



**GLOUCESTER CUMBERLAND BASKETBALL
ASSOCIATION**

HL Convenor Guide
Version 2.0 (12-13)

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GCBA CONVENORS GUIDE

The following document is a high-level overview of some of the duties, authorizations, expectations and documents required by the HL Convenors. The items outlined within are meant to be used as guides and helpful tools in order to make your tasks this season as easy as can be. They are comprised of best practices and lessons learned from previous years and are strongly recommended.

1. HOUSE LEAGUE ORGANIZATION

The Gloucester Cumberland Basketball Association (GCBA) House League Organization is comprised of a Vice President who oversees the House League operations, one Girl's Division Director, one Boy's Division Director, ten Division Convenors and one (or two) Selects Program Convenor(s). The volunteer coaches number in excess of 100 with over 1000 players registered and participating.

1.1 Convenors' Duties - Overview

Each Division Convenor shall, on behalf of the GCBA Executive to whom he is at all times accountable, oversee the operation of his/her division. It shall be the duty of the Division Convenor, or a duly appointed representative to:

- 1.1.1 Co-ordinate the identification and [selection of suitable coaches](#) for his/her division with the assistance of the respective Directors and the VP House League.
 - a. Discuss any special [administrative requirements](#) (e.g. Police Checks, Coach Profiles) with the coaches as required.
- 1.1.2 Co-ordinate the [evaluation of each house league player](#) at the beginning of the year.
- 1.1.3 Co-ordinate the selection of teams and ensure competitive balance.
 - a. Team selection can either be done by the Division Convenor themselves or through the [draft process](#) and includes assigning [practice times and gymnasiums](#) to each team in his/her division.
 - b. Ensure [Team Balancing](#). The Division Convenor shall have full authority within his division to move players to teams of a category/level commensurate with individual abilities within an appropriate period of time.
- 1.1.4 [Schedule regular league and playoffs](#) in accordance with Appendix "C".
- 1.1.5 Co-ordinate the [delivery of / recovery of any equipment](#) at the beginning/end of the season with the coaches and players.
 - a. Includes co-ordinating the collection of the [shirt deposit](#) cheque, issuing of jerseys once cheque collected, and the return of the cheques when the jersey is returned at the end of the year.

- 1.1.6** Attend games in the division and to ensure that the [objectives of the GCBA](#) are being met to the greatest extent possible.
- a. Ensure that the Rules and Regulations are followed by players and team officials in their divisions. Their authority shall complement, but in no way supersede the authorities of referees.
 - b. Discuss principles and policies with team officials when they feel it necessary, and must at all times be accorded this right by team officials.
 - c. Ensure that coaches are aware of the goals, expectations and philosophy of the GCBA.
 - d. Serve as the principal liaison between the division, the Director and VP House League.
- a. Hold regular meetings/discussions with the coaches to relay information or obtain feedback.
- 1.1.7** Ensure that [equal play](#) by all players is followed.
- 1.1.8** The Division Convenor shall recommend to the Discipline Committee [disciplinary action](#) against players or team officials when warranted.
- a. In cases of flagrant misconduct, public displays of anger or other actions deemed to be sufficiently severe, the Convenors shall take such action as they deem necessary and as defined in the GCBA Disciplinary Policy.
 - b. The convenor shall [report directly to the Referee-in-Chief](#) of any misconduct on the part of the referees or minor officials.
 - c. Promptly [notify the Director of any difficulties, or potential difficulties](#) (this could be player, parent, facility or official related) within his/her division.
- 1.1.9** Preside over [medal ceremony](#) (optional) at tournament time at the end of the year.
- 1.1.10** Ensure that each coach or manager provides a representative to serve as a minor official ([Timing and Scoring](#)) at each game.
- a. Note - In other words, the Convenor's job is not to run the time clock
- 1.1.11** Submit [Convenor Reports](#) at the designated time to the Director as follows:
- a. **Report 1** – Mid November
 - b. **Report 2** - End of March

2. OBJECTIVES OF THE GCBA

2.1 Ensure Players Enjoy the Game

It is one of the objectives of the GCBA to promote fun, recreation and healthful enjoyment for all who desire to participate in basketball.

2.2 Develop Skills of Players and Coaches

The GCBA is also committed to instruction and development of youth and coaches, giving due consideration to the variance of individual skills and capabilities.

2.3 Fair Play Policy

The GCBA is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. To that end, the GCBA has established a Fair Play policy consistent with that of Basketball Ontario. Through its Fair Play policy, the Athletes' Behaviour Agreement, the Coaches' Behaviour Agreement and the Parents' Behaviour Agreement, the GCBA is committed to maintaining appropriate behaviour of its members and spectators. Appropriate behaviour must be maintained at all times and displays of temper will not be tolerated. Any incidents of verbal or physical abuse of team players, spectators, coaches or officials will be dealt with promptly.

The following points are from Basketball Ontario for Spectators and provide the basics. Please refer to the complete policy posted on the GCBA website.

2.3.1 Fair Play Definition - Anyone watching a particular athletic activity or event whether sitting or standing is considered a spectator. A spectator may be a parent, a relative, friend, team-mate, opposing player, administrator or coach not directly involved in the game. Spectators are an important part of any athletic activity, however they are not essential. Spectators should never influence the outcome of an event and must never pose a distraction to players, other spectators, timers, scorekeepers or referees.

2.3.2 Fair Play Goal Statement - Anyone in an audience watching a Basketball Ontario sanctioned event will be expected to adhere to the Guidelines for Behaviour.

2.3.3 Actions - Always model mature behaviour consistent with that of Basketball Ontario's Guidelines for Behaviour.

- Support the game of basketball!
- Stress the importance of participation
- Avoid spectator imposed pressures to win.
- Be supportive of the athlete, team, coach, opponents and officials

- Maintain a supportive, constructive atmosphere conducive to personal development
- Refrain from negative communication with players, coaches, the scorers' table or game officials.
- Remain in the spectators' section, and refrain from entering the playing area at any time.

3. HOUSE LEAGUE PLAYING CONVENTIONS

The following are several special playing conventions of the GCBA House League. They are slight modifications/revisions to the official FIBA rules in order that we stay inline with the GCBA Objectives.

Note - please refer to the most current version of GCBA HL Conventions found on the website. <http://www.gcba.ca/about-us/policy-guidelines-manuals-forms.aspx>

3.1.1 Start of Game - All games shall start at the scheduled time.

- If a team is not ready to start, the game will be forfeited (2-0).
- A team with less than five legal players dressed and on the court at the start of the game is considered not ready.
- If the other team can share some players an exhibition game may be played, or a team practice may be held during the remaining scheduled time.

3.1.2 Player Status - Coaches will identify all players who have arrived and their playing status before the start of the first shift.

- For safety purposes, coaches shall also ensure that the players are wearing no jewellery (watches, rings, necklaces etc), hair tied back (if appropriate) and have their fingernails trimmed.
- Safety alert bracelets are allowed but must be fully taped to the wrist. Glasses should be strapped.

3.1.3 Checking In - All players shall report to the scorer's table at the beginning of each shift and clearly identify their number.

3.1.4 Late Arrivals - Players who arrive late must check in with the score's table when they arrive.

- Players who arrive late but prior to the start of the 2nd shift will not miss any shifts.
- Players who arrive later (once the 2nd shift has begun), will only play in the 2nd half of the game and will play the regular number of shifts, (i.e. 2 for the most part). In other words, a player who arrives during the 2nd shift or later will not be allowed to make up the lost shifts in the 2nd half of the game.

3.1.5 Quarters and Shifts - The game consists of 8 – 4 -minute shifts.

- In the event of time limitations, the Convenor shall authorise running time to be used if needed.

- 3.1.6 Half time** - Time permitting, there shall be a five-minute rest between halves. Breaks between shifts shall be sufficient enough to allow the players to check in and match up defensively.
- 3.1.7 Zone Defence** – Novice, Atom and Bantam Divisions will NOT be allowed to employ a zone defence. Man-to-man defence only. Referee trainers make the call if they are available. See Referee handbook.
- 3.1.8 Full Court Pressure** - Full court pressure is allowed in all divisions with the following exceptions: Novice where half-court defence will be played at all times, and Atom where full-court will be allowed after X-mas.
- 3.1.9 15 Point Rule** - If a team is ahead by fifteen points or more, there will be no full court pressure allowed; teams must play half court defence. This does not apply for the Juvenile division.
- 3.1.10 Score Sheets** - Coaches must sign score sheets at the end of the game to indicate they concur with the final score.
- Any issues must be noted on the score sheet.
 - It is the responsibility of the convenors and coaches to ensure the forms are completed properly. Samples will be provided to each division.
- 3.1.11 Uniforms** - All players must have the proper jersey to play and it must be tucked in the player's shorts.
- If a T-shirt is worn beneath the jersey, it must be white when the player is white (home) and GCBA green when the player is green (visitor).
 - Shorts must be worn; exceptions will only be made for religious reasons. See Referee handbook.
- 3.1.12 Equal Participation** - Except for injury, illness, discipline or fouling out (doesn't count as a shift for substitution); equal participation shall be adhered to.
- Should a substitution be required in case of injury, illness, discipline or fouling out, the player playing the majority of the period shall be counted as playing the full period.
 - No player shall play more that one shift more than any other player on the team, who has played the least.
 - It is the coach's responsibility to ensure equal participation. No correction on the score sheet will be accepted by the table officials. The coach should check and correct for equal participation at the beginning of the seventh shift.

- With the approval of the Convenor, the equal participation rule for a particular game may be waived, for disciplinary purposes.

3.1.13 Flagrant Fouls - All flagrant fouls shall be reported to the Convenor and the Referee-in-Chief. A description of the offence will be recorded on the back of score sheet by the head referee.

- Flagrant fouls called during a game shall carry an additional league penalty – one game suspension, enforced in the next scheduled game the player attends. See Discipline Process
- The GCBA Disciplinary Committee reserves the right to take further disciplinary action for this type of unsportsmanlike behaviour.

4. DISCIPLINE PROCESS

4.1 GCBA Parent and Player Agreements

The Parent and Athlete Agreements serve to remind participants of the expected behaviours at (or during) a GCBA sanctioned event.

These forms are distributed during the Registration process and by signing the waiver; parents and players agree to abide by all the guidelines set-out by the GCBA.

NOTE - There is no need to redistribute or collect these forms.

However, it is highly recommended that remind your coaches of these agreements, as these in turn will assist the coach in dealing with difficult parents or players, should the situation arise.

4.2 GCBA Coaches Agreements

GCBA Coaches are a valuable resource and make the heart and soul of a successful season. The Coaches Agreement serves to outline the behavioural expectations of the GCBA Coach and some of the consequences in failing to abide by them.

At the Coaches Orientation, the VP HL will discuss the Disciplinary Process, the expectations of coaches as representatives of the GCBA, and the consequences for poor behaviour.

As is common, many coaches miss the initial Orientation or volunteer after the Orientation; therefore it is important as a Convenor to remind all coaches of these expectations.

At the start of the season, a simple email to your coaches is an effective method to distribute the Coaches Agreement and remind them of their expectations.

NOTE – There is no need to collect signed copies of these forms. Whether coaches choose to read the documents or not does not change the Penalties applied for an infraction.

It is however, highly recommended that you ask the coaches to respond electronically to confirm that they have received the email.

4.3 GCBA Protocol for Misconduct Penalties

As with any organization involving competition, a process is required to guide all coaches, convenors, and administrators in the handling of difficult discipline situations. Unfortunately, in the heat of action, some individuals, players, coaches and even spectators, have difficulty in controlling their emotions. In the majority of cases, individuals can be counselled verbally and no formal disciplinary action need be taken.

Please refer to the most current Discipline Process for more details.

The following is an extract for easy reference:

Role	Infraction	Penalty	Penalty to be assessed by
Player	Verbal abuse of another player, a coach, an official, a minor official or a spectator after a first warning has been issued. Warnings will be tracked on Incident Reports. A warning can be in the form of a verbal warning or a technical foul in a game situation.	First incident: Suspension for one game Second incident: Suspension for two games Third incident: suspension for remainder of season	First incident: Coach or RIC Second incident: Coach, RIC or Convenor Third incident: VP, RIC or Discipline Committee
Player	Double technical foul in a game	Automatic one-game suspension	Referee, Convenor , RIC
Player	Any deliberate violent threat or attack on any other player, coach, official, minor official or spectator	Immediate suspension pending investigation or hearing by Convenor or VP. Penalty must be at least a two game suspension, can be a full season suspension.	Convenor or VP. Full season suspension may involve Discipline Committee as needed.
Coach	Verbal abuse of another player, a coach, an official, a minor official or a spectator after a first warning has been issued. Warnings will be tracked on Incident Reports. A warning can be in the form of a verbal warning or a technical foul in a game situation.	First incident: Suspension for one game Second incident: Suspension for two games Third incident: suspension for remainder of season	First incident: Referee or Convenor Second incident: Referee or Convenor Third incident: Discipline Committee
Coach	Double technical foul in a game	Automatic one-game suspension	Referee, Convenor , RIC
Coach	Any deliberate violent threat or attack on any player, coach, official, minor official or spectator	Immediate suspension pending investigation or hearing by Convenor or VP. Penalty must be at least a two game suspension, can be a full season suspension	Convenor or VP. Full season suspension must involve Discipline Committee.

Role	Infraction	Penalty	Penalty to be assessed by
Player, Coach, Assistant Coach, Manager, other volunteer	Misconduct in the form of inappropriate language, innuendo, action inside or outside the gym but undertaken in the volunteer role in interacting with players, referees, parents or association officials	<p>Incident report to be filed immediately, swift hearing directly to the VP.</p> <p>Executive to be informed.</p> <p>Suspension pending outcome.</p> <p>Zero tolerance. Warning and one month suspension for first offence.</p> <p>Relief from volunteer opportunities for any future offence.</p>	<p>Discipline Committee can/should be engaged depending on the seriousness of the matter.</p> <p>Immediate expulsion is warranted in cases of abuse (physical or verbal), inappropriate behaviour (of a sexual or physical nature), threatening behaviour.</p>
Spectators	Verbal abuse of players, coaches, referees, minor officials or association officials (i.e. gym captains, etc)	<p>First offence: Warning</p> <p>Second offence: Removal from gym for remainder of that game.</p> <p>Third offence: Removal of gym for one month and suspension from all volunteer activities</p> <p>Fourth offence: Removal from gym for remainder of season</p>	Convenor , Referee, Association Official
Spectators	Any deliberate violent threat or attack on any player, coach, official, minor official or spectator	<p>Immediate removal from gym. Immediate filing of report to applicable VP.</p> <p>Suspension from attendance in gym pending hearing.</p> <p>Hearing by VP and/or Discipline Committee</p>	

5. COMMENTS & COMPLAINTS PROCESS

As an organization, we are always looking at ways to improve the program. We are open to your comments and suggestions. To ensure your suggestion gets reviewed by the proper authorities, please follow the communication flow below.

Complaints are also an important way to improve the conduct of the GCBA. If the complaint is important, it should be submitted in writing. Only written complaints will be acted upon.

Complaints concerning an individual, team, team official, parent or fan that engages in activity on or off the court which threatens the welfare of others or makes a travesty of the game should be directed through

Coach → Convenor → Director → VP House League → Executive

6. CONVENORS' DUTIES

6.1 Selection of Coaches

Under Construction

6.2 Coach Administrative Requirements

a. Police Checks

Under Construction

b. Coach Profiles

Under Construction

6.3 Player Evaluations

The Player Evaluation process is currently the most important tool we have for ensuring team balance. By taking the necessary time to evaluate players' skills, attributes and their abilities to contribute in game situations, we are able to provide a ranking ("score"). This score will be used in the

- a) pending team selection process or the [draft process \(see 6.4\)](#) to ensure equal distribution of talent amongst teams and;
- b) during the [team balancing exercises \(see 6.9\)](#) soon after season start-up.

We have scheduled two weekends for the Player Evaluations. This will allow for more time "up-front" to properly rank the players. The two sessions will also help when players are not able to make one of the sessions. By at least attending one session, we will have a score for all players. Players with "zero" at the draft are wildcards and always disrupt the team balancing exercises.

Further to this, there is a tendency to want to rush into the regular season games and get to playing. Coaches will profess that they will take any team and make them a contender. However, this is seldom the reality after a 70-20 thrashing and coaches and parents will demand changes. Making team changes (transferring players) after the season has begun is very onerous. Once teams have been selected, making changes will require changes to practice nights/gyms, jerseys, carpools, height for height, etc. (see 6.9 Team Balancing).

Note – Wolverines' teams will most likely not have been selected by this time, therefore it is imperative that all potential House League players attend. We require a "score" for every player.

6.3.1 Pre-Evaluation Preparation and Phone Calls

A portion of the Coaches' Orientation meeting will be allotted to preparing for the Evaluation process. Once coach contact information has been gathered, the Convenors will distribute a list of players registered in the division. These players are to be invited to the Evaluations and need to be called and informed of the time and gym.

Note - Please ask the boys to bring a ball (if they have one) and to get there a little early so that we can get them "registered" (put a number on their leg) for the evaluations.

The allotment of time for Evaluations is dependant on the age group, the gyms available and total number of registrants. There are many configurations but the two most practiced are as follows:

a. One Gym Configuration

- Plan for several one hour sessions with a 10 - 15 minute rest break in between for your coaches.
- Invite approx 20 - 25 players to each session.
- ½ hour for skill evaluations.
- ½ hour for scrimmage evaluations.

b. Two Gym Configuration

- Plan for two (1.5 hour) sessions.
- Invite approx 70 players to each session.
- 1 group of 35 will go to the hardwood floor for scrimmage evaluation
- 1 group of 35 will remain on the tile floor for skill evaluation
- Rotate these two groups after approx 45 minutes.

6.3.2 Pre-Evaluation Gym Set-up

Ensure that you arrive to the gym early enough to set-up.

- Set-up a Registration desk outside of the gym with chairs (pens, markers).
- Assign coaches to a station. They should stay at the one station for the duration of the evaluations to ensure consistent scoring.
- Provide coaches with evaluation sheets (fig 6.3.a) and scoring Rubic.
 - Coaches should bring a clipboard to write on including pen or pencil
- Set-up cones and tape measure (for height)

Note - When you spot an eager parent that could or would be a coach, send them to the Convenor.

6.3.3 Registration Desk

The Evaluation score sheet should be prepared in advance, by time slot, and will typically look as per sample provided (see fig 6.3.a)

The goal of the Registration desk is just to get the numbers on the kid's legs and get them into the gym. To eliminate long line-ups:

- Write their number on the players leg with a marker... use a tape around their leg if they don't want it on their skin
 - Look up their assigned player number from the master sheet

- If a player shows up that is not on the list, complete ALL their info at the bottom of the form (space is allocated)
 - give them the next available number.
- Inform them that they should show up next Saturday at the same time, same place

G.C.B.A Bantam Boys Registration / Evaluation 2007-08														
Location:										Date: September 29, 2007				
Player #	Player's First	Name Last	Birthdate	Phone #1	Height (inches)	Speed (seconds)	Scrimmage	Lay-up	Shooting	Ball Handling	Total	Asst Coach?	Medical Notes	Comments
1	Jeremy	Azangil	29-Oct-94	590-1194										pref. Friday practices
2	Christian	Davison	14-Jul-94	613-834-1859										
3	Sean	Decloux	09-Jan-94	824-9824										special req to play w. Jordan Malette due to loss of parent
4	Adam	Prevost	19-Mar-94	747-2267									allergic to nuts/penicillin (carries medicine)	
5	Deepak	Sekhn	13-Sep-94	613-837-6711										same team as Rajan Anand
6	Alexander	McDonald	07-Dec-94	834-7264										
7	Tyson	Rigg	17-Oct-94	837-3444								YES		same team as brother Tyson - father can help coach

Fig 6.3.a

6.3.4 Speed and Height Station

- Measure the players' height in inches (needed for database purposes)
 - Time permitting; you can also measure the players jumping ability. Using the same set-up, ask that they take standing two-foot jump and touch the tape as high as they can.
- Dribble as fast as they can from point A to point B and back
 - The start and finish lines will be marked on the gym floor (cones)
 - Get the kid ready to run and tell them to wait for whistle
 - Blow whistle while starting the stopwatch
 - Stop watch and record the time on evaluation sheet
 - If we haven't rotated the kids to another drill yet, invite them to try and beat their time and record best time

6.3.5 Lay-up Evaluation Station

- Review the Evaluation Rubric for scoring scale.
- Players will be asked to do lay-ups
- Give them the option of doing a lay-up from the right or left side
- Use the comments section of the form freely on relevant observations.
- Continue to run drill until notified to rotate players.

6.3.6 Shooting Evaluation Station

- Review the Evaluation Rubric for scoring scale.
- Players will be asked to do 5-10 jump shots each from around the key
- An 'X' will be placed in five (5) spots around the key
- One player will shoot a jump shot from each spot consecutively while the other retrieve the balls (spread the other kids around the key)
- Use the comments section of the form freely on relevant observations.
- Continue to run drill until notified to rotate players.

6.3.7 Dribbling & Ball Handling Evaluation Station

- Review the Evaluation Rubric for scoring scale.
- Seven (7) to eight (8) cones will be staggered on the floor gym
- The players must dribble around the cones and come back
- The next player should already have a ball on hand ready to do the drill
- Use the comments section of the form freely on relevant observations.
- Continue to run drill until notified to rotate players.

6.3.8 Passing Evaluation Station (Optional – Not Required)

- Review the Evaluation Rubric for scoring scale.
- Players will be facing each other
- Player is asked to bounce pass the ball to the other
- Player is asked to do a one-hand overhead pass to the other
- Player is asked to do a chest pass to the other
- Use the comments section of the form freely on relevant observations.
- Continue to run drill until notified to rotate players.

6.3.9 Scrimmage Evaluations

- Review the Evaluation Rubric for scoring scale.
- Ensure you substitute players.

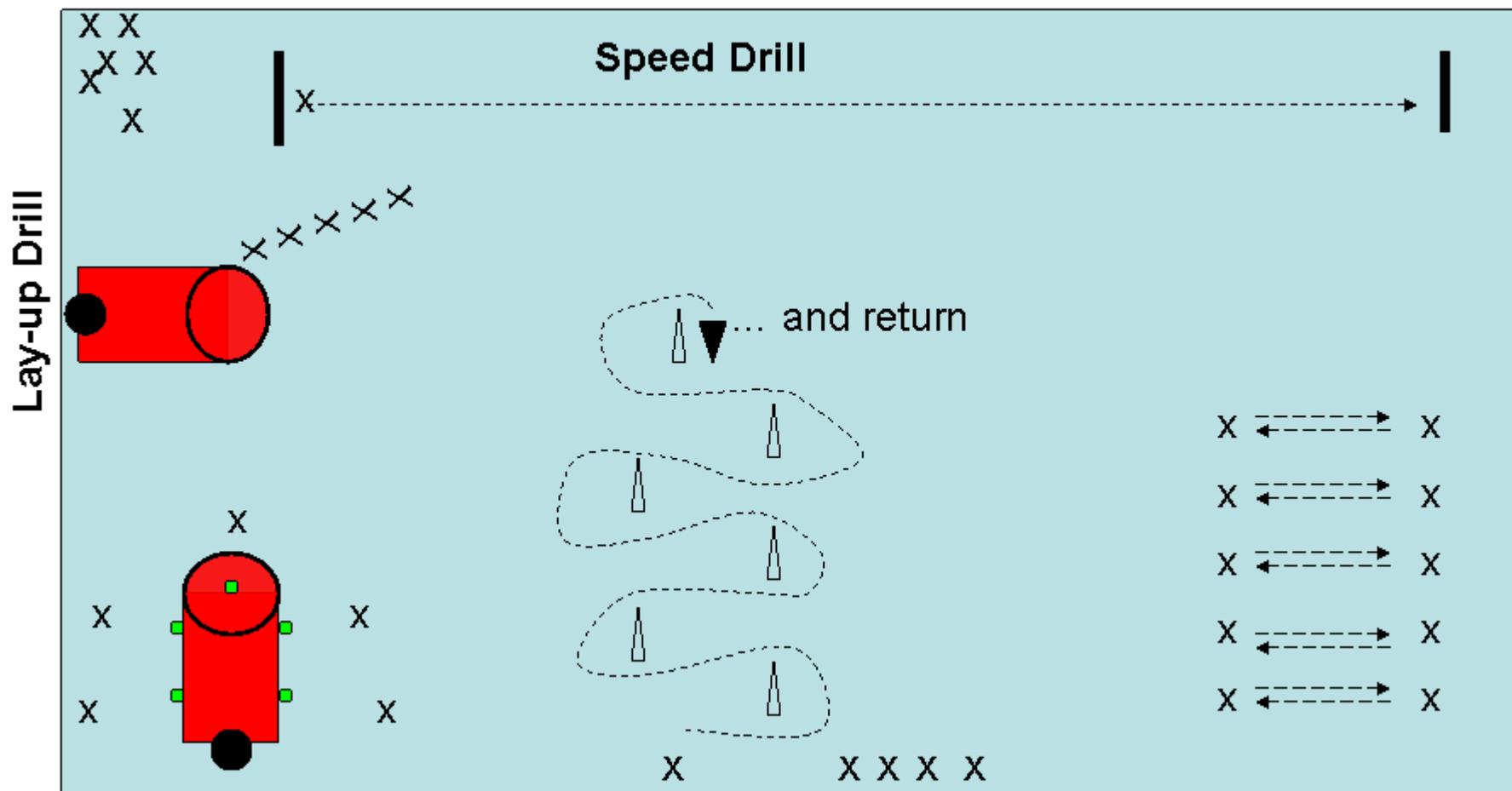
6.3.10 Evaluation Session Wrap-up

At the end of the session the Convenor/coordinator will bring the players together for a wrap-up discussion.

- Thank them for attending
- Explain the next steps
 - Either inform them that they should show up next Saturday at the same time, same place or;
 - Teams will be drafted based on the Evaluation results. Players will receive a phone call from their coach informing them of their first practice or game.
- Explain special requests policy.
 - GCBA committed to balanced teams and cannot promise that friends will be on the same team.
 - Conflicts due to scheduling not already identified on the registration forms will not be addressed until player movement freeze (2 weeks) has passed. Due to the sheer amount of administrative burden during start-up, we require 2 weeks for bedding-down.
- We always require more coaches, please see Convenor.

6.3.11 Gym Setup Configuration

Height / Vertical



6.4 Assigning Practice Times and Gymnasiums

Before the commencement of team selection or the draft, all coaches will select their preferred practice times and gyms (see 6.4.a) from the list of the available slots. This is **very important** as it will impact your selections during Team Selection and/or the Draft.

Atom Boys	MON	Terry Fox	6 - 7
Atom Boys	MON	ST Joseph	630-730
Atom Boys	MON	Henry Munroe	7 - 8
Atom Boys	TUES	R Hopkins	630-730
Atom Boys	TUES	Des Sentiers	7 - 8
Atom Boys	TUES	Jeanne Sauve	7 - 8
Atom Boys	WED	ST Theresa	6 - 7
Atom Boys	THURS	Des Sentiers	6 - 7
Atom Boys	THURS	R Hopkins	630 - 730
Atom Boys	FRI	Forest Valley	6 - 7
Atom Boys	FRI	L'Etoile	7 - 8
Atom Boys	FRI	R Hopkins	7 - 8
Atom Boys	FRI	Trillium	7 - 8

Fig 6.4.a

6.5 Team Selection and Draft Procedures

It is at the discretion of each Convenor as to how to proceed with Team Selection. You can either use the compiled evaluation scores to create the needed teams yourself or you can employ the Draft Process (as outlined below). Unfortunately, there are advantages and drawbacks to both.

At the start of the season, many coaches won't care about who they have on their team and will just like to get down to contacting their players for the first practice. The Convenor-driven team selection process is a quicker method but adds more work to your plate and has (in the past) lead to many disputes over "stacking teams". Furthermore, many convenors are parents with little or no knowledge of the game of basketball; they have volunteered purely to take on the administrative tasks associated with the post, and therefore, it may be difficult for them to understand the nuances of team balancing.

The Draft Process is more time consuming and requires the coordination of a "Draft Night". It should also be noted that many coaches cannot or choose not to attend and someone else (the convenor or another coach) must make the selections for them. However, this method does allow the coach some flexibility in their team make-up and does place more of the onus on the coach in situations of imbalance.

6.5.1 The Draft

- a. Coaches **must** identify their assistants, if known, before the draft begins.
- b. Coaches will be provided with a list of players sorted by age and their scores as rated at the evaluations. (see fig 6.5.a)

G.C.B.A Midget Boys Evaluation 2008-09														Date: September 27, 2008	
Location: St. Petes H.S. (12:00 to 1:30 & 1:30 to 3:00)														Date: October 4, 2008	
Player #	Rank	Player's First	Name Last	Birthdate	Phone #1	Phone #2	Height (inches)	Speed (seconds)	Scrimmage	Lay-up	Shooting	Ball Handling	Total	Asst Coach?	Medical Notes
72	1	Kyle	Johnston	1993	830-7919	830-7919	75	7.60	10	9	8	10	37		
166	2	Conor	O'Hara	1993	424-8750		73	8.00	10	9	7	10	36		
54	3	Joshua	Dunn	1993	834-8517		72	8.10	9	8	8	8	33		allergic to bees/wasps
93	4	Austin	Mayers	1993	613-824-9344	613-824-9344	73	7.80	8	9	7	8	32	coach	
103	5	Justin	Mulhall	1993	841-5370	841-5370	77	8.80	8	9	7	8	32		
1	6	Scott	Adams	1993	830-5034	830-5034	70		8	7	7	9	31		
13	7	Kenny	Bastien	1993	613-834-3894	613-837-4059	68	8.10	8	8	7	8	31	asst coach at younger level	
86	8	Alexandre	Leduc-Letang	1993	613-830-4669	613-830-4669	70	8.50	7	9	6	9	31		
104	9	Olivier	Munro	1993	824-0067		69	8.80	7	8	6	10	31		
45	10	Christian	Davison	1994	613-834-1859	613-834-1620	76	9.30	7	8	6	9	30		
48	11	Sacha	Desjardins	1993	613-834-9354	613-834-9354	73	8.40	8	7	7	8	30		
58	12	Jeremy	Finn	1993	613-841-3854	613-841-3854	69	8.80	7	8	7	8	30		allergic to almonds & hazelnuts
102	13	Cole	Mooney	1993	613-834-1701	613-834-1701	79	9.90	9	7	7	7	30		
147	14	Rishi	Vala	1993	748-1154	748-7573	70	9.90	8	8	8	6	30	asst coach	

Fig 6.5.a

Note - It is recommended that a volunteer from each division assist the Convener of the division keep track of all the picks and scores.

Draft sheets will be provided for coaches to keep track of their picks and scores.

- c. Where possible, Convenors should highlight ex-Wolverines or SELECTS players. The evaluation numbers may not truly represent their capabilities.
- d. Where possible, Convenors should highlight the taller players. If there are enough, they **could** be evenly distributed amongst teams to begin. The team drafting first would get the highest ranked tall player. Then for the second round, the coach with the lowest ranked tall player would be able to select first. Thereby possibly getting the best guard to go with the weakest centre.
 - Be careful of drafting all height, you will most likely lose some once the balancing exercise starts.
 - Be careful of not drafting any height, nothing says that team balancing will guarantee that you will be compensated.

6.5.2 Draft Rules

- a. Numbers will be placed in a hat (cards from a deck) and each coach will pick a number to determine who goes first in the draft. This # will also become your team #.
 - Scores will be verified at the end of each round.
 - The order in subsequent rounds will be determined by the coach with the lowest point's total.

- b. A “pick window” of players that are eligible to be selected during the round will be determined by the # of teams (e.g. for 10 teams the window would be 20 players)
- The pick window will “slide” at the end of each pick, to maintain a 20-player window.

i.e.

- The first coach can select any player in the top 20 (the window).
- By the 10th pick, the window would have slid down by 9 spaces. The coach will be able to select any player in the top 29 that have not already been selected. Therefore, this still gives them 20 players to choose from.

- c. If, on his turn, a coach's or assistant coach's son, is within the pick window, he **must** be drafted.

- Therefore, coaches cannot select the best rated player **and** then pick their son as well.
- If the coach and the assistant coach's sons are within the same “window”, this will be considered a “double pick” and they will **skip their pick** in the next round.

Note - the “double pick” is only valid (see siblings) for when coaches and asst coaches sons are in the same window. Special requests **do not** qualify. These players must be available for any other coach to select in the round should they wish to.

- d. Siblings **must** be drafted together.

- If the siblings are in the same “window”, this will be considered a “double pick” and coaches will **skip their pick** the next round.
- If the siblings are in different windows, they **must** be selected when the window becomes available.

- e. Please observe any of the special requests/comments found beside a player's name, when making your choice.

- We only ask that you please make the effort to honour requests to play together.
- For obvious reasons, all requests cannot be granted.

- f. Younger players will be drafted first.

- If at the end of the round there are **only 15-20 younger players** left to select from, put these players aside and move to the older players list.
- Follow the same procedures as before. The window starts again from 1 to 20 and slides down after each pick
- Once you get down to the end of a round and there are **only 15-20 older players** left to select from, **remove the window restrictions** and open the selection to any remaining players.

6.6 Scheduling Regular and Playoffs Games

The **GCBA - Game Schedule** template has host of various prepared schedules for your use.

6.7 Equipment Distribution and Recovery

The GCBA locker [A-6] is located at the **A-1 Mini U Store It** location on Vantage Dr. It can be found behind the MacDonal's on Innes Rd (see fig 6.7.a)



Fig 6.7.a

- a. PRACTICE BALLS: The yellow and green balls.
- b. GAME BALLS
- c. CONVENOR BOXES
- d. TABLETOP CLOCKS
- e. EXTRA EQUIPMENT: If you require any additional equipment (i.e. pylons) please let the Equipment Manger know exact numbers required.
- f. HL JERSEYS

6.8 Shirt Deposit Cheque and Return

Under Construction

6.9 Team Balancing

Under Construction

6.10 Equal Play Policy

The **GCBA – Equal Play Rotation** template can be issued to coaches for use during games.

6.11 Year-End Activities

Under Construction

6.12 Medal Ceremony

Under Construction

6.13 Timing and Scoring

Under Construction

6.14 Convenor Reports

Report 1 – Mid November

- Coaches Profile
- Player list (By team)
- Composite schedule (until Christmas)
- Practice Times/Location (By team)

Report 2 - End of March

- Final League Standings
- Play off results
- List of returning coaches
- Year end player evaluation (by coaches)
- Year end report summary with recommendations for next season

6.15 Misc

If you ever need to make copies or buy paper/pens, etc. Keep the receipts. You will be reimbursed by the GCBA.

**MANY THANKS FOR YOUR CONTRIBUTION
HAVE A FUN SEASON!**

7. SAFETY IN THE GCBA

The following communication item was disseminated to all coaches and assistant coaches (January 25, 2007).

7.1 Who is responsible for safety in the GCBA?

I have been directed by the Executive to define the responsibility for safety to the convenors and coaches. Who is responsible for safety of the GCBA players when playing games each week? The question is posed as a result of concerns expressed for player safety.

7.2 What is the definition of safety in this context?

I suggest to you, it is this:

Safety Is No. 1, being safe, freedom from danger or risks

In reviewing our rules, regulations and Guidelines that we provide to convenors and coaches, I could not identify a specific section or paragraph dealing with safety responsibilities. There is no single individual in the association with this overall responsibility defined, as "safety". I would suggest however, that in the definition of roles and responsibilities of all our coaches, convenors and other officials, it is implied. I highlight several instances in the paragraphs below.

Who is responsible for safety when the increased physicality of the game, or increased tempo of the game results in players running at top speeds and slamming into the mats mounted on walls, stages or other players?

I can tell you whose responsibility it is not. It is not the referees. The referee's responsibility is to ensure that the game is called fairly. It is NOT the role of the referee in any game to "tone down" the play. This is solely the responsibility of the coach and barring this, the convenor above him, to counsel the players (or in the convenors case to counsel the coaches) to get themselves under control; to calm down and focus on the play. This means that BOTH coaches must agree to encourage FAIR PLAY and discourage excessively aggressive behaviour that increases the occurrences of fouls and safety concerns.

In several recent discussions, when asked, individuals clearly thought it was the referees' job to calm down the play when the coaches perceived that it was getting out of hand! This is a wrong assumption and must be clarified to ALL convenors and coaches.

The referees are only responsible to call the games as they see it! As we all know this does not mean they will see EVERYTHING, nor will they call EVERYTHING:

- a. because at various levels, they are not experienced enough to do this and
- b. because to call EVERY infraction would destroy the game flow...there would be only fouls shots being shot for lengthy periods of the game.

Part of the referee training is to distinguish what actions are patently causing disadvantage to the play...and making those calls. This calls for a pretty sophisticated level of assessment in some cases, by young inexperienced referees and therefore in all likelihood will not be consistently applied at this level of play. With this understanding in mind, if it is the coach/parents/convenor's assessment that the play is getting "out of hand" then it is clearly the coach/convenor's job to call the timeout and agree to lower the intensity level. If this is not possible through coaching alone, or one coach still wishes to "take advantage" through intimidation, then it is within the convenor's authority to call for the suspension of the game (i.e.. The Convenor requests time out from referee and requests that referee/trainer rules that the game is over. The rules call this a "suspended game".) The message the GCBA wishes to communicate to the players is - stay focused on playing the game within the rules. If it's getting too rough, then stop fouling! PLAY BALL according to the rules of basketball!

It is the responsibility of each of the coaches to coach and focus their players where safety becomes a concern. Both coaches can work together to ensure the safety of the players. This can be accomplished by calling a timeout and coaching the players to focus and settle down. This will afford an opportunity to reduce the tempo of the game.

The following extracts from the GCBA Team Official Guideline are instances that the responsibilities for safety are implied.

Convenor

- Each Division Convenor shall, on behalf of the GCBA Executive to whom he is at all times accountable, oversee the operation of his/her division. (Section 3a) **Safety is an implied responsibility in the operation of the division.**
- Convenors shall be responsible for ensuring that players and team officials in their divisions follow the Rules and Regulations. Their authority shall complement, but in no way supersede the authorities of referees. (Section 3c)
- Promptly notify VP House League of any difficulties, or potential difficulties (this could be player, parent, facility or official related) within his/her division. (Section 3p)

Coaches

- Coaches shall provide a positive role model for the players at all times, providing a good example both by word and action in the skills of sportsmanship. (Section 4b) **Safety is an implied.**
- Follow basic goals, objectives and philosophy of the GCBA, ensuring that the players have fun and improve their skills. (Section 4b) **Safety is an implied.**

Fair Play Facility

- A policy of zero tolerance is in effect throughout the GCBA and any incidents of verbal or physical abuse of team players, spectators, coaches or officials. (Section 6) **Safety is an implied**

In summary, as an association it is clear that responsibility for safety is included in our roles and responsibilities for team officials. Accordingly, as all team officials follow these guidelines, we can be assured that players are afforded the opportunity to play in a Fair Play Facility and safe environment.

Shelley Blais, VP House League Operations Boys Division 2006-07
Anne Couillard, VP House League Operations, Girls Division 2006-07

8. GLOSSARY OF TERMS

Article	Paragraphs set forth as articles in the By-law
OBA	Ontario Basketball Association
Divisions	The classes of basketball, e.g. Novice, Atom, Bantam, Midget and Juvenile
Executive	The duly elected members of the GCBA
Fiscal year	The year-end for the association - April 30
GCBA	Gloucester Cumberland Basketball Association
Minor Officials	The timekeeper, scorekeeper
Referee	Designated officials
Player	The players are the members of the team participating in a game. It should be interpreted in a generic manner as pertaining to both sexes
Referee-in-Chief	Responsible for all officiating activities
R&R	The Rules and Regulations of the GCBA
Team Officials	Applies to all persons involved in the management of a team, the coach, assistant coach, manager/FUP