

# OTTAWA SHOOTING STARS BASKETBALL LEAGUE

## Team Manager's Guide

Version 1.0 – September 2007

# 1. Introduction

This document is intended to provide some suggestions and guidelines on managing the team within the OSSBL. Any suggestions for improvements should be forwarded to the respective convener. It should be noted that while much of this information is related to the activities of the team manager, the coaches and assistant coaches are also recommended to review this information.

## 1.1 Registration

Registration information and forms can be found on the Web Site at the beginning of September each year.  
([www.ottawashootingstars.com](http://www.ottawashootingstars.com))

## 1.2 Fees

There is a registration fee of \$180.00 initially for everyone. Then on the registration form the additional cost for the year can be found. The fees cover costs for the following; gym, tournaments, uniforms, banquet, incidentals, balls and first aid kits.

## 1.3 Try-Outs

Try-Outs are posted on the Web site during the month of September.

## 1.4 Facilities

The OSSB uses gyms all over Ottawa. The gym co-ordinator requests the use of several gyms and once these are confirmed each coach is informed of the gym they have available and times for their practices. The gym co-ordinator also provides the teams with gym names and times for mini tournaments and sanctioned tournaments throughout the season.

Payment for these facilities are made directly to the schools by the OSS board.

## 2. Beginning of the Year

At the beginning of the season, it is important to set the “tone” of the team operations with the parents. Involving them early will help to ensure their interest in the team’s activities.

### 2.1. First Meeting

#### 2.1.1. Organizing the First Meeting

It is important to get the information as soon as possible from the parents. One suggestion is to require at least one parent for each player to attend a “first meeting” during the first practice for the team. While the players are on the floor, you can use the school hallways to talk to the parents in a quieter environment than in the gym.

It is highly recommended that this meeting be mandatory for the parent(s) as it can avoid issues later in the season.

Assign duties to the parents such as: tracking the uniforms, contacting the gym to ensure that they are open for the practices, contact info for parents for car pooling.

#### 2.1.2. Obtaining Information from Parents & Players

During this “first meeting”, you should hand out the Player Information Form and the Player Medical Information Form (both found on the web site) which requests important information about the players including:

- player’s name
- complete mailing address, with postal code
- telephone number
- e-mail address
- date of birth
- parents’ or guardians’ names

- photocopy of player's birth certificate (necessary for tournaments)
- any medical information that the coach needs to know about – asthma, nagging injuries, allergies
- all other information that would be useful to the coach

Please check the questionnaire's to ensure that it covers all your information needs.

It is also recommended that the parents be told that other volunteers are needed for other positions such as; Stats Person, Hotel Reservation co-ordinator, Canteen Organizer, Treasurer, Social Events for the Team, Scorekeepers and Timers for tournaments.

## 2.2. Distributing Information to Parents & Players

### 2.2.1. Distributing Information

One of the questions on the questionnaire is the email address for the parents/players. It is highly recommended that you obtain an email from each household to make it easier to distribute information.

### 2.2.2. General Team Information

Part of the questionnaire is determining if parents are willing to be on a "car pool" list. You should prepare a list of parent's names, addresses, and phone numbers for those who consent to be on the list and distribute it to all parents.

Another list that is useful to have is the list of player's names and jersey number. This allows spectators to easily find their child and their friends.

### 2.2.3. Schedules

Coaches attend a coaches meeting at the beginning of the session and there they are given gyms and practices times. This information is passed on after the tryouts and the teams have been picked.

Once the manager and coach determine the out of town tournaments, round robins, mini tournaments and if they will hold a sanctioned tournament this information will be passed on to all team members through e-mail or through a news letter. This sometimes takes some co-ordination and time to set-up.

#### 2.2.4. News

A newsletter is an easy way of providing specific details to parents. It may be prepared on a regular basis or as often as necessary. Coaches often like to start the season with a newsletter to the parents to let them know about the upcoming season.

### 2.3. Managing Finances

Once you have an idea of the number of tournaments and other events in which you will participate, you may prepare a budget for your team, in consultation with the other team officials. The club provides you with the money to enter into your tournaments and pays for your registration fee for the Provincials.

It will be up to each team to pay for the coaches hotel room when away on tournaments if the coach does not have a player on the team.

Some parents may wish to pay a set amount and others would rather do some fundraising to help finance the events. You may give parents a variety of options that would be easy for them and you to handle, such as paying for the season's events in installments or post-dated cheques or through fundraising, for example. Make sure you involve the parents in all decisions that are made when it comes to money. You will spare yourself a lot of grief if everyone has had the opportunity to pitch in, so to speak. If you choose not to have a team budget, keep track of expenses in case a parent asks for a statement of expenses during the season. It will also make your life easier since you'll have a handle on all expenses.

#### 2.3.1. Fundraising

Depending on whether or not parents want to do some fundraising to the cost of tournaments and other activities, you may not have to look into this option for your team. If some parents are contemplating this option, it is recommended that it be done on an

individual basis. First of all, add up the number of parents who would like to do fundraising and decide on what would be the best method. You may want to ask a parent to help you out with organizing the fundraising activity (surveying the parents, ordering the items, keeping a list of participants, receiving money, etc.). It doesn't sound like much, but with every other administrative task that the manager has to fulfill, it can become overwhelming. If many parents opt for fundraising, then it may be worthwhile to do it as a team activity and use the money towards a specific tournament or other activity.

Fundraising is typically accomplished through selling chocolates, cheese, or other similar products. There is a variety of possibilities so you should check with the league contact for information on fundraising activities. Check the "contacts" page on the league web site for contact information.

### 2.3.3. Sponsorship

In addition to fundraising activities, teams can seek out sponsors for their teams.

Sponsors can fund activities directly with a team; however, the sponsor will not be able to take advantage of their logo being displayed at league activities (including games) or other similar displays.

All sponsorship that occurs directly with the team must be recorded and reported to the club at the end of the season for audit purposes.

It is club policy that 10% of sponsorships are to be given to the club for ongoing activities.

## 3. Team Information

The following sections deal with the general information regarding the players and the team.

### 3.1. Official Team List

An official team list should be forwarded with the coaches, assistant coaches and manager's names to the Managers rep on the board once all is finalized.

If your team is going to the Provincials go to the OBA web site under Provincial Championships, Registration, here is where you will find the team registration procedures. Remember print the

Team Registration Form/Team Roster Form and get it filled out at the beginning of the season and mailed off to the OBA. The team coach, assistant coach and team members all must register online. The passwords are obtained through the treasurer. Follow the registration procedures on the Web site. Payment is to be done with a credit card and then present the printed receipt to the treasurer for reimbursement.

## 4. Equipment

### 4.1. Uniforms

The uniforms and the balls are picked up by the coaches, but the coach may ask you to take care of the uniforms specifically. Each player is given one top 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 the practices.

A cheque from each parent for \$150.00 will be required payable June 1<sup>st</sup> of the following year as a uniform deposit. Should the uniform not be returned by the 1<sup>st</sup> of June the cheque will be cashed. It will be up to the managers to collect the cheques and give them to the treasurer for safe keeping. At the end of the session you are to advise the treasurer of those who have not returned their uniform.

### 4.1.2 Uniform Numbers and Jerseys

FIBA Approved Numbers:

4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 21, 22, 23

As per agreement with the Ontario Association of Basketball Officials (OABO), Basketball Ontario games will be able to use the following numbers for the up-coming 2006-07 season but FIBA numbers will be mandatory starting with the 2008-09 season:

0 or 00, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20, 21, 22, 23, 24, 25, 30, 31, 32, 33, 34, 35, 40, 41, 42, 43, 44, 45, 50, 51, 52, 53, 54, 55

Note: A team list shall not have both numbers 0 and 00.

### 4.1.3. Designating Captain & Asst. Captains

A "C" or "A" may be attached to jerseys to designate the captains and assistant captains. The letters must be sewn on loosely. No iron-on letters or any other type of glue-backed letters may be used. These letters must be removed before the jerseys are returned to the equipment room at the end of the year.

#### 4.1.4. Washing Jerseys

The parents should wash the uniforms in cold water and do not put in the dryer let them hang dry to prevent shrinking. (don't iron)

#### 4.1.5. Modifying Jerseys

Teams are not permitted to modify jerseys in any way other than adding a "C" or "A" for designating the team captains and assistant captains. Teams may not add names or sponsors or otherwise add, change, or remove any aspect of the jersey.

#### 4.1.6. Returning Uniforms at the End of the Year

At the end of the season, you should make sure that the uniforms are cleaned and that, any "C" or "A" letters that have been attached must be removed. Any uniforms that are not washed or contain any letters on them will not be accepted for return. Check the condition of the uniform and inform the Equipment Manager of any repairs that need to be made to the uniform.

Uniforms may be returned at the end-of-year banquet but should be returned not later. Any uniforms not returned by June 1<sup>st</sup> the \$50.00 deposit will be cashed.

#### 4.1.7. Purchasing of other clothing

The managers will be given a pamphlet of clothing that can be purchased. You can ask a parent to co-ordinate this effort on your behalf. There will be a list of clothing that you can purchase with a cost list. Once the order sheets have been completed and the money has been collected. The co-ordinator will gather all the orders from all the teams and put in one large order on behalf of the Ottawa Shooting Stars.

## **4.2. Returning Equipment**

The balls, pinnies, first aid equipment as well as any other miscellaneous equipment must be returned to the President of the club at the end of the session. This should be done by the coach.

## 5. Game Activities

### 5.1.1. Referees

Referees are booked by the gym co-ordinator. The referees are paid cash. The Atom and Bantam games, the cost is \$30./per ref. The Midget and Juniors, the cost is \$35./per ref. The OBA promotes good sportsmanship and respect towards everyone involved in basketball, including referees. Communication is the key. If the coach or another team official has a concern during a game, discretely calling the referee to the bench and talking to him or her will usually avoid a lot of grief and embarrassment for everyone. Making spectators aware that shouting abuse is not tolerated is also part of the plan. Any major concerns involving refereeing should be discussed with the convener, who will in turn discuss the issue with the referee-in-chief. Referees should never be confronted by anyone during or after a game.

#### 5.1.1.1. Booking Referees

To book referees for a game the contact is Murray Schoup his cell is 523-6465 and his email is Assignor@ovbabo.ca. The referees are encouraged to be early for the games. Should there be no referee when the game is scheduled to begin call Murray.

#### 5.1.1.2. Paying for Referees

For exhibition games, you must make arrangements to get referees. Please pay them before the game starts. This avoids having to track them down after a game or them having to find you. They usually arrive 15 to 30 minutes before game time. Please give them the exact amount that the referee assignor will have quoted you, in separate envelopes.

### 5.1.2. Timekeepers and Score Keepers

The home team is responsible to provide a time and score keepers. They must follow the directions of the referee and not the coach. You may have established a list of parents or able siblings who volunteered to be time/score keepers from the information you requested at the beginning of the season. They must be at least fourteen years old. There might be some slight differences from one clock to another, but they basically all work the same way.

#### 5.1.2.1. Game Times

See the Coaches Manual on the OBA Site it gives all this information for each level.

#### 5.1.4. Game Sheets

At the beginning of the season, the convener will give you enough game sheets to start you off or indicate to you where the sheets can be obtained. More sheets become available throughout the season.

The 'home' team is responsible for providing a game sheet. You, or one of the team officials, complete the 'home' side of the game sheet before the game and hand it to the 'visiting' team to complete. Try to complete this at home so the visiting team has sufficient time to fill out its side before the game starts.

#### 5.1.4.2. Completing Game Sheets

Start with the lowest to highest players by their shirt number when writing your team on the game sheets. This makes the scorekeeper's life easier when recording scores and penalties. Also remember to have the referees sign the game sheet after the game. It is then considered to be an official document.

## 5.2. Post-Game

#### 5.2.1. Completing the Game Sheet

At the end of the game, the referees and timekeeper verify the information on the game sheet and sign it. If there are no reportable incidents, the timekeeper gives the top copy to the convener, second and third copies to the teams. There is no need for the fourth copy if there are no reportable incidents. If the referee has to

write up an incident, he/she will keep the top and bottom copy and make the two middle copies available to the teams. If you are the home team, the top 2 copies of the game sheets must be deposited in the slot for that convener

#### 5.2.2. Updating On-Line Information

The managers will be notified of the information that is required for the Web site by the board when needed throughout the session.

### 5.2.3. Suspended Players

#### 5.2.3.1. FAIR PLAY PENALTIES

The following Penalties will be in effect for the 2007 Ontario Cup Provincial Championships and Sanctioned Tournaments. These penalties are in accordance with Basketball Ontario's Fair Play Policy.

##### **Player**

###### Incident Penalty

The player is ejected from the game. That Player is ineligible to compete in the next game.

A player receives a flagrant foul and is ejected from the game for fighting.

Fighting includes, but is not limited to combative

acts such as: a. An attempt to strike an opponent with the fist, hands, arms, legs of feet.

b. An attempt to punch or kick an opponent, regardless of whether contact is made.

c. An attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate by fighting.

That Player is ineligible to compete for the remainder of the tournament.

##### **Coach**

###### Incident Penalty

A coach is ejected from the game. That Coach is ineligible to coach in the next game.

A coach receives a flagrant foul and is ejected from the game for fighting.

Fighting includes, but is not limited to combative such as:

a. An attempt to strike an opponent with the fist, hands, arms, legs of feet.

- b. An attempt to punch or kick an opponent, regardless of whether contact is made.
  - c. An attempt to instigate a fight by committing an unsportsmanlike act toward an opponent that causes an opponent to retaliate by fighting.
- That Coach is ineligible to compete for the remainder of the tournament.

### **Parent**

#### **Incident Penalty**

A parent is ejected from the gym for verbal or physical abuse of an Official, Player, Coach, Minor Official or Site Supervisor or other spectator.

That parent will not be permitted in any Basketball Ontario facility for the remainder of the tournament.

\* Please note it is the Coach's responsibility to ensure that his or her Parents are aware of the policies of Basketball Ontario.

## 6. Other Activities

### 6.2. Tournaments

It is a good idea to determine right at the beginning of the season how many tournaments your team would like to sign up for and to register early, even if the tournament date falls within the next calendar year (January to March). Check the OBA website at [www.basketball.on.ca](http://www.basketball.on.ca) for tournament information.

The cost of a tournament is usually around \$400.00.

#### 6.2.1. Team travel

A travel permit (see Appendix C) must be filled out and signed by the league president or his/her designate for any trip outside the ODMHA district (ie: USA, Quebec or other CHA Branch). These forms are available from your convenor or from the ODMHA website at: [www.odmha.on.ca](http://www.odmha.on.ca)

You will need to contact a Bus Company and reserve well ahead of time, especially during busy periods such as March break. Call around to get the best rates. A group of parents may be willing to car pool for the trip. This would reduce expenses.

If the tournament spans over a couple of days, you will also need to book a block of rooms in a hotel. Again call around to get the best rates. Once you have decided on the hotel, give the parents the necessary information so that they can make reservations themselves. It is easier for them to call since they can guarantee their rooms with a credit card and make other personal arrangements. Generate a form giving you, or a designated person, parental consent for medical treatment, should it be needed, if some of the parents do not go on the trip. A sample form is found in Appendix D.

Blue Cross coverage or similar medical coverage for everyone when crossing the international border. It is inexpensive and worthwhile.

### 6.3. Special Events

Some teams hold a variety of events from fundraising to social activities. Those types of events are not automatically covered under the Liability Insurance Program. Teams that are planning to hold a special event and require a Certificate of Liability Insurance must complete and submit the Special Events Request Form (see Appendix E) three weeks prior to the ODHA's Executive Director. A copy of the rental agreement for liquor licence and any other pertinent information must be attached to the request form.

## 7. Risk & Safety

### 7.1. Accidents and Insurance

The team's trainer has been informed during the trainers' clinic that a form must be completed for any injury or accident that has occurred during a game or practice. As mentioned earlier, players are insured as soon as they are registered with the OBA via the official team list. To make a claim, a CHA claims form must also be completed. Any significant injury that occurs during a game or practice, which requires a report to be submitted, shall also be reported to the WEHL VP Risk and Safety [vp\\_risk@wehl.on.ca](mailto:vp_risk@wehl.on.ca).

### 7.2. Police Record Check

Police record checks are performed for any person who volunteers in any capacity within the league, whether it is as coach, trainer, manager, board member, etc. The form: Consent and Authorization for

Police Record Check must be submitted to and clearance received from, Ottawa-Carleton Police before taking on a position. These forms are available from your convener. Completed forms must be returned to the convener for your level, who will forward them on for processing. The OSS Executive will submit the form to the police for processing. As of the 2002-2003 season, Police Record Checks are valid for 4 years.

### 7.3. Privacy of Information

The WEHL adheres to a Privacy of Information Policy which is posted on the web site. The coaches, managers, conveners, and any other person who is required to handle this information are required to follow this policy.

Briefly, any non-public information (i.e., any information that cannot be obtained from a phone book or other published media) must be kept private. This information cannot be given to anyone who is not authorized by the league to obtain the information.

In addition, any copies of the non-public information must be destroyed after the season has ended. Any electronic copies, such as emails, spreadsheets, etc. must be deleted from any computers that have this information. Any media, such as CD-ROMs, containing copies of the information must also be destroyed physically.

If you have any questions regarding this policy, you should refer your questions to the VP of Administration.

## 8. Other Resources

### 8.1. Resources

#### 8.1.1. Ontario Basketball Association (OBA) Web Site

Visit the OBA website at [www.basketball.on.ca](http://www.basketball.on.ca). It contains useful information on the teams, clinics, executive board, etc.

#### 8.1.2. Ottawa Shooting Stars Web Site

The OSS Web Site at [www.ottawashootingstars.com](http://www.ottawashootingstars.com)

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