

GUELPH YOUTH BASKETBALL ASSOCIATION

Draft Policies and Procedures

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Organization

The Guelph Youth Basketball Association (GYBA) is a not for profit Corporation established to administer a community-based basketball program to engage all interested participants in a quality athlete centered experience, and to insure that the mission and goals of the program are followed. The GYBA is governed by a volunteer board.

Vision

BE ONE.....leading a unified Guelph basketball community to engage all interested participants in a quality athlete centered experience.

Mission

The Guelph Youth Basketball Association (GYBA) exists to provide boys and girls an opportunity to participate (Hustle Program) and compete (Phoenix Program) in an environment that emphasizes fundamental basketball skills, teamwork, good sportsmanship, and the development of integrity, responsibility and a positive self-image. GYBA is an instructional basketball program that is dedicated to promoting fair play, sportsmanship and barrier free access. Through instruction and game play, players are encouraged to increase their skill level and improve as team players.

Values

Hustle Program	Phoenix Program
<ul style="list-style-type: none"> • Accessible through in-house “Hoop Help” funding for those in need. • No fundraising for operational costs, only sponsorship. Sponsorships must be applied across the entire program, not just for a specific division or team. • No additional program costs on top of registration • Registration revenues stay within the recreational division and are not used to support the operating costs of Phoenix teams • Coaches and player development must be supported through involvement of Phoenix program coaches and players • Coaches’ development is focused on learning and teaching fundamental and team basketball skills, while taking the emphasis off of winning. 	<ul style="list-style-type: none"> • Accessible through in-house “Hoop Help” funding for those in need. • The Phoenix program may fundraise and may have sponsors. Sponsorships must be applied across the entire program, not just for a specific division or team • Highly competitive program that involves tournament play throughout the area • The program strives to develop boys and girls to be all they can be as basketball players and sports persons by encouraging them to excel and maintain a positive winning spirit. • Coaches and player development must be supported through involvement of Phoenix players and

<ul style="list-style-type: none"> • All players will receive equal playing time. • Strong educational component with approximately 50% of time dedicated to skills development and practice, with 50% being the recreational program scrimmage game. • League standings are not kept or posted – each week is a fresh start for everyone 	<p>coaches in the Hustle program</p> <ul style="list-style-type: none"> • Program is to stress involvement, team play and personal bests, not winning • Equal play from Novice to Major Atom. From Bantam to Juvenile, a minimum of 8 minutes for players per game (averaged throughout the year)
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Accessibility

HoopHelp

The term “Hoop Help” was coined in 1995 as our in-house support to those families who could not afford all or part of the registration fee. Hoop Help is paid for through registration revenues and additional sponsorship through East Side Mario’s (Guelph). We don’t have a means test; participants can simply ask for the help and it has been provided. In return, players and parents are encouraged to support GYBA by volunteering.

Hustle Program

- 18 sessions per season, season runs 1st Saturday after Thanksgiving to early March
- Program runs on Saturday mornings (14-17 age group on Saturday afternoon)
- Each session is 1 ½ hours, 1st 45 min. is skill session within the team group, 2nd 45 min. is team-to-team scrimmage game according to pre-set schedule
- Separate boys division and girls division
- Age groups
 - 6-7 year-olds
 - play on 8 foot baskets, use a # 5 ball
 - man-to-man half court defence
 - change lines every 5 minutes
 - turn over for fouls, no foul shots
 - each player shoot foul shots at end of game
 - encourages to get all players involved (sometimes use the 3 or 4 pass rule before a shot)
 - do not keep score
 - 8-9 year-olds
 - use a # 5 ball
 - play on 10 foot baskets
 - man-to-man half court defence
 - change lines every 5 minutes
 - turn over for fouls, no foul shots
 - each player shoot foul shots at end of game

- encourages to get all players involved (sometimes use the 3 or 4 pass rule before a shot)
 - 10-11 year-olds
 - play on 10 foot baskets, use a # 6 ball
 - man-to-man half court defence
 - change lines every 5 minutes
 - turn over for fouls, no foul shots
 - each player shoot foul shots at end of game
 - encourages to get all players involved (sometimes use the 3 or 4 pass rule before a shot)
 - 12-13 year-olds
 - play on 10 foot baskets, use a # 6 ball
 - man-to-man half court defence
 - change lines every 5 minutes
 - foul shots – one shot for two points
 - each player shoot foul shots at end of game
 - encourages to get all players involved (sometimes use the 3 or 4 pass rule before a shot)
 - 14-17 year-olds
 - play on 10 foot baskets, use a # 7 ball
 - no definitive teams
 - pick-up type basketball
- Banquet at the end of the year

Phoenix Program

Team Makeup

The GYBA Phoenix teams will consist of as many teams as there are interested participants. Teams will typically consist of a minimum of 8 players and a maximum of 12. Each team will compete in Basketball Ontario Sanctioned games and/or tournaments at the level that is appropriate for the skills and experience of the team based on the recommendations of the coaches. The GYBA will provide for as many teams per age group as there are interested participants provided that there is the appropriate skill level needed to compete at the Basketball Ontario Sanctioned tournament level and there is a committed level of participation from the players and the parents. GYBA's goal is to provide the best experience for the players to challenge and reward their abilities. Coaches will work with the Phoenix Program Directors to ensure proper placement in tournaments.

The GYBA board will provide for a schedule that includes the Basketball Ontario Championships and up to 4 additional tournaments or a league and 3 tournaments. Any tournaments that a team wishes to participate beyond that will be at the expense of the parents.

Phoenix Program Time Commitment

The rep basketball season runs between October to April for players under 14, the end of November to the end of May for girls aged 14 – 19, and the beginning of March to the end of May players for boys aged 14-19. Teams may get together socially or for informal practices before the season on an optional basis. The absences policy described below only applies to official practices.

The GYBA Phoenix teams typically practice or play games 2 nights a week for 1 ½ to 2 hours each and participate in traveling tournaments. Coaches must fulfill their commitment to attend practices at least fifteen minutes before their time and be at least half an hour before game time during the season.

An annual registration fee is assessed to fund most of the expenses of the program. To supplement the registration fee, GYBA sponsors the “Guelph Youth Basketball Association Tournament” scheduled for both the boys and the girls Phoenix teams. The dates of the tournament will be available at the mandatory parent meeting in May. Each family is responsible to work a minimum of 2 hours per player, selling tickets, selling concessions, or timing and scoring. If a player’s parent cannot attend his/her shift, it is mandatory that he/she make their own arrangements to cover working the hours with adults or responsible high school students. This fee as determined by the GYBA will be collected at the beginning of the year. If this commitment is not fulfilled the family will not receive the fee back at the end of the year. The program depends on the tournament profits and registration fee to cover the cost of coaches, uniforms, equipment, tournament fees, try-outs, custodial fees, printing and mailing costs and other miscellaneous expenses.

Phoenix Program Absences

Players are expected to notify the coach as far in advance as possible if they are unable to attend a practice or a game. Any player who misses a practice or a game without an authorized excuse may be excluded from playing in the next game at the discretion of the coach. If excluded, the player is expected to dress for and attend the game. Absences are authorized for the following reasons, but players must still notify the coach:

1. Illness / injury / family emergencies
2. Official school function
3. Religious education or services (see below)

No one will be penalized or disciplinary action taken against them for legitimate religious absences from practice or games.

Phoenix Playing Time

The head coach shall have the freedom to run his or her team within the program guidelines. Coaches are expected to develop all of the players

on the team. GYBA requires that the Coach adhere to the Basketball Ontario fair play rules for playing time in Novice, Atom and Major Atom and use his/her best efforts to achieve a minimum of one-quarter average per game for each player on a ten player roster at all other age groups. A player's playing time can be affected by unauthorized absences from practices and / or games, injuries, illness, attitude, effort, and ability to be a team player. Please don't bring a stop watch to games or blame the coach for your child's lack of playing time. Your child's struggles to succeed are your child's problems. They need to have the opportunity to own their performance. Let them try and work it out without parental interference. For example, a player has every right to ask a coach what needs to be done to earn more playing time.

NOTE TO PARENTS: All parents must recognize that strict adherence to the minimum playing time guidelines during a game or over the course of a season cannot be guaranteed due to player substitution patterns, player injuries and other factors that the team, players and coaches encounter. GYBA, however, has emphasized to the coaches the importance of our playing time guidelines and how these guidelines support our program's mission and goals.

Program Evaluations

The GYBA Board believes it is imperative for a strong program to have evaluations as an integral part of our program.

Mid Year Evaluation: A coaching evaluation form will be distributed to the parents and team members mid- season with the request that they complete the form and submit it to the Board. Feedback is critical to the success and development of the program, and the Board encourages every parent and player to provide constructive feedback.

End of Year Evaluation: A coaching evaluation form will be distributed to the parents and team members at the end of the season with the request that they complete the form and submit it to the Board. Feedback is critical to the success and development of the program, and the Board encourages every parent and player to provide constructive feedback.

Team and Player Evaluation: A player evaluation form will be distributed to the coaches at the end of the year to provide feedback to the board on the performance level of each team member. It is also used to provide feedback to the board for tournament feedback, tournament selection, practice scheduling, etc.

Participants

Eligible Participants

Boys and girls ages 6 through 19 are eligible to participate who either reside in Wellington County or attend school in the Upper Grand District School Board or the Wellington Catholic District School Board.

Goals for Participants

1. To have an enjoyable basketball season.
2. To develop personal confidence and self esteem.
3. To enhance basketball skills and fundamentals.
4. To understand a team is a united entity with common goals.

Expectations for Participant Conduct

The GYBA expects all coaches, players and parents to conduct themselves in accordance with **Basketball Ontario's Guidelines for Behaviour** (see below) and in a sportsmanlike manner at all times.

Basketball Ontario Guidelines for Player Behaviour

Definition

Anyone who participates in an athletic activity is considered an athlete. It is expected that each athlete will compete to the best of his or her abilities at all times, keeping in mind the spirit of competition and of the game.

Goal Statement

Any athlete participating in Basketball Ontario sanctioned events will be expected to adhere to the following Guidelines for Behaviour:

Actions

Always model mature behaviour consistent with that of Basketball Ontario's **Guidelines for Behaviour** :

- **FAIR PLAY** is an athlete's first priority.
- Participate for the love and enjoyment of the game.
- Respect the efforts and accomplishments of your team-mates and your opponents
- Respect officials, coaches, spectators and event organizers.
- Respect the facility you visit or in which you play.
- Respect the rules of the game.

Basketball Ontario Guidelines for Coach Behaviour

Definition

It is a requirement of all Clubs affiliated with Basketball Ontario to assume responsibility for the conduct of all athletes, coaches and spectators under their jurisdiction.

Goal Statement

Violation of the Guidelines for Behaviour of Coaches and Athletes will be dealt with under Basketball Ontario's Discipline Policy.

Actions

Always model mature behaviour consistent with that of Basketball Ontario's Guidelines for Behaviour:

- Be a **Leader**, a positive influence and role model.
- Reward effort, fair play and commitment.
- Recognize and respect the differences in your athletes.
- Demonstrate respect for all individuals involved in the game.
- Always consider the physical and emotional well being of the athletes.
- **Communicate** in a positive and rational manner.
- **Respect** and coach within the spirit of the game.
- Always attempt to contribute to the betterment of the game.
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Basketball Ontario Guidelines for Parent Behaviour

Definition

A parent is anyone who is the legal guardian of an athlete (any child or youth who participates in a sport). Children learn best through example and parents are their most influential role models. A parent should always demonstrate a fair play, supportive attitude with all participants including opposing players and parents, officials and other spectators.

Goal Statement

Any parent participating in, or watching, a Basketball Ontario sanctioned event will be expected to adhere to the following Guidelines for Behaviour.

Actions

- Remember that children and youth participate in sport for their enjoyment, not your own.
- Encourage children and youth to participate, do not force them.
- Focus on their efforts and performance rather than winning or losing.
- Encourage children and youth to always play according to the rules and to settle disagreements without hostility or violence.
- Never ridicule or yell at a child or youth for making a mistake or losing a competition.
- Remember that children and youth learn best by example. Appreciate good performances and skillful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children and youth to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, there would be no competition.
- Respect the rights, dignity and worth of every young person regardless of his or her race, national or ethnic origin, gender, sexual orientation, disability, religion, family status or physical appearance.

Basketball Ontario Guidelines for Spectator Behaviour

Definition

It is a requirement of all Clubs affiliated with Basketball Ontario to assume responsibility for the conduct of all athletes, coaches and spectators under their jurisdiction.

- Violation of the Guidelines for Behaviour of Coaches and Athletes will be dealt with under the Fair Play Policy on the GYBA website.
- With respect to the enforcement of the Conduct Policy for Spectators, we need your help and co-operation.

Procedure

The following procedures should be applied:

1. Should team spectators violate these Guidelines, a member of the Game or Tournament Management Committee or a Basketball Ontario representative will approach the group and advise that its behaviour is not acceptable.
2. Should the behaviour continue, the Basketball Ontario representative will approach the Coach, or an executive member of the Coach's Club, if present, and ask for their cooperation in dealing with the situation.
3. If the Coach neglects to provide assistance, and/or should the behaviour persist, the Basketball Ontario representative will then bring the situation to the attention of the Game Official(s) and any or all of the following penalties may be invoked in the unfettered discretion of the Game Official(s): a technical foul, suspension of play, or spectator ejection from the gymnasium.

The players and coaches are expected to give their very best effort each time they go on the court. All parties must recognize the level of commitment required and abide by it. While in the Phoenix program winning is both fun and important, it is subordinate to the goals set forth.

Coaching

Coaching Philosophy and Requirements

The most vital component in accomplishing the goals stated above is GOOD COACHING. A successful youth coach will temper the ideal with the practical, will have a sound knowledge of basketball, and will be able to teach the boys and girls in an age appropriate and sensitive way. For coaching at the rep level, he or she must have ample time to devote to the program, and should have previous coaching experience at the appropriate age level.

Develop a Balanced Program

Recognize and respect the four key individual differences players generally have for playing Basketball:

1. A Desire for Achievement – a wish to improve, master new skills, and pursue excellence.
2. A Need for Affiliation – a desire to have positive and friendly relations with others.
3. A Desire for Sensation – a desire to experience the sights, sounds, and physical feelings surrounding a sport or the excitement in a sport.
4. A Desire for Self-Direction – a wish to feel a sense of control, to feel in charge.

Ten Priorities for Our Coaches

1. To teach and emphasize the skills and fundamentals of basketball
2. To build character and self-esteem
3. To encourage team concepts in an age appropriate environment
4. To be eager to learn and work hard to be as up to date as possible by reading, watching coaching videos, attending clinics, watching other coaches practices and talking with fellow coaches
5. To be yourself and strive to be the best you that you can be
6. To never lose sight of the impact you are having on young people's lives. Take the job of coaching seriously but don't take yourself too seriously
7. To teach your players the importance of proper priorities that allow for maximum personal, academic and athletic development
8. To make it your goal to have your team as prepared as possible
9. To make it your team objective to play hard, play smart, have fun and give a winning effort in games and practices
10. To evaluate wins and losses objectively, focusing more on effort and execution than on the outcome of the game

Coaches should encourage team building and support team unity during practices and games. We encourage coaches to develop the talents of all the players. While coaching to win is acceptable in the rep program if done properly, winning should not be overemphasized at the expense of the mission and goals of the program or at the expense of disregarding the playing time guidelines.

Selection of Coaches

Screening

All coaches must supply GYBA with a police check and comply with the volunteer screening process as required by Basketball Ontario.

Hustle Program

All interested people are welcome to become coaches in our recreational program. GYBA will provide support and training; prospective coaches provide enthusiasm and a positive attitude

Phoenix Program

All coaches selected must understand the philosophy of the GYBA program, as outlined in this document, and coach in accordance with it. All coaches are encouraged to attend any coaching clinics supported by the GYBA and submit a list of the personal coaching development activities they have completed during the past year (see coaching application form). It is the Board's responsibility to ensure all coaches

are aware of and understand the mission and goals of the program as outlined herein.

All coaching candidates must submit the GYBA written application including the applicant declaration and review form required by Basketball Ontario for coaching positions each year. The Members of the Coaches Selection Committee will interview all head coaching candidates each year prior to their selection as head coach. The Coaches Selection Committee will consider any coaches requests for team and player placement. However the committee acting in the best interest of the players and the GYBA will have the final say in this regard.

The Coaches Selection Committee will approve all assistant coaches and/or a manager. The selection of up to two assistant coaches and/or a manager per team will be done with the approval of the head coach. The assistant coaches and/or manager selected should have similar basketball philosophies as the head coach to generate a sound working relationship that will benefit the players.

All coaches selected must meet the minimum NCCP certification requirements of Basketball Ontario and be familiar with and adhere to the current Basketball Ontario coach's manual.

Subject to the approval of the head coach the committee reserves the right to assign a development coach to any team.

Coaches' Roles and Responsibilities

Hustle Program

In cooperation with the age-group convener, coaches in the recreational program are expected to lead their teams in each practice/game session. All coaches will adhere to the Basketball Ontario's Guidelines for Behaviour.

Phoenix Program

All coaches will adhere to the Basketball Ontario's Guidelines for Behaviour. The head coach is the person recognized by the GYBA Board as having total responsibility for the team. The head coach can designate the duties he or she wishes the assistant coach(s) to perform. The coaches should formulate and agree upon practice procedures, responsibilities and game decisions in order to avoid dissension between the coaches and players.

Head coaches and assistant coaches must meet with the parents of the players on their team shortly after the teams are selected. At this meeting, the parents should be made aware of the mission, goals and philosophy of the program; the coach's objectives, the absences policy; the drugs / alcohol policy; the commitment level required and what the parents can do to help the coaches. The Board also strongly encourages

another similar meeting (for Major Bantam age and under teams) in late January or early February for the same purpose.

Four Program Directors have been appointed by the Board for the Boys Major Bantam and below, and Midget and up and Girls Major Bantam and below and Midget and up programs. They are to facilitate communication between the players, coaches, parents, and the Board. Any feedback regarding the operation of the GYBA program is welcomed and should be funneled through the respective Program Director or any Board member.

Problems with player discipline / dissatisfaction or parental discontent should first be addressed at the team level by the head coach and the other party. See Conflict Resolution Policy guidelines. All such issues of dissatisfaction / discontent shall be treated with complete confidentiality at all times by all parties for the benefit of all parties. Breaches of such confidentiality will not be tolerated. It is the intent of the Board to support the coaches and allow them the freedom to act within the latitude provided by these policies. Any questions the coaching staff has of Board policy, procedure or actions shall be brought to the attention of the Boys or Girls Program Director. All coaches shall sign an acknowledgement that they understand the policies and procedures and will abide by them. A coach's actions judged by the Board to be inappropriate may result in disciplinary measures up to and including termination.

Guideline for Phoenix Program Traveling When Only the Coach and Players Are Present

One of the coaches (or ideally the manager) should be selected to be responsible for coordinating all aspects of out-of-town travel including researching the options to maintain an economical and efficient trip.

All Athletes' rooms must be situated on the SAME floor and if possible next to the Coaches' rooms.

Inform parents who wish to travel with the team(s) to not use the Club Name; this causes a lot of confusion and problems when setting up rooms and during billing.

Request that pay per view and long distance telephone services be shut off in all player rooms.

Distribution of above information to all persons who are traveling and parents while not traveling but have a child who is. Include Hotel phone number(s).

Coordination of room assignments and distribution of a complete list to the Hotel as well as the Head Coach and parents who are also traveling.

Provision of a copy of the Players Code of Conduct to the Hotel. This assures the management that we have responsible athletes and that the club will impose

consequences for any Basketball Ontario athlete that may prove to be problem when staying at their Hotel.

Parents

Parents' Roles and Responsibilities

The GYBA recognizes it is imperative to have a strong working relationship with parents. The GYBA requires adherence to all Policies and Procedures and to Basketball Ontario's Guidelines for Behaviour. It is recommended that all parents will read Basketball Ontario's Success for Children in Basketball – A Parent's Guide. A copy of the Behaviour Guideline will be signed and kept with GYBA. The GYBA asks that every parent is a fan of everyone on the team, makes an effort to meet and get along with the other parents and respects the decisions of the officials, other fans, players and coaches.

It is imperative that parents be supportive and committed. This takes the form of:

- Getting your child to all games at least half an hour before game time
- Getting your child to practices at least 15 minutes before practice
- Providing the necessary equipment
- Maintaining a positive attitude about the game, the officiating, the coaches, the competing teams and their communities and parents.
- Participating in fund raising activities
- Attending meetings periodically
- Paying Club fees
- Supporting the coaches decision (for example: with respect to playing time)

A parent should establish an open, honest communication with the coach. If conflict should arise the parent should attempt to resolve the matter in accordance with the Conflict Resolution Policy.

Competitive basketball programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship and time management skills. Competition allows the player to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

As a coach you must develop and sometimes criticize the performance of the athlete. As a parent, your major responsibility is to provide a stable, loving and supportive environment. It's important that the athlete can count on this positive environment no matter what and that they don't become discouraged or confused between the distinctly different roles of the parent and coach. This will encourage

your child to develop and continue. Show your interest by ensuring your child's attendance at practices and by coming to games.

Parents are not participants on their child's team, but contribute to the success experienced by the child and his team. Parents serve as role models and their attitudes are often emulated by their children. Be aware of this and strive to be positive role models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents and team mates.

Be Enthusiastic and Supportive!

Athletes are responsible for going to practice, working hard at practices and games and making sure they are eating healthy, getting enough sleep and generally planning their time. They must take responsibility for their performances, set their own goals and work with their coach and parents towards achieving them. They must own their performance.

Remember your child is the basketball player. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals. Do not overburden your child with winning or scoring baskets (anything less is failure?). Instead, encourage our team objectives:

- We're going to play hard
- We're going to play smart
- We're going to have fun
- We're going to practice as we play
- We're going to give a winning effort

The most important part of children's basketball experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within each child.

Let the Coach Coach!

The coach is the only one that should judge a player's performance and technique because he may be looking for different things from game to game or from player to player. (In other words Parents should not be giving their athlete children a post game analysis as soon as they see them after the game!) Parents perform an important role by providing their unconditional support. A parent's comments regarding a player's performance and technique (especially without first hand knowledge of the coach's game plan) may only serve to confuse the athlete and have him looking to the stands instead of concentrating on the game.

Your role is to provide unconditional support. You cannot criticize as a coach must and offer your unconditional support. Athletes must have that safety zone where no matter what their performance they know they are accepted. If they think that you have a vested interest in their performance then they will feel they have let you down and you will not be able to convince them otherwise. The number one ally in performance is an athlete's self esteem (confidence) and their ability to maintain

that self esteem even after a sub par performance. They must know that their disappointment is not going to be amplified by yours.

The best way to help children achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that he mistakes are part of learning. Encourage all efforts and point out the things done well. As long as your child gave his best effort, you should make him feel like a winner.

Are YOU a Pressure Parent?

The following survey has been taken from the Amateur Swimming Association of Great Britain. If you answer “yes” to one or more of these questions, you may be in danger of pressuring your child. It is important to remember that the parents’ role is critical and should be supportive at all times to ensure a positive experience for your child.

1. Do you want your child to win more than he/she does?
2. Do you show your disappointment if he/she has a poor result?
3. Do you feel that you have to “psyche” your child up before competition?
4. Do you feel that your child can enjoy the sport only if he/she wins?
5. Do you conduct “post mortems” immediately after competition or training?
6. Do you feel that you have to force your child to go to training/
7. Do you find yourself wanting to interfere during training or competition, thinking that you could do better?
8. Do you find yourself disliking your child’s opponents?
9. Are your child’s goals more important to you than they are to your child?
10. Do you provide material rewards for performance?

Players

Player Roles and Responsibilities

The GYBA requires all players participating in the GYBA to adhere to the Policies and Procedures set forth and in accordance with Basketball Ontario’s Guidelines for Behaviour.

You are responsible for going to practices, being 15 minutes early so you are ready both physically and mentally to practice, working hard at practices and games and making sure you are eating healthy, getting enough sleep and generally planning your time. You must take responsibility for your performances, set your own goals and work with your coach and parents towards achieving them. You must own your performance.

Player’s Bill of Rights

1. To have the opportunity to participate in sports
2. To have qualified adult leadership
3. To participate in a safe and healthy environment

4. To have proper preparation for participation in basketball
5. To be treated with dignity and fairness at all times
6. To have equal opportunity in striving for success
7. TO HAVE FUN

Behaviour and Attitudes that will be Encouraged

Winning and playing time are not the only measure of success. Consequently, your behaviour and attitudes should reflect the philosophy that enjoyment and self-improvement are forms of success, and you will be directed to have the appropriate behaviour and attitudes toward others, namely:

Coaches and League Officials

Desirable behaviour toward coaches and league officials includes using appropriate forms of address and responding promptly and positively to commands. ("Coach," "Coach Brown," "Mr. Brown"). Ask questions at appropriate times (e.g., after practice, during half-time etc.)

Referees

Appropriate behaviour toward referees consists of doing as follows:

- Accepting every decision and showing no displeasure or disrespect in either actions or words
- Accepting referees' intentions as honest
- Seeking help or clarification of rules only at appropriate times
- Accepting that bad calls will occur, because referees - like players and coaches! - makes mistakes
- Realizing that referees have a different vantage point than players and may therefore see plays differently.

Team mates

Appropriate interaction with team mates includes giving positive encouragement and offering congratulations (hand claps, hand slaps, "Good basket," "Super pass," etc.)

Inappropriate behaviour with team mates includes criticism, demonstrations of anger with a team mate's error, and attempts to coach or correct team mates' technique.

Opposing Players

Desirable behaviour with opposing players includes the following:

- Respecting an opponent's efforts, regardless of the level of skill
- Seeking no advantage other than superior skill
- Congratulating or thanking opposing players at the end of the game
- Ignoring opponents whose conduct is unsportsmanlike.

Spectators and Parents

Appropriate behaviour toward spectators and parents includes:

- Ignoring criticism or suggestions from spectators

- Not reacting to spectators either in words or in actions
- Treating parents as spectators
- Focusing on the task at hand

Drugs and Alcohol

The head coach shall inform the players at the beginning of the season that the use of alcohol and tobacco is strictly prohibited by the GYBA. The GYBA will follow Basketball Ontario's policy.

Player objectives (priorities) that will be encouraged:

- 1. FAMILY**
- 2. SCHOOL**
- 3. BASKETBALL**

Team objectives to be encouraged:

WE'RE GOING TO PLAY HARD
WE'RE GOING TO PLAY SMART
WE'RE GOING TO HAVE FUN
WE'RE GOING TO PRACTICE AS WE PLAY
WE'RE GOING TO GIVE A WINNING EFFORT

Player Placement

Hustle Division Principles

Players will be placed in evenly balanced teams. The convener of the age group in collaboration with the coaches may conduct 1-2 evaluation sessions to inform the team formation process. Parent placement requests will be accepted with the understanding that these requests can not always be fulfilled.

Phoenix Tryouts and Principles

Policies and procedures regarding Phoenix tryouts will be administered by the GYBA tryout committee. The committee will hold the tryouts in accordance with the standards that have been established by the committee and will periodically review the tryout process to ensure it is consistent with the goals of the GYBA and Basketball Ontario. The Phoenix Tryout Committee will take into consideration any requests from parents and players regarding the selection of players and the make up of teams. However the committee, acting in the best interest of all players and GYBA will have the final say in this regard. In general, the #1 team will be comprised of the best players (as determined by the committee) in an age group.

Tryout Committee Membership

The Tryout Committee will consist of all the coaches working with the age group and the independent evaluators.

Purpose

The Tryout Committee will create teams that are comprised of players of similar ability.

Player Absence During Tryouts

The GYBA is committed to providing each player the opportunity to play at a level that is commensurate with his or her abilities. Every effort should be made to attend the scheduled tryout session. If a player is unable to attend the scheduled tryout, a written notification must be provided to the Chair of the Tryout Committee prior to the tryout date. The committee will consider players unable to compete in the tryout process due to injury or an unavoidable circumstance for inclusion on a Phoenix team. An injured player must register at the tryout and participate in any skills unaffected by the injury. In addition, the injured player must provide medical documentation of their injury and the expected date at which they can fully participate. To maintain the integrity of the tryout process, the Board will consider injured players only on a case-by-case basis and will consider that player's history with the GYBA Phoenix program.

Players Who Wish to Tryout Above Their Designated Age Group

In general, players will not be allowed to "play up". Players will be allowed to "play up" only if the following criteria are met:

1. It is in the best interest of the player and GYBA
 - a. Player (e.g., skill development, playing time, length of season, physical and emotional maturity, etc.)
 - b. GYBA (e.g., it does not prevent any player in the designated age group from participating on a team)
2. Players/parents desiring to "play up" must meet with the Chair of the Tryout Committee before tryouts begin.

Tryout Process

1. The Tryout Committee will meet to plan and establish the processes, evaluation criteria, tools and communication methods needed to run the rep tryouts.
2. These processes, evaluation criteria, tools and communication methods will be communicated to players and parents at the beginning of tryouts.
3. There will be a minimum of three tryouts before teams are created. Assistant coaches (as yet unassigned) will participate in the process by helping to run tryout practices.
4. At the conclusion of tryouts, the committee for each age group will meet together to discuss player placements. This closed meeting will be facilitated by the chair of the Coaching Advisory Committee.
 - a. At this meeting, the head coach of each team begins the discussion by stating which players he/she is selecting, along with a rationale for the decision that addresses each player's strengths/weaknesses.
 - b. When every head coach has had a chance to share his/her decisions, then open discussions regarding player placement can begin. At this time, the committee will take into consideration any requests from parents and players regarding the selection of players and the make up of teams.
 - c. It is preferred that placements are made by the consensus decision of head coaches and independent evaluators. Head coaches are provided with a brief rationale for the placement decision.

- d. It is the head coach's responsibility to contact each player/parent and inform them of the placement decision and the rationale. Any players who didn't make a team will be contacted by a member of the committee, who will provide rationale for the decision and suggestions for individual work so that the player can be successful next year.
5. The committee will provide the team selections to the board.

Equipment and Uniforms

The GYBA will provide each player with a team uniform. The players are responsible for their own basketball shoes and socks.

Conflict Resolution

Policy

Conflict in our society is inevitable, especially when the treatment of our children is involved and especially in the sporting arena. This conflict resolution policy lays out requirements of the GYBA to address these conflicts.

The right to communicate issues without concern of reprisal by coaches, other parents or other participants is obvious and is mandated by this program. All such issues must be treated in a professional manner with complete confidentiality at all times by all parties involved. Breaches of such confidentiality will not be tolerated.

The GYBA has adopted the following Conflict Resolution Principles for Parents and Coaches:

1. Gather the facts prior to discussing the issue with the coach. Keep the issue between yourself and the coach. Gossiping is not acceptable behavior. Wait 48 hours to cool off and to keep the issue in perspective. Do not call a board member yet.
2. Meet with the coach face to face. Make sure no kids are around. Seek to understand each other's position regarding the conflict issue. Be honest, supportive and civil. If the behavior is within generally accepted GYBA policies let the conflict end with a minimum of strife. You may have to agree to disagree.
3. If no resolution can be reached an incident report should be filed and brought to the assigned Program Director for discussion. This should be done within 2 weeks after the initial discussion. The Program Director will resolve the problem and advise the GYBA board and the Coaches Advisory Committee.
4. You may appeal to the Program Director for an appeal to the Coaches Advisory Committee. The Coaches Advisory Committee will make recommendations to the GYBA Board who will reach a conclusion on the issue within two weeks.

Conflict, handled properly, can be a huge positive. Relationships and communication can be better because of the problem. In almost all cases the parents can use the issue to teach the kids a valuable life lesson. The GYBA wants all players to learn about winning and losing, teamwork and hard work; yet life is not fair. People can be difficult and leadership comes from criticism. Conflicts within youth sports give us an opportunity to demonstrate the right way to handle frustrations and conflicts.

Conflict of Interest

GYBA has adapted the SportAlliance of Ontario Conflict of Interest Guidelines, as follows:

Definitions

"Family Member" includes a parent, spouse or partner including same-sex spouses or partners, child, sibling, uncle, aunt, niece or nephew, parents-in-law, sister or brother-in-law and includes a step relative of any of the foregoing;

"GYBA" means the corporation named the Guelph Youth Basketball Association and includes GYBA Participants;

"GYBA Participants" includes any director, officer, employee, partner, agent or volunteer of GYBA, any member appointed to any committee or subcommittee of the Board as may be established by corporate by-law and any member of an advisory or review team established by GYBA for the purpose of assisting with any of the Programs.

What is the Purpose of a Conflict of Interest?

It is important for the public to have confidence that GYBA is spending public funds and delivering and administering devolved Programs in an honest, reasonable and prudent manner. Sometimes situations may occur where GYBA may have a conflict of interest that could damage public and stakeholder confidence in GYBA's administration of the Programs.

The purpose of this Guideline is to enhance public confidence in the integrity of GYBA's decision-making process as it relates to the delivery of the Programs and the dispensation of public monies by:

- (a) setting clear rules of conduct for conflict of interest that applies to GYBA; and
- (b) reducing the possibility of conflicts between the private interests of GYBA and its obligations under the Agreement.

What is a Conflict of Interest?

A Conflict of Interest is any situation where GYBA's interests are in conflict with GYBA's responsibilities as delineated in the Agreement.

What is a Perceived Conflict of Interest?

While GYBA may not be in an actual conflict of interest, the public perception that a conflict of interest exists or may exist can be equally harmful to

the integrity of the Programs and their administration. The test question for determining whether or not a perceived conflict of interest exists is as follows: Would an informed person, having thought the situation through, think it possible that GYBA might be adversely influenced in the performance of its duties under the Agreement by its other interests?

Examples

An example of a conflict of interest situation is:

The GYBA board is in the process of reviewing bids for the summer games from a number of municipalities. One of the members of the board is a member of a municipality's organizing committee for the summer games. This municipality's bid comes before the GYBA board and the member in question promotes the bid to the other members of the board and votes in favour of the municipality's bid.

The board member who was on the organizing committee of one of the municipalities which submitted a bid is in a conflict of interest when he or she promoted the bid and voted in favour of it. Clearly as a member of the organizing committee for the municipality, he or she had divided loyalties and couldn't act in GYBA's best interests in terms of choosing the proper bid. This board member should have declared a conflict and removed himself from the process. Those municipalities which had bids rejected could complain that the conflict on the part of one board member might have impacted on the decision made with respect to their bids.

An example of a perceived conflict of interest situation is:

GYBA has established the same procedure as described above for reviewing bids for the summer games. In this case one of the board members is a resident in one of the municipalities which is applying for a bid. Although he is not involved in the municipality's bid process, he is well known in the local community having been involved in sports and having been a community volunteer in the past. An outsider might think that this board member would clearly favour the bid for the municipality in which he resides. This member may be perceived as having an "unofficial" interest in the municipality's bid. It would be best for GYBA to avoid even the perception of conflict by having this member remove himself or herself from the approval process.

Principles

GYBA shall conform to the following principles:

(a) Ethical Standards

GYBA must act honestly and uphold the highest ethical standards. This will maintain and enhance public confidence and trust in GYBA's integrity, objectivity and impartiality in its delivery of the Programs.

(b) Public Scrutiny

GYBA is obligated to perform its obligations under the Agreement and conduct itself in a manner that will bear the closest public scrutiny which means going beyond merely acting within the law.

(c) Private Interests

GYBA shall not have private interests that would be affected particularly

or significantly by actions in which it must participate in order to satisfy GYBA's obligations under the Agreement.

(d) Public Interests

GYBA must arrange its private interests to prevent real or potential conflicts of interest. If a conflict does arise between GYBA and its obligations under the Agreement, the conflict shall be resolved in favour of the public interest.

Conflict of Interest Provisions

Prohibited Use of Position

GYBA Participants shall not use or seek to use, their positions or employment with GYBA to:

- (a) Gain direct or indirect benefit for themselves or their Family Members;
- (b) Solicit or accept favours or economic benefits from any individuals, organizations or entities known to be seeking funding from GYBA;
- (c) Favour any person, organization or business entity.

Confidential Information

GYBA Participants shall not:

- (a) Disclose any confidential information relating to any of the Programs or information gathered for the purposes of administering or delivering the Programs to any person or organization not authorized by law to have such information;
- (b) Benefit directly or indirectly in return for or in consideration for revealing confidential information;
- (c) Use confidential information in any private undertaking in which they are involved.

Gifts, Hospitality and Other Benefits

GYBA Participants must refuse gifts, hospitality or other benefits that could influence their judgment and performance of obligations under the Agreement. They must not accept, directly or indirectly, any gifts, hospitality or other benefits from:

- (a) Persons, groups or organizations dealing with GYBA;
- (b) Clients or other persons to whom they provide services in the course of their work for GYBA;
- (c) Applicants or recipients under any of the Programs being administered by GYBA.

Avoidance of Preferential Treatment

GYBA Participants shall not:

- (a) Grant preferential treatment in relation to any person, organization, Family Member or friend who may benefit from one of the Programs. GYBA Participants must avoid being obligated, or seeming to be obligated to any person or organization that might profit from special consideration.
- (b) Offer assistance in applying for funding or services being offered under the Programs to any individual or entity where such assistance is outside the official role of GYBA Participants.

Employment Relationships

A member of the board of directors shall not be employed by GYBA.

A Family Member of a member of the board of directors or of any officer of the **GYBA** shall not be employed by GYBA.

Procedures

Declaration of Interest

Any GYBA Participant who is any way directly or indirectly interested in any organization or person to whom the GYBA proposes to make a specific grant with any of the Transfer Payments shall declare such interest and shall not vote on any resolution to approve the making of such a grant.

If any director or officer of GYBA, or if any Family member of a director or officer of GYBA has a material interest in any business that provides advice, goods or services to GYBA, the director or officer shall declare such interest to the board and shall not vote on any resolution relating to the matter.

Any GYBA Participant apart from a director or officer who has a material interest in a contract or proposed contract with GYBA shall declare such interest to the board which shall determine whether such interest creates either an actual or perceived conflict of interest situation for GYBA. If the board determines that a conflict does exist, the board and GYBA Participant will rectify the conflict of interest.

Disclosure by directors of interests in contracts

71. (1) Every director of a company who is in any way directly or indirectly interested in a proposed contract or a contract with the company shall declare his or her interest at a meeting of the directors of the company.

Time of declaration

(2) In the case of a proposed contract, the declaration required by this section shall be made at the meeting of the directors at which the question of entering into the contract is first taken into consideration or, if the director is not at the date of that meeting interested in the proposed contract, at the next meeting of the directors held after he or she becomes so interested, and, in a case where the director becomes interested in a contract after it is made, the declaration shall be made at the first meeting of the directors held after he or she becomes so interested.

General notice

(3) For the purposes of this section, a general notice given to the directors of a company by a director to the effect that he or she is a shareholder of or otherwise interested in any other company, or is a member of a specified firm and is to be regarded as interested in any contract made

with such other company or firm, shall be deemed to be a sufficient declaration of interest in relation to a contract so made, but no such notice is effective unless it is given at a meeting of the directors or the director takes reasonable steps to ensure that it is brought up and read at the next meeting of the directors after it is given.

Effect of declaration

(4) If a director has made a declaration of his or her interest in a proposed contract or contract in compliance with this section and has not voted in respect of the contract, the director is not accountable to the company or to any of its shareholders or creditors for any profit realized from the contract, and the contract is not voidable by reason only of the director holding that office or of the fiduciary relationship established thereby.

Confirmation by Shareholders

(5) Despite anything in this section, a director is not accountable to the company or to any of its shareholders or creditors for any profit realized from such contract and the contract is not by reason only of the director's interest therein voidable if it is confirmed by a majority of the votes cast at a general meeting of the shareholders duly called for that purpose and if the director's interest in the contract is declared in the notice calling the meeting.

Offence

(6) If a director is liable in respect of profit realized from any such contract and the contract is by reason only of his or her interest therein voidable, the director is guilty of an offence and on conviction is liable to a fine of not more than \$200. R.S.O. 1990, c. C.38, s. 71.

Written Declaration of Interest

GYBA must obtain a written Conflict of Interest Declaration from the following people before entering into a relationship, arrangement, contract or agreement:

- (a) Each director and officer of GYBA
- (b) Any member appointed to a committee or subcommittee established by corporate by-law;
- (c) GYBA employees;
- (d) Any agent or partner of GYBA
- (e) Any member of a review or advisory team established by GYBA to review, assess or approve grant applications under the Programs; and
- (f) Every party with which GYBA enters into a relationship, arrangement, contract or agreement.

Each signed Declaration must contain the following information:

- An acknowledgement by the declarant that he or she has read this Guideline and is required to comply with it;
- An acknowledgement by the declarant that he or she has the responsibility to disclose to the board, in writing, all actual or perceived conflicts of interest that may

- exist while he or she is a GYBA Participant or for the duration of his or her relationship, arrangement, contract or agreement with GYBA;
- A declaration as to whether he or she currently has either a conflict or a perceived conflict of interest and if so, a comprehensive written submission of the complete nature of the actual or perceived conflict of interest;

Corporate By-Law

GYBA must implement a conflict of interest by-law that is consistent with this Guideline.

Declaration of Interest

I hereby declare the following in regard to the Conflict of Interest Policy of GYBA:

1. I have read the attached Conflict of Interest Policy of the Sport Alliance of Ontario.
2. I acknowledge that I am required to comply with the said Policy.
3. I acknowledge further that I have the responsibility to disclose to the Board of GYBA, in writing all actual or perceived conflicts of interest that may exist while I am a GYBA Participant or for the duration of my relationship, arrangement, contract or agreement with GYBA.
4. I agree to be bound by and to comply with the Conflict of Interest Policy. I agree to disclose to the GYBA Board in writing all actual or perceived conflicts of interest that may exist while I am a GYBA Participant or for the duration of my relationship, arrangement, contract or agreement with GYBA
5. I have checked the appropriate box below and I hereby declare that all statements or declarations contained herein are true.
6. I currently have no conflict of interest, nor am I involved in anything that may be considered to be a perceived conflict of interest as defined in the GYBA conflict of Interest Policy.
7. I have a conflict of interest or a perceived conflict of interest as defined in the GYBA conflict of Interest Policy. A comprehensive list of all such conflicts or perceived conflicts is attached along with full particulars of all such conflicts or perceived conflicts.

Signature:

Name:

Position:

Date:

Harassment Policy

GYBA has adapted Basketball Ontario's Harassment Policy, as follows:

POLICY STATEMENT

Basketball Ontario is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to

participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

- harassment is a form of discrimination. Harassment is prohibited by the **Canadian Charter of Rights and Freedoms** and by human rights legislation in every province and territory of Canada
- harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offense under **Canada's Criminal Code**
- whether the harasser is a director, supervisor, employee, coach, official volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another
- Basketball Ontario is committed to providing a work place that is free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, physical appearance or pardoned conviction

1. This policy applies to all GYBA participants. GYBA encourages the reporting of all incidents of harassment, regardless of who the offender may be.
2. This policy applies to harassment which may occur in any GYBA sanctioned basketball programs or services.
3. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

DEFINITIONS

1. Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.
2. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
 - such conduct has the purpose or effect of interfering with an individual's performance; or
 - such conduct creates an intimidating, hostile or offensive environment
3. Types of behaviour which constitute harassment include but are not limited to:
 - written or verbal abuse or threats;
 - the display of visual material which is offensive or which one ought to know is offensive;
 - unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
 - leering or other suggestive or obscene gestures;
 - condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
 - practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - unwanted physical conduct including touching, petting, pinching, or kissing;

- unwelcome sexual flirtations, advances, requests, or invitations; or
 - physical or sexual assault
4. Sexual harassment most commonly occurs in the form of behaviour by males towards females; however, sexual harassment can also occur between males, between females, or as behaviour by females toward males.
5. For the purposes of this policy, retaliation against an individual
- for having filed a complaint under this policy; or
 - for having participated in any procedure under this policy; or
 - for having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment, and will not be tolerated!

RESPONSIBILITY

1. GYBA's Executive Committee are responsible for the implementation of this policy. In addition the above will be responsible for:

- discouraging and preventing harassment within any GYBA basketball programs and services;
- investigating formal complaints of harassment in a sensitive, responsible and timely manner;
- imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
- providing advice to persons who experience harassment;
- doing all in their power to support and assist any GYBA member who experiences harassment by someone who is not a GYBA member
- making all GYBA members aware of the problem of harassment, and in particular sexual harassment, and of the procedures contained in this policy;
- informing both complainants and respondents of the procedures contained in this policy and their rights under the law;
- regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives;
- appointing harassment officers and providing the training and resources they need to fulfill their responsibilities under this policy; and
- appointing unbiased case review panels and appeal bodies and providing the resources

and support they need to fulfill their responsibilities under this policy

2. Every member of GYBA has a responsibility to play a part in ensuring that the basketball environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of GYBA who believes that a another member has experienced or is experiencing harassment is encouraged to notify a harassment officer appointed under this policy.

3. In the event that a GYBA Executive Committee Member, is involved in a complaint which is made under this policy, the President shall appoint a suitable alternate for the purposes of dealing with the complaint.

COACH / ATHLETE SEXUAL RELATIONS

1. GYBA takes the view that intimate sexual relationships between coaches and adult athletes, can have harmful effects on the individual athlete involved, on other athletes, coaches and on Basketball Ontario's public image.
2. GYBA therefore takes the position that such relationships are unacceptable for coaches coaching in any Basketball Ontario sanctioned basketball programs or services.
3. Should a sexual relationship develop between an athlete and a coach, GYBA will investigate and take appropriate action.

DISCIPLINARY ACTION

1. Employees or members of GYBA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offense.

CONFIDENTIALITY

1. GYBA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. GYBA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
2. GYBA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

COMPLAINT PROCEDURE

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of the Review Committee
3. The review Committee shall inform the complainant of:
 - the options for pursuing an informal resolution of his or her complaint;
 - the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - the availability of counseling and other support provided by GYBA;
 - the confidentiality provisions of this policy;
 - the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - the external mediation / arbitration mechanisms that may be available;
 - the right to withdraw from any further action in connection with the complaint at any stage (even though GYBA might continue to investigate the complaint); and
 - other avenues of resource, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the **Criminal Code**.
4. There are four possible outcomes to this initial meeting of complainant and the Review Committee.

(a) The complainant and committee agree that the conduct does not constitute harassment.

If this occurs, the committee will take no further action and will make no written record

(b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

If informal resolution yields a result which is acceptable to both parties, the committee will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action

If informal resolution fails to satisfy the complainant, the complainant will reserve the option of laying a formal written complaint

(c) The complainant brings evidence of harassment and decides to lay a formal written complaint.

If this occurs, the committee will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay.

The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.

The respondent will be given an opportunity to provide a written response to the complaint. The committee may assist the respondent in preparing this response.

(d) The complainant brings evidence of harassment but does not wish to lay a formal complaint.

If this occurs, the committee must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

When the committee decides that the evidence and surrounding circumstances require a formal written complaint, the committee will issue a formal written complaint and without delay, provide copies of the complaint to both the complainant and the respondent.

5. As soon as possible after receiving the written complaint, but within 21 days, the committee shall submit a report to the GYBA President:

- no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
- the complaint should be investigated further

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

6. Within 21 days of its appointment, the Executive shall convene a hearing.

The hearing shall be governed by such procedures as the panel may decide, provided that:

- the complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing
- the President shall chair the panel
- a quorum shall be all three panel members
- decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
- the hearing shall be held **in camera**.
- both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will

be dismissed, (unless the complainant decided not to lay a formal complaint, but the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.

- the complainant and respondent may be accompanied by a representative or advisor.

- the review committee may attend the hearing at the request of the panel.

7. Within 14 days of the hearing, the Executive shall present its findings in a report which shall contain:

- a summary of the relevant facts;
- a determination as to whether the acts complained of constitute harassment as defined in this policy;
- recommended disciplinary action against the respondent, if the acts constitute harassment; and
- recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

8. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

9. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.

10. When determining appropriate disciplinary action and corrective measures, the Executive shall consider factors such as:

- the nature of the harassment;
 - whether the harassment involved any physical contact;
 - whether the harassment was an isolated incident or part of an ongoing pattern;
 - the nature of the relationship between complainant and harasser;
 - the age of the complainant;
 - whether the harasser had been involved in previous harassment incidents;
 - whether the harasser admitted responsibility and expressed a willingness to change;
- and
- whether the harasser retaliated against the complainant.

11. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- a verbal apology;
- a written apology;
- a letter of reprimand from GYBA
- a fine or levy;
- referral to counseling;
- removal of certain privileges of membership or employment;
- demotion or a pay cut;
- temporary suspension with or without pay;
- termination of employment or contract; or
- expulsion from membership.

12. Where the investigation does not result in a finding of harassment, a copy of the report of the Executive shall be placed in the Review Committee's harassment officers files. These files shall be kept confidential and access to them shall be restricted to GYBA's Executive.

13. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

PROCEDURE WHERE A PERSON BELIEVES THAT A COLLEAGUE HAS BEEN HARASSED

Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 3 of the Complaint Procedure.

APPEALS

1. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. Notice of intention to appeal, along with grounds for the appeal, must be provided to the Code of Behaviour Chairperson within fourteen days of the complainant or respondent receiving the panel's report.

2. Permissible grounds for an appeal are:

- the panel did not follow the procedures laid out in this policy;
- members of the panel were influenced by bias; or
- the panel reached a decision which was grossly unfair or unreasonable

3. In the event that a Notice of Appeal is filed, Basketball Ontario's Board of Directors, the Executive Director and the Manager of Elite Development and Technical Services shall together appoint a minimum of four members to constitute the appeal body.

This appeal body shall consist of two women and two men. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.

4. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.

5. Within ten days of its appointment, the appeal body shall present its findings to Basketball Ontario's Board of Directors. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and / or to modify any of the panel's recommendations for disciplinary action or remedial measures.

6. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

7. The decision of the appeal body shall be final.

Transfer Policy

Transfer Guidelines for Players, Coaches and Clubs

Definitions

Joining a Team

A player who has signed with, or played two games (refereed by carded officials)

with a team, during any basketball season, has joined that team and belongs to that Affiliated Club or Organization for that season.

Basketball Season

The basketball season begins September 1st and ends May 31 of each year.

Goal Statement

The spirit and intent of these Guidelines is to encourage commitment and respect between the Athletes, their Coaches and their Affiliated Club.

Rules

1. Once a player has joined a team he/she cannot join another team until September 1st of the following season.
2. A player shall not try out for or practice with another Affiliated Club or Organization once she/he has joined a team.
3. The season ends and all players are released on May 31 of each year.
4. A player joining more than one team in a season will be suspended for the remainder of the basketball season.
5. A coach shall not drop a player off the team's roster once the player has joined the team, however, the coach may drop a player from the team for disciplinary reasons.

