



CLUB ADMINISTRATION AND REGISTRATION GUIDE

I –PURPOSE OF THE CLUB ADMINISTRATION & REGISTRATION GUIDE

This guide is to be used by all club administrators and team personnel who are responsible for club administration and team registration. With the continuing expansion of Ontario Basketball clubs this document has been created to assist clubs to ensure that all teams are properly insured, registered and eligible for the Ontario Cup Provincial Championships.

This guide is set-up in chronological order from a club's affiliation, team try-outs, online registration of players, registration for the Ontario Cup and addition of players after the deadline. There is also a section for frequently asked questions on page eight.

II – CLUB AFFILIATION

Only organizations in Ontario who are registered as an affiliated member club of Ontario basketball are eligible to participate in sanctioned events held in the province. All clubs must complete their club affiliation before their try-outs for their rep teams.

All clubs should complete their affiliation by using their Club Login through: <https://www.basketball.on.ca/club/login/index.cfm>. Club affiliation for the 2009-2010 season carries a fee of \$160.00 that can be made payable via credit card online through the Club Login or by cheque or money order sent to the Ontario Basketball offices.

For any club affiliation inquiries please contact Shawn McPhee at smcphee@basketball.on.ca or 416-426-7198.

A) EXISTING CLUB AFFILIATION

An existing club is one who will be entering at least their second year of affiliation. Club affiliation can be renewed for the upcoming season on September 1 of each calendar year. Clubs may affiliate through the "Member Club Login" and start their renewal process.

B) NEW MEMBER CLUB AFFILIATION

In order to protect the growth of Ontario Basketball membership and in consideration of existing clubs, the following minimum standards for new member club affiliations have been established in regions where there are existing clubs:

- Application process which includes a five-year goals and expectations plan, an Ontario Basketball interview and a Provincial Advisory Council recommendation.
- Performance bond of \$1000.00 must be posted and will remain on deposit with Ontario Basketball as insurance to guarantee the appearance of all teams registered for Ontario Basketball sanctioned tournaments and the Ontario Cup under the club's name. Ontario

Basketball will hold the performance bond until the club is no longer in existence. A written request for its return must be submitted to Ontario Basketball.

- No participation in any Ontario Cup Provincial Championships in the first year of running competitive programming and meeting Ontario Basketball registration requirements.
- One-year probation to be reviewed at the end of the first season.

III – INSURANCE

Ontario Basketball member clubs will get insurance coverage through their affiliation and registration fees. It is important to note the extent insurance covers that each fee provides. Please refer to the following table.

| Fee | Coverage | Timeline |
|---|---|--|
| \$160.00 Club Affiliation | Facilities, try-outs | End of Try-Outs |
| \$2.50 House League | Player/Coach against other members within their club. | Until the end of House League season |
| \$20.00 Player \$45.00 Coach/Manager | Players/Coaches/Managers to travel and play other OBA clubs | For all sanctioned events until August 31, 2010. |

A) \$160.00 CLUB AFFILIATION FEE

A club looking to renew their affiliation for the upcoming season must do so before the club conducts tryouts for their team. The \$160.00 club affiliation fee will provide the necessary insurance for the club's facilities as well as all players and coaches involved in the try-outs. The fee will insure the club with \$5,000,000 in commercial general liability.

Once a club affiliates they will receive an insurance certificate from Ontario Basketball within 48 hours to be used as their proof of insurance that is required for booking their facilities.

B) \$2.50 HOUSE LEAGUE FEE

A house league development membership is designed for clubs who have an established house league program with the intention of having them compete within their own club structure. Participants do not play any games against other Ontario Basketball members/clubs.

All house league memberships will provide insurance coverage for the duration of the clubs house league season. The \$2.50 per player/coach fee will provide coverage for them to participate within their club only.

C) \$20.00 REP PLAYER AND \$45.00 COACH/MANAGER FEE

Clubs who develop athletes with the intention of having them compete at a regional and/or provincial level against other Ontario Basketball members/clubs are defined as competitive clubs.

Club teams that participate in league games, exhibition games or sanctioned tournaments are considered competitive members and are required to pay this fee.

All rep memberships will provide insurance coverage for the duration of the season (until August 31, 2010) at all Ontario Basketball sanctioned games/events. This insurance coverage will not apply in non sanctioned Ontario Basketball games/events or in games against unregistered Ontario Basketball teams/members.

Please note that any teams wishing to travel outside the country must obtain additional insurance coverage. Please contact Rob Hurtubise, 416-426-7200, rhurtubise@basketball.on.ca for more information.

IV. ONTARIO BASKETBALL TEAM REGISTRATION

All Ontario Basketball rep teams wishing to compete against other rep teams in exhibition games, sanctioned tournaments, and the Ontario Cup must be fully registered through the Ontario Basketball Club Login. In order to successfully complete the registration of a team you must have access to your clubs login for the administration site.

For complete step by step directions for registration please see **Appendix A** at the end of this document.

A) REGISTRATION CHECKLIST

- Create the team.
- Add all assistant coaches and managers that will be sitting on the bench.
- Add new membership profiles for any players who have not been registered in a previous season with the club.
- Add all players to the team by clicking “Add Team Member” on the team page and selecting players from the list.
- Register the team (\$50.00), all coaches (\$45.00 per), and all players (\$20.00 per) through the online system before the first team practice.
- Print off your Team Roster Form from the team page, all coaches and players must sign it and send it in as soon as possible.
- Register for the Ontario Cup Provincial Championships by completing the event registration section of the team page.

B) REGISTRATION DEADLINES

The registration deadlines below are final for the 2009-2010 season. The deadlines below pertain to all team, player and Ontario Cup registrations. Any teams registering after the deadline for the Ontario Cup will be put on a wait list until we can confirm a place in the provincial championships.

Note: every team should be registered before their first team practice and sanctioned games. The deadlines below are the latest a team can register. Ontario Basketball recommends all teams register as early as they can.

All signed team rosters must be received before the registration deadlines.

| Date | Deadline |
|------------------|--|
| January 29, 2010 | For all team/player and Ontario Cup registrations for: U10 Novice to U14 Major Bantam Boys' & Girls' Teams U15 Midget to U19 Junior Girls' Teams |
| March 31, 2010 | For all team/player and Ontario Cup registrations for: U15 Midget to U19 Junior Boys' Teams |
| April 19, 2010 | Player add deadline for U15 Midget to U19 Junior Boys' only. |

C) COACH/MANAGER REGISTRATION

All coaches who sit on the bench and participate actively in practices must be registered as a member with Ontario Basketball. Managers who sit on the bench during games must also be a registered member with Ontario Basketball before doing so. All coach and manager fees are \$45.00.

Any coach can be added after the registration deadlines above providing that the coach has acquired the necessary level of certification. Please review the "Coaching Certification" section for the certification levels. A manager can be added at any point during the season as long as they have been properly registered online. The team must send an updated signed Team Registration Form immediately after the online registration

Any coach or manager who is not registered with Ontario Basketball and sits on the bench is doing so without insurance. Any team found to have unauthorized personnel sitting on the bench during games may be subject to penalty from the Fair Play committee.

D) PLAYER REGISTRATION

All players who participate in sanctioned games and/or team practices must be registered as a member with Ontario Basketball. All membership fees are \$20.00 per player. Players can be added up until the deadlines listed in Section B.

In order for a player to be eligible for all sanctioned games and the Ontario Cup they must be registered on the Ontario Basketball club database and have signed the team roster form that is sent to Ontario Basketball. Any players who have not been completely registered with Ontario Basketball will be deemed ineligible for the Ontario Cup Provincial Championships and other sanctioned events.

In rare cases a team may add a player to their team after the registration deadline. All player additions after the registration deadline must be approved by the Request for Exemption Committee. For more details on Request for Exemption process please contact Ryan Albright, ralbright@basketball.on.ca, 416-426-7207.

E) ADDING PLAYERS TO AN EXISTING TEAM

A team wishing to add a player to their team after they have submitted their initial team roster form and before the registration deadline must properly register the new player online with Ontario Basketball and on the team roster form.

In order to add a player to the online system please follow the steps outlined above and in Appendix A. Clubs/teams must complete the player add form that is posted on the Ontario Basketball website and send it in as soon as possible. Teams who have a player that was added to the online system, but never completed the player add form will risk the player's eligibility for the Ontario Cup Provincial Championships.

F) ONTARIO CUP REGISTRATION

All teams with the intention to participate in the 2010 Ontario Cup Provincial Championships must register online through the Ontario Basketball club database by the deadlines listed in Section B. The fee for the 2010 Ontario Cup will be \$400.00 and must be paid in full by the registration deadlines in order to secure a spot in the tournament.

Any clubs who register for the Ontario Cup after the deadline will be placed on a waiting list. Ontario Basketball will do their best to accommodate all teams on the wait list, however due to facility availability not all teams may gain entry. Any teams who have not registered for the Ontario Cup by the initial ranking meeting will not be ranked.

Please review Appendix A for step-by-step instructions for registering for the Ontario Cup.

V – COACHING CERTIFICATION

In order to qualify to coach in the 2009-2010 season coaches must meet certain National Coaching Certification Program (NCCP) requirements. Any coach with previous experience in an Ontario Basketball club must have their full certification in place by the time the season begins.

All first year coaches will be required to enroll and take an Introduction to Competition (ITC) training course during the season and have it fully completed within a year of taking the course.

| Required Coaching Certification | | |
|--|---------------------------------------|---------------------------------------|
| Level | Head Coach | Assistant Coach |
| U10 Novice to U14 Major Bantam Teams | Level 1 or Intro to Competition (ITC) | Level 1 or Intro to Competition (ITC) |
| U15 Midget to U19 Junior Teams | Level 2 | Level 1 or Intro to Competition (ITC) |

Ontario Basketball recommends that clubs host ITC clinics for their new coaches each season. If a club does not have enough coaches to take the ITC clinic they can partner with another local club to host the clinic or sign their coaches up to an ITC clinic that has been posted on the Ontario Basketball website under “Coaching.”

To host a clinic or if you have any questions please contact Gord Thain, gthain@basketball.on.ca.

VI – FREQUENTLY ASKED QUESTIONS

Do I need to submit individual membership forms and birth certificates with the signed team roster?

No, individual memberships forms can be used by the club to gather the necessary information from their players to enter into the club database on the Ontario Basketball website. A copy of the birth certificates should be kept on file by the club.

Can I change/switch a player on my team?

Any players who have participated with the team past the tryouts and are registered with Ontario Basketball are considered a member of that team until both the team and the player have informed Ontario Basketball in writing that the player is no longer with the team.

Can you add players after the deadline?

Any team wishing to add players after the registration deadlines listed in this document must go through the request for exemption process. Clubs must contact Ryan Albright, ralbright@basketball.on.ca to obtain the necessary forms for the process. If the request for exemption is approved then the player can be added. The player is not permitted to participate in any sanctioned games/tournaments until approved by the Request for Exemption Committee.

What if a player quits? Am I entitled to a refund or credit? Can I transfer their membership fees to another player?

If a player quits or is injured during the season, clubs/teams are not entitled to a refund or the transfer of that player's membership fees unless the player quits the team before their first team practice after try-outs. Ontario Basketball will only refund the \$20.00 player fee only.

Can a player switch clubs during the season?

Once a player has signed the team roster and registered with a club, that club retains the rights to that player for the duration of the season. Once the Ontario Cup for that player's age group has been completed, the free agency period begins and the player is free to sign with other clubs. Any player wishing to switch clubs after registering with another club must seek a release from their club in order to become a free agent.

Please refer to the Ontario Basketball Transfer Policy via the Ontario Basketball website for more information on player movement and recruiting.

Can you coach more than one team within one club?

You can be the head coach of more than one team but not in the same age category or in the same Ontario Cup weekend. For example, a coach will not be permitted to be in the head coach for both the bantam boys and major bantam boys since they will be playing the same weekend for the Ontario Cup in two different locations.

Can you coach more than one club?

Yes, coaches can coach for two different clubs if they wish. They must be registered online with both clubs and have the necessary certification in order to coach.

My team is listed as "Inactive." why?

Teams will be activated and continue to have an active status as long as all fees related to the team have been paid. This requires that all coaches and players have a "paid" status. Teams can be deactivated if the status of their players have changed, i.e., a new player has been added but not paid for.

My team is listed as "Not Approved." why?

A team will not be "Approved" until we have received their signed team roster and it is accurate compared to the online system, and has signatures for all players and coaches. A team will not be "Approved" if all players are not registered online, the team roster is missing signatures or payment is still required for members on the team.

APPENDIX A: STEP BY STEP ONLINE REGISTRATION

Once the registration for the member club affiliation has been completed and payment has been received, OBA will approve the status to “**Active and Registered.**” Once a member club is active and registered they can proceed in registering all their programs.

Once logged into the member club account there are six options on the left side of the screen, as follows:

1. Club
2. Teams
3. Members
4. Events
5. Steve Nash Youth Basketball (SNYB)
6. House League registration

The following will summarize each of the registration options for member clubs.

1. Club (click on the menu to display all options)

Editing Club Information:

- Click on **Edit Club**
- Modify the fields as necessary and click **Update Information** when finished to save your changes.
- It is strongly recommended that the club contact change the username and password periodically to secure the information within.

Adding and Editing the Club Executive:

It is necessary to include the club executive in the member club data and that those individuals be **registered** as members. As you are already aware, it is mandatory to have a club contact and president listed.

- Click **Add Staff** and modify the fields as necessary.
- Click **Insert Staff** when all the details are complete.
- Repeat these steps until all club executive(s) have been entered into the system.

If you want to make any changes to the information that is listed that you cannot edit, please contact OBA.

2. Teams (click on the menu to display all options)

The member club must register all teams that will be active during the season. This would include teams participating in leagues or exhibition tournaments. This is not only appropriate for risk management but, necessary for liability insurance coverage. The player and team registration should be completed as soon as possible after the member club's local player registration is completed. The team registration is completed separately from the Ontario Cup Provincial Championship registration.

Team and player registration must be completed before any team/player participates in games according to whichever of the following deadlines comes first:

- Before the team's first sanctioned tournament;
- or
- Before the team's first sanctioned game (where applicable);
- or
- Before the Ontario Cup Provincial Championship deadline for submission.

- Click on **Teams** on the left menu and the "**Club Team List**" will appear.
- Select **Add Team** and proceed through the input fields.
- ***Please ensure that the name and level is consistent for all teams if there is more than one team per category. Example: Mayville Midget Girls AA & Mayville Midget Girls A will be Mayville Midget Girls #1 and Mayville Midget Girls #2 respectively.***
- Click on **Insert Team** after information has been completed for the team.

At this point, the team has been added to the member club's database but members must be added before the team registration can be completed.

Adding existing members to team:

- Click **Listing** to proceed.
- Select the appropriate team and click on the team name.
- Select **Add Team Member**.
- Select players for the team from the "**Club Team Member List**"
- Click **Add Members**.
- NOTE: If there are members not listed, you must first add them to the database (See "**Adding New Members**"). Once they have been added, return here and they will show up in the list.
- Click on **Register Team** when all players are added.
- At "**Club Team Register Form**" click **Register Team** to proceed to the shopping cart (check-out) and complete the team registration process.
- Repeat the steps until all member club teams have been added.
- See "**Payment Procedure**" (below) to complete the registration process.

If members of the team have not been registered with the club in previous seasons you must add them to the clubs database:

Adding new members to club database:

- Select **Members** from the left menu
- Select **Add Member** from the left menu.
- Complete the "**Member Information Form**" and click **Continue** when finished.
- Depending on the status (player, coach, official, volunteer) you will receive subsequent forms. Click on **Update Info** to continue.
- At the conclusion, you will see a confirmation screen.
- Please follow the steps above "**Adding existing members to team**"

Payment Procedure:

After completing team registration:

- Click on **Register Members** to proceed.
- Click on **Continue to Check Out.**
- Select payment method and click **Continue.**
- Enter billing information and click **Continue.**
- If you chose cheque/money order, clicking **Purchase Registrations** will complete the online process. Once OBA has received your cheque/money order, the club/teams/players will be registered.
- If you chose credit card, click **Continue to Credit Card Form.**
- Enter credit card information and click **Process Registration.**
- **Remember to print a confirmation or receipt.**

Printing Team Roster:

Teams can print their team registration form directly from the “Club Team Information” page. Upon completion of the team registration and payment (as per instructions above) click **Print Roster**. Once the roster has been printed it can be signed by all coaches and players and then submitted to OBA.

Note: Be sure to check local settings on your personal computer to ensure that everything prints completely on the page. As an example, the page should be set-up to print as a “landscape” document.

The 2008/09 season marked the first year where coaches see their NCCP certification on the “Club Team Information” screen. OBA will be updating this information as team registration forms are received. Once all coaching credentials have been confirmed the status will be changed and displayed.

Coaching credentials will continue to be updated during the 2009/10 season to align with the former NCCP Level and the newly formed Introduction to Competition stream.

Note: The information will be captured and displayed to ensure a smoother process with mandatory coaching certification. For more certification details you will have to check your coach profile at www.coach.ca.

Ontario Cup Provincial Championships Registration

This step can be completed on the “**Club Team Information**” page

- Click on **Register** under “Event Registrations.”
- Choose the applicable Ontario Cup Provincial Championship age category and click **Register.**
- Confirm all items of purchase and click **Continue to Check Out.**
- Select Payment Method and click **Continue.**
- Enter billing information and click **Continue.**
- If you chose cheque/money order, clicking **Purchase Registrations** will complete the process. Once OBA has received your cheque/money order, the club affiliation application will be processed by Ontario Basketball.
- If you chose credit card, click **Continue to Credit Card Form.**

- Enter credit card information and click **Process Registration**.
- **Remember to print a confirmation or receipt.**

Team Results and Tracking

This system includes a “Team Results” component for the purposes of ranking the Ontario Cup Provincial Championships’ participating teams. It is the responsibility of every member club to ensure the input of game results for their teams to meet the requirements for ranking and seeding.

Every coach who is registered with a team will be provided a username and password by OBA. Using this link <http://www.basketball.on.ca/coach/login> a coach will access the input screen for their username and password.

For clubs to submit results:

- Click on **Teams** in the left column to see a listing of the teams.
- On the “**Club Team List**” screen select the appropriate team from the list.
- At the “**Club Team Information**” screen click on **Add Team Results**.
- The “**Club Team Results Form**” enables input of specific game opponents and scores. Select the Visiting team from the drop down selection. The Home score will always be the Team Name shown at the top of this screen.
- Click **Insert Result** to complete the input.

| |
|---|
| <h3>3. Members (click on the menu to display all options)</h3> |
|---|

This section currently contains all of your membership data from all of your seasons. There are two ways to find existing members in the system; **Search** and **Listing**. To ease in the registration process, it is suggested that you verify that all members are in the database. Add any members that are missing from the database before you begin the registration process.

Searching for members

Search:

- Click on **Search** on the left menu.
- Enter any applicable information to search by as you see listed. Be sure to change the season at the bottom if needed as it is always defaulted to the current season.
- Click **Search** to display all results.
- **Note:** You can enter all or part of the person’s first or last name. The more information you enter, the more accurate your results will be.

Listing:

- Click on **Listing** on the left menu.
- Click the letter of the member’s last name to display all members starting with that letter. All members are listed in alphabetical order by last name.
- The results will be displayed.

Adding new members:

- Select **Add Member** from the left menu.
- Complete the “**Member Information Form**” and click **Continue** when finished.
- Depending on the status (player, coach, official, volunteer) you will receive subsequent forms. Click on **Update Info** to continue.
- At the conclusion, you will see a confirmation screen.

Member Registration:

An on-line search of the member club’s membership database from the previous season(s) assists in this registration process. Select **Members** in the left hand column.

- Select **Member Registration** from the left menu.
- Enter all or part of the member’s first name and/or last name and click **Search**.
- **Note:** If you click **Search** without entering a name it will list all your members.
- Click the check box next to the names of individuals you would like to register and click **Register Members**.
- Select Category (ex. Active Member for \$45.00) and then **Add to Cart**
- ***There are five categories of member fees (ex: Active member for \$45.00). Each fee category should be completed and processed in the “Check Out” step separately to avoid an incorrect fee for an individual. Thus, it is best to complete the registration for all players and coaches separately.***
- Click **Back to Form** to add additional names.
- After you are finished entering all members into the registration cart click **Add to Cart**.
- Be sure to make sure everything is listed as it should be. Once you have confirmed everything is in order click **Continue to Checkout**.
- Select method of payment and click **Continue**.
- Enter billing information and click **Continue**.
- If you chose cheque/money order, clicking **Purchase Registrations** will complete the process. Once OBA has received your cheque/money order, these members will be processed as registered and you will get a confirmation.
- If you chose credit card, click **Continue to Credit Card Form**.
- Enter credit card information and click **Process Registration**.
- **Remember to print a confirmation or receipt.**

Additional Club feature – Exporting data:

There is a file export function that enables the member club’s membership data to be downloaded to a Microsoft Excel spreadsheet. This feature is available in real-time and whenever new information is entered into the system.

- Select **Search** in the left menu.
- At the bottom of the “**Members Search Form**” click **Search** (leave all fields blank to display all members).
- At the top of “**Member Search Results**” click **Export Members** to begin the export function.
- In the “**Member Export Form**” select the specific fields that are required for your query.
- Click on **Export Data** to begin the processing. A “**File Download**” instruction box will appear.
- Download the file to open or save to your personal computer.

Note: All hardcopy registration forms and birth certificates used for membership registration must be kept on file by the club contact (or designate). If necessary, the forms or specific information must be made available to OBA on request. The original Ontario Cup Provincial Championship team roster forms with signatures must be sent to OBA.

4. Events (click on the menu to display all options)

Events can include all Sanctioned Tournaments and NCCP Coaching Clinics.

To submit an application for event hosting:

- Click on **Add Event** on the left menu
- Click **Yes** to agree to all event policies on the “**Event Waiver**” page then click **Continue** when finished.
- Complete the fields as necessary on the “**Event Form**” and click **Continue** when finished to save your changes.
- **Note:** When completing “Event Information” and “General Information” be sure to note that you cannot modify this information once the application has been submitted. When completing “**Sub-Event Information**” please note that all categories are mandatory. This component will be filled out for each event that you are looking to host. OBA can make changes to any of the events before and after approvals are made.
- To add additional tournaments click **Sub-Events – Add**. Complete the fields as necessary on the “**Sub-Event Form**” and click **Continue** when finished to save your changes.
- Continue adding as many events as needed.
- Once all events have been added click **Submit Event for Approval**.

Each member club will submit one application with all their events listed. Once approved, all events will be made public on the OBA web site for viewing. Be sure to provide the member club name or location information in the event name to make the information displayed on the OBA website easier to search through. The event application process is intended to replace the paper-copy process by allowing the applicant (host) to apply and submit once. Any additional tournaments will have to be approved by OBA.

5. House Leagues (click on the menu to display all options)

This section enables the club contact to host their house league registration for participants on the OBA website. **Note:** This section is for clubs that want OBA to collect data and fees from house league participants. The information is collected and shared. The fees are collected via the secure credit card processing system (cheques or money orders are not accepted) by OBA. When the registration is complete, OBA will issue a cheque to the host member association for the fees received (minus the house league participation membership fee).

To view current House League registration programs:

- Click on **Listing** on the left menu.
- This will list all house league programs (approved or pending approval).

To submit an application to host a house league registration:

- Click on **Add House League** on the left menu.

- Complete the fields as necessary on the “**House League Form**” and click **Insert House League** when finished to save your changes.
- **Note:** When the information has been completed it will be sent to OBA for approval. OBA can make changes to any of the events before and after approvals are made. Once approved, all events will be made public on the OBA web site for viewing and registration.

Reminder

The credit card processing is secure and transactions are sent directly to the OBA banking institution. If a member club chooses to issue a club cheque or money order the registration details will be held as “pending” until receipt of payment by OBA. The club contact will be notified by OBA when the member club has been “activated” following receipt of the payment.