

**NEPEAN BLUE DEVILS
BASKETBALL ASSOCIATION**

Competitive Team Manager

2019-2020 Guide



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Values

RESPECT, COMMITMENT, EXCELLENCE

Mission

To provide our members the opportunity to develop skills, friendships, and character while instilling the core values of respect, commitment, and excellence in all levels of our youth basketball programs

Five Year Vision

All players, coaches and parents must adhere to the following NBBA gym rules:

- Increase the gym time to accelerate the development of NBBA players. Provide the players (who possess the desire) at all skill and age levels the opportunity to improve their game.
- NBBA to be a visible leader in the community, in areas such as youth in sport, charity fund raising and volunteerism.
- Be prominent in the community, re: image, marketing, publicity, media (Facebook, Twitter, etc.)
- Highlight the NBBA alumni, and encourage our alumni to have continued involvement in the game, through coaching, playing, officiating and club administration.
- Ensure coaches have the tools, resources, training, and equipment to be progressive and innovative in developing our players.
- Set goals and targets for our teams' performance and results at the OBA Provincial Tournaments.
- Offer basketball programs twelve months of the year.
- Promote basketball as a sport of choice in the Nepean area.
- Make NBBA the basketball association of choice in the EOBA.



Welcome to Nepean Blue Devils Basketball Association

The Nepean Blue Devils Basketball Association would like to welcome you to your new role as Team Manager. The team manager is a critical member of any basketball team and we want to thank you in advance for donating your valuable time to serve your team in this capacity.

The Team Manager is central to the efficient flow of communication between players, coaches, and parents as well as support systems such as the Nepean Basketball Association Executive, Eastern Ontario Basketball Association, and Ontario Basketball. Ultimately, it is hoped the Team Manager will take care of all off-court tasks either personally or through supervised delegation.

The purpose of this manual is to give you a sense of your responsibilities and provide you with information that should make your job easier. It is only a guide and we expect you will bring your own ideas and skills to the task.

Important Requirements: Administrative, Legal & Accreditation

As a volunteer working with children there are administrative, legal and accreditation requirements that must be met:

Approval of the Executive

Nepean Blue Devils Basketball Executive gives final approval to all Team Personnel. This ensures our players are safe and are receiving appropriate guidance and role modeling.

Criminal Record Check

As part of our risk management process we also require, along with our other team personnel, a criminal background check to be done. Before proceeding, please contact the NBBA General Manager generalmanager@nepeanbluedevils.ca to obtain a confirmation letter regarding your involvement. Police Record Checks can now be done online.

Online - Vulnerable Sector

<https://www.ottawapolice.ca/en/contact-us/police-record-checks.aspx>

Code of Conduct

Nepean Blue Devils Basketball Association takes its code of conduct very seriously. The NBBA expects players, officials and parents to conduct themselves in an ethical, appropriate manner at all times. As Team Manager, you are not only responsible for upholding the code of conduct personally, but for being vigilant that the code is not being abused by your players, parents and other team officials.



Season Start: Essential Meetings

In the first few weeks of the season there are several meetings that will require your attendance:

NBBA Team Manager Meeting

Unless otherwise arranged, the Team Managers meeting is mandatory. You will receive the following:

- All NBBA Policies
- OBA Injury Tracking Form
- NBBA Coaches Code of Conduct
- NBBA Parent Code of Conduct
- NBBA Player Code of Conduct
- Player Medical Information Sheet
- Team Manager Checklist
- Template for Team Budget
- NBBA Incident Report

Season Start: Immediate Duties

There are a couple of duties Team Managers need to accomplish immediately upon the start of the season which are in addition to general ongoing duties.

Team Registration & Rosters

While the NBBA's Executive Assistant is responsible for team registration, the Team Manager plays a critical role in the process. Registration is done in conjunction with Ontario Basketball and its deadlines are absolute so it is imperative that the Executive Assistant and Team Manager work together to ensure the teams are registered in a timely manner. The VP of Competitive will provide rosters to the Executive Assistant once the teams have been formed. Once teams have been registered with OBA the Executive Assistant will provide an updated roster for your team as it appears in the Basketball Ontario Registry. It is the Team Manager's responsibility to review the roster and advise the Executive Assistant immediately of ANY changes that need to be made. The Team Manager must have all players sign the roster and fax this back to Ontario Basketball. If this is not completed, players will not be eligible to play in the provincial tournament.

Uniform & Equipment Distribution

The uniforms and the balls are picked up by the coaches, but the coach may ask you to take care of distributing the uniforms. Each player is given two jerseys and one pair of shorts. It is up to the parents to wash and care for the uniform during the session. The uniforms are to be worn at every game and **not at practice**.



If you have any questions regarding Uniforms contact the Executive Assistant.

Care of Uniforms

Uniforms should be washed in cold water hung dry to prevent shrinking. (Do not dry or iron any part of the uniform).

Modifying Uniforms

Teams are not permitted to modify uniforms in any way. Any player's uniform that is returned damaged or torn will be billed for the cost of their uniform.

Returning Uniforms at the End of the Year

At the end of the season, you should make sure that the uniforms are cleaned. Any uniforms that are not washed will not be accepted for return. Check the condition of the uniform and inform the Executive Assistant of any repairs that need to be made to the uniform.

Returning Equipment

The balls, pinnies, first aid equipment, as well as any other miscellaneous equipment must be returned to the Executive Assistant of the club at the end of the season. This should be done by the Coach or the Team Manager.

Purchasing of other clothing

NBBA clothing can be ordered through MegaCity Promotions. The brochure is available on the NBBA website.

If you are interested in obtaining team clothing, you can ask a parent to coordinate orders on your behalf.



Regular Season Management: The Basics

Record Keeping

The Team Manager is responsible for keeping the team's personal information. It is recommended that you create a binder with all the forms and documentation. Documents to include in a binder are:

- Roster
- Team Contact List
- Medical Information Form
- Game Sheets
- Injury Report Forms
- Gym Information & Permit (please get a copy from your coach)
- Current financial information
- Signed Parent Code of Conduct
- Signed Player Code of Conduct
- Signed Coach Code of Conduct

Contact Lists

Create and distribute a list of contacts for your team members. Establish email protocol as well as ensure what contact information players/parents/coaches want included. It is a good idea to keep extra copies on hand.

Medical Information Forms

Player medical information is noted on team list that that each team receives from the NBBA Executive Assistant. This information could be critical in the event of an injury or a medical emergency. It should be your goal to have all the information collected as early in the season as possible. Stress the importance of emergency contact numbers being ones which will actually be answered during regular game times. While it is recommended that one parent always be in the gym while their child is on the court, this is not always the case; however, a parent's authority for treatment will be necessary if a child must be taken to emergency, so accurate contact is critical. Coaches should also fill out this form as they are on the bench and court where injury is just as likely. It is also a good idea for the coach to have a copy of each form with them at all times in the event that an injury occurs in your absence. Be sure to point out children with chronic health issues, i.e. asthma, to your bench staff.

Practice & Game Schedules

The Team Manager should create and provide parents/players with a practice and game schedule at the beginning of the season. It is important to notify parents immediately when changes are made.



Team Finances

The Team Manager is also responsible for team finances; however, there is the option to appoint a Team Treasurer. The person responsible for finances collects, banks, and distributes all the funds. He/she also sets up a budget that must be distributed to the parents and NBBA VP Finance at the end of the year. Revenues are attained via canteens, sponsorships, tournaments etc. Usual expenses are tournaments, parties, extra court time, etc.

Each team is responsible to open a team bank account (our bank of preference in Royal Bank) as soon as that team has been determined. A letter is needed from the NBBA to confirm that you are part of the organization and will act on behalf of your team.

Receipts should be attached to the budget sheet for all expenses incurred. It is important that parents on the team be consulted prior to purchasing large items such as tracksuits, jackets, etc. Please remember to include in your budgets all coaches' expenses (i.e, hotel rooms, gas, etc.).

Although, they can set the direction in the utilization of team account fees, **coaches must not hold sole signing authority on individual team accounts.**

Official NBBA team names are as follows and other names are not permitted:

- | | |
|--------------------|---------------------|
| - NBBA U10 Boys | - NBBA U10 Girls |
| - NBBA U12 Boys | - NBBA U12 Girls |
| - NBBA U11 Boys | - NBBA U11 Girls |
| - NBBA U14 Boys #1 | - NBBA U14 Girls #1 |
| - NBBA U14 Boys #2 | - NBBA U14 Girls #2 |
| - NBBA U13 Boys | - NBBA U13 Girls |
| - NBBA U16 Boys | - NBBA U16 Girls |
| - NBBA U15 Boys | - NBBA U15 Girls |
| - NBBA U19 Boys | - NBBA U19 Girls #1 |
| - NBBA U17 Boys #1 | - NBBA U19 Girls #2 |
| - NBBA U17 Boys #2 | - NBBA U17 Girls |



What your registration covers

The NBBA register fee includes the following expenses that you will occur as a competitive team:

- Team Fees
- Basketball Ontario Team Registration Fee
- Basketball Ontario Coach Registration Fee
- Basketball Ontario Play Registration Fee
- Eastern Ontario Basketball Association Team Registration Fee
- Eastern Ontario Basketball Association league referee fees (up to a maximum)

Delegation of Duties

It is the Team Manager's role to delegate duties. Most parents will be prepared to volunteer in some capacity. A good rule of thumb is that each family should take on one task. A rotation of tasks can be set up by the Manager. This rotation should not include parents who have already taken on predominant roles such as the Manager, Coach and so forth. Tasks can include fundraising, budgeting, 50/50, Parent on Duty, safety person, scorekeeper, party organizer, etc.

Working with your Coaches

It is important the Team Manager develops a good rapport with the coaches as well as the parents. The clearer the communication between you and your Head Coach, the clearer it will be to the parents and players.

We recommend that coaches and managers set up a meeting with the parents and/or players at the start of the season to address their expectations for the team AND parents, and so the parents can provide input regarding their expectations as well. It is wise to have this information documented and distributed.

Coach's expense: for those who do not have children on the team, the hotel room is covered by the team. Gas expenses to be submitted and \$30 per diem for food.

NBBA logo

To ensure the logo is represented according to the NBBA specifications, any clothing or promotional items bearing the NBBA logo must be approved by the Executive Board. See NBBA Logo Policy for more information.

Fundraising & Sponsorship

Funds can be raised via many activities including sales (chocolates, Entertainment books), car washes, bottle drives, sponsors, and 50/50. It is imperative that one convey a positive image of NBBA when raising funds.



Before pursuing any fundraising or sponsorship activity, please review the NBBA Sponsorship Policy on the NBBA website and contact the General Manager by email at generalmanager@nepeanbluedevils.ca for guidance.

Team Activities

You will find over the years that some teams you are a part of want to do it all: fundraising, tournaments, parties; while others are more low-key. It is important to take the pulse of the group at the start of the season to see what the consensus is.

Additional duties related to team activities can be delegated, however you and/or the Team Treasurer will need to be involved as these activities may affect team expenditures, etc.

As the Team Manager, there are many activities you may want your team to participate in. Depending on the age of your team there are many activities you can arrange to help with team building, relationships and fun outside of basketball. Activities could include bowling, going to a sporting event, etc. The Carleton Ravens basketball programs allow minor basketball teams to play a mini game between periods. They also have group rates in the event your team would like to make this a team activity. Teams sometimes have parties at the beginning of the year, Halloween, Christmas and the end of the year. What you decide to do is entirely up to you and your team.

Insurance Considerations for Team Activities

The Basketball Ontario Insurance Program is extended to all registered players and officials. Please note, for events that fall outside of “regular basketball programming” are, for insurance purposes, considered “Special Events” and not necessarily covered. Be sure you are aware of all the insurance issues for your team. Most parents are unaware of what the Ontario Basketball Insurance Program does or does not cover and will expect their coaches and managers to have that information.



The Website: Team Page

As Team Manager you play a critical role in the maintenance of your team's website. *If you are not computer literate, find a volunteer to do this work for you!* You will find someone on every team who actually enjoys this sort of work, so lighten your load and let them help out. Just ensure they are entering the information accurately and thoroughly. After that, let them have fun with it and create something unique for your team.

Log in Info

You, your coach or the person identified to manage your team's website will receive login information and a user guide. If there are any questions or if you have not received your login information, contact the NBBA webmaster through the contact form on the NBBA website.

Organizing EOBA League Hostings

Your job as Team Manager is to ensure games run as smoothly as possible. You will be involved in pre-game prep and at-the-game organization. The EOBA League convener schedules all league games and you are responsible to ensure that your team fulfills its league obligations.

When representative teams host tri-meets, it is their responsibility to ensure that all participants adhere to the following checklist are guidelines to assist teams and ensure that the NBBA maintains a good relationships with all the schools that we use.

Following is a list of duties required for your host dates:

Game Day Check-List

Pre Game

- Book referees
- Provide gym locations and any other pertinent information to the visiting teams a week prior. (For away games, your responsibility is to ensure that all details, including gym location, have been communicated to parents.)
- Ensure you have volunteers for game clocks & the game sheet
- Ensure game sheet filled out

At the Game

- At the start of your event, seek out the custodian and let him/her know who to contact if they have any concerns during the day.



- Ensure money to pay referee fees are at the Scorekeeper's bench. (do not need to do this for the 2019/2020 season)
- Ensure uniform colors do not conflict.
- Ensure your game sheet info matches the players who have been dressed (critical in the case of suspensions and affiliates)
- Monitor off-court conduct of parents and players
- If you're running a canteen, consider offering the custodians complimentary coffee/snacks

Post Game

- Ensure dressing rooms left clean
- Enter games results into the Ontario Basketball database (winning team enters data)
- Check-in with the custodian at the end of the day

Score clock

It is important the people you assign to this task are familiar with how to operate the score clock. Copies of the clock instructions can be found with the clock. Most people find the score clock intimidating. Ask volunteers to practice with it prior to the game if possible so they are comfortable.

Game Reports (Score Sheets)

It is the responsibility of the home team to provide a score sheet at the beginning of the game. DO encourage your volunteer to turn it over and READ! There is lots of helpful info on the back as to how to properly fill it out.

Referees expect the sheet to be available to them from the scorekeeper's bench at least 15 minutes prior to game start.

At the conclusion of the game, the score sheet must be signed off by the referee(s) and the Away Team must be given their copy. It is the Team Manager's responsibility to record the scores on the Ontario Basketball website and send the scores to the EOBA league convener. ***Game sheets MUST be entered no more than 24 hours after a game is completed.***

Referees

Referee Fees

It is the responsibility of the hosting Team Manager to ensure that referees are paid at the start of the game. (not for league games, NBBA will be invoiced)



Who pays for the Fees?

You will receive a cheque from NBBA that pays for **one ref** each for the following:
Atom-Junior – 10 games (\$450.00) **Please note: You will not receive these funds for the 2019/2020 season, NBBA will be invoiced directly.**

Referee fees provided to you by NBBA are for EOBA league games only. Exhibition games are paid out of general team finances.

***Any unused ref fees must be returned to the association at the end of the season.*

Referee Payment Schedule

Referees are paid based on OVBABO rates which at \$45.00 per referee per game.

Please note: For single out-of-town (ie. Kingston, Kemptville, Brockville, and Cornwall) Referee fees are \$47.00 per game. (subject to change)

If a local referee is not available at the following locations and an OVBABO referee has to travel, there is an extra fee applied on top of the regular referee fee. These extra fees are per referee not per game so, if the referee does 2 games, he would receive whatever the extra fee is divided by the 2 games.

1. Almonte \$20.00 per official
2. Brockville \$30.00 per official
3. Carleton Place \$20.50 per official
4. Casselman \$23.50 per official
5. Embrun \$18.00 per official
6. Hammond \$17.50 per official
7. Hawkesbury \$42.50 per official
8. Kemptville \$22.00 per official
9. Perth \$33.50 per official
10. Rockland \$16.50 per official
11. Russell \$16.50 per official



12. Smith Falls \$28.00 per official

13. Vankleek Hill \$42.50 per official

How to book officials

Referees should be booked by you as soon as you receive your league schedule with your NBBA hosting dates. Booking is done by emailing the OVBABO Referee Assignor, Eric Jordan at assignor@ovbabo.ca

How to pay the officials

Referees should be paid in cash. Make sure the fees are in individual envelopes, in exact denominations, are at the scorekeeper's bench before game start.

Reporting Official No Shows

If your referee does not show up, please email the OVBABO referee assignor Eric Jordan ASAP at assignor@ovbabo.ca or call his number 613-410-3915.

Uniforms

Your team should always bring BOTH uniforms to a game. The two teams may be okay with the colours they are wearing, but the referees may ask you to change if they are too close in tone. Some associations only have one colour of uniform, so NBBA is often the team that must accommodate them.

Game jerseys and shorts SHOULD NOT be worn at practices. All players should be at the gym fully dressed 30 minutes before their game; 10 minutes before practice.

NEW FIBA RULES FOR REPRESENTATIVE TEAMS: Players cannot remove their shirt or pants within the visual confines of the gym. A technical foul will result. Once a coach receives a technical foul, he/she loses the coaching box privilege and must remain seated for the duration of the game.

Dressing Room Etiquette & Safety

Etiquette Checklist

- Ensure your team knows what time the coach expects them to arrive at the gym.
- Ensure players are dressed in the dressing room and not the lobby.
- Ensure all players know that no cameras (regular or cellphone) are allowed in the dressing rooms.
-



- The dressing room is a good venue to discuss game plans, thus the coach will ask parents to leave 5 minutes prior to the game. To protect the players and coaches it is imperative that the Parent on Duty or Team Manager also remain in the dressing room.
- If you are a female Manager of an older team, the boys will understandably be awkward with your presence in the dressing room. Ensure there are two qualified adults in the room with the boys at all times if you are unable to be there.

Player and Parent Supervision

Remember that all team officials are responsible for supervising and controlling the players before, during and after a game. Failure to do so can lead to disciplinary actions against both players and officials and damage costs, if any, being assessed against the team. Team Managers are also responsible for monitoring the behaviour of parents at games.

Complaint Process

Over the course of the season it is possible that Team Managers will run into a situation that requires some form of resolution. This may be behavioural issues with a player, a parent or an official on your bench. As a Team Manager, you are the person that parents can and will come to if they have a complaint about the coach.

NBBA Incident Form

The NBBA Incident Form should be used to record any complaint or conflict. A coach may also use the form to document a disciplinary process with a player or to document problems with a parent. It is imperative that there is record of any discipline issues and for all parties to be made aware that it has been brought to the attention of all concerned. Any conflict with a player must be brought to the attention of the parents. Any emails regarding issues should also be kept on file. If you require any guidance on how to handle a situation, please contact the Executive Assistant.



Escalating Complaints

If team officials, players, and/or parents, cannot resolve conflicts within two weeks, please contact the VP-Competitive. If the problem continues, contact the association President. If parties are still not satisfied with the resolution the issue should be brought to the attention of the Executive.

It is not in anyone's interest to let problems fester. It is our goal to resolve all issues quickly and efficiently. Please help us do so by being diligent and not allowing things to get out of hand.

Beyond Regular League Play

Exhibition Games

Referees need to be booked in advance by the host team. Referee fees must be paid from the Team account, not by the fees given to you by NBBA.

Tournaments

During the year, there are a number of tournaments your team may decide to participate in. All costs related to tournaments are solely the responsibility of the team.

Travel

It is important to give consideration to venue, date and time, travel arrangements, itinerary, list of chaperones, contact numbers, special clothing if required, special money if required etc

Wrapping up the Season

As the season winds down, there are a few final tasks to perform:

Returning Uniforms at the end of Season

At the end of the season each manager/coach will set a place and time for players to return their uniform which should be washed. The uniforms are then turned in to the NBBA Executive Assistant at an agreed to time. Return the uniforms in numerical order, separated into darks and lights, with the aforementioned list attached for us to compare so we can track missing uniforms. If any are missing, the association will bill the player for the complete cost of the uniform

Financial Report

Once all your activities are complete, you must forward your financial report to the VP Finance and to your team.



Coach Evaluation Forms

Coach evaluation forms will be distributed by the manager to the team members at the end of the year. It is important these are filled out to ensure the coaching in our Association is of the highest standard.

Return of Referee Fees

If you have not used all your referee fees, the surplus must be returned to the NBBA VP Finance.



Team Manager Job Description

- Communicate regularly with parents and coaches.
- Establish control of team finances, including a bank account (usually co-signed by a parent).
- Organize team activities, prepare information and arrange payment of fees overdue as prescribed by the Executive.
- Conduct or organize team/program activities as decided by the team/program.
- Maintain communication with team coaches or program instructors regarding NBBA business.
- Attend Rep coaches meeting, when required.
- Be familiar with NBBA policies pertaining to Rep teams.
- Be familiar with the NBBA Coaches' Code of Conduct.
- Ensure proper registration of players for NBBA, EOBA & OBA.
- Organize tournament play, including travelling and overnight stays and complete all requirements needed for tournament play.
- Organize transportation for players at league games and tournaments.
- Establish committee(s) of parents and/or players regarding refreshments, fund-raising, and other non-coaching team functions.
- Arrange for referees through the NBBA Head Referee.
- Distribution of player equipment as issued by the NBBA.
- Prepare team budget, i.e., travel, tournament costs; league games; canteens, as required.
- Ensure scores/team info is relayed to the Publicity Director weekly to ensure it is included on the web-site and in the newsletter.
- Other related duties as assigned by the NBBA or Rep team coach.

Team Manager Duties

- Register players and team with Ontario Basketball (online and/or manually).
- Register team for tournaments - book hotels and ensure all players have rides to and from gyms and communicate to team and parents.
- Coordinate team first aid kit & maintain supplies.
- Team uniform coordination and distribution.
- Secure possible sponsorship opportunities for team (to pay for gym times, tourneys, warm-up uniforms).
- Coordinate clothing order for Blue Devils gear through MegaCity Promotions (t-shirts, golf shirts, hats, warm-up shirts, hoodies, etc.).



Team Statistician Duties

- Take stats at every game, compile and summarize after each tournament.
- Coordinate a replacement, when not available for a particular game.
- Enter scores into Ontario Basketball website.
- Email spreadsheets to coaches and others on the team.

Team Treasurer Duties

- Open account for team.
- Collect all of the player fees and forms.
- Pay for tournaments.
- Pay for referees and gym time, when necessary.
- Make deposits from canteens, hostings, sponsorship, etc.
- Keep parents advised of all account activity



TEAM MEETING

Host meeting shortly after the team has been formed. Below is a sample agenda

Introduction (5-10 minutes)

- Introduce yourself (manager, assistant coaches, etc.)
- Give a brief explanation of the importance and purpose of the meeting

Coaching Overview (10 minutes)

- Provide information on the goals and objectives for the season as well as his credentials and coaching philosophy

Details of Program/Expectations for Players/Parents (10-20 minutes)

- Present specific information on the operation of your basketball program
- Overview of how coach and player evaluations will be implemented
- Discuss expectations of the player and parents
 - Time commitment
 - Respect for themselves, all players (own team and opposition), referees, parents, etc.
 - Expected conduct – games, practices, dressing room, events, hotels.
 - Discipline
 - Distribute NBBA Code of Conducts to players, parents and coaches and have them signed.

Budget (15 minutes)

- Outline of expected cost (see Team Budget example)
- Initiate fundraising discussions – will there be a fundraiser or will each family make a contribution?
Suggestions: raffles, sponsors, etc.
- Extra activities – social events, photos, extra tournaments

Expectations of the Parents/Volunteers (20 minutes)

- Coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role.

Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that require parent's attention and/or signature.



Important Websites

Nepean Blue Devils Basketball Association: www.nepeanbluedevils.ca

Eastern Ontario Basketball Association: www.eobasketball.ca

Ontario Basketball Canada: www.basketball.on.ca

Basketball Canada: www.basketball.ca

