



2024

2025

COACH MANUAL

COACHES RESPONSIBILITIES

DO NOT BE ON TIME, BE EARLY

ALWAYS BE COACHING

PAY ATTENTION TO DETAILS

**PLAYERS DON'T CARE HOW MUCH YOU KNOW
UNTIL THEY KNOW HOW MUCH YOU CARE**

**CREATE AND SUPPORT AN ENVIRONMENT OF
HIGH LEVEL OF CHALLENGE**

**TAKE AN ATHLETE FIRST APPROACH TO
DEVELOPMENT**

Contents

Introduction	5
About Burloak Basketball	5
Executive Staff	6
Burloak Coach Responsibilities	7
Beginning of the season (August/September)	7
Team Selection Procedures	7
During the season (October to April)	8
End of season (May to June)	8
Financial Responsibility	8
Coach Behaviour	9
Interaction with Coach Colleagues.....	9
Interaction with Players.....	9
Interaction with Parents/Guardians	9
Support for Burloak Coaches	10
Coaching Resources.....	10
Assistant Coach(es)	10
Team Manager.....	10
Burloak Trainers & Aldham Athletic Development.....	11
Communication.....	11
Internal team communication.....	11
First Team Practice - Administration	11
Coach Team Binder & Tool Kit	12
Team Practice Facilities	13
Notes on Service Dogs:.....	13
Game Play	14
Burloak Basketball uniforms.....	14
Highlights of OBA Rules & Regulations	15
Changes & Points of Emphasis for 2023-2024 Season.....	15
Coaching Certifications.....	15
Coaching Exemptions	15
Late Fees.....	15
Minimum Number of Players to Start Game for U10-U12.....	15
Game Forfeiture Due to Team Behavior (players, coaches and parents).....	15
Game Forfeiture for Provincial Championship, Ontario Cup & Sanctioned Tournaments.....	16
Requirements to Coach Youth Basketball	16

Coaching Certification Checks	16
Points of Clarification and Examples	17
Coaching Certification Contact	17
Certification for Managers	17
Vulnerable Sector Checks (VSC)	17
Athlete Injury Procedure	17
OBA Concussion Policy & Code of Conduct	18
Concussion awareness resources and education:	18
Coaches, Team Trainers	18
Participants	18
Code of Conduct	19
Annual Evaluation of Concussion Policy and Code of Conduct	19
Rowan’s Law	19
Team Fundraising	19
Fundraising Guidelines	20
Team Fundraising Ideas	21
Requirements for Lottery Fundraisers	21
Conflict Resolution Process	22
Player Dismissal Procedure	22
Coach Dismissal Procedure	24
Burloak Basketball Partners	25
Appendix I:	1
Head Coach Checklist	1
Practice Plan Template	1
PARENT CODE OF CONDUCT CONTRACT	1
BURLOAK PLAYER CONTRACT	1
ATHLETE MEDICAL INFORMATION	1
ATHLETE HEALTH HISTORY	2
Emergency Action Plan	3
Incident Report	4

Introduction

Burloak Basketball is committed to supporting our volunteer coaches in providing the best possible individual and team youth experience. To do so, we are developing the resources, tools and training required to raise the level of excellence within our program.

The Burloak Coach Manual is a resource where we collect all our processes, instructions, forms, and reference documents in one place. The manual is available online and will be updated as new pieces are released.

A Burloak Team Manager Manual will also be provided to each team, to be maintained by the Team Manager.

Note to all Burloak coaches:

A successful basketball season is due, in large part, to your willingness to step forward and volunteer your time in support of our players.

As a volunteer, your time, energy, and talents foster the youth's relationship with the sport and their teams. YOU help to connect families with one another and across the league. Even the seemingly smallest volunteer effort can leave a lasting impression.

We would like to sincerely thank you for choosing to be a part of our organization. Our collective work as volunteers makes the Burloak Basketball Club a thriving basketball community.

About Burloak Basketball

Our basketball club has two areas of focus: to have fun and enjoy the sport; and, to develop the basketball skills and knowledge of its participants.

Specifically, we strive to:

- provide an opportunity for youth to play basketball in a positive, instructive and supportive environment.
- Be inclusive, making our programs available and affordable for boys and girls.
- Teach sportsmanship, how to have clean and healthy fun, the basics of basketball, and general athletic skills and training.
- Promote physical and mental fitness, respect for self and others, responsibility to self and others, appreciation for volunteers, and appreciation for our communities and the facilities they provide.

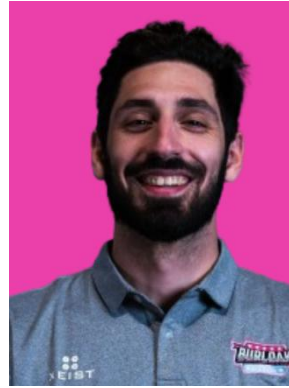
Burloak Basketball is managed by our Executive staff, who are accountable to the OBA, City of Burlington and City of Oakville in ensuring the Club operates according to the highest standards of integrity and transparency.

All coaches, families and players are considered members of the Burloak Basketball Club, and sign Codes of Conduct to that effect.

Executive Staff



Founder & President – Chris Denley



Co-Founder & Vice President – James Carlin



Director, Operations & Finance – Mel Kobe



Strength & Conditioning – Jeff Aldham



Executive Administrator – Tracy Hanke

Burloak Coach Responsibilities

Burloak Basketball considers it a privilege to be a Bruins coach at the rep level. We highly value and support the level of commitment, dedication, and professionalism demonstrated by every Bruins coach. As a leading basketball club in Ontario, our coaches play an integral role in developing the skills and character of all players, both on and off the court.

Beginning of the season (August/September)

- Attend season opening coach's meeting hosted by Burloak Basketball's Director, Operation & Finance.
- Review [OBA Rules and Regulations Manual](#) for the new season, noting any changes/updates.
- Book any required training sessions for yourself.
- Ensure your [Vulnerable Sector Check](#) is still valid.
- Ensure your NCCP Safe Sport courses and any other training are completed for the age group you are coaching.
- Appoint Team Manager to assist with the organization and operations of the team, including orienting new parents and players to the Bruins program.
- Prepare for the first team meeting with parents and players at first practice session. (see [Burloak Head Coach Checklist](#))
- Review requirements of your practice facilities with a goal of a no-incident season. (See [Practice Facilities](#))

Team Selection Procedures

- Club policy is that all athletes MUST register for and attend a minimum of 1 tryout to be made an offer to join any team.
- Budgets are based off 12 players. Carrying less players will mean an increased expense split per player.
- Participate in all player evaluation sessions with the objective of choosing your team players.
- Once you have made a decision(s) on which player(s) you wish to join your team, you are to email burloakbasketball@gmail.com with the player's name that is on the evaluation sheets provided to you for tryouts.
- It is STRONGLY recommended that each coach makes notes that can be referred to in the event a parent is questioning why their athlete was not selected for the team. Player evaluation forms will be provided to coaches at tryouts to assist with this process.
- The Director, Operations & Finance will email out the offer emails and details of fees to each player. The head coach will be copied on the email.
- ALL players MUST register for your team on Playbook.
- Fees can be paid by credit card on Playbook OR they can send an e-transfer to burloakbasketball@gmail.com.
- If a family wishes to pay by cash, please have them send an email to arrange to provide the cash directly to the Director, Operations & Finance. ***Coaches are NOT to be handling cash under any circumstance.***
- Communicate with parents/players once team offers are accepted and players are assigned to your team.
- A parents manual will be provided to you to distribute electronically to your parents.

During the season (October to April)

- Be on time for all practices and games, preferably 15 minutes early to set up.
- Be the last to leave the facility. Never leave until ALL your players have left the building, unless your Team Manager or Assistant Coach has agreed to stay.
- Ensure to take the time to put away ALL equipment, dispose of any garbage, and leave the area you used clean for the next team.
- Plan your team practices. (an [example practice plan template](#) is available in the appendix). Consider the development needs of each player. Refer to your NCCP course materials for more information planning and player development.
- Deliberately prepare for every game. Do not think you can ‘wing it’. The best outcomes come from coach preparation.
- Always use positive encouragement, including constructive feedback for players at all skill levels.
- Co-ordinate notices of schedule changes with Assistant Coach and Team Manager, who will then update parents and players.
- Communicate any information as instructed by Director, Operations & Finance.
- Notify Burloak Operations of any cancellation or scheduling issues immediately upon hearing of an issue.

End of season (May to June)

- Return all Burloak Basketball equipment (team blood jerseys, first aid kit, unused OBA scoresheets) to Director, Operations & Finance.
- Schedule your exit meeting for your coaching team and Team Manager with Director, Operations & Finance.
- Ensure all necessary reports are completed, e.g. Incident Reports.
- Choose your team’s (most valuable all-round player) and Most Improved Player and send the information to burloakbasketball@gmail.com.
- Encourage your players and families to attend the season-end Banquet.

Financial Responsibility

For the 2024-2025 season, teams will not be running their own budgets or have their own accounts. All fees will be collected through Playbook, and the Director, Operations & Finance will handle your team’s registration in your main leagues.

Each team will be required to track any fundraising activities and amounts. Coaches are NOT to be handling cash under any circumstance.

Your offer letters include a list of recommended leagues. We also recommend that any tournaments you play in are OBA sanctioned so that the games count towards your rankings for Ontario Cup.

To find a sanctioned tournament [click here](#). Once you have decided on the tournament you want to participate in, email burloakbasketball@gmail.com and request to be registered for the tournament. Always check this list to confirm the sanctioned status. There are some member organizations of OBA that have the OBA logo on their pages because they participate in OBL, but do not sanction their tournaments.

If you are interested in hosting an OBL weekend to earn some revenue for your team, or a sanctioned tournament, please let us know.

Coach Behaviour

Interaction with Coach Colleagues

- Your fellow coaches are your colleagues and part of the Burloak program and the larger Basketball Community in Ontario and need to be treated with the respect you expect for yourself.
- Players and parents should never see coaches as antagonistic to or with one another.
- When sharing a gym, please work with the other coaches to maximize skill development.
- During competition, your coaches are still colleagues. You work together to ensure the game is played with mutual respect and good sportsmanship.

Interaction with Players

- You are a role model for your team; so, choose to demonstrate the behavior you expect to see from your players.
- All youth mature and develop at different ages and in different ways. It is important to keep an open mind and seek understanding through discussion, not reaction.
- Remember that basketball is a late developing sport. Bruins youth need to be equipped with all skills, especially sportsmanship, how to have clean and healthy fun, the basics of basketball, and general athletic skills and training.
- Swearing, harsh criticism and excessive yelling are NOT acceptable in practices or games. If you find you have become carried away during a game, simply acknowledge the behavior to your team and apologize for setting a bad example.

Interaction with Parents/Guardians

- Your role in relating to parents can critically affect how their child performs for the team.
- You, your coaching team and Team Manager can serve as a valuable resource by answering parents' questions. Parents can enjoy their child's participation more if they acquire an understanding and appreciation of the sport, including knowledge of basic rules, skills, and strategies.
- Parents should be reminded that they are important role models for their children's behavior.
- Your role is to clearly inform parents about the type of behavior which can adversely affect the players and the team during a game, e.g. coaching from the stands, verbally abusing referees, taunting the competition and/or opposing parents groups.
- A conversation with a parent who is emotional/confrontational/aggressive should be deferred to a later time away from the players, when you are clear-headed and non-reactive, ideally after a game.

Reminder: You have signed a Code of Conduct for Burloak Basketball and OBA, which obligates you to uphold the standards of behavior as outlined. If there are any issues in the areas above and discipline may be necessary, please contact the Director, Operations & Finance first and refer to the Conflict Resolution Process and Dismissal Procedure sections in this manual.

Support for Burloak Coaches

Coaching Resources

Burloak Coach Manual: This manual is designed to capture all your need-to-know information about being coach in the Burloak Basketball programs. Its contents will evolve over time, including dynamic online updates and hard-copy updates for each season.

Online Tools at burloakbasketball.com: The [coaches section](#) of our website contains skills drills information for each age group. Over time, more resources will be posted for your use.

NCCP Training: The OBA requires training and certification for coaches, specifically Learn to Train and Train to Train. These courses are offered locally during the season for your convenience. Please go to gameplanbasketball.ca for dates and locations.

Burloak Coaches Clinics: Opportunities to develop your coaching skills will be offered during the season. Upcoming dates will be announced via email from burloakbasketball@gmail.com.

Assistant Coach(es)

The team of coaches works together to get the most out of their players on the court.

Assistant basketball coaches are an essential part of helping the Head Coach prepare for games and may even develop a specialty, such as player analysis, and defense and/or offense strategies.

Assistant coaches serve as a constant reminder to players of what is expected of them and serve as an example of the proper tone and behavior for the team. At practices, Assistant Coaches may take notes outlining what works and what doesn't, which players need improvement in certain areas, and what to address at game time. Essentially, Assistant Coaches help the Head Coach to gather more information than one person ever could.

Team Manager

Your Team Manager is responsible for the overall administration and organization of the team, which enables the Head Coach to concentrate on all training and preparation aspects of the team.

The role is to act as the liaison between the team, coach, parents, and, in some cases, the Burloak Basketball administration. The Team Manager is expected to work closely with the coaching team to create a high level of team spirit and camaraderie with the full support of the players throughout the season.

Burloak Trainers & Aldham Athletic Development

As part of the training plan and program development for all Burloak Basketball Rep teams, each team will be scheduled during the week to work directly with our Strength & Conditioning coach, Jeff Aldham.

Jeff will speak with each coaching staff to determine the needs of the teams to utilize him to his full potential in training your team(s).

In addition to this, once a week, each team will be scheduled with one or more teams to allow you the ability to scrimmage (aka “Game night”) and implement your systems against a team that doesn’t know the ins and outs of what you are running to assist in preparing you for your competitions. Tyrel, Neil and other experienced trainers will also be available and assigned to work with your teams.

These costs are covered in your budget and will be pre-scheduled. You do not need to spend your own money or worry about working out times for them to be with you.

Communication

Communication exchanges between Executive Team members with coaches and team managers as a group, and individual parents and/or players are email-based. The official email of Burloak Basketball is burloakbasketball@gmail.com

Internal team communication.

Bruins teams use **Heja**, a web and app-based tool to manage all your team information in one secure place, including contact information for parents and coaches, team schedule, game-specific information and instructions as well as dynamic chat groups.

No other apps, social media sites, etc. should be used for your team communication. Including WhatsApp, or text message groups. If your team wishes to use a different platform, a dedicated administrator from our team must be added as a team manager to ensure that scheduling changes are reflected accurately.

First Team Practice - Administration

No later than the first team practice, all your athletes are required to be registered on Playbook and pay their admin deposit (\$550 for non-Academy teams, \$1,000 for Academy/Prep teams) and to have paid the funds to order the gear. Each team member has several waivers to sign off on during registration and they cannot participate without the waivers being signed for insurance reasons.

The Team Manager is encouraged to actively support the Director, Operations & Finance, as well as the Head Coach in collecting the necessary information, particularly all forms and payments, and ensuring all paperwork is provided to the Burloak Basketball Executive staff. Refer to the [Head Coach check list](#) in the Appendix for specific action items.

Prior to this practice, the head coach should ensure that the team has received the parents manual in advance to be able to have the parents meetings and discuss any questions/concerns.

A parents meeting is REQUIRED as this sets the stage for coach communication and provides you with the opportunity to set the expectations of your team.

Coach Team Binder & Tool Kit

In your NCCP courses, coaches were instructed on the importance of having a Medical Information form for each player and coach as well as Emergency Action Plans. [Sample forms](#) are included in the Appendix.

By the end of your first practice, all parents should have completed and returned a Medical Information form for their player. Once the Head Coach has access to their facilities, they are responsible for creating an Emergency Action Plan (EAP) for each facility on behalf of the team that should cover:

1. Designate in advance who is in charge in the event of an emergency (this could be you or you may delegate this to an Assistant Coach or your Team Manager).
2. Have a cell phone with you and make sure the battery is fully charged.
3. Have emergency telephone numbers with you (facility manager, fire, police, and ambulance) as well as contact numbers (parents/guardians, family doctor) for the participants.
4. Have all the Medical Information sheets on-hand (with the first aid kit) so that this information can be provided to emergency medical personnel.
5. A signed consent from the parent/guardian to authorize medical treatment in an emergency.
6. Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
7. Have a first aid kit accessible and properly always stocked (all coaches are strongly encouraged to pursue first aid training).
8. Designate in advance a “call person” (person who contacts medical authorities and otherwise assists the person in charge).
9. Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.



Team Practice Facilities

Burloak Basketball is one of very few clubs that have our own practice facility. Our partnership with B-Town courts allows us the unique opportunity to build a club-wide culture of support, inclusiveness, and a positive work environment for our staff. This also allows for a unique relationship between teams, and parents, to assist them in not having to drive to multiple schools in town for kids with practices at similar times.

To assist us in fostering this partnership:

- PLEASE ensure each person attending a practice or game disposes of their garbage AND does not wear wet/dirty shoes onto the court area.
- All individuals on the court MUST wear clean, dry, court shoes.
- Anyone seeing wearing non-basketball footwear (slides, Crocs, sandals, lifestyle shoes (ie, Airforce ones), slippers, booties, etc.) must be approached by any Burloak Basketball Coach or staff member and ask them to leave the court and put on correct footwear.

Using Schools for Games - If a school is closed for any reason, your permit for that date will be cancelled, e.g. inclement weather, power failure, or construction.

- Practices/games held at any school facility must have a hard copy of their team's specific permit. These documents should be always kept in your Coach's Team Binder.
- The custodian at a school may ask to see your team's permit. You must be able to show it, or you risk being asked to leave the school's property.
- Please check your school permit to confirm the gym is available for your date and time. At times, the school will book the facility for its own use, and your permit is cancelled.

Remember – you are the face of Burloak Basketball for all those who you encounter. You are expected to adhere to any rules and regulations regarding the facilities you are in.

Notes on Service Dogs:

We have 2 staff members that have a disability that requires the use of services dogs. This will be new to many of you.

It's important to note that they are NOT emotional support dogs or pets. They are service dogs and are an extension of the person handling them. All service providers must welcome service animals, with a few food-related exceptions. They have paperwork. Here is the link for information on [AODA](#) in general.

Tips for interacting with an individual with a service animal:

- Pay attention to the owner, not the service animal
- Do not touch the animal without asking permission first
- Be sensitive and respectful; don't ask the individual about their disability
- Do not request that the animal be left in a different location

Several pieces of legislation in Ontario specifically address rights and restrictions for persons who use service animals. These include Ontario's [Human Rights Code](#) (the "Code"), the [Accessibility Standards for Customer Service Regulations](#) under the [Accessibility for Ontarians with Disabilities Act \(the "AODA"\)](#), the [Blind Persons' Rights Act \(the "BPRA"\)](#), and the [Health Promotion and Protection Act \("HPPA"\)](#)

Accommodating the individual needs of people with disabilities is a legal duty under the Ontario Human Rights Code and the AODA. This enables people to benefit equally and take part fully in the workplace and all parts of life. Employers and workers may feel that having a service animal in the workplace is a nuisance or may be concerned with safety. Some may even worry about allergies in the workplace. Employers cannot deny entry to people who use a service animal. Workplace parties must remember a service animal is not a pet; it is an assistant or guide.

Game Play

All OBA sanctioned games are governed by the rules of FIBA (International Basketball Federation):

<https://www.fiba.basketball/>

Please [review OBA Rules and Regulations](#) for their exceptions.

Burloak Basketball uniforms

- All coaches are provided with gear that is paid for by their coach honorarium. Coaches are to present themselves in a professional appearance and wear the gear provided to them at games.
- All players must wear their provided Burloak Basketball jerseys (home or away designated by game) and Burloak shorts.
- Teams should all travel wearing their Burloak track suits.
- A t-shirt worn under the jersey must match the jersey in colour, i.e. white t-shirt under white (home) jersey, black under black (away) jersey . White will be worn under pink jerseys.
- Players may only wear arm and/or leg sleeves, but every member of the team must wear the same colour of both arm and/or legs.
- Knee coverings, e.g. knee pad or brace, must not be attached to the leg sleeve.
- Compression shorts cannot extend past the end of the Burloak shorts.
- Compressions tights, i.e. reaching below the knee, are not permitted.
- Religious headwear is permitted.
- Entire arm and leg coverings for religious reasons are also permitted; the colour should match the uniforms.
- The Burloak jersey and shorts must be worn over top of the coverings.
- Burloak Basketball recommends that all players wear mouth guards to protect their teeth as well as mitigate any potential impact to the face and jaw. If a player is wearing braces, orthodontic mouth guards are available at area sport stores or from your orthodontist.
- No jewelry may be worn by any player on the court. It must be removed, not covered. This applies to rings, piercings, chains, earrings, bracelets, and hair accessories (e.g. hairpins, combs, etc.). Pierced earrings MUST be removed. They cannot be taped over.
- Medic alert bracelets should be kept by the parent(s) during the game. Without a parent present, the bracelet must be taped over tightly to the wrist.
- A Medical Information Form for this player, which describes the reason for the medic alert, must be stored with the team first aid kit.
- Burloak Basketball recommends players wearing corrective glasses use prescription goggles with a band around the head.

Highlights of OBA Rules & Regulations

OBA 2024-2025 Rules and Regulations Manual is posted here:

<https://basketball.on.ca/competitions/rules-regulations/>

Changes & Points of Emphasis for 2023-2024 Season

*pending update for 2024-2025 – In the event of no update, these will be a focus for the current season as well.

Coaching Certifications

Coaches must have the appropriate level of certification to be registered and actively coach with any OBA team. OBA will check NCCP Numbers to confirm that coaches are appropriately certified. Coaches attempting to register without the appropriate certification will be contacted and given instructions as to what they must complete to be registered.

Coaching Exemptions

Due to the unavailability of clinics and evaluations, we will be allowing coaching exemptions for this season. Coaching Exemptions will be as follows:

- L2T – \$250
- T2T – \$300

You will not need to complete an exemption if you have completed the clinic and are waiting for an evaluation. If your status is Trained on Gameplan for the corresponding age group, you will not be subject to an exemption.

To pay for your coaching exemption, please visit gameplanbasketball.ca. Select the “Workshops” tab and view “Coaching Exemption” as the Workshop Name.

Late Fees

If accepted by Ontario Basketball, teams that register past the team’s specific deadline will result in a \$150 late registration fee in addition to the Ontario Basketball League and/or OBA Championship fees.

Minimum Number of Players to Start Game for U10-U12.

- To have an eligible roster, teams in the U10-U12 cohort MUST carry a minimum of 10 players.
- The maximum number of players a roster can have is 15 players
- At the start of any game, a team must have 8 players that are dressed and able to play within the equal playing time rules.

Game Forfeiture Due to Team Behavior (players, coaches and parents)

Game officials may forfeit a game at any time during gameplay if the actions by a team, player, coach or parent prevent the game from being played (e.g. Ejected player, coach or parent refusing to leave the gym).

Game officials may forfeit a game at any time during gameplay if a team refuses to play after being instructed to do so by the crew chief.

Game Forfeiture for Provincial Championship, Ontario Cup & Sanctioned Tournaments

If in an OBA sanctioned tournament, a team forfeits for a second time, the team shall be disqualified from the tournament and the results of all games played by this team shall be nullified.

Pre-game “no shows” for sanctioned tournament games including provincial championships will follow rule 8.3.1

For the purposes of tiebreaker point differential in tournaments, the following outcomes will be used if game officials forfeit a game at any time during play once a game has started: If the team to which the game is awarded is ahead by 20 or more points, the score shall be record as a 20-0.

If the team to which the game is awarded is ahead by 1-19 points, the score shall stand as is at the time when the game stopped.

If the team to which the game shall be awarded is tied or not ahead, the score shall be 2-0 in its favour.

Requirements to Coach Youth Basketball



You must have all the training required by the OBA for the division you coach. Please ensure you are aware of any new requirements. Burloak Basketball will support the cost of training with proof of successful course completion through the Coaches Association of Ontario [Coach Bursary Program](#).

All coaches must complete their certification within one year of their training. The one-year window allows ample time to complete the portfolio and on-court evaluation. Once the one year have passed, coaches must pay a \$100 fee to complete their evaluation.

Required Coaching Certification			
Level	Head Coach	Assistant Coach	Manager
U10 to U12	Certified Learn to Train	Certified Learn to Train	Certified Learn to Train OR First Aid OR High Five OR Athletic Trainer certification
U13 to U15	Certified Train to Train	Trained Train to Train	Certified Learn to Train OR First Aid OR High Five OR Athletic Trainer certification
U16 to U19	Certified Train to Train	Trained Train to Train	Certified Learn to Train OR First Aid OR High Five OR Athletic Trainer certification

Coaching Certification Checks

A coach must have the appropriate level of certification to be registered and actively coaching with any OBA team.

During the registration period at the beginning of the season, OBA will check NCCP Numbers to confirm that coaches are appropriately certified. Coaches attempting to register without the appropriate certification will be contacted and given instructions as to what they must complete to be registered.

Coaches that do not attend a clinic and/or complete their evaluation as requested will not be permitted to register and coach.

Points of Clarification and Examples

1. A “Learn to Train – Trained” coach moves up from U12 to U13 as a Head Coach. This Coach will need to first complete their Learn to Train Certification (portfolio and practice evaluation) and then attend a Train-to-Train course and work towards completing their T2T evaluation as soon as possible.
2. A U16 Team realizes at the eleventh hour that they don’t have a coach available and a parent steps up and volunteers to coach. They will not be expected to take L2T and T2T and complete both evaluations in the same season. We will ask them to fully complete Learn to Train in season one, and then Train to Train in season two.

Coaching Certification Contact

Contact Tristan Cave (tcave@basketball.on.ca) with questions regarding certification and NCCP clinics.

Certification for Managers

Managers who do not have Learn to Train certification must e-mail their first aid OR High Five OR athletic trainer certificate to bdickinson@basketball.on.ca to be registered with a team.

Vulnerable Sector Checks (VSC)

You must provide a Vulnerable Sector Check. The cost is \$30+ fees. teacher attestations are not a sufficient substitute for a vulnerable sector check. You will need to do 1 check for each agency you are volunteering with. Burloak Basketball cannot accept VSCs that were obtained for other organizations.

The request for the Vulnerable Sector Check can be submitted online:

- Halton Police Services: <https://www.policesolutions.ca/checks/services/halton/index.php>
 - Note: to use the Halton police services, you MUST be a resident of the Region of Halton (including Oakville Burlington, Milton, or the Town of Halton Hills) to apply through this system.
- Hamilton Police Services: <https://www.policesolutions.ca/checks/services/hamilton/>
 - Note: You must be a resident of the City of Hamilton (including Ancaster, Dundas, Stoney Creek, Flamborough, Binbrook and Glanbrook) to apply through this Police Service

You must follow the OBA rules and standards for coaches and be fully accountable for all terms in the Code of Conduct for Coaches. A breach of this code could result in your dismissal from the Burloak Basketball Club.

Athlete Injury Procedure

If an athlete is hurt during a game and/or practice, and incident report is to be complete. A copy of the form is included in the Appendix of this manual.

Any head injury requires immediate stop of play, and the athlete is not to return to play until they are seen by a doctor. At which time, refer to the Rowan’s Law and Concussion Protocol information on how to return the athlete to play following doctor’s guidance.

Any injury resulting in the athlete missing one or more practices/games should be seen by a doctor. It’s strongly recommended that any sprains/breaks that the parent/guardian take the child for an x-ray and a doctor not with diagnosis and prognosis be provided.

Athletes should ONLY return to play under doctor’s recommendation and/or physio therapist if referred to a physiotherapist by the doctor for that specific injury.

OBA Concussion Policy & Code of Conduct

This Concussion Policy and Code of Conduct was developed in collaboration with the Concussion Centre at Holland Bloorview Kids Rehabilitation Hospital, Ontario Physical, and Health Education Association, and the Coaches Association of Ontario.

Purpose

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.

Jurisdiction

This Concussion Policy and Code of Conduct applies to coaches and team trainers of all OBA sanctioned teams, to athletes participating in all OBA sanctioned activities, and to parents/guardians of participants.

Concussion awareness resources and education:

Coaches, Team Trainers

Every **coach and team trainer** of every OBA sanctioned team and program is responsible for:

- reviewing annually (and confirming such review as required by OBA) the concussion awareness resources available from the Ontario Ministry of Tourism, Culture and Sport website (MTCS); and,
- reviewing annually (and confirming such review as required by OBA) this Concussion Policy; and,
- Code of Conduct annually and implementing it in all OBA sanctioned activities.
- Complete Making Headway in Basketball and/or Making Headway in Sport.

Any changes to this Concussion Policy and Code of Conduct will be highlighted and communicated prior to the start of a season.

Participants

Every participant in an OBA sanctioned activity is responsible for:

- a) confirming annually as required by OBA their review of the concussion awareness resources available from the Ontario Ministry of Tourism, Culture and Sport website; and
- b) confirming annually as required by OBA their review of this Concussion Policy and Code of Conduct.

If a participant is under 18 years of age, the parent/guardian of such participant is also responsible for a) and b) above.

Concussion Prevention

OBA-sanctioned games follow the most current version of the Official Basketball Rules adopted by the International Basketball Federation (FIBA). Officials are responsible for ensuring participant safety during

games through appropriate application of FIBA Rules in situations including but not limited to playing surface, equipment, player injury, fouls, violence, and unsportsmanlike conduct.

In addition to in-game sanctions administered by officials, participants who engage in unsafe and/or violent behaviour may be subject to further discipline through OBA's Fair Play Committee, as outlined in OBA Fair Play Policies and Procedures and Schedules A and B thereto.

Code of Conduct

Each athlete, parent/guardian of an athlete who is under 18 years of age, coach and team trainer hereby commits to the following:

1. Fair play and respect for all.
2. Zero Tolerance towards abuse of officials and facility staff.
3. Concussion recognition and reporting, including self-reporting of possible concussion and reporting to a head coach when an individual suspects that another individual may have sustained a concussion.
4. Supporting the Return-to-Basketball Protocol; and
5. Each athlete, and parent/guardian of an athlete who is under 18 years of age also hereby commits to sharing any pertinent information regarding incidents or a removal from sport with the athlete's school and any other sport organization with which the athlete has registered.
6. Each coach hereby commits to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

Annual Evaluation of Concussion Policy and Code of Conduct

OBA will evaluate the effectiveness of this Concussion Policy and Code of Conduct and its implementation annually and make changes as necessary.

Rowan's Law

Rowan's Law (effective July 1, 2019) requires all players under 26 years of age and all parents/guardians of players under 18 years of age and coaches to review Ontario's Concussion Awareness Resources and OBA's Concussion Policy and Code of Conduct (section above) on a yearly basis. Any team member who has not met the requirements of Rowan's Law will not be registered with the OBA. To meet the requirements, formal acknowledgement must be provided by following the instructions provided in the OBA email.

Ontario's Concussion Awareness Resources: <https://basketball.on.ca/coaching/concussion-resources/>

OBA's Concussion Policy and Code of Conduct: <https://basketball.on.ca/about-us/policies-andprocedures/concussion-policy-code-of-conduct/>

Team Fundraising

Each team is provided with sufficient funds to operate at a competitive level each season as well as their OBA membership and tournament fees. If a team would like to participate in extra tournaments or other opportunities, it is their choice to raise funds to cover the additional costs.

Please remember it is a long-standing policy of the Burloak Basketball program to hold 10% of your team's total fundraising amount in support of our license fees, player subsidies, equipment, and facility costs.

Fundraising Guidelines

- **Teams may use the Burloak Basketball logo to support fundraising.**
 - Teams may use the “Burloak Basketball” Logo to support their fundraising efforts. Use of our logo provides legitimacy and authenticity to your promotional efforts. You may not, however, modify the logo in any way, either on your own or with the use of a professional designer.
 - If you require the files, please email burloakbasketball@gmail.com only specific teams may use the “Burloak Elite” and/or “Burloak Prep Academy” logos. Please do not use these versions of the logos without prior written permission.
- **All members of your team (parents, coaches, players) must follow Canadian anti-spam legislation (or CASL) when using electronic communications.**

When promoting your team fundraiser, we need to be cognizant of the "CASL" guidelines when using emails /electronic communications. Teams may send emails to their family and friends when requesting support for fundraisers; however, sending mass emails to everyone in one's contact list is not acceptable.

Burloak parents should be exempt when communicating about fundraising due to a piece of the legislation called the ‘Personal Relationship Exemption’. If the sender is an individual, they can send personal messages to people they know to offer a product or service.

More information can be found on the CRTC website:

<http://www.crtc.gc.ca/eng/com500/infograph6.htm>

- **Any donation to a Burloak team fundraiser by a commercial/professional organization is a business expense, which will not receive an official tax receipt.**
 - The Burloak Basketball Club is not a charitable organization. As such, Burloak Basketball and any team, cannot issue charitable donation receipts for any fundraising activities. Teams may choose to issue receipts for support of \$500 or greater. These are not official tax receipts. They are business expenses.
- **All raffles/lotteries require a license.**
 - All raffles/lotteries require a license from the City of Burlington without exception. Please see the following section “Requirements for Lottery Fundraisers”.
- **All team fundraising must be recorded and remitted to Burloak Basketball.**
 - There is no limit to the amount of additional fundraising undertaken by each Burloak team. It is important to record all fundraising monies in your team budget and remit the funds collected within 24 hours of the funds being collected to the Director, Operations & Finance.
 - Each team will be provided a link to a spreadsheet to track the fundraiser.
 - The Head Coach is responsible for overseeing the activities and ensuring our fundraising guidelines are followed.

If any of your fundraising activities puts your team, our Burloak Basketball programs, and/or the club itself in jeopardy, your team will lose their competition budget.

Examples of such risks include, but are not limited to, holding funds in a personal bank account, having cheques issued to your or another coach's name, and organizing a lottery/raffle without a license.

- **All team funds (fundraising and Burloak competition budget) must be spent in the current season (2024-2025).** Funds cannot be carried over from one season to the next. Any funds remaining that are unspent at the end of the season are released back into the general Burloak organization for re-distribution for the next year to all teams.

For any questions about our Fundraising Guidelines, please contact the Burloak Executive Administrator.

Team Fundraising Ideas

The following ideas were provided by several experienced Team Managers.

Sell of items from a known vendor with a mark-up on unit cost, for example:

Kernels	Popcorn (gluten, peanut free)	https://www.kernelspopcorn.com/
Chocolates	Rheo Thompson	https://www.rheothompson.com/productcategory/special-orders/fundraising/
Frozen meats	JD Sweid Foods	https://www.jdsweid.com/fundraising/
Pepperettes	Dettweilers	https://www.dettweilersausage.ca/fundraising/
Poinsettias	Area nurseries	
Boxes of Krispy Kreme donuts	Krispy Kreme	http://www.krispykreme.ca/fundraising-community/

- BBQ fundraiser at Sobeys for 4 hours on a Sunday (some teams have been able to use their BBQ, propane, and tables)
- Raffle: choose a highly desirable item, or have an item donated by parent/area business; sell tickets for a random draw on a specific date within City of Burlington, must have a license and each ticket must have license number printed on it
- Bottle drive

Requirements for Lottery Fundraisers

For any raffle/lottery conducted within the Burloak Basketball Club, the Alcohol and Gaming Commission's (AGCO) rules and guidelines must be followed regardless of the prize (tickets, donated item, 50/50, gift card, etc.).

A license from the City of Burlington is required for all raffles. The lottery license number must be printed on all raffle tickets. Prizes must be valued at a minimum of 20% of your maximum potential ticket sales.

Anyone selling raffle/lottery tickets MUST be 18 years or older and CANNOT sell to anyone 18 years of age or younger.

Information can be found on the City of Burlington website <https://www.burlington.ca/en/applications-licences-and-permits/lottery-licences.aspx>

While this process has several steps to follow, it is imperative that every lottery within Burloak Basketball have a license. Not doing so risks losing our club's standing and your coaches and Team Manger being fined.

Conflict Resolution Process

The OBA requires that each coach, parent, and player sign their respective Code of Conduct at the start of each season. In signing Codes of Conduct, coaches, parents and players have confirmed their responsibility to a respectful, positive, and orderly sporting environment for the game. All are expected to maintain a situation where conflict and difference can be addressed in a manner characterized by individual value and civility.

From time-to-time, there may be a misunderstanding, a lack of communication, or a serious situation which requires attention. When this happens, all parties must work together to resolve the matter. A parent and/or player has a right to express concerns, a coach has the right to respond, and Burloak Basketball has an obligation to support their club members and staff.

A timely process towards resolution is recommended:

1. Parent/Player* with a concern will typically first address their concern with the team's Head Coach*.
2. If the concern is not resolved within one week, the parent may speak with Executive Administrator and/or the Director, Operations & Finance and Head Coach together (player inclusion is optional). If the parent hasn't spoken to the Head Coach, Burloak Staff will ask them to do so.
3. Burloak staff will request the parent(s) to put their concern in writing to clearly identify the potential issue.
4. If the concern has not been resolved with the Head Coach and Director, Operations & Finance by the second week, the parent may contact the Burloak Basketball Vice-President, who will bring forward to the President.

*The process will be the same if a concern is raised by a Head Coach or Team Manager with a parent on the team.

It is important to deal with any concerns as soon as the matter is raised. If left unaddressed, the situation can intensify and become a negative distraction for the team.

Player Dismissal Procedure

To ensure that all parties are treated fairly and equitably, the following process is defined and MUST be followed in the event an athlete is to be dismissed from the team.

NOTE: while some parents/coaches may see the following as "Bureaucratic Red-Tape" policies and procedures are in place to protect you as a coach, us as a business, and the players and parents. Failure to comply with policies and procedures will lead to disciplinary sanctions.

1. All players are to sign the player contract – This is also done electronically at the time of registration.
2. All parents are to sign the Parent Code of Conduct
3. As a member of Ontario Basketball, and Canada Basketball, all players, parents/guardians and spectators are bound by the Policies and Procedures at minimum of the governing bodies. This includes the Zero-Tolerance policy towards treatment of officials and staff.
4. Burloak Basketball reserves the right to increase any sanctions and implement any policies and procedures that are more stringent than the minimum recommendations and will be posted in the FAQ section of www.burloakbasketball.com.

If a situation arises where a player is required to be subject to some kind of discipline, please note the following:

1. All discipline for players and teammates must be aligned with the Safe Sport Guidelines.
2. All coaches, staff, players and parents are bound by Rowan's Law when it comes to head injuries. There is Zero-tolerance at Burloak Basketball for placing athletes at risk after a head injury. Failure to comply with the Concussion awareness policy and procedures may result in immediate dismissal from a team.

Step 1: Ensure to have your parent's meeting at the very first team practice so the team expectations are clear. Document the date and time of the meeting, as well as who was in attendance. Coaches should email all parents after the meeting highlighting key points and be open to any questions.

Step 2: For a first infraction of team rules/expectations, speak with the athlete. The athlete may be asked to sit out a practice or be benched for a game. For any athletes under the age of 16, the parents MUST be part of the disciplinary conversation, and the Rule-of-Two must be followed. Document the date/time/location of the infraction, as well as the discussion and disciplinary action.

Step 3: for a secondary infractions, a parents meeting must be held with all parents/guardians and coaching staff to highlight this is now a secondary infraction, and the coach must highlight the steps to show re-committal to the team, and the athlete and parents must commit to making the effort to execute the steps. A warning is to be issued at this point that continued negative behaviour may result in dismissal from the team. This is to be followed up with an email that copies burloakbasketball@gmail.com to highlight the infractions, and the steps taken. Document the date/time/location of the infraction, as well as the discussion and disciplinary action.

Step 4: Any further infractions are now considered sever team disruption. The coach can now email the parents and ask that the athlete does not return to the team. This email must have burloakbasketball@gmail.com copied on it. The email must document the date/time/location of the infraction, as well as the previous discussions and how expectations were not met. Fees are not refunded to families due to dismissal from the team for disciplinary reasons.

Once the decision is made to remove the player from the team, the Player Release form must be completed and sent to the parents/guardians as well as burloakbasketball@gmail.com

Coach Dismissal Procedure

The Canada Basketball Verification Program is designed for everyone providing basketball opportunities for players in Canada. The program is founded on three pillars of success:

- o Safe Sport & EDI (Equity, Diversity, & Inclusion)
- o Technical Skills
- o Governance & Administration

These pillars have been established as the foundational standards for all Verified organizations. Athletes, parents, coaches, officials, and organizers can have confidence their Verified organization's alignment with best practices for basketball programming in Canada.

Verified programs are recognized for being leaders in Safe Sport, as well as their commitment to excellence and best practices. Aligning these best practices across our country will allow us all to drive positive changes and provide the best basketball experience possible for our members.

Each season marks a new cycle of required training and compliance for ALL coaches. As noted in the "Requirements to Coach Youth Basketball" Section, our governing bodies (OBA and Canada Basketball) require a minimum standard of training for coaches in youth basketball.

Coaches are onboard with clear communication and the coach manual provided, as well as a list of action items to be completed. This includes registration on RAMP as a Coach, a vulnerable sector check, completion of Safe Sport Training, and any other courses required as noted by OBA. The 2024-2025 season marks the start of a campaign by OBA to follow up with all compliance items with coaches. If coaches are found to be non-compliant, OBA has the right to deny the coach entry to a facility and/or to sit on the bench at any time. Burloak may be required to provide proof of onboarding and email trails requesting coaches to complete action items.

Coaches missing any requirements will be temporarily assigned a team until such time as items are completed. A due date will be provided in written communications as to when the items must be completed by. Failure to comply will result in a written reminder to complete the items. If OBA communicates that a coach is non-compliant, the coach will be suspended until they are compliant.

All coaches are to familiarize themselves with the Rules and Regulations, as well as Ontario Basketball Policies and Procedures that govern our club. Failure to act in accordance with these policies and procedures may result in coach suspension by the Fair Play Committee and Discipline Panel. Burloak is required to follow all instructions from the Committee of Fair Play and Discipline Panel decisions at a minimum. Burloak reserves the right to add to the minimum discipline decision at their discretion. Suspension and/or Disciplinary decisions become part of your coaching record.

Multiple infractions will lead to your removal from the club. There is a Zero Tolerance policy in place for abusive behaviour towards not only our athletes, but our parents and fellow coaches. Physical or psychological abuse will result in the immediate removal from the club.

Burloak Basketball Partners

The support from these organizations enhances what we can offer in developing athletic skills and building team cohesiveness; as well as the availability of higher-level basketball games (at a reasonable cost) gives our players an up-close view of the sport's strategy and aptitude as delivered both on and off the court.

Sport alliances:



Community supporters:



Appendix I:

Sample Forms and Important Documents



Head Coach Checklist

The Head Coach is responsible for ensuring all aspects of team and player registration is completed. It is at the coach's discretion to determine the process for their team.

The Team Manager is encouraged to actively support the Head Coach in collecting the necessary information, particularly all forms and payments, and ensuring all paperwork is provided to the Director, Operations & Finance.

First practice & parent meeting:

- Introduce yourself, your assistant coach(es) & team manager(s), including an overview of your role on the team and why you chose to be a volunteer with Burloak Basketball.
- Talk about responsibilities of coaches, parents, and players in always maintaining a respectful and positive environment for the team.
- Discuss the importance of each party signing Codes of Conduct as required by the OBA, including a breach of their Code resulting in a possible player dismissal from the team.
- Collect signed Codes of Conduct for each player, one parent per family, and each coach. *(The Team Manager will retain signed copies in his/her records.)*
- Discuss team use of Heja as team and club communication tool. Ensure one parent for each player has registered their account with your team. *(refer to section XX for more information)*
- Instruct parents to complete & return a Medical Information form for their player. *(These forms are kept by the Head Coach with the team first aid kit.)*
- Explain additional costs for Burloak Program – refer to the attachment sent with your team offer.
- Provide an overview of playing schedule, number of tournaments, OBA location, etc. *(please consult OBA schedule for city and dates – handed out at coaches' meeting).*
- Discuss the importance of respecting rules of your practice environment, e.g. do not prop open doors, garbage in garbage cans, park in parking lot, etc.
- Encourage parents to attend as many games as possible, be social with one another, and cheer on the players as a team. Basketball should remain a fun sport for everyone.

By your third week of practice:

- Complete Emergency Action Plan for each practice facility *(reminder: this was part of your Learn to Train course)*
- Sort through and confirm contents of First Aid Kit provided by the club
- Create Head Coach Team Binder with the following records:
 - completed Medical Information Forms for each player & coach
 - completed Emergency Action Plan for each practice facility
 - copies of school permits for each practice facility
 - hard copy contact form (optional)

(Team Manager will have a binder with copies of players' birth certificates; all signed Codes of Conduct from parents, coaches, and players; hard copy contact form (optional); list of noted allergies for players (optional); and, other as determined.)

➤ Assemble items for Head Coach 'tool kit'

Item	Notes
Head coach team binder	Required contents: <ul style="list-style-type: none"> • completed Medical Information Forms for each player & coach • completed Emergency Action Plan for each practice facility • copies of school permits for each practice facility • hard copy contact form (optional)
Coaches manual	provided by the Director, Operations & Finance
First aid kit	provided by the Director, Operations & Finance
OBA Scoresheets	provided by the Director, Operations & Finance
Clipboard w/pens/markers	recommended
Towel(s)	recommended to wipe water spills and/or shoes
Air pump	Recommended
Whistle	Optional
Stopwatch	Optional



Practice Plan Template

Team: _____

Date: _____

3 Points of Focus

- _____
- _____
- _____

7:00-7:05 - Call everyone at the center. Do a quick check-in with all the athletes and provide an overview of what to expect for practice.

7:05-7:10 – Dynamic warm up

7:11-7:20 – Ball handling

7:21-7:35 – shooting drills/skill work

7:36-7:38 – Water

7:39-8:00 – Full court conditioning drills – transition, floor spacing, passing, full court lay-ups, build into advantage drills to work on decision making

8:01-8:07 – Shoot 10 free throws, record how many made

8:08-8:10 – Water

8:11-8:25 – System work (offensive, defensive, scrimmages).

8:26-8:30 – Cool down



PARENT CODE OF CONDUCT CONTRACT

As a parent of a player on a Burloak Basketball team, I understand that the following are my responsibilities at practices and during games:

I will:

- Remember that children should be having fun when they come to practice or a game.
- be encouraging, supportive, and affirmative regarding my child's play on the court.
- respect officials and accept their decisions.
- encourage my child to be a good sport.
- support the coaches and trust that their decisions are in the best interest of the athlete and the team.
- refrain from negative communications with athletes, coaches, the scorers' table, or game officials.
- provide medical documentation regarding any injury in accordance with club and Safe Sport policy.
- discuss my child only with the coaches and only at a time mutually agreed upon with the coaches and never prior to, during, or directly after a game. At minimum, a window of 24 hours after a game must be observed prior to contacting a coach about playing time.
- always abide by all club and team as well as any event/competition policies.

Further, I will never:

- coach from the sidelines during games or practices.
- interfere with the duties and responsibilities of the coaches.
- engage in dissent directed toward an official (questioning of calls or non-calls).
- engage in any kind or type of unsportsmanlike conduct or harassment with any official, coach, player, or parent of either team.
- go on to the basketball court or approach the team bench area. This includes the time when teams enter for warm up, until the time when teams leave the court at the end of the game.
- interfere with the game on the court or the event taking place.
- act in any manner which is detrimental to the team or club.
- utter negative remarks to any player or other parents.
- complain about other player's skills on my child's team.
- use profane or foul language in the direction/towards another parent, child, coach, official, score table official, or convenor.

Any person that does not adhere to this code of conduct may be asked to leave any venue at any time. Multiple egregious infractions may lead to your family being dismissed from the team or club.

Name (Print/Type)

Signature

Date

Witness Name
(Print/Type)

Witness Signature

Date



BURLOAK PLAYER CONTRACT

As a member of the Burloak Basketball Program, I understand that the following are my responsibilities:

- To arrive at practice early and be ready at least 5 minutes prior to the scheduled start time.
- To arrive at games at least 30-45 minutes prior to the scheduled start time.
- To notify the coaching staff in advance if I am unable to participate in a practice or game. If within 4 hours of start time, I will call.
- To ensure a healthy diet and proper hydration.
- To practice and play to the best of my ability and always give 100% effort.
- To play to win but not at all costs. To play fair, and to remember that I am not bigger than the game itself.
- To be a good citizen of the Burloak Basketball club and the greater Basketball Community in Ontario.
- To accept defeat and win with maturity and class.
- To maintain a positive attitude on and off the court.
- To listen attentively to the coaches and to respect my teammates as they listen to the coaches.
- To respect and encourage my teammates both on and off the court and to respect opponents, officials, spectators, and parents.
- To support each member of the team and the coaching staff. Remember, the coaches will make decisions they feel are in the best interest of the athlete and the team.
- To remember that the coaching staff has many years of experience both playing the game and coaching. They are completely committed to the development of the team and the athlete and expect 100% commitment in return.
- To remember that I am playing because I enjoy the sport. Winning is fun but so are many other things about the sport. We want you to have fun!

Should I not be able to accept my responsibilities as a Bruin player, I understand the consequences may include being required to sit on the bench for part of a practice or game. If additional problems arise, I understand that the coaching staff will discuss with me and my parent(s) to resolve these issues that affect the well-being of the team.

Signature of Player:

Signature of Parent(s):

Date:



ATHLETE MEDICAL INFORMATION

PLEASE PRINT CLEARLY

Current Team Athlete is Registered with: _____

Athlete Name:			
Birth Date:	MM/DD/YYYY	Age:	
Home Address: *Athlete must reside here minimum of 50% of the time	Street Address		
	City	Province	Postal Code
OHIP Number			
<input type="checkbox"/> I have attached a copy of this athletes OHIP Card <input type="checkbox"/> I have private insurance (Group Benefits/other coverage) for this athlete.			
Parent/Guardian Contact 1		Parent/Guardian Contact 2	
Name: _____		Name: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
Do you currently reside with this athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you currently reside with this athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please provide address: Street: _____		If no, please provide address: Street: _____	
City: _____		City: _____	
Province: _____		Province: _____	
Postal Code: _____		Postal Code: _____	
Other Emergency Contact			
Provide an additional emergency contact that is typically not traveling with the athletes that can be contacted in the event the above contacts cannot be reached.			
Full Name: _____			
Cell Phone: _____			
Email: _____			



ATHLETE HEALTH HISTORY

The following information is being collected for the use of the team in the event of an emergency to provide to healthcare providers, such as EMT, Doctors, Athletic Therapists.

Medic Alert Bracelet: Yes No

If yes, include the inscription: _____

Allergies: Yes No

If you have allergies, I carry an epi-pen to treat allergic reactions. Yes No

Asthma (Respiratory) Yes No

Blackouts/fainting Chest pain Yes No

Diabetes Yes No

If yes, I require insulin shots to regulate my blood sugar Yes No

Epilepsy Yes No

Hearing Disorder Yes No

Heart Condition Yes No

Recurring Headaches Yes No

Seizures Yes No

Glasses Yes No

Contact Lenses Yes No

Metal oral appliances (braces) Yes No

Concussion Yes No

If yes, date of injury (MM/DD/YYYY) _____

If yes, date of last symptoms onset (MM/DD/YYYY) _____

If yes, date of last assessment (MM/DD/YYYY) _____

If yes, you have a MD note advising you are cleared for contact sports that you can provide if requested.

Yes No

Other Injuries (specify) Yes No

Surgery in the last 12 months (specify): Yes No

Current Medications:

I acknowledge that the information I have provided is accurate to the best of my knowledge. I understand that providing false information could impact health care administered to my child/athlete.

Parent/Guardian Full Name

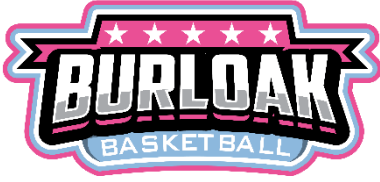
Signature

Date (MM/DD/YYYY)

Emergency Action Plan

Completed forms for each practice facility are to be retained by the Head Coach and always stored near the team first aid kit.

EMERGENCY PHONE #S	<p>911</p> <p>Coach: PH:</p> <p>Coordinator: PH:</p>	<p>Checklist:</p> <p>Telephone locations are indicated (cell/landlines) Emergency telephone numbers are listed</p> <p>Cell phone, battery well-charged</p> <p>Change available to make phone calls from a pay phone</p>
FACILITY ADDRESS	<p>Address of facility:</p> <div style="background-color: #ccc; height: 40px; width: 100%;"></div> <p>Address of nearest hospital:</p>	<p>Directions:</p> <p>Provide accurate directions to the site:</p>
CHARGE PERSON	<p>Name: <div style="background-color: #ccc; width: 100px; height: 15px;"></div></p> <p>PH:</p> <p>Alternate PH:</p> <p>Alternate PH:</p>	<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements Designate who is in charge of the other participants Protect yourself (wears gloves if he/she is in contact with body fluids such as blood) Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding) Wait by the injured person until EMS arrives and the injured person is transported Fill in an Incident Form
CALL PERSON	<p>Name: <div style="background-color: #ccc; width: 100px; height: 15px;"></div></p> <p>PH:</p> <p>Alternate 1: PH:</p> <p>Alternate 2: PH:</p>	<p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Call for emergency help Provide all necessary information to dispatch (e.g., facility location, nature of injury, what, if any, first aid has been done) Clear any traffic from the entrance/access road before ambulance arrives Wait by the driveway entrance to the facility to direct the ambulance when it arrives Call the emergency contact person listed on the injured person's medical profile
PARTICIPANT INFORMATION	Participant profile information and emergency contact information is attached.	
FIRST AID KIT	Location of first aid kit is identified.	



Burloak Basketball

Incident Report

Witness Statement

Type of Incident: (e.g. player injury, conduct violation, damage to property, etc.)

Date and Time of Incident

(MM/DD/YYYY) HH:MM

Location of Incident (Full address and facility, court number if applicable)

Required witness information:

Full name:

Phone number:

Email address:

Witness Statement:

Date Completed

Name of Person Taking Statement

Team Name Submitting Report

Witness Signature

Date Report Received (For Club use only)

Date sent to OBA



PLAYER RELEASE FORM

This notice is made this ____ day of _____, 20____ is by and between _____ (hereinafter called the “Team”), a member of the Burloak Basketball and _____, an individual (hereinafter called the “Player”). If the Player is a minor, the parent/guardian of the player has the right to sign on behalf of the The Player

In consideration of the mutual promises hereinafter contained, the parties hereto promise and agree as follows:

1. STATUS

The player has been: Released Excused for Cause by The Team on the date mentioned above.

2. REASON FOR RELEASE OR EXCUSE FOR CAUSE

(a) The Team has excused The Player for Cause the contract of this player, because they:

- failed, refused, or neglected to conform their personal conduct to standards of good citizenship, good moral character and good sportsmanship in accordance with the Player Code of Conduct.
- failed to keep themselves in adequate physical condition, or to obey the Team’s training rules and expectations of members of The Team.
- failed to attend scheduled practices and/or games without reasonable notice.
- committed a significant and inexcusable physical attack against an official, employee of the Team or the League, fan or media personnel.
- failed to conduct themselves within the Policies and Procedures of the Ontario Basketball Association (OBA) – the Provincial Governing body.
- The Player is not Excused for Cause but is being released.

(b) The Team has released this player, because they:

- failed to attend scheduled practices and/or games without reasonable notice.
- showed minimal interest in remaining a member of the team.
- they are no longer an asset to this team.
- a family member/supporter consistently failed, refused, or neglected to conform their personal conduct to standards of good citizenship, good moral character and good sportsmanship in accordance with the Parent/Spectator Code of Conduct.
- other:



PLAYER RELEASE FORM

3. TERMS OF RELEASE

The Player breached their Player Contract and can sign with another team. Yes No

The Player acknowledges they have read and agreed to the OBA transfer policy.

If the payer signs with another team, they provide permission to The Team to release the reason to the new team if contacted and asked.

The Player has been released from our Team and can sign with another Team. Yes No

The Player acknowledges they have read and agreed to the OBA transfer policy.

If the payer signs with another team, they provide permission to The Team to release the reason to the new team if contacted and asked.

4. COMPENSATION

The Player is not entitled to any refund of any amounts paid as per the refund policy signed at the time of the Player's registration.

IN WITNESS WHEREOF the Player has hereunto signed his name, and the Team has caused this Contract to be executed by its duly authorized officer.

Player's Name

Player's Signature

Date

Team Owner Name

Owner's Signature

Date

Witness' Name

Witness' Signature

Date