



Template for Organizing Basketball Clubs

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Introduction

Club Basketball is now recognized across the province as the premier vehicle for the development of basketball players. Players are provided more opportunities for participation, development and exposure under the Club system. Since the growth of clubs is expected to continue, a guideline of the steps involved and other items to consider in organizing a club has been prepared for interested communities or individuals. It's important that Clubs are organized with sufficient planning so that they can provide a rewarding and successful experience for all stakeholders. The Association of Alberta Youth Basketball Clubs (AYBC) was formed to promote and assist youth basketball clubs throughout the province by providing a framework for Club programs to operate under (tournaments and leagues). As a unified organization AYBC can provide a common set of rules and regulations for all members to participate under and provide more playing opportunities for our kids.

In setting up a Club team or Club organization, it's important to first establish the purpose for organizing the Club. Club goals and objectives should clearly be identified (short and long term) since there could be substantial differences in the work required to run the club and the structure to support its operation. Below are just a few items to consider:

- Will the Club be a developmental organization (incorporate a program to develop players over a prolonged period and over a broad age bracket) or is the main purpose to provide more playing time opportunities for players?
- Is the Club going to be a single Club team or will it consist of a number of teams under same banner?
- Define the length of season (fall, spring & summer or longer term).
- What tournaments or leagues will the team(s) participate in and will there be a travel component to your program?

A template or framework that outlines some of the key steps to consider in organizing a Club is summarized under two main categories:

- A. Single Team Clubs, and
- B. Multiple Team Clubs

Each Club type has its own challenges and requires a slightly different approach. We hope the following template will provide a helpful guideline for establishing Club teams and organizations. A list of AYBC members (Multiple and Single Team Clubs) is given in Appendix E and F respectively. If you have any further questions, please feel free to contact AYBC at www.aybc.ca.

A. Single Team Clubs

The Steps:

1. Contact key support personnel, players and coaches. Key positions will be the Coach, Team Manager and Team Treasurer. It is important to have the right combination of parents/coaches that are willing to commit to the team with respect to the team planning and other administrative duties and communicating information to the rest of the parents. Have a plan in place before you contact the players and/or coaches. There will be a lot of questions from the parents and it's a good idea to have a brief write up of your plan or at least have prepared responses to their questions at your first meeting.
2. Tryouts and Insurance: Select key players or run tryouts for interested players. Acquire insurance for team, coaches and its directors (AYBC or Basketball Alberta) after formation of team. Most tournaments and gyms require proof of insurance and it's a good idea to have insurance before something unfortunate happens.
3. Club Activities: Research tournaments and leagues in your area (e.g., refer to AYBC Website for list of tournaments and leagues). Register with the AYBC and be aware of ASAA restrictions on season of play and other regulations.
4. Program: Design season program for Club or teams so parents know what to expect, i.e., length of season, number of practices, games and travel. The program will affect your budget. Acquire uniforms at beginning of season.
5. Reserve Gym Space: Arrange gym time at schools or community centres. Create a relationship with a local school and institution. A good relationship and realized benefits may yield valuable gym times for practices or games.
6. Basketball Contacts: Establish contacts with other Club organizations (AYBC). Create your own database of contacts.
7. Budget: Create a budget for your Club / team (cost of gyms, uniforms, tournament fees, accommodations and coaches expenses/honorariums). A Sample Budget is attached in Appendix D.

8. Create key Agreements for the Club: Agreements are important to have. They can minimize any misinterpretations amongst players and parents. Unfortunately majority of the time in running Clubs is consumed dealing with personnel parental issues, therefore it's important to address this early by stating your plans and philosophy. In times of conflicts emotions can get heated so it might prove to be a good idea to establish that you have made reasonable attempts to properly inform parents of your program, your philosophy, and Club rules as it relates to behaviour of parents and players, code of conduct, disciplinary measures, etc.

Some of the key Agreements to consider are:

- Contract for coaches
 - Compensation
 - Expectations of Commitment
 - Duties and Responsibilities
- Financial Commitment/registration agreements
 - Fees
 - Fundraising requirements if applicable
- Player Declarations
 - Time Commitment
 - Code of Conduct
- Limited Warranty and Liability of Club
- Parents
 - Parental Release/Waiver Form and Assumption of Risk
 - Code of Conduct

Main headings of the agreements are given in Appendix A.

9. Code of Conduct: Create Code of Conduct for Players and Parents, coaching philosophy and expectations.
10. Handbooks: Create handbook for players, coaches and parents. A Club handbook should summarize Club philosophy, expectations, rules and regulations, etc. Sample headings for a Club Handbook is attached in Appendix B.
11. Register with AYBC: Registration with a Club Association is recommended. It will provide you with a communication pipeline with other members as well as provide additional information in running Club organizations.
12. Reference Check on Coaches: If you are selecting a coach, make sure that you check the references of the coach. Children are very impressionable and the coach will have a dramatic impact on their mentorship. For that reason, AYBC and Basketball Alberta recommend that all Club members perform a police background check on their coaches. See Appendix E for a copy of our Risk Management document and Appendix F for the Volunteer Application form. Also note Coaching Certification (NCCP) requirements for Club National Championships.

B. Multiple Team Clubs

The Steps:

1. **Club Incorporation:** Incorporate the Club as a non-profit Society (elect a Board).
2. **Create Executive:** Create a functional executive for the Club (President, Secretary, Treasurer, Coaching Director, etc.)
3. **Organization Chart:** Define Organization Chart for the Executive with reporting hierarchy and responsibilities of each executive member. Typical organization chart is attached in the Appendix C.
4. **Duties and Responsibilities:** The Club should have an administration arm (run by the executive) and a coaching division (directed by a senior coach or Coaching Director). The Executive is responsible to the Club (members) and is an administrative support arm for the coaches. Define the responsibilities and duties of each executive position.
5. **Strategic Plan:** Develop a Strategic Plan for the Club with Vision, Mission and a series of Goals and Objectives. What is your purpose for existing, and your Club Philosophy, Coaching Philosophy, Program, etc.
6. **Age Brackets:** Decide on the age brackets and length of season. Typical age brackets are U12, U13, U15, U16, U17 and U19. Age brackets are defined as being under the stated age as of December 31st of the beginning of the season, i.e., U12 is a player who is no older than 11 as of December 31st.
7. **Recruitment:** Recruit and/or advertise for players and coaches. Arrange tryouts. In your selection process attempt to group players according to their skill level rather than friendships or association with specific schools.

Note:

AYBC now supports the following position on recruitment of coaches and players from other clubs as directed from the membership:

“For the long term health and prosperity of Club Basketball in Alberta, Clubs will operate within the Spirit and Integrity of the game as well as in Cooperation with regards to the continued growth and success of all clubs.”

8. **Club Activities:** Research tournaments and leagues in your area (e.g., refer to AYBC Website). Register with the AYBC and be aware of ASAA restrictions on season of play and other regulations.
9. **Insurance:** Acquire insurance for players, coaches and directors of Club (AYBC or Basketball Alberta).

10. Program: Design season program for Club or teams so parents know what to expect, i.e., length of season, number of practices, games and travel. Acquire uniforms at beginning of season.
11. Budget: Establish Budget for the Club (cost of anticipated program – gym costs, uniforms, travel, insurance, accommodations, tournament fees, coaches expenses/honorarium, etc.) so you can determine the membership fee. A sample budget was provided for a single team. Within multiple team clubs, each team will need to prepare a sample budget. The individual team budgets can be consolidated into one Club budget. Within a multiple team club structure, the club should define what core items is its responsibility, i.e., coaches compensation, uniforms, gym rentals, casino, etc. and what items are the responsibility of the teams. Typically, the individual teams should maintain their own expense accounts to address team specific items, such as tournament fees, travel expenses for coaches, team accommodations, etc.
12. Key Agreements: Agreements are even more important for multiple team Clubs. As the number of parents/players increase so does the possibility of misinterpretations and conflicts. Agreements should be prepared and signed by all parents/players so they can minimize any misinterpretations later. In times of conflicts emotions can get heated so it is always good policy to establish that you have made reasonable attempts to properly inform parents of your program, your philosophy, and Club rules as it relates to behaviour of parents and players, code of conduct, disciplinary measures, etc.

Key Agreements to consider are (see Appendix A):

- Contract for coaches
 - Compensation
 - Expectations of Commitment
 - Duties and Responsibilities
- Financial Commitment/registration agreements
 - Fees
 - Fundraising requirements if applicable
- Player Declarations
 - Time Commitment
 - Code of Conduct
- Limited Warranty and Liability of Club
- Parents
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13. Code of Conduct: Create Code of Conduct for Players and Parents, coaching philosophy and expectations.

14. Handbooks: Create handbook for players, coaches and parents. A Club handbook should summarize Club philosophy, expectations, rules and regulations, etc. Sample headings for a Club Handbook is attached in Appendix B.
15. Register with AYBC: Registration with a Club Association is recommended. It will provide you with a communication pipeline with other members as well as provide additional information in running Club organizations.
16. Reference Check on Coaches: If you are selecting a coach, make sure that you check the references of the coach. Children are very impressionable and the coach will have a dramatic impact on their mentorship. For that reason, AYBC and Basketball Alberta recommend that all Club members perform a police background check on their coaches. See Appendix E for a copy of our Risk Management document and Appendix F for the Volunteer Application form. Also note Coaching Certification (NCCP) requirements for Club National Championships.
17. Team/Club Database: Create a database for coaches of players on their team (personal information, health insurance and any other medical conditions). Be aware of PIPA regulations and necessary agreements.

Appendix A: Key Agreements (main headings of Agreements)

1. Contract for Coaches

- Scope of work (summarize expectations and commitment required)
- Terms and Conditions of Employment.
- Compensation. (salary plus allowable expenses)
- Rules and Regulations. (rules and regulations of Club)
- Non-Disclosure (Optional).
- Termination for Cause.
- Termination Notice.

2. Financial Commitment

- financial commitment to pay Club registration fees and participation in fundraising efforts

3. Player Declaration

- Acknowledgement of player registration
- Player declaration: Time commitment to Club and agreement to abide to Club rules and regulations.

4. Limited Warranty and Liability

- State that Club cannot warrant that it will meet parent expectations in the development of the player nor can it be held liable for any damages incurred while their child is a member of the Club. Parent should acknowledge and agreed that the player is entering the Club at their own risks without any implied warranties or guarantees that the Club will be successful in meeting parent's or player's expectations.

5. Parental Release/Waiver Form and Assumption of Risk

- Release, Waiver and Assumption of Risk Agreement: Parent agrees to release player in the hands of Club coaches and assigned chaperones for trips. Parent acknowledges element of risk of trips and sport of basketball and authorizes chaperones and/or coaches to make decisions on behalf of the parent upon notification to parent.

Appendix B: Club Handbook (Main sections)

1. INTRODUCTION TO CLUB
2. PURPOSE AND COMMITMENT OF CLUB
3. THE CLUB VISION AND MISSION
 - THE CLUB'S PHILOSOPHY
 - COACHING PHILOSOPHY
 - SELECTION PROCESS
4. CLUB PROGRAM
5. CLUB FEES AND FUNDING
6. LIMITED WARRANTIES AND LIABILITY OF THE CLUB
7. CLUB DIRECTORY
8. PRACTICE SCHEDULE AND RULES
9. TOURNAMENT SCHEDULE
 - TOURNAMENT RULES WILL AWAY
10. FINANCIAL COMMITMENTS & FORMS
 - FINANCIAL COMMITMENT
 - INSURANCE INFORMATION
 - ACCEPTANCE FORM

Appendix A – Club Postions and Duties

Appendix B - Code of Conduct

Appendix C - Club Rules and Regulations

– Player/Parental Agreement

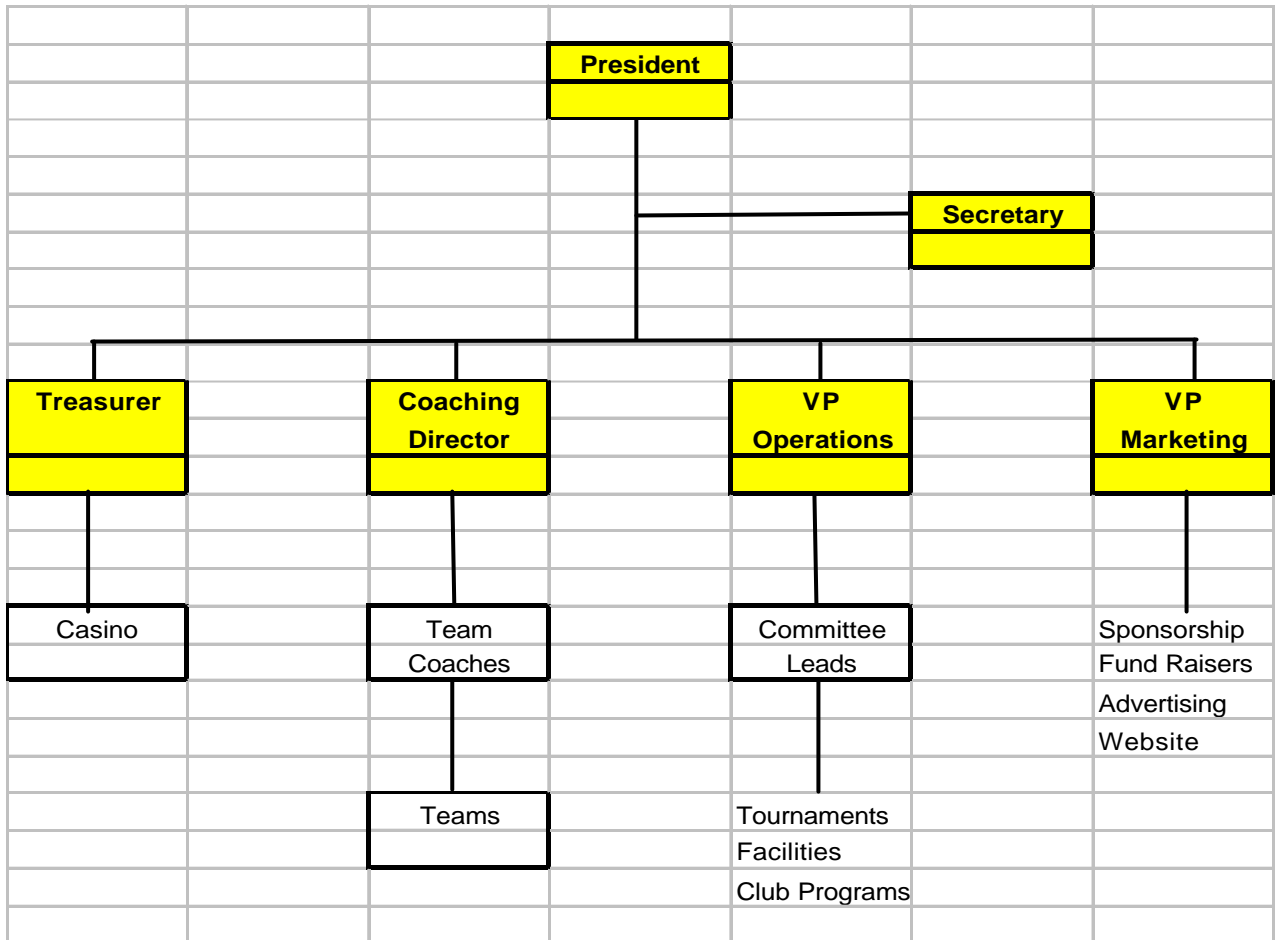
- Parental Authorization/Waiver Form

- Financial Responsibility Agreement and Contract

- Player Declaration of Commitment

Appendix D - Strategic Plan

Appendix C: Typical Club Organization Chart



Appendix D: Sample Budget

Proposed Budget

Proposed Fund Raising Opportunities:

Player Fees (\$500 each)	\$5,500
Adopt-an-Athlete (\$250 X 2 each)	\$5,500
Dinner Auction	\$2,500
Corporate Donations	\$1,500
Other Fund Raising Activities	<u>\$5,000</u>

Total \$20,000

Proposed Expenses:

Gym Rental for Practice	\$1,500
Team Camp or Skills Camps	\$1,500
Canadian Tournament Entry Fees (7)	\$2,400
US Tournament Entry Fee (1)	\$900
Canadian Hotels	\$1,600
US Hotels	\$2,000
Gas for Tournaments	\$1,500
Coaches Honorariums	\$4,000
Van rental (if necessary)	\$1,500
Team Apparel	\$3,100

Total \$20,000

Appendix E: SIMPLIFIED CHILD ABUSE/MOLESTATION RISK MANAGEMENT PROGRAM

1. BACKGROUND

Child abuse / molestation in the world of youth sports has received much media attention over the past ten (10) years and, unfortunately, for good reason. A recent Sports Illustrated article coupled with problems within the Catholic Church and other respected organizations have heightened this awareness.

The June 9, 2003 feature article in Forbes Magazine states "the next litigation goldrush: child sexual abuse. Never mind priests – the Boy Scouts, day care firms and Hollywood may be next." This article outlines disturbing litigation trends where non-profit organizations like sports organizations and their directors and officers can be targeted as "deep pockets".

Medical professionals state that the effects of child abuse can surface decades later and often result in suicide, violence, delinquency, drug and / or alcohol abuse and other forms of criminality that are child abuse related.

There have been a number of multi-million dollar verdicts against coaches and associations for sexual abuse over the past several years and at least one child has been killed.

2. PURPOSE

The purpose of this program is to reduce the liability risk and related negative publicity, expense and trauma to AYBC Members and of course, of utmost importance, the children they serve. The likelihood of such can be reduced by making the environment unsuitable for the sexual predator and / or abuser.

This program will key in on the bare essentials of education, volunteer screening, policies and program administration. The intent of this program is not to be all encompassing, but instead, to provide the framework of a basic workable program that is more likely to be implemented by a group of volunteers with limited resources and time. The simple framework of this program will not address all contingencies that are likely to be encountered. Therefore, the reference materials listed in the conclusion section should be researched & consulted frequently.

3. DEFINITIONS

Child Abuse: Verbal abuse (ridicule or put-downs), physical abuse (any hurting, touching or excessive exercised used as punishment), emotional abuse (threats to perform unreasonable tasks) and sexual abuse.

Sexual Abuse: Refers to a wide spectrum of interactions including rape, physical assault, sexual battery, unwanted physical contact, unwelcome sexually explicit or offensive verbal communication, coercive or expletive sexual contact, verbal sexual harassment and / or sexualized attention or contact with a minor.

Conduct Official: Single person within the league who is appointed by the board to administer the Simplified Child Abuse / Molestation Risk Management Program. The Conduct Official is responsible for education, reviewing Volunteer Applications, checking references, conducting criminal background checks, handling appeals from disqualified candidates, conducting investigations on allegations of abuse, acting as liaison to local law enforcement, etc.

Volunteer: Citizens who perform the various functions entailed in the running of a league without pay including league officers and directors, committee personnel, coaches, managers, officials, scorekeepers, concessions workers, etc.

Criminal Background Check (CBC): CBC's will provide all misdemeanor and felony information that AYBC Members may want to take into account in the disqualification process. CBC's show offenses that go back a minimum of seven (7) years, but much longer in most cases. CBC's do not rely on third parties to enter information into the database as this happens automatically as part of the judicial process. It is recommended that AYBC Members use CBC's when screening volunteers.

4. POLICIES ON CHILD ABUSE/MOLESTATION

Limit One on One Contact: It is AYBC's policy that no activities shall take place involving one on one contact between a single, non-related league volunteer and a child, if such activities can be practically avoided. Instead, a "buddy system" is encouraged where two (2) adults should always be present during practices, games, carpooling and special events.

Prohibition of Sleepovers: All AYBC sanctioned team or league activities will permit sleepovers (hotel or similar accommodation arrangement) if each child is either accompanied by his / her parent or is being supervised by two (2) adults who are in each other's presence at all times. Single coaches or supervisors are not permitted to sleepover with a child or team in any circumstance.

Touch Policy: Touch is acceptable only if it is “respectful and appropriate”. Some experts have adopted a no touch policy, however, most experts believe that “no touch” is an over-reaction and may be ultimately be damaging in itself and not practical.

Verbal Conduct Policy: Inappropriate comments of a sexual nature and suggestive jokes are inappropriate and absolutely prohibited.

Take Home / Pick-Up: Take home / pick-up of athletes by AYBC personnel is strongly discouraged because of the difficulty in limiting one on one contact between adult and child (remember the Buddy System). Parent(s) should provide transportation for their own children to and from scheduled AYBC activities. Each respective AYBC Member team / club will clearly outline the expected start and end time for all activities and communicate this with all parent(s). Parent(s) should be instructed to make back-up plans in the event they cannot provide transportation. If parent(s) can't provide transportation they are encouraged to communicate to the AYBC Member team / club the name of the person(s) who is / are authorized to pick up the child. Such policy will help protect against potential abuse, abductions or being thrust into the middle of any custody dispute.

Child Abuse Prohibition: All forms of sexual, physical, verbal and emotional abuse are absolutely prohibited.

Name Distribution: The distribution if directories / rosters with names, phone numbers, addresses and pictures should be limited to persons on a “need to know” basis.

5. EXAMPLES OF ABUSE/MOLESTATION

Emotional Abuse: Yelling or making the following statements:

- ◆ You're stupid;
- ◆ You're an idiot;
- ◆ You're an embarrassment;
- ◆ You're not worth the uniform you're playing in; etc.

Physical Abuse: Besides the obvious examples of a coach hitting, kicking, throwing equipment or shaking a player, watch out for the following:

- ◆ Behaviours appear violent versus disciplinary;
- ◆ Training practices become abusive;
- ◆ Fighting is encouraged or ignored;
- ◆ Illegal moves, often associated with injuries are encouraged;
- ◆ Coaches teach improper techniques or encourage conduct that violates safety rules;
- ◆ Coaches allow athlete(s) to become physically and / or verbally abusive;
- ◆ Questionable behaviours result in injuries to athlete(s), etc.

Sexual Abuse: An adult may not improperly sexualize touch by fondling instead of hugging (with permission), kissing or seductive stroking of various body parts. On the other hand, appropriate touching can be used when a young child needs comfort, reassurance and support. Appropriate touch is respectful of a person's personal boundaries and comfort level, public (done in front of others and not secretly) and nurturing (not sexualized).

- ◆ Misuse of power and authority;
- ◆ Misuse of love and affection;
- ◆ Manipulation or tricks, ie:
 - This is love,
 - This is what you have to do to be a part of the team,
 - This is what we do for initiation, etc.
- ◆ Grooming – desensitization that begins with appropriate touch & then it changes, ie:
 - You like it before when I touched you,
 - What's wrong? Don't you trust me?,
 - Courting behaviours such as gifts, excessive time and attention provided,
 - Romancing behaviours such as dating or talking or a relationship,
 - Using "Lines" such as: You're special, You're so mature, You're so cute, etc.
 - Stating secrets such as: This is our secret, others wouldn't understand, etc.

6. WARNING SIGNS OF ABUSE/MOLESTATION

With some forms of abuse, there may be physical indicators. For example with physical abuse there may be signs of bruises, welts, broken bones, etc. With sexual abuse there may be signs of venereal diseases, genital swelling / soreness, difficulty sitting or walking, pain or itching when urinating or defecating, pain or itching in genital area, stomach aches and / or frequently unexplained sore throats. Most often the effects of sexual abuse are less obvious. For example, sudden shifts in behaviour or attitudes when an outgoing child suddenly becomes protected / closed or when a generally happy child becomes aggressive and angry or a trusting child becomes fearful may be an indication of abuse. In sports, this can show up as losing interest or wanting to drop out of sports or a sudden decline in ability or functions.

Please note that no indicators or symptoms are absolute. Many of these could be indicators of problems other than child abuse. However, if some of these things are going on, consider them to be a red flag. One difficulty is that some signs are ambiguous. Children may respond in different ways and some may show no sign at all. Some indicators include:

- ◆ Disclosure by the child. Most children won't just come out and say they have been abused, but instead, may hint at it – watch for the signs;
- ◆ Observations, complaints, concerns or allegations about league / team volunteers;
- ◆ Attitudes / behaviours expressed on the part of an adult that may be associated with inappropriate or abusive behaviour (racist remarks, poor sense of athlete development, raging temper, extremely controlling, jealous, hypersensitive, poor sexual boundaries, bullying, intimidating, unrealistic or inappropriate training practices and risks, etc.);

- ◆ Unexplained / unlikely explanation of injuries;
- ◆ Extreme fear of a league / team volunteer;
- ◆ Extreme low self-esteem or self-worth;
- ◆ A child's attachment to a coach / staff to the point of isolation from others;
- ◆ A coach / staff with an interest beyond caring concerns and / or a special interest in a child (time, gifts, attention, obsession, unrealistic expectations, etc.);
- ◆ A child's desire to drop out without a clear explanation or at least without one that makes sense;
- ◆ A child that misses a lot of activities with suspicious explanations or excuses, etc.

Despite increased sensitivity to abuse, there is still a tendency to blame the victims instead of holding the person(s) accountable who:

- ◆ Lost their temper;
- ◆ Got a little out of control;
- ◆ Were just having a dispute;
- ◆ Misinterpreted the touch;
- ◆ Is really a wonderful person, etc.

Listen to what the athlete is saying!

7. ALLEGATIONS OF ABUSE/MOLESTATION & OTHER POLICY VIOLATIONS

Point of Contact: The Conduct Official is the appropriate person to whom all reports of child abuse / molestation should be reported. In the event that the Conduct Official is the alleged abuser / molester, the report shall be made to the President of AYBC.

Assessing the Seriousness of the Situation: It is useful to differentiate between:

- Concern: When the person just needs to be heard and have some information clarified.
- Complaint: When the person needs you to listen and may or may not want action taken if they feel you listened.

Allegation: Clarify if the allegation is:

- ◆ Appropriate, but unappreciated act;
- ◆ Inappropriate act, but not an illegal act;
- ◆ An illegal act that needs to be reported to law enforcement.

Disclosure: When the person tells you that abuse occurred or based on their actions gives you reason to believe abuse has occurred.

The Conduct Official must take the appropriate action depending on where the situation falls in the above mentioned categories.

Information Gathering: Upon receipt of a disclosure of child / sexual abuse or of a policy violation the Conduct Official should gather all pertinent facts in a fair, respectful and confidential manner and review with both the accuser and accused. All such disclosures must be brought to the attention of the Board of Directors of AYBC.

The Conduct Official must immediately report to the authorities when there is reasonable cause to believe that physical abuse or sexual abuse has occurred. At this point, the Conduct Official should never investigate, as this is the role of the law enforcement authorities. Furthermore, allowing the law enforcement authorities to investigate helps to shield AYBC against potential lawsuits for defamation of character.

Suspension / Termination: The findings of the Conduct Official should be reported to the Board of Directors and all proceedings shall be confidential. If the alleged abuser or policy violator admits to the conduct, the AYBC Board can employ the most immediate and appropriate punishment. If the alleged abuser or policy violator denies the conduct, the AYBC Board can conduct further investigations (except when reasonable cause of physical or sexual abuse exists that should be reported to the necessary authorities) deemed necessary prior to rendering any appropriate punishment or exoneration.

Remember, the alleged violations range from inappropriate, but not illegal behaviour to clear cut child / sexual abuse and the punishment must be tailored to the violation.

Suspension: Less egregious conduct on the part of the volunteer will result in a written reprimand. If more than two (2) written reprimands are received in a three (3) year time period, this will result in termination of the volunteer. Slightly more egregious conduct will result in both a written reprimand and suspension. Upon the second suspension in a three (3) year time period, the volunteer will be terminated.

Termination: All volunteers are subject to immediate termination based on the disqualification criteria outlined herein.

Duty to Disclose / Immunity / Confidentiality: All volunteers may be required by law to report suspected cases of child / sexual abuse. Any person(s) who makes or participates in the making of good-faith report of abuse / neglect, participates in the investigation or in judicial proceedings shall in so doing be provided with complete and absolute immunity from civil liability.

The identity of the Volunteer reporting a case of suspected child / sexual abuse shall not be revealed. All records and reports concerning investigations and their outcome are protected by various confidentiality laws. Unauthorized disclosure of such records is a possible criminal offense which could subject the violator to fines and / or imprisonment.

8. VOLUNTEER SCREENING

Volunteer Application and Consent / Release Form: The attached application entitled "Volunteer Application" must be completed, signed, submitted and processed before a volunteer will be allowed to work with athletes.

All volunteers who have regular access to or repeated contact with athletes must complete the "Volunteer Application". This includes all head coaches, assistant coaches, managers, league administrators, officials, scorekeepers, concession workers, maintenance workers, etc. refusal to comply will result in immediate dismissal from AYBC Member programs / teams even if the volunteer has been allowed to participate in the past.

The Conduct Official will review all such applications, will conduct a Criminal background Check (CBC), may conduct a follow-up interview to clarify questions and will decide whether or not the candidate is disqualified based on this information.

Disqualification Criteria: AYBC must adopt its disqualification criteria in writing before the CBC's are run.

Individual volunteers found to be guilty of the following crimes will be disqualified as a Association of Alberta Youth Basketball Clubs (AYBC) volunteer as outlined below. Guilty means the applicant was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of "nolle prosequi".

1. Ever Found To Be Guilty Of:
 - ◆ All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
 - ◆ All felony violence including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

2. Found To Be Guilty Within The Past 10 Years Of:
 - ◆ All felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Found To Be Guilty Within The Past 7 Years Of:
 - ◆ All misdemeanor violence offenses including simple assault, battery, domestic violence, hit & run, etc.
4. Found To Be Guilty Within The Past 5 Years, or Multiple Offenses Within The Past 10 Years Of:
 - ◆ Misdemeanor drug and alcohol offenses including driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
5. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the volunteer including contributing to the delinquency of a minor, providing alcohol to a minor, theft – if volunteer is handling monies, etc.

Should any pending charges described in 1-5 above be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving until such time as the charges have been cleared or dropped and the Conduct Official (AYBC Board of Directors) has approved reinstatement.

Note: Should any applicant happen into any of the criteria listed above, AYBC must be immediately notified of the said misdemeanor, charge or offense.

Criminal Background Check (CBC): After receiving the "Volunteer Application", the Conduct Official will conduct a CBC with the selected vendor and will search records in all current and past countries of residence of the volunteer. This procedure is confidential and only the Conduct Official will have access to these records. The Conduct Official will decide whether or not the candidate is disqualified based on the findings and the predetermined disqualification guidelines as set forth by the AYBC Child Abuse / Molestation Risk Management Program.

Appeals: Candidate(s) disqualified due to an unsatisfactory Referral or CBC and / or other reason(s) will be given the right to appeal upon written notification to the Conduct Official.

The AYBC Board of Directors will appoint three (3) board members to hear the appeal and they will decide whether or not to uphold or overturn the decision of the Conduct Official. As a compromise, the appeal committee may decide to reassign a candidate to a more appropriate position or to place the candidate under a probationary period. The results of all CBC's and appeals shall be kept confidential.

Acknowledgement of Training: All volunteers who have been accepted must read the Simplified Child Abuse / Molestation Risk Management Program and must agree to abide by the rules set forth.

9. CONCLUSION

Due to the simplified nature of this program, it does not address all contingencies and as a result AYBC's Directors, Officers and Conduct Official may incur legal liability for failure to perform certain acts related to a case involving child / sexual abuse. For this reason, it is strongly recommended that legal counsel be retained in the event that a case is suspected.

This program was designed for AYBC Member Clubs / Teams consisting primarily of volunteer workers.

The following references were used in the design of this program and it is strongly recommended that they are referred to whenever a question arises:

Athlete Abuse and Youth Sports, A Comprehensive Risk Management Program
National Alliance for Youth Sports; Copyright 1996; 1-800-729-2057.

Sexual Abuse Risk Management Manual For Youth Sports / Activities Organizations;
Gil B. Fried, M.A., J.D., Gil Fried & Associates LLC (www.gilfried.com) (203) 789-8694; Copyright 1996.

Southeastern Security Consultants, Inc. (SSCI); Byron Palmer, 2627 sandy Plains Road, Suite 203, marietta, GA 30066; phone 866-996-7412.

Intellicorp, John Sebeck; 6001 Cochran Road, Suite 200, Solon, OH 44139; phone 440-505-0238; (www.intellicorp.com).

Appendix F: Volunteer Application

To be completed by all volunteers including Coaches, Managers, Administrators, Umpires, etc of **Association of Alberta Youth Basketball Clubs** who have regular access to or repeated contact with athletes.

Association of Alberta Youth Basketball Clubs (AYBC):

Head Office Located in Calgary, Alberta

Personal Information:

Date of Completion of this Form: ____/____/____

Full Legal Name: _____

Date of Birth: ____/____/____

Other Names (maiden, alias, etc.): _____

Male: ___ Female: ___ Social Security Number: _____ - _____ - _____

Driver's License Number: _____ Province: ____ Expires: ____/____/____

Home Phone: (____) ____-____ Work Phone: (____) ____-____

Home Address: List all for the past 7 years

Present (include dates): _____

Previous (include dates): _____

Previous (include dates): _____

Previous (include dates): _____

(attach a separate sheet if additional space is needed)

Qualifications:

What position are you applying for?: _____

Have you ever been convicted of a crime?: _____ (if yes, explain): _____

Have you ever been refused participation in any other youth sports program?: _____
(if yes, explain): _____

Do you have children in the program?: _____

Why do you want to be a Volunteer?: _____

Why are you qualified to Coach, Manage, Officiate, etc.?: _____

Acknowledgement Of Training

I acknowledge that on ____/____/____ (date) I was given a copy of AYBC's Simplified Child Abuse / Molestation Risk Management Program and that I have carefully reviewed it and voluntarily agree that as a condition of future participation, employment, or involvement in AYBC, I will abide by all the terms, conditions, policies and procedures contained within this program.

If I violate the policies, regulations or spirit of this program, I will indemnify and hold harmless AYBC, it's employees, board members, volunteers and officials from any and all liability including negligence and any intentional tort claims.

Signature: _____ Date: ____/____/____

Consent / Release

I hereby authorize and give consent for AYBC referenced above to obtain my personal information.

This includes, but is not limited to employment records / employment references; criminal background records / information; criminal background checks / fingerprints; driving record check; financial bankruptcy information; coaching experience; personal references and addresses.

I authorize this information to be obtained either in writing, via internet or via telephone in connection with my volunteer application.

I understand that my position is contingent upon adverse information about my background or character not being uncovered upon the performance of the above referenced checks. I also understand that regardless of my prior volunteer activities on behalf of AYBC, that AYBC is not required to allow my continued participation.

I agree to hold harmless and indemnify from liability AYBC and its directors, officers, employees and volunteers from all liability arising out of the use of the information that is uncovered in the above referenced checks.

Signature: _____ Date: ____/____/____

Appendix G: Multiple Team Clubs

1. Jr. Trojans Basketball Club
2. Out West Basketball Association
3. Edmonton Youth Grads
4. Calgary Senior Selects
5. Alberta Shooting Stars
6. St. Albert Slam
7. Golden Hills Basketball Club
8. Red Storm
9. Starz Basketball
10. Westside AAA
11. Airdrie Elite East Basketball Club
12. Silversmith Selects
13. Bow Island Bigs Basketball Club
14. Okotoks Minor Basketball Association
15. Lethbridge Junior Kodiaks
16. Kim Powell (Basketball Academy)
17. Calgary Selects
18. Junior Oaks
19. Hoopsters
20. Onyx
21. 3D (Cranbrook)
22. Jr. Dinos
23. Oilfields
24. Cougars (Leger)
25. Junior Huskies
26. Lethbridge Basketball Club
27. Calgary Fury
28. Junior Cougars (LA)
29. Cranbrook Rockies
30. Lloydminster Barons
31. Patterson (Edmonton)
32. GBA (Greg Wayne)
33. Mt Royal Junior Cougars
34. Edge Sports School
35. Red Deer Kings / Queens
36. Championship Basketball Club
37. Basketball Alberta
38. Parkland Basketball
39. STARS Basketball Club

Appendix F: Single Team Clubs

1. Southern Selects – girls
2. Team Vortex
3. Camrose Basketball Club
4. Eastview
5. North East Bad Boys
6. Bow River - midget girls
7. Big Rock Basketball
8. Shooters (LA)
9. Rolling Hills
10. Mavericks (High River)
11. Cochrane (Hanson)
12. United (Ivor Lewis)
13. Magrath (Kim)
14. Janice Giles (High River)
15. Crimson Tide (Fisher)
16. Sherwood Park Sabres
17. Cochrane Storm
18. Pacers Basketball
19. Foremost
20. S.A.R.A.
21. Royals Blue/White
22. Titans
23. Vikings
24. Springbank
25. Wildcats (South All Stars)
26. South Central Spartans
27. U of C (Harle)
28. Happening Hoops
29. SoCal Comets
30. Goldade (CWB)
31. Okotoks Jazz
32. Calgary Swish
33. Jesse McLean (Drumheller)
34. RMS Rockies
35. Rockies Wild
36. Calgary Swoosh
37. NW Stingers
38. Bombers
39. Sonics
40. Loni Price
41. Southern Bells (Belisle)
42. Brent Anderson
43. Castle Mountain Titans
44. Team Magic
45. David Thompson Club
46. Edmonton Force