



## OPERATIONS & REGULATIONS

The purpose of the Prescott Russell Basketball Club's (PRBC's) Operations & Regulations manual is to enhance PRBC's constitution and to provide explicit details on the Club's operations. The constitution can only be modified by its members at a meeting of the members (AGM & Special Meeting), whereas the Operations & Regulations can be modified by the Board of Directors as required.

## MISSION STATEMENT

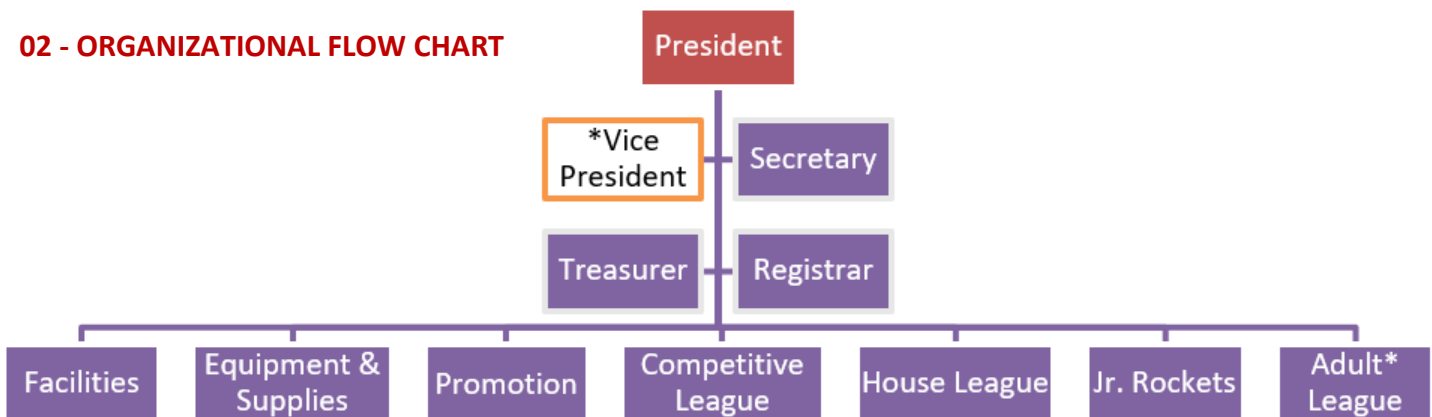
To promote, develop and organize the sport of basketball within the United Counties of Prescott Russell by offering programs that teach the **FUN**damental skills while instilling life-lessons and values such as teamwork, discipline, respect and sportsmanship.

**01 - CORPORATION:** Prescott Russell Basketball Club (PRBC) is a Registered Not-for-Profit Corporation. Ontario Corporation Number: 1922054. Ministry of Government Services Ontario issued Letters Patent on September 19, 2014.

Annual Returns must be submitted each year (within 15 days) of the Annual General Meeting, listing the Board of Directors. As a registered not-for-profit, the Corporation must have at minimum a volunteer President, Secretary and one (1) Director.

Official Club address is: PO Box 106, Limoges, Ontario K0A 2M0

## 02 - ORGANIZATIONAL FLOW CHART



\* The President shall appoint a Director to assume the role of Vice President. The Vice President shall be a second financial signatory in the absence of the President or Treasurer.



**03 - MEMBERSHIP AND FEES:** Membership into PRBC is open to all registered residents of the United Counties of Prescott-Russell, which includes all registered participants, active volunteers; the parents or legal guardians of any playing member who is not of legal voting age.

Membership term is one basketball season renewable yearly during registration.

**Membership Registration**

Application for membership must be made within the PRBC online registration portal, completed and accompanied by payment of all fees. Previous members, who have outstanding fees or fines owing or have property not previously returned, may be denied membership until such time that all debts are paid in full and PRBC property is returned.

At **no time** is any participant allowed on the court without an active waiver (**APPENDIX “A”**). The Waiver is signed at the time of registration and must be accepted by all members.

The registration opening date including the deadline, will be clearly advertised in as many avenues as possible including, but not limited to schools, flyers, signage, social media and the club web site.

**Age Group Assignment**

Players are registered by age, calculated as of December 31 of the year of registration. Registration age is based on the OBA regulations.

The PRBC will not permit a player to register in a different age group, unless there are extraordinary circumstances and approved by the Board of Directors. Each situation will be reviewed by implicated coaches and the parent(s) and will be dealt with on a case by case basis. **No decision will be precedent setting.**

No one under the age of 9 should play in the competitive league. Maturity to play with 11- & 12-year old’s can be difficult.

**Fees** (updated Jun.30.2020)

Membership Fees for 2020-21 will remain unchanged (since 2010). A family discount of \$10.00 per player will be eligible when registering three children (\$30 discount). This discount only applies to all full fee players. With newer, advanced technologies, comes additional cost. Each registrant will pay the online, credit card processing fees.

Jr. Rockets	(ages 5-7)	\$100.00
House League	(ages 8-16)	\$200.00



Spring League	(ages 8-16)	\$100.00
Competitive League	(ages 10-18)	\$350.00
Adult League		\$175.00

There are no fees for Volunteers.

**03 - LEAGUES:** Programs offered include:

**JR. ROCKETS**

The JR. Rockets, is a youth basketball program designed specifically for **boys and girls ages 5-7**, developing the **FUND**amental skills (i.e., dribbling, running & dribbling, running, dribbling & shooting, etc.), sportsmanship and a love for the game of basketball, in a fun, active and healthy learning environment.

The Jr. ROCKETS program starts in October, Sunday after Thanksgiving. Runs once a week for one (1) hour ending the weekend just before March Break. Jr. ROCKETS follows the Jr. NBA program. Participants will use a smaller basketball and sometimes lower hoops.

Participants will receive a size-appropriate Basketball and t-shirt.

A maximum of 12 participants per coach; maximum 20 participants per group per session. All sessions will be on Saturdays at an elementary school:

- Group 1 - 9:00am - 10:00am
- Group 2 - 10:15am - 11:15am

Every effort is made to provide bilingual (EN/FR) coaching and support.

**HOUSE LEAGUE**

The PRBC House League program will focus on teaching fundamental basketball skills with an **EMPHASIS ON FUN** to those who are new to the sport or players who are interested in only playing recreationally. There are NO try outs - anyone and everyone can join!

The House League program is 1.5 hours per week, starting with 30-40 minutes of skills & drills development followed by 1 hour of equal time game play. All House League players are guaranteed equal playing time during games.



House League will run on SATURDAYS, starting the Saturday after Thanksgiving until the weekend before March Break at St-Thomas Aquinas Catholic High School (STA) in Russell:

Ages 8/9	9:00am - 10:30am (Play half court)
Ages 10/11	10:30am – 12:00pm (Play full/half court depending on number of players)
Ages 12+	12:00pm – 1:30pm (Play full court)

The House League program is co-ed. If there are sufficient registered players an attempt will be made to make a girl only division. All players are guaranteed equal playing time during games. All teams will use the Shift Sheets (**APPENDIX “B”**)

A reversible Red/White playing jersey is provided for each team. This Jersey MUST be worn each week and returned at the end of the season. Proper care is expected. If the Jersey is lost or not returned, the parent will be charged \$75.00. Each player is also provided with a t-shirt and ball.

Each player should come with their ball, jersey, t-shirt & shorts, water bottle and appropriate running shoes!

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## **SPRING LEAGUE**

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Spring League is strictly for FUN and a great filler after hockey, before soccer!

- For boys and girls, ages 8 to 16. Teams will be mixed and made as equal as possible.
- All Games will be 1 Hour (40 minutes running time)
- Equal participation for full Game (SHIFT SHEET – **APPENDIX “B”**)
- Register and play with a friend. Every effort will be made to accommodate requests playing with friends - requests need to be made at time of registration
- Season runs from beginning of April to end of May
- Dates and Times to be confirmed each year

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## **RECREATIONAL LEAGUE**

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PRBC's Adult Recreational League is co-ed. Games are one hour between 6:30pm and 9:30 on Sundays at Russell High School.

Season starts the first Sunday in October. **LIMITED TO 60 PARTICIPANTS.**



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## COMPETITIVE LEAGUE

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We are the **Prescott Russell** Basketball Club. Our Competitive Teams are called the **ROCKETS** and we come from Prescott Russell!

- When registering for tournaments always register as Prescott Russell Rockets, PR Rockets or just Rockets. **WE ARE NOT RUSSELL ROCKETS!**
- Club address is: PO Box 106, Limoges, ON K0A 2M0

### TEAM COMPOSITIONS:

- Inline with Eastern Ontario Basketball, PRBC will enter teams in the Major age groups (i.e. U12, U14, U16, U19) A minor team (U11, U13, U15, U17) can be formed only if there is no loss of participants (from being too old). Any composition of a minor team must be approved by the Board of Directors. It is important to note that all minor teams will play in the major age group division of the EOBA. The benefit of a minor team is being able to play in the lower age group in Ontario tournaments.
- Tryouts will occur during the second or third week of September if gym(s) available
- Recruitment for Teams should be done with residents of the United Counties of Prescott Russell
- Priority for team selections will be given to residents of the United Counties of Prescott Russell (there are always extenuating circumstances that should be approved by the Board of Directors)
- All teams will be named (finalized) by October 1.
- No cuts will occur after teams have been finalized (unless extenuating circumstances). Board approval will be required.

### TEAM VOLUNTEERS:

- All Teams are required to have a Team Manager, who is a parent from the team. The Team Manager will be responsible for the funds, developing the budget in cooperation with the Coach and Parents, registration of tournaments, obtaining hotels, organize team events, etc..
- All Teams are to appoint a couple individuals that will be responsible for taking photos and uploading team content to PRBC's social media (i.e. announcement of upcoming Games, special events, happenings, results, etc...)
- All Teams are to select individuals to keep score, run the clock and/or operate the shot clock (in older age groups). Each team is expected to provide volunteers during their Games and some tournaments.

### TEAM FINANCES: (updated for 2020-21 Season)

- The Team Manager will manage all Team Funds and submit reports to parents on a regular basis.



- PRBC will provide each team between \$1,500 and \$2,000 (less EOBA Referee payments (approx. \$735)). This is enough to cover the EOBA Seeding Tournament, EOBA YE Championship and usually a couple of additional Tri-meets and/or an additional tournament. The Club encourages each team to have two (2) competitive weekends per month. (BUDGET TEMPLATE **APPENDIX "C"**)
- Receipts are required at the end of the season as backup equivalent to the amount of team funds received.
- PRBC will pay for two (2) officials per team. Any additional officials will be paid via team funds.
- A schedule of proposed Games & Tournaments along with costs should be developed with input and approval of team parents
- A draft budget listing games and tournaments (approved by the parents) will be submitted to the Treasurer prior to receiving Team Funds
- If additional funds are required to meet the approved team budget, teams are asked to conduct fundraising activities NOT soliciting funds from local businesses or door to door
- No additional funds are to be requested from parents, until required (i.e. after club provided & fundraising funds have been exhausted)
- Any remaining funds at the end of the season are to be used towards a year end party, awards or given to the Club. As a registered not-for-profit, it is not good practice to return remaining funds to parents – thus the reason not to request funds until absolutely required.
- DO NOT FUND RAISE more funds than required!

#### **TEAM REQUIREMENTS:**

- All Team Members, Parents and Coaches are required to sign the OBA/PRBC Code of Conduct. **APPENDIX "D"**
- All Team Members are encouraged to purchase a red/white reversible pinnie (for practice) and the Club's warm up shirt and sport bag. Other merchandise is available for purchase through the Club's catalogue. **APPENDIX "E"**
- All Team Members, Parents and Coaches are required to fully understand and comply with the OBA Concussion program and will be required to annually review and acknowledge the OBA Concussion protocols. The OBA will email all registers members directly.

#### **TEAM UNIFORMS & EQUIPMENT:**

- All players will receive two sets of uniforms (Home & Away) Uniforms will be returned at the end of the season. Any lost or damaged uniform will cost \$150.
- Each Team is supplied with several expensive basketballs for use in practice a long with a Game ball. Every effort is made to purchase various practice & training equipment. Anything lost or damaged must be paid for out of Team Funds prior to spending funds on awards and/or parties.



#### TEAM PRACTICES:

- Teams are provided up to five (5) hours of practice per week, as gym time permits. Two time slots during the week and one time slot on Saturdays. U12 and U14 will practice in the early time slot, while U16 and U19 will practice in the later time slot.

#### EOBA / OBA REGISTRATIONS

- The Club's Registrar will register all participants with the OBA
- Each Coach is required to register their team with the EOBA at [www.eobaclub.com](http://www.eobaclub.com)
- winning team. This is to be done ASAP so rankings can be completed with the most current results.
- Competitive Teams can request gym times on Sundays for hosting Tri-Meets (PRBC does not displace House League to host a Tri-Meet on Saturdays)

#### SUMMER COMPETITIVE TEAMS / TRAINING:

- Some players like to play through the summer and some coaches like to get a head start on the following season. To avoid any confusion between teams and age groups, the purpose of summer teams is to look forward at the upcoming season. It is not an extension of the current playing season. The PRBC Competitive season ends by the end of May (usually at the EOBA Championships or OBA Cup).

**04 - POLICIES AND PROCEDURES:** Prescott Russell Basketball Club (PRBC) is a member of Ontario Basketball (OBA) and therefore **must** follow and adhere to all **OBA policies and procedures**. All members of PRBC must be familiar with these OBA policies and procedures that can be found online at: <https://basketball.on.ca/about-us/policies-and-procedures>. These are some of the main policies, however there are more on the OBA website.

Concussion Policy and Code of Conduct (The purpose of this Concussion Policy and Code of Conduct is to increase education and awareness for coaches, parents/guardians, players, officials, managers and other team or club members on the signs and symptoms of concussion and the specific protocols for managing concussion in Ontario Basketball (OBA) sanctioned activities. This Concussion Policy and Code of Conduct aims to 1) ensure that players with a suspected concussion are removed-from-sport and seek medical assessment and 2) all players with a suspected and/or diagnosed concussion do not participate in OBA sanctioned activities before medically cleared to return to basketball.

Fair Play Policy (Outlining the roles and responsibilities of Ontario Basketball's Fair Play & Resolution Committee members.

Harassment Policy (Committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

Zero Tolerance Policy (Abuse of Referees, Minor Officials and OBA Officials/Site Supervisor)



## PRESCOTT RUSSELL BASKETBALL CLUB

Transfer Policy (To promote commitment and respect among players, coaches and teams, and to uphold the values of equity, opportunity and accountability for OBA members.)

Insurance Policy We offer general liability insurance and accident insurance for all sanctioned OBA games and practices. If a player or spectator gets hurt, you're protected. If there's property damage at an event, we've got you covered. If something happens at a training camp you've organized, it's insured. We even offer travel insurance when your teams are on the road.

Out of Province/Country Travel Policy This Policy ensures that Ontario Basketball (OBA) member clubs are aware of all their rep teams who are traveling outside the province to competitions (i.e. tournaments) and other basketball-related events to ensure that they have adequate insurance coverage.

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In some instances, the PRBC Board of Directors has expanded or enhanced a number of policies to better reflect the Club's practices. Policies are listed in alphabetical order.

BRANDING – The PRBC Logo is the Club's Identity and Reputation. It is the responsibility of the Board of Directors to protect that identity and reputation. No one has the authority to use the logo without prior written approval from the Board of Directors.

All merchandise using the PRBC Logo must be from the approved Merchandise Catalogue (APPENDIX "E") and obtained through RussellPRO. Items can be added regularly. The following naming guidelines should be adhered to:

1. When wearing clothing that is promoting the Club and visible to the public (on back) last name should be used. In the case where there are siblings it is common practice to put First initial "dot" Last name. (Example: L.Cantin or S.Cantin)
2. When wearing clothing that is promoting the Club and visible to the public (on arm) firstname or appropriate nickname can be used. (Example Matthieu is his name, but he goes by Matt)

CODE OF CONDUCT (APPENDIX "D") - Individuals are expected to demonstrate behaviour consistent with the values of the OBA/PRBC during the course of OBA/PRBC business, activities and events. Each Player, Coach and Parent is required to sign a Code of Conduct.

- Athletes
- Coaches
- Parents / Spectators

EMERGENCY ACTION PLAN (APPENDIX "H")





Each group or Team should complete their own Emergency Action Plan based on their specific information. The Team Manager should always have this document on hand.

ENGAGING NEW COACHES will consist of the following steps:

1. Submission of a Coaching Resume
2. Interview with the Director of the appropriate program
3. Contacting 2 to 3 references by the Director of the appropriate program
4. All Coaches will be NCCP Certified or willing to get certified
5. All Coaches will provide a Police Records Check of the vulnerability sector (every 2 years) and a completed Offence Declaration when a Police Records Check is not due

No individual will commence any coaching duties without all 6 steps completed.

FINANCIAL SUPPORT – PRBC wants to ensure that all youth wanting to play basketball have the opportunity to do so, without financial restrictions or limitations. As a not-for-profit, community club, we try to keep our registration fees as low as possible. If finances are tight and preventing your child(ren) from playing basketball, please check out a few of these options ....

- **Jumpstart** - is committed to ensuring kids in need have equal access to sports and physical activity - an equal chance to be their best! <https://jumpstart.canadiantire.ca/>
- **KidSport** - is a grass roots Canadian non-profit organization that provides support to under-resourced children and youth, 18 years and younger, by removing financial barriers that prevent them from playing organized sport. <http://www.kidsportcanada.ca/>
- **P.R.B.C.** - is committed to ensuring our local children have the opportunity to play basketball. If you're going through a rough patch, finances are tight and/or you don't qualify for available funding sources elsewhere, please don't hesitate to contact someone within the Club. We always set funds aside to help!

INCIDENT REPORT FORM (APPENDIX "I")

In the event of an incident (medical, behaviour, etc.) an incident report should be completed and filed with the Club President.

REFUNDS – ALL refunds are subject to an immediate \$25 administrative fee.

**JR. Rockets:** Once the season has started a refund can be requested until October 30, minus a \$50 admin fee (t-shirt and ball are ordered at start of season based on registration numbers).

**House League:** A refund can be requested between October 1 and October 30, minus a \$100 admin fee. No refund will be processed after October 30.

**Competitive Team:** No refund will be processed after the first week of practices. A refund may be payable,



minus a \$100 admin fee, for extraordinary circumstances; however, PRBC Board approval will be required.

**Spring League:** A refund can be requested during the first week of play, minus a \$50 admin fee. No refund will be processed after first week of play.

**Adult League:** A refund can be requested until the second week of play, minus a \$50 admin fee.

**Injury Considerations:** If a player is injured after registration and incurs a season ending injury, the PRBC President or Registrar, will arrange a refund, which will be pro-rated (minus the administration fee). The President or Registrar must be informed in writing.

## **RESPONSIBLE COACHING MOVEMENT**

There are three (3) steps to Responsible Coaching. The three steps help ensure participants and coaches benefit fully from sport participation in a safe, healthy, and fun environment.

### **1. Rule of Two**

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions in emergency situations.

#### *Good practices to implement the Rule of Two*

- Ensure a coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow the training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

### **2. Screening**

Background screening ensures that coaches meet the important requirements to coach athletes. Screening tools include comprehensive job postings, criminal record checks, interviews, and reference checks.

#### Volunteer Screening (APPENDIX "F")

PRBC is committed to implementing reasonably appropriate screening of all its volunteers directly connected to the Club's participants, with a view to better matching people's skills and experiences to relevant needs and opportunities; to improving the quality and safety of programs and services, and to reduce risk and potential liability.



- Appropriate Interview, Training and Evaluation conducted
- References will be contacted (2-3)
- Police Records Checks (Vulnerable Sector) are required every two (2) years
- Offence Declaration when Police Records Check not required ([APPENDIX "G "](#))

### 3. Ethics Training (Not Yet PRBC Policy)

Ethics training prepares coaches to effectively handle situations that arise from ethical dilemmas or even legal challenges that concern individuals, teams, and their sports organizations.

Ethics training includes the [NCCP Make Ethical Decisions \(MED\)](#) module within the [National Coaching Certification Program](#) (NCCP), as well as training in abuse and harassment prevention, such as [Respect in Sport](#), which coaches can take before and during their coaching career.

Successfully completing the NCCP Make Ethical Decisions (MED) training equips coaches to handle ethical situations with confidence and surety. NCCP Make Ethical Decisions training helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport.

[Respect in Sport](#) training empowers coaches and parents to recognize and prevent bullying, abuse, harassment and discrimination (BAHD).