

SBMA REGISTRATION ROLES AND RESPONSIBILITIES

MONTH	COMMUNITY ASSOCIATION (CA)	SMBA
April/May	<ul style="list-style-type: none"> ▪ Confirm fall CA registration date (during the first two weeks of Sept) ▪ Set individual player fees ~ typically SMBA team fee divided by ten; plus additional fees required (<i>i.e. jerseys, equipment, coach recognition, tournament sponsorship</i>) ▪ Place CA information in Leisure Guide (for fall) ▪ Book gym facilities for team practises (done through local catholic schools or Public School Board Rentals dept.) 	<ul style="list-style-type: none"> ▪ Set team fees for upcoming season ▪ Place SMBA generic information in fall Leisure Guide ▪ Book date and gym facilities for SMBA Zone registration in Sept. ▪ On request will provide orientation/assistance to any new CA co-ordinator.
June/July	<ul style="list-style-type: none"> ▪ Rest 	<ul style="list-style-type: none"> ▪ Rest
August	<ul style="list-style-type: none"> ▪ Review player registration form for any required changes (see generic form) ▪ Do jersey and equipment inventory ▪ Begin search (or confirm) coaches and/or parent volunteers ▪ Confirm facilities rentals ▪ Advertise basketball with local schools/teachers, CA newsletter/website, etc. 	<ul style="list-style-type: none"> ▪ Send out generic player registration form to CA co-ordinators. ▪ Advertise basketball (generic email/notice) with schools/teachers, media, sports contacts, etc.
September 2003: <i>Sept 1- 14 CA registration</i> <i>Sept. 15 Zone Registration</i>	<ul style="list-style-type: none"> ▪ Advertise basketball with local schools/teachers, CA newsletter/website, etc. ▪ Hold fall CA registration (first two weeks of Sept.) – usually held in junction with other CA fall activities registration. Players who do not register within their local community association risk not being able to play. <i>Priority is given to those who register with their local CA.</i> ▪ Community associations may choose to charge a late 	<ul style="list-style-type: none"> ▪ Circulate list of local CA registration date(s), time, location and post on website. ▪ Zone Registration (3rd week of September) purpose is: <ul style="list-style-type: none"> ○ to register players who don't have basketball in their community association; (<i>placement at the discretion of SMBA</i>) ○ opportunity for CA co-ordinators to

	<p>registration fee those who don't register on-time.</p> <ul style="list-style-type: none"> ▪ Attend SMBA Zone Registration night to assist in team set-up/swap/share with other CAs co-ordinators. ▪ Teams are to be set-up following SMBA rules (i.e. age, gender, etc.) and registration rules adhered to. ▪ Distribution of uniforms to coaches/teams. ▪ Team rosters completed on-line at SMBA website. ▪ Team fees paid in full by September 30th. 	<p>swap/share/set-up teams with each other.</p> <ul style="list-style-type: none"> ○ CA's will be asked to sponsor teams (from combined associations). ○ Any fees collected will be payable to SMBA and reconciled with CA once players/teams are finalized.
October	<ul style="list-style-type: none"> ▪ Team practises begin ▪ League play begins (after Thanksgiving weekend) 	<ul style="list-style-type: none"> ▪ Provide assistance to new CA volunteers, coaches, etc. ▪ Coaches meeting (community co-ordinators are invited to attend) will be held the first Wednesday after Thanksgiving. ▪ Games will be posted on SMBA website & coaches notified one week prior to season play starting. ▪ Season play begins the weekend after the Thanksgiving long weekend.
November/ February	<ul style="list-style-type: none"> ▪ Check in on coaches/parent volunteers 	<ul style="list-style-type: none"> ▪ Provide assistance to new CA volunteers, coaches, etc.
March	<ul style="list-style-type: none"> ▪ Collect jerseys and equipment from coaches ▪ Recognize coaches and/or parent volunteers 	<ul style="list-style-type: none"> ▪ Recognize CA coordinators ▪ Hold CA Co-ordinators meeting to review past year and improvements for next season.