper or scorekeeper at your games. It would be best to arrange to have parents perform these functions.

There are a few ways to do this. The first is to get 2 or 3 teams of two people to volunteer for this job. Having more than one team means that there should be no problem in getting at least one team ready for each game. Another method is just to divide up the home games and assign two parents to every game. You can also have parents, who are new to this position, sit with experienced time keepers to learn the ropes. Then rotate your parent volunteers.

It is important that the games run on time; so make sure that your timekeepers know how to run the clock. Have them practice while the children are on the court for a scrimmage so that they will not have any trouble during a game. The clocks are usually locked away in the storage area. You will need to find the school custodian to retrieve them for you.

### **2.7.7 Scorekeeper**

Prior to the game, ensure that the home and visitor player information (team names, player's names and jersey numbers) is completed on the form. The score sheet is easier to complete if the player numbers are listed in order. Ensure that both the home and visitor coaches and referees sign the

form. After the game, it is your responsibility to get the game sheet back and to provide a copy to the visiting team and to your coach.

The GBA often hosts training sessions (date TBD) for timekeeper and scorekeeper volunteers, so volunteers can take advantage of this opportunity. With the introduction of the FIBA rules scorekeepers need to be aware of the new time out rules and new score sheets.

### **2.7.8 Photographer**

A team scrapbook is one of those items that the players and parents will look back on with fond memories in the future. If your team decides to do one of these, it is a good idea to assign someone to take a collection of photos for the team.

Team photos are coordinated through the GBA. Detailed information packages outlining time and ordering options will be provided to you prior to the team's scheduled photo session.

### **2.7.9 Team Reporter**

It is always nice to have someone write an article on team games, which can be put in the Stittsville News, on the GBA website or newsletter.

Teams are encouraged to submit articles to the Director of Communications for submission onto the GBA website and newsletter. The Director of Communications will also forward the articles and pictures on to the Stittsville News and EMC newspapers.

### **2.7.10 Social Convener**

Players really love to get together off the court. It gives the players a chance to chat and allows the parents time to get to know one another. It also builds team spirit and gets all of the players and families together on a social note without the pressure that some of the teams experience on the court. The social convener is responsible for organizing whatever activities the team decides to do. The volunteer should be aware that it is not always possible to please everyone or to find a date and time that is suitable to everyone.

Some possible ideas include a Christmas party, a year-end party, or special team outings, such as going to a movie or a dinner. A pre-season kick off get together gives the coaches, players and family members a chance to get to know each other.

### **2.7.11 Statistician**

Often the coach likes to keep statistics on the individual player or team, therefore the volunteer should discuss with the coach what information he/she is looking for.

### **2.7.12 Canteen Coordinator**

Although canteens require time planning and organizing, they can provide an excellent opportunity for fundraising when your team hosts their tri-meets. A well planned canteen and co-operation for all families are two primary factors to running a successful canteen.

The canteen coordinator decides what will be offered at the canteen, assigns each family items to bring (baked goods and/or drinks), arranges volunteers to cover the various shifts (sometimes older siblings will man the canteen for community service work), request cash float from the treasurer, make a price list, ensure all necessary supplies are available (ie, extension cords, kettle, coolers for

drinks). When assigning items for families to bring make sure you notify them at least a week in advance, especially if you are requesting baked goods.

### **SAMPLE CANTEEN MENU - SINGLE GAMES OR ROUND ROBINS**

- Bottled water
- PowerAde
- Juice
- Chips
- Hot Dogs (consider time of games and where people are coming from)
- Vegetables & Dip, fruit (ex. oranges, grapes, fruit kebobs)
- Baked goods (cookies, brownies, muffins, squares, etc)
- Coffee, Tea, Hot Chocolate (also depends on time of day )
- Grilled cheese sandwiches
- Homemade chilli
- Pizza

#### **2.7.13 Fundraiser**

Some teams like to fundraise to offset some of the out of town tournaments. Discuss with parents and if your team chooses to fundraise, it is a good idea to have one person coordinate the teams fundraising activities. Some ideas on raising money include:

- Run a 50/50 draw at all of your games. Some teams rotate each family per game to do the 50/50. Usually the siblings are willing to help out
- Sell drinks such as PowerAde or Gatorade or water at a profit to the team after all games and practices
- Host a tournament (this generates significant proceeds)
- Arrange a bottle drive or BBQ at Brown's Independent
- Hold a raffle for something like a pair of tickets to a professional sports event. Parents often have items that they can contribute to a prize table or raffle
- Host the EOBA Seeding Tournament or the EOBA Finals

#### **2.7.14 Hotel Coordinator**

Even if you are not guaranteed entry in a tournament, you can book your hotel rooms. However, it is important to make sure that you understand the cancellation policies in the event that you do not get accepted in the tournament. Be certain to check with the parents as to how many rooms they require and if they want smoking or not. It is best to check out several booking alternatives for the hotels. Generally, it is more effective to call the hotel directly as it is often possible to negotiate a better rate with the sales manager. On a few occasions, it may be cheaper to book over the Internet, but it varies by hotel and hotel chain. Hotel reservations can usually be booked as a block of rooms, under the team name, however each parent will have to call the hotel directly or you can collect the parent's credit card information (if they are willing) and act as liaison. Look for the "host" hotels of the tournaments as they often have special deals. Details would be available on the tournament's website. Be sure to check the distance from your hotel to the gyms you will be playing at if possible.

### **2.7.15 Purchase of Team Gifts**

A year-end gift is sometimes purchased for each of the players as a momentum of their season. A reasonable trophy will cost \$10-\$15, plus taxes and you can expect a 2-3 weeks delivery time. The Goulbourn logo can be obtained by contacting the Director of Communications. In appreciation of the coaches' dedication to the team, a small gift is often purchased for each coach.

### **2.7.16 Team Memory Book**

A memory book is an excellent way for the players to remember their season, which is a scrapbook of photos of the players, team and coaches, and something that both the players and parents will appreciate looking at over and over. Putting the memory book together takes considerable time but is definitely worth considering doing.



**FIBA Rule Transition  
Year 1 (2006-07)  
As approved August 11, 2006  
\*REVISED\*  
Page 1 of 2**

RULE	FIBA	NFHS
Starting each half	Jump Ball at the beginning of the game. AP for the rest	Jump Ball at the beginning of the game and all overtimes, AP for the rest
Jump ball	Players may move onto or around the circle prior to toss.	Players may not move onto or around the circle until the ball has left the official's hand.
Throw-in spot	Point nearest to infraction At free throw line extended following cancelled basket or free throw violation by free throw shooter At mid-court following <ul style="list-style-type: none"> <li>• technical foul</li> <li>• unsportsmanlike foul</li> <li>• time-out granted to team entitled to the ball in final 2 minutes</li> </ul>	Point nearest to infraction At mid-court following intentional technical foul
Throw-ins	Front court throw-in – cannot throw the ball to the back court. Allowed to throw ball over backboard on throw-in.	Can be thrown anywhere on the court. Cannot throw ball over rectangular backboard on throw-in. Can be thrown over fan-shaped backboard.
Substitution	Permitted during any stoppage of play Subs not allowed during free throw activity but permitted prior to free throw activity and after free throw activity if last free throw successful or followed by throw-in Last 2 minutes of 4 <sup>th</sup> period or overtime, subs permitted for team scored upon.	Permitted during any stoppage of play. Subs permitted prior to any free throw or after last free throw if successful. During time-outs – player must report prior to 15 sec. warning.
Time outs	2 in the first half and 3 in the second half. No carry-over. T.O. must be requested at the scorer's table by the coach. Granted <u>only</u> at the next stoppage of play or if scored upon. No T.O. between free throws. T.O. is 1 minute in duration- warning at 50 seconds. Teams must stay in their huddle for 50 seconds. One T.O. per overtime	3 full (60 sec.) + 2 Mini (30sec.). Warning issued 15 seconds prior to end of a 60-second time-out and 10 seconds prior to the end of a 30-second time-out. Used anytime during the game. May be granted at request of player or coach while a player on the requesting team is in control or during dead ball. T.O. may be granted between free throws. T.O. can be shortened if both teams are ready to play. Add one T.O. per overtime T.O. can be carried over Extra T.O. may be "bought" at the expense of an indirect technical foul.
Free throws	Maximum 5 players in designated lane spaces. Spaces are exclusive to each team. Violation by either team (excluding the shooter) is called <u>only</u> if free throw is unsuccessful. Violation by free-thrower takes precedence over other violations	Maximum 6 players in lane spaces (Max. 2 offensive players). First 2 spaces must be occupied by defense. Open spot may be taken by opponent. No player shall occupy the fourth space. Players not in the marked lane spaces must be behind the 3-point line and the free throw line extended. Violation on offensive team called immediately. Delay against defensive team. No free throws on a team control foul. Ten seconds to release the try. Restrictions end when ball touches rim, backboard, or free throw ends.
Timing	Clock stops last 2 minutes of 2 <sup>nd</sup> half & extra periods on made field goals.	No rule.
Overtime	Overtime rule to be implemented and enforced as indicated in Basketball Ontario Coaches Manual	Same direction & jump ball. 4 minutes. (3 minutes for a game with 6 minute quarters.) 1 additional 60 sec. T.O.
Airborne shooter	Considered in act of shooting until both feet return to the floor.	No longer airborne shooter when one foot returns to the floor. Airborne shooter charges after release of ball, disallow basket, player control foul
Blocked shot	Player returning to floor without losing control of ball – Travel	Player returning to floor without losing control of ball – Held Ball = AP
Falling	Player with ball permitted to fall.	Player with ball travels if falls



**FIBA Rule Transition  
Year 1 (2006-07)  
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Page 2 of 2**

<b>VIOLATIONS</b>	<b>FIBA</b>	<b>NFHS</b>
Closely guarded	5 second count only on a player holding the ball anywhere on the court.	5 second count on a player holding the ball in front court only.
Count in back court	8 seconds to advance into front court Count continues if ball deflected out of bounds and returns to same team	10 seconds to advance into front court New count if play stoppage
Back court	Front court status once ball or either foot crosses division line.	Front court status once 3 points (ball +both feet) cross division line. A player from the team not in control may jump from the front court, catch a tapped jump ball or a throw-in and land in the back court (even with one foot touching in the front court first)
Basket Interference	Offense and defense may touch ball once it contacts rim unless a period ending horn or a whistle has sounded before. In that case, nobody may touch the ball as long as it has a chance of entering the basket.	Neither team may touch ball within imaginary cylinder above the basket, except when the hand is on the ball and brought it into the cylinder—as in a dunk or dunk attempt or in blocking a dunk attempt
Faking during free throw	Free-thrower may not fake free throw.	Free-thrower may not fake free throw Violation if player along lane fakes to draw a player into lane early.

<b>FOULS</b>	<b>FIBA</b>	<b>NFHS</b>
Personal fouls	Contact by an opponent during a live or dead ball.	Contact by an opponent during a live ball only.
Team/Player Control	No free throws on any team control foul	No free throws on team control foul. Includes airborne shooter after release of ball. No team control on a throw-in
Penalty (bonus)	2 shots starting on the 5th team foul in each quarter.	1 + 1 starting on the 7th team foul in each half and 2 shots starting on the 10th.
Technical foul	Non-contact fouls – live or dead ball. Player on the court and bench – 2 shots plus possession at division line.	Dead ball- contact & non-contact fouls Live ball- non-contact fouls Technical = 2 shots and resume play at point of interruption. Intentional Technical Foul – Contact by a player during a dead ball = 2 shots + ball at division line. Flagrant Technical Foul = ejection + 2 shots + ball at division line.
Unsportsmanlike foul	2 (3) shots and possession at division line. Exception: Made field goals = 1 shot + possession	2 shots, even if a basket was scored at the time and possession at point of foul.

**Additional FIBA rules:**

There shall be an "X" marked on the floor directly in front of the scorer for subs to wait.

A player who has lost consciousness is not allowed to return to play without written authorization from a physician.

Team members cannot remove their shirt or pants within the visual confines of the gym – technical foul.

Once a direct or indirect technical foul has been charged to the head coach, the coach loses the coaching box privilege and must remain seated.

Ball over fan-shaped backboard is NOT out-of bounds.

Basketball Ontario  
Approved: 11 August 2006