



CHEAT SHEET FOR MBA COACHES AND MANAGERS

START OF SEASON

- Complete vulnerable sector check and send to the office.
- Secure a manager for the season to help with administrative tasks (travel, fees, uniforms). Each team must have a manager.
- Confirm with ED or TD, your desired start date.
- Send gym requests to TD. Two (1.5hr) practices throughout the week and one gym slot on the weekend. U11s will get priority 6pm time slot.
- Host at least 3 days of tryouts and select team.
- Send team roster list to TD and ED.
- Familiarize yourself with coach and manager guide.
- Distribute MBA Player Code of Conduct to players, review with players and parents and have them both sign contract. When ALL forms are in teams can begin practice.
- Print off, read, sign BNB Coach Contract and send to office.
- Size players for provincial uniforms.
- Complete the Looking for Games on BNB website.



Communicate team fees to players and establish a date for all fees to be paid.

DURING SEASON

Arrange a parent meeting within first week of practice. Ensure that an MBA representative is there (Executive Director, Technical Director, President, Provincial Committee Chair).

Connect with Technical Director re NCCP Learn to Train course.

Book referees for games.

Report all game, tournament, results and highlights to executivedirector@mkmba.ca by Monday follow games.

Register for provincial tournament.

Take team picture and email to executivedirector@mkmba.ca.

Promote positive behaviours to and for athletes, coaches, officials and parents.

AFTER SEASON

Celebrate your season

Return basketballs to office

Complete end of season evaluation form