

NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION

Policies and Procedures

Version Number: 2



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RECREATION AND DEVELOPMENT LEAGUE SORT-OUT POLICY

The goal of the NBBA sort-out process is to ensure all teams within the Division/Age group are balanced.

1. Sort-outs will be held for the Atom, Bantam, Midget and Juvenile age groups.
2. The sort-outs will generally be divided into sessions lasting 90 minutes with approximately 20-25 players invited to each session. Normally, two sort-out sessions will be held for each Division/Age group.
3. The players will be assigned to the sort-out sessions by the Division/Age group coordinator.
4. Scrimmages, drills and prior knowledge will be used to evaluate players. Players will be evaluated with respect to dribbling, passing, shooting, speed and height. These will be used to form an overall assessment of the player. The evaluations will be made by the Division/Age Group coaches and submitted to the Division/Age Group coordinator.
5. The 'team' a player is assigned to during the sort-out process has no relation to the team that the player will be assigned to for the season.
6. The team a player played on in a previous season will have no bearing to the team the player will be assigned to for the current season.
7. The coach a player played for in a previous season will have no bearing on the team the player will be assigned to for the current season.
8. Special circumstances (car-pooling, friends) will be considered to the extent that they do not impact the parity of the teams in the league.
9. Final team selections will be determined by the Division/Age group coordinator.
10. A player who did not participate in the sort-outs and is assigned to a team may be moved following his/her team assignment to ensure proper balancing of the teams.



RECREATION AND DEVELOPMENT LEAGUE

1. Coaches

- 1.1. Each team will have a minimum of two coaches: a head coach and an assistant coach(es)
- 1.2. Head Coaches are responsible for all communication between the club and the players
- 1.3. Coaches will be offered and are strongly encouraged to attend club and other EOBA training sessions including NCCP Coaching Certification sessions and/or the OBA Club Coach Certificate training. Coaches will have access to drills and other instructional video through the NBBA Technical Coordinator.
- 1.4. Coaches will conduct themselves in accordance with the NBBA and OBA Coaches code of conduct

2. Equal Play

- 2.1. NBBA has instituted an Equal Play Policy for all Divisions/Age groups within the Association. Where possible all players will be provided with equal play during all NBBA Development and Recreation League Play. It is recognized that during any given game equal play may not be possible due to the number of players on the roster for that game or injuries that may occur. The coach should as much as possible balance the playing time over the course of the season.
- 2.2. There will be no less than 12 individuals and no more than 14 players on a given team. Any exception to this rule must be forwarded to the NBBA Executive

3. League Structure

- 3.1. The league schedule will be determined by the Division/Age group convenor, with the approval of the VP Development and VP Recreation.
- 3.2. Where possible the league schedule will be balanced (play each team the same number of times).
- 3.3. Standings will be maintained for Divisions/Age groups (Atom, Bantam, Midget, Junior).
- 3.4. The number of teams in the league will be determined by the number of players registered in a specific Division/Age group and the allotted gym time for the program.

4. Tournaments

- 4.1. For each Division/Age group there will be a year end championship tournament. The format of the championship tournament will be determined by the convenor and must be submitted to the NBBA executive for approval.
- 4.2. Convenors for a specific Age group/Division may organize additional tournaments over the course of the year but must have the approval of the NBBA executive and they must cover all tournament expenses.



5. Development League Rules

5.1 General

5.1.1 FIBA and OBA rules apply with the following exceptions

5.2 The Game

5.2.1 The game will be 8 periods of 4 minutes each – stop time. Overtime periods will be 2 minutes.

5.2.2 The time between periods 4+5 is halftime (5 minutes)

5.2.3 The time between periods 1-2, 3-4, 5-6, 7-8 is for substituting only. Coaches must have their players ready at the scorers table 30 seconds before the previous 4 minute period ends.

5.2.4 Period 1 will begin with a jump ball, all other periods will begin using the possession arrow, throw-in at the center line, opposite the scorers table.

5.3 Equal Participation

5.3.1 Where possible, all players will be provided with the same amount of playing time in all NBBA Development League and Tournament play. Exceptions include times where a team has an uneven number of players or a player had been disciplined by the referee. When a team has an uneven number of players a coach should try to balance playing time over the course of the season.

5.4 Person to Person Defence

5.4.1 Half court defence – defensive players must drop back to center as soon as the other team takes control of the ball in their back-court and the offensive player must be allowed to dribble across the center line.

5.5 Free Throws

5.5.1 The shooter is permitted to stand anywhere between the foul line and the dashed circle in the middle of the key.

5.6 Time-Outs

5.6.1 Teams are allotted 2 time outs in the first half and 3 in the second half

5.6.2 Coaches can ask for a time-out when their team has control of the ball or during a dead ball (the referee is holding the ball)

5.6.3 Coaches can ask the referee directly for a time-out – they do not need to go through the score table.



PLAYING OUTSIDE OF DESIGNATED AGE GROUP

Background

Often, parents feel that their child is above the skill level of his/her designated age group and may make a request to the NBBA for their child to play outside of his/her designated age group.

Players may be allowed to play outside of their designated age group if there are not enough players to make a team at the higher age group and if the coaches of both teams involved, feel it is in the best interest of the player.

Information

In each case where a request has been received by a NBBA Coach for a player to "play-up", the decision to allow a player, whether recreational or competitive, to play up a division rests with the designated executive member in consultation with the Club Technical Director and the coaches involved in the request.

Procedure

Upon request by either a parent or by a Coach that a player be considered to play in the age level above the one he/she qualifies for, the process shall be as follows:

<i>Step</i>	<i>Action</i>
1	Player registers and try-outs with her appropriate age group.
2	The player will be assessed by the team Coach (referred to as Coach A) of the appropriate age group for which the he/she is registered.
3	Coach A shall request that another Coach (Referred to as Coach B) assist with the evaluation.
4	If Coach(es) A and/or B determine that the request has merit, Coach A shall request that the Coach of the next age group level (referred to as Coach C) assess the player's skills and ability. The Club Coach and/or a member of the Executive shall be present for this evaluation process.



Decision

Based on recommendations from Coaches A, B, & C, the request shall be sent to the NBBA Club Technical Director and an Executive designate for approval and/or denial.

<i>If</i>	<i>Then</i>
the individual making the request disagrees with the decision of the Club Coach and Executive designate,	The individual may appeal to the Executive for reconsideration.
the decision is appealed,	The party appealing the decision may request in writing, a review of the decision.
a decision review is requested,	That review will be acted upon by the Executive Committee of the Board of the Nepean Blue Devils Basketball Association within the shortest time frame possible. The decision by the Executive shall be final The party requesting the appeal shall be notified of the decision.

Note:

The request for evaluation and playing up may be denied if:

- *there is not sufficient space on the next-level-up team available for this player*
- *it would mean that player within the Association would not be able to play basketball in his/her appropriate age group*



PARENT ON DUTY (POD)

Policy

All teams must ensure that a parent from the respective team is present inside the venue at all practices, games, and team functions. If it is a girl's team with male coaches it is expected that a mother remains at the practice. If it is a boy's team with female coaches it is expected that a father remains at the practice.

Purpose

This policy safeguards the coaches, players, and team administrators from circumstances that should be tended to by an adult female, such as injuries.

Also, the POD can assist with players leaving the gymnasium or venue for personal reasons (e.g. visiting the washroom) as players should never leave a practice, game, or event by themselves (except if they are driving themselves home).

Administration

It is suggested that the team administrator coordinate a schedule at the beginning of the season so that the POD role can be shared equally. If the coaches notice that there is no POD present, an effort to find a POD should be made before the event begins.



EMERGENCY ACTION PLAN POLICY

Policy

The NBBA Emergency Action Plan (EAP) is a plan that NBBA teams are required to have in place to help them respond to emergency situations. Preparing and ensuring everyone is aware of the EAP in advance will help NBBA teams respond in a responsible and clear-headed way if an emergency occurs.

The EAP is maintained by the team manager or coach and is updated throughout the season when necessary. The plan should be on site at all practices, home and away games and contain all the relevant information necessary to seek emergency help when needed.



SAMPLE EMERGENCY ACTION PLAN (EAP)

The EAP should be activated immediately if the injured person:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, neck or head
- Has a visible major trauma to a limb.

While it is important for everyone to be aware of the EAP, the following people have key roles in carrying out the EAP. These people should be identified at the beginning of the season. If for any reason they cannot fulfill their role at a given practice, game or other team event their duties will be assigned to their designate – also determined at the start of the season.

Charge Person: The charge person has the following responsibilities:

- Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements.
- Designate who is in charge of the other athletes. If nobody is available for this task, cease all activities and ensure that the athletes are in a safe area.
- Protect yourself (wear gloves if in contact with body fluids such as blood).
- Assess ABCs (check that the 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 accident report form



Call Person: The call person has the following responsibilities

- Call for emergency help
- Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete).
- 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.

Teams are advised to simulate an emergency situation a couple of times over the course of the season and adjust the EAP if necessary.

Sequence of events to following in the event of an emergency

1. The primary charge person assesses the situation and determines if the emergency action plan needs to be activated
2. If the EAP need to be activated the primary charge person signals the call person by raising their hand in the air and holding up their index finger indicating that 9-1-1 needs to be called.
3. While the first call person is phoning 911 the second call person is accessing the teams EAP and looking up relevant location information (name of the facility, address, phone number and phone number of the primary call person)
4. Once all information has been given 9-1-1 the primary call person will raise their hand up in the air and hold up their index finger in order to signal to the charge person that emergency services are on their way.
5. The first call person stays on the scene while the second and third call person go to the facility entrance(s) in order to escort emergency services to the injured person.
6. Upon signal that the EAP has been activated the second charge person will retrieve the First Aid kit and bring it to the first charge person and the injured player.
7. The first call person should remain with the injured player and gather as much information as possible regarding the extent of the injury



Steps to follow when an injury occurs

1. Control the environment so that no further harm occurs
 - Stop all athletes
 - Protect yourself if you suspect bleeding (put on gloves)
 - If outdoors, shelter the injured athlete from the elements and from any traffic

2. Do an initial assessment of the situation
If the athlete
 - Is not breathing
 - Does not have a pulse
 - Is bleeding profusely
 - Has impaired consciousness
 - Has injured the back, neck or head
 - Has a visible major trauma to a limb.
 - Cannot move his or her arms or legs or has lost feeling in them

Activate the EAP

3. Do a second assessment of the situation
 - Gather the facts by talking to the injured athlete as well as anyone who witnessed the incident
 - Stay with the injured athlete and try to calm him or her, your tone of voice and body language are critical
 - If possible, have the athlete move himself or herself off the playing surface to not attempt to move an injured athlete.

4. Assess the injury
 - Have someone with first-aid training complete an assessment of the injury and decide how to proceed.
 - If the person trained in first aid is not sure of the severity of the injury or no one present has first-aid training, activate the EAP

5. Control the return to activity
 - Allow an athlete to return to activity after a minor injury only if there is no:
 - Swelling
 - Deformity
 - Continued Bleeding
 - Reduced range of motion
 - Pain when using the injured part



Emergency Phone Numbers	9-1-1 for all emergencies
Cell phone number of coach	
Cell phone number of assistant coach	
Cell phone number of team manager	
Address of main practice and game facilities	
Address of nearest hospital	
Charge person (1 st option)	
Charge person (2 nd option)	
Charge person (3 rd option)	
Call person (1 st option)	
Call person (2 nd option)	
Call person (3 rd option)	
Individuals certified in administering First Aid	



Other NBBA Facilities	Nearest Hospital
Adrienne Clarkson Elementary School 170 Stoneway Drive Nepean, ON K2G 6R2 (613) 825-8600	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Berrigan Public School 199 Berrigan Drive, Ottawa, ON K2J 5C6	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Cedarview Middle School 2760 Cedarview Road Nepean, ON K2J 4J2 613-825-2185	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
D. Audrey Moodie Elementary School 595 Moodie Drive, Nepean, ON, K2H 8A8 (613) 829-4080	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Farley Mowat Public School 75 Waterbridge Drive, Nepean, ON K2G 6T3 613-825-3006	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Frank Ryan Catholic School 128 Chesterton Dr Nepean, ON K2E 5T8 (613) 224-8833	Ottawa Hospital – Riverside Campus 1967 Riverside Drive, Ottawa, ON K1H 7W9 (613) 722-7000
Greenbank Middle School 168 Greenbank Rd Nepean, Ontario K2H 5V2 (613) 828-4587	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
John McRae Secondary School 103 Malvern Drive, Nepean, ON K2J 4T2 Phone: (613) 823-0367	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Longfields Davidson Heights Secondary School 149 Berrigan Drive, Ottawa, ON. K2J 5C6 613-843-7722	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Mary Honeywell Elementary School 54 Kennevale Drive, Nepean, ON K2J 3B2 613-825-4834	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Meadowlands Public School 10 Fieldrow St, Nepean, ON. K2G 2Y7 (613) 224-1733	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Merivale High School 1755 Merivale Road, Nepean, ON. K2G 1E2 613-224-1807	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Mother Teresa High School 440 Longfields Drive, Ottawa (613) 823-1663	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Monsignor Paul Baxter Catholic School 333 Beatrice Drive, Nepean, ON. K2J 4W1 Phone: 613-825-7544	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000



Ottawa Christian School 255 Tartan Drive, Ottawa, ON. K2J 3T1 613-825-3000	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
Sir Guy Carleton High School 55 CentrepoinTE Dr. Nepean ON. K2G 5L4 (613) 723-5136	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
St. Andrews Catholic Elementary School 201 Crestway Drive, Nepean, ON. K2G 6Z3 (613) 843-0050	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000
St. Joseph's High School 3333 Greenbank Road, Nepean, ON. K2J 4J1 Phone: 613-823-4797	Queensway Carleton Hospital 3045 Baseline Road, Nepean, ON K2H 8P4 (613) 721-2000

Away Facilities (to be updated on a regular basis as schedule is determined)

Facility	Nearest Hospital



FACILITIES

Availability of Court Time

Unlike many soccer and baseball leagues, the NBBA does not have its own gyms. We would like to thank the City of Ottawa, the Ottawa Carleton Catholic School Board, the Ottawa Carleton District School Board and other facilities that provide us with access to their gyms. The hard work of personnel who administer and support these sites is greatly appreciated.

The use of school gyms is dependent upon teams (players, parents and coaches) exiting the school premises promptly when their allocated time period expires, thus teams must exit the school gyms exactly at the time indicated on our permits. The future use of school gyms is dependent on proper use of the gyms by all NBBA teams. If misuse or damage occurs it could result in the NBBA losing the use of the school

Scheduling Conflicts

Some conflicts and rescheduling are unavoidable given the number of players, activities, and demands on these facilities. However, we work closely with those in charge of the facilities and do our best to minimize unexpected conflicts and to keep rescheduling of games and practices to a minimum.

Rules of Conduct

Since we do not have our own gyms, please remember that we are visitors in the facilities that we use. Therefore, it is important that you respect representatives of the facilities. In general, please stay in the assigned gym - i.e., don't roam around and don't bounce basketballs anywhere but inside the gym. Also, for safety reasons, please keep wet shoes/boots off the gym floors. This is the primary cause of injuries. Finally, it is important that you clean up after yourself - don't leave wrappers and containers behind after you are done playing.

All players, coaches and parents must adhere to the following NBBA gym rules:

- No players are allowed in the school facility without their coach and/or assistant coach
- Only NBBA registered coaches can provide supervision of players, and must be certified for the appropriate level of play
- No player can leave the gym premises without coaches permission
- No bouncing of basketballs in school hallways
- No street shoes are to be worn in the gym by ANYONE! Boots and overshoes must be removed by everyone, including spectators before entering gyms
- No equipment is to be removed from the gym and must be returned to its proper storage area after use. This includes things such as basketballs, clocks, tables, chairs etc.



- No food or drink is to be taken into the gym
- Groups must assist in set up and clean up, including tables, chairs, clocks, picking up garbage etc
- **All areas of the school are off limits except for the gym and the hallways used to get to and from the gym. Please ensure all siblings are in the gym ONLY!**



CAMP MANAGEMENT AND OPERATIONS

Mission

NBBA camps provide boys and girls, ages 8-13 an opportunity to develop their basketball skills. The camps are gear to players interested in playing both competitive and recreation basketball. The camps will focus on the basic basketball skills: footwork, dribbling, passing and shooting.

NBBA Camps

The NBBA will offer both March Break and summer basketball camps. The camps will be restricted to players ages 8-13 (Grades 3-8) Where possible separate camps will be run for boys and girls.

Responsibilities

VP Development

The NBBA VP Development will be responsible for:

- coordinating the various NBBA camps
- selecting the camp director and camp counselors and presenting the names to the board for approval
- establishing the camp dates and presenting them to the board for approval
- Coordinating the registration process.

Camp Director

Each camp will be run by a camp director. The camp director will be responsible for:

- Development of the program in consultation with the club Technical Director and VP Development
- Overseeing the work of the camp counselors
- Developing and implementing the camp Emergency Action plan

Camp Administrator

Each camp will be run by a camp administrator. The camp administrator will be responsible for:

- Camp publicity
- Camp Registration
- Coordinating Camp shirts and prizes



- Liaison with Parents

Camp Counselor

The camp counselors will be responsible for:

- Carrying out the camp program under the direction of the camp director
- Carrying out the early drop-off and late pick-up program

Selection of Directors and Counselors

The selection of the camp directors, camp administrator and camp counselors will be approved by the NBBA executive. A call letter for applicants will be made via the club website and other distribution channels (such as the EOBA website, word of mouth etc...). Once the applicants have been received the names will be presented to the board for selection and approval.

The camp director, camp administrators and camp counselors will be compensated by the club. Prior to the launch of the camp the VP Development will present a budget to the executive which will stipulate the remuneration for the camp director, camp administrators and camp counselors. The camp director must be 21 years of age or older. The camp counselors must be 14 years of age or older – preference will be given to individuals 16 years of age or older.

In selecting the camp directors and counselors the following criteria will be used:

- Coaching Certification
- Previous experience as a camp counsellor or director
- First Aid certification
- Preference will be given to current and former NBBA players

Camp Registration Fees

The camp registration fees will be set every year by the club executive. The registration fees will be established such that they cover all camp expenses incurred by the club and they are commensurate with fees charged for other area basketball camps. Any revenue in excess of expenses due to the running of the camp will be invested in the club.



COPYRIGHTS, TRADEMARKS & LOGO USAGE

About the Logo and Identity Guidelines

General Principles

The official logo of the Nepean Blue Devils Basketball Association is owned and all rights concerning this logo are reserved by the Nepean Blue Devils Basketball Association.

The logo must be used as provided and in its entirety. The logo can be reduced or enlarged in size, but the scale should be retained. Please do not attempt to recreate the logo or edit it in any way.

Primary Colours

- Colour is the most important of the NBBA identity system. The colours on the right are the colours for ALL NBBA institutional and athletic logos. If these colours are not available, the logo should be printed in all black or reversed in white (whichever offers the best contrast)

Accent Colours

- In addition to the colours shown above, the NBBA identity system utilizes black as an important accent colour. Black helps to add contrast to the blue and white. When the official colours are not available, most NBBA logos and art may be reversed in all white on darker backgrounds.

How should the logo be used?

The logo must be used as provided and in its entirety. The logo can be reduced or enlarged in size, but the scale should be retained. Please do not attempt to recreate the logo or edit it in any way.

Where the logo may be used?

Since use of the logo may be perceived as an extension of the Nepean Blue Devils Basketball Association or imply endorsement, NBBA requires prior approval. Examples of appropriate use may include displays, stationery, publications or clothing.

The NBBA logo may *not* be used without prior approval and approval will be withheld if its use is deemed inappropriate by the organization. An example of inappropriate use would be use of the logo to endorse products. NBBA reserves the right to revoke permission to use the logo if it violates the conditions of its use.

The following uses are not permitted:



- Used as or to create one's own logo or design
- Used for commercial purposes
- Used in a way that would damage the image of or trust in the Nepean Blue Devil Basketball Association
- Used in a socially inappropriate manner

How is permission obtained?

Please send a description of your intended use to the NBBA Equipment Coordinator by emailing. The more specific you can be in your request, the speedier the reply. Please include the following:

- Your Name
- Name of team and program
- Purpose of use
- Media used (printed material, clothing, etc.)
- Name of the printed material, if the logo will be used in printed material.
- Sample of clothing to be imprinted (with appropriate colours)

Logo Do's and Don'ts

1. **Do** use electronic data sent by the NBBA especially for use in printed material.
2. **Do not** place any frame around the logo.
3. **Do** use the color version, whenever possible.
4. **Do** leave appropriate isolation space to ensure the visibility of the logo.
5. **Do not** place the logo against a background that would render it illegible.
6. **Do not** alter its shape, contents or color, or combine it with other design elements.
7. **Do not** rotate or invert the Logo.

Copyrights

Unless otherwise noted, all materials and publications, including web sites and emails, are protected as the copyrights, trade dress and/or intellectual properties owned by the NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION. Such intellectual properties may not be reproduced or used by others without the express written permission of the NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION. All rights not expressly granted are reserved.



Trademarks

The NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION name, trademarks, logos, services marks, brand identities, titles, trade names, graphics, designs and copyrights (collectively the “Trademarks”) are protected intellectual properties that are both registered and unregistered Trademarks of the NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION, its affiliates and others. Nothing used on clothing, uniforms, publications, web sites or other materials shall be construed as granting, by implication or otherwise, as a license or right to use any NEPEAN BLUE DEVILS BASKETBALL ASSOCIATION Trademarks by third parties.



SPONSORSHIP

Sponsors of teams at any level of competitive or recreational programs should be motivated by the objective of making a worthwhile community contribution. The purpose of the sponsorship should be to assist children and youth, and help make their community a better place in which to live.

Sponsorship of teams is an important way for the Association to raise funds for operations. It must be understood, however, that sponsorship does not give the sponsor any rights in the operation of the Association or any teams.

Purpose

The Nepean Blue Devils Basketball Association (“NBBA”) maintains an active sponsorship program. This program fulfills two (2) purposes:

1. To successfully engage the NBBA, the families and players with the community; and
2. To generate partnerships in order to provide revenue to support the sport of boys and girls' basketball.

Goals

There are four immediate goals. These goals will be reviewed and revised periodically by the Board and/or a designated committee(s):

1. To provide operational expenses for the growing association;
2. To accumulate and maintain a one to two year funding reserves to be used for growth and development;
3. To develop a scholarship program to serve members of our basketball community by providing funds for basketball-related needs. Examples might include basketball camps, registration, equipment, etc.
4. To help teams address individual team expenses associated with their participation in NBBA programs.



Ways to Sponsor

There are two primary ways to sponsor – team sponsorship and Association sponsorship.

Team sponsorship

Full Team Sponsorship - Platinum - \$1,500 contribution will allow for recognition of the sponsor at the Association's year end event, provide an opportunity to display the the sponsor's name on the NBBA website, and a plaque would be presented at end of season with the sponsored team's picture saying thanks to sponsor. In addition, it will provide an optional opportunity of placing your corporate name or business logo on a banner to be placed by the team bench during home games.

Partial Team Sponsorship - Gold - \$750 contribution will allow for recognition of the sponsor at Association's year end event, provide an opportunity to display the the sponsor's name on the NBBA website, and a plaque would be presented at end of season with the sponsored team's picture saying thanks to sponsor.

General Support - Bronze - \$100 or more contributions will allow for recognition of the sponsor at Association's year end event, provide an opportunity to display the sponsor's name on the NBBA website.

Association Sponsorship

Such a contribution can be used by the Association as a tool to provide direct benefits to the Association in general or to a specific division, team, or player if so directed by the Sponsor.

\$2,500 contribution - Gold - will provide you the opportunity to display a sign of approximately 4 feet by 8 feet, allow for recognition of the sponsor at the Association's year end event, and provide an opportunity to display the sponsor's name on NBBA website.

\$1,500 contribution - Silver - will provide a 4 by 4 foot, allow for recognition of the sponsor at the Association's year end event, and provide an opportunity to display the sponsor's name on NBBA website.

\$750 contribution - Bronze - will provide a banner of about 18 inches by 36 inches, allow for recognition of the sponsor at the Association's year end event, and provide an opportunity to display the sponsor's name on NBBA website.



Sponsorship Policies

All sponsors shall receive appropriate recognition for their contributions (as specified above). All sponsors will be recognized on the Nepean Blue Devils web site at: www.nepeanbluedevils.ca.

All sponsors monies received **must** be channeled through NBBA Treasurer with the cheque made payable to “Nepean Blue Devils Basketball Association” or “NBBA”. The NBBA Treasurer will issue a receipt to the sponsoring organization, which would be given to the sponsor by a team representative. If a cheque is to be mailed to the Association, it should be mailed to the NBBA address, that is, Suite 405 – 900 Greenbank Road, Nepean, Ontario K2J 4P6.

NBBA encourages sponsors to make donations to NBBA as an organization. However, NBBA recognizes that some sponsors may wish to sponsor a specific team. This shall be allowed. However, donations or gifts that create inequities are not allowed and the President, Treasurer and/or a Board-designated Committee will monitor this to insure equity among the teams. Each team is encouraged to seek sponsors in conjunction with the NBBA Board-designated committee(s).

The Association sets standards for sponsorship. No advertisement (logos, programs ads, etc) for sponsors may include direct references to alcohol or tobacco products. The Association must carefully choose sponsors, avoiding those that may, according to local community standards, be offensive. The Association reserves the right to prohibit any team from accepting a sponsorship. **In addition, all non-NBBA logos should not be placed on any equipment or clothing that is the property of the NBBA and the placement of all non-NBBA logos on any equipment or team clothing owned directly by team members must be pre-approved by the Board.**

- Sponsor logo usage must be submitted for approval prior to any use in conjunction with the Nepean Blue Devils Basketball association Logo, Team Uniforms, or Team Banners.
- The size of the presenting Sponsor’s logo cannot be larger than the size of the Nepean Basketball Association logo
- Placement of both logos must be indicated when submitted.

General Annual Sponsorship Policies

The President, Treasurer, and/or a Board-designated committee(s) will set annual goals and proceed with developing an approach to reaching these goals with final approval by the NBBA Board of Directors.



Longer-Term Development Policies

The President, Treasurer and/or a Board-designated committee(s) are directed by the NBBA Board of Directors to begin planning and implementation of a longer-term strategy for continued sponsorship, fund-raising and development opportunities.

The President, Treasurer and/or a Board-designated committee(s) are encouraged to develop long-range goals including, but not limited to,

1. Determining an initial dollar amount goal based upon future NBBA needs (i.e. costs of gym rentals, insurance, uniforms, equipment purchases, etc.)
2. Promotional or marketing opportunities for NBBA official sponsors.
3. Giving appropriate recognition to those major contributors.



REFUNDS

Withdrawals/refund requests received in writing are subject to the following **ADMINISTRATION FEES***:

<i>Before September 30:</i>	<i>\$25.00</i>
<i>October 1-15:</i>	<i>\$50.00</i>
<i>October 16–31:</i>	<i>\$100.00</i>
<i>After October 31:</i>	<i><u>NO REFUND</u></i>

Administration fees charged are based on the date that notification is received by the Registrar,

Refunds will be processed within 6-8 weeks of notification to the registrar.



PRACTICE/GAME SECURITY

- Water bottles must be filled prior to entering the gym for practice/games.
- If a player needs to leave the gym (washroom or water) once inside the gym for practice/games, they must first ask permission from the coach and then be accompanied by a parent or coach.
- No players should leave before practice is finished without notifying the coach. If a player needs to leave practice early, the parent is to come into the gym to pick them up; otherwise she is to be escorted to the waiting ride.
- Players are not to be outside alone waiting for pick up. Coaches or a designated parent will wait with them until their parent arrives.
- Siblings should not be roaming the halls and should be with the parent at all times



JUNIOR REFEREE PROGRAM

Mission Statement

To educate, train, and mentor young officials (high school age min) as NBBA officials.

In hopes of teaching these young persons about basketball officiating, we are trying to grow our sport with a new generation of sports officials. We also recognize that by encouraging these younger officials to learn the craft, they too will become better observers of the game as well as becoming better basketball players.

Participants

Any high school aged person, with reasonable knowledge of the sport, playing experience of the sport, and passion to learn the sport of basketball. Usual age for our Junior Referee Program is grade 11 & 12 boys and girls. Junior Referee's must be at least two years older than the participants they are referring.

Requirements

- A current member of NBBA as a player or coach
- Current playing experience as a basketball player
- Proper clothing as follows:
 - Black shorts or pants
 - Referee shirt (provided by the NBBA)
 - Proper court shoes
- Clothing should be clean and neat in appearance.
- Whistle, lanyard, and rulebook, provided by the NBBA

Assignment of Referees

- The Club Referee reserves all rights to assign those who are capable, willing, and able to officiate.
- Officials are assigned to the level of their ability.
- Official holds their rights to either accept or decline any/all assignments.
- Assigned Officials may not change their schedule without first notifying Club Referee coordinator.
- A Senior Official, as designated by the assigner, can make schedule changes as he or she sees fit.



Referee Conduct

- Treat all with respect
- Listen to your partner for advice or seek their advice
- Introduce yourself to all coaches/officials before the start of each game
- Arrive 15-30 min prior to the start of your game (if you arrive after the start of the game, you will forfeit that game fee, no forfeiture of fee if you were not informed of changes in the schedule)
- If you know you will be late, it is your responsibility to contact your partner and or assigner to let them know.
- Report any misconduct to the Club Referee within 24 hrs of occurrence by either email or phone call.
- Dress appropriately to work as an official.



UNIFORMS POLICY

Every year, a percentage of players fail to return their uniforms or uniforms are returned beyond repair and not suitable for use.

Players in the NBBA will receive a uniform to use for the season. Uniforms are provided by the club and **MUST BE** returned to your coach at the end of the season

Care of Uniforms

White tops are to be returned white, not silver. Please ensure that you wash these tops separately, in cold water and hang to dry. Do not put in the dryer.

Practice Attire

Uniforms are **NOT** to be worn to practice. Instead, the player should wear a T-shirt and shorts NOT SUPPLIED by the NBBA.

Cut-offs, pockets, pockets turned inside out, pocket openings, tears in the fabric, belt loops, and loose strings are not allowed.

Pajama bottoms and long pants are not allowed.

Players must have proper non-marking footwear. No outdoor shoes, boots or dress shoes should be worn.

Uniform Return

All uniforms must be returned on the last day of your season. If you do not return your uniform you will be liable to the club and must cover the expense of a replacement uniform.



TRAVEL CODE OF CONDUCT

Behaviour

Disrespectful slogans, political statements, disrespectful wording or statements shall not be displayed on clothing. A higher standard may be established by the Head Coach when desired. At no time will the Head Coach set a lesser standard than set forth in these guidelines. The NBBA has a ZERO TOLERANCE towards unsportsmanlike conduct while wearing the Blue Devils uniform and representing the NBBA.

Room Requirements/Rules

Players are expected to stay in their assigned room. Head coach will assign rooms for the team.

- After Curfew, you may not leave your assigned room unless it is an emergency
- No screaming or disturbing other guests
- No running in the halls or bouncing basketballs
- No entering hotels rooms except for parent's, coaches or teammates
- Rooms must be kept clean

Curfew

- The Head Coach will determine a team curfew.
- Lights out ½ hour later
- After Curfew, you may not leave your assigned room unless it is an emergency.

Team Meals

The Head coach will determine time of meals. All team members are required to eat together and arrive on time for the meals. Exceptions to the above must first be cleared by the coach.



Travel Responsibilities

The players are expected to travel and stay and participate with the team for the entire event. For as long as the team is still playing in the tournament, players are required to meet at a designated area and time as determined by the coach.

All participants on the trip are expected to be polite, positive, well-mannered, cooperative, good sports, and respectful and considerate of parents, staff, coaches, official, teammates and opponents.

There are times when players may be without direct adult supervision. When this happens, the Head Coach will be expected to know where you are and when you will be back. At the same time, it is your responsibility to:

- a) know how to find one of the adults,
- b) to know when and where you are expected to be next,
- c) to be there on time.

When you are off without adult supervision, you will always use the “Rule of Three” - at least three players together.

Failure to Comply

Players may be sent home at parent's additional expense if they violate serious behavior rules related to drugs, drinking, illegal activities, tobacco products or having members of the opposite sex in rooms at any time.

The NBBA and its coaches and administrators will not be liable for any additional expenses that may arise due to discipline.

Violation of these rules will forfeit the player from playing in the Basketball Ontario Provincial tournament.

