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## **Player Code of Conduct**

1. Enjoy yourself !
2. Be a good sport at all times.
3. Work hard all the time, show maximum effort at games and training sessions.
4. Treat your team-mates as you yourself like to be treated.
5. Play by the rules.
6. Control your behaviour at all times, on and off the court. Violence of any sort, or bad language is unacceptable.
7. Co-operate with game officials.
8. Be attentive and listen to your coach, try to improve your skills all the time.
9. Players who are not scheduled to train at a particular time must ask the training coach for permission to use any part of the court.  
If asked to vacate the court by the training coach or team manager, players must do so immediately.
10. Do not do anything that may endanger younger players (e.g. taking 3-point shots while younger players are underneath the ring).

## **Spectator Code of Conduct**

1. Remember children play sport for fun. They are not playing for the entertainment of spectators. They are not miniature professionals.
2. Applaud good performances from both teams. Congratulate all players regardless of the outcome.
3. Respect the referee's decision. If there is a disagreement, follow the appropriate procedures in order to query the decision.
4. Never ridicule or scold a child for making a mistake during competition. Be positive.
5. Condemn the use of violence in any form, be it by spectators, coaches or players.
6. Show respect for your team's opponents, without them, there would be no game.
7. Encourage players to obey the rules and decisions of officials.
8. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
9. Avoid use of language based on gender, race or impairment.

## **Parent Code of Conduct**

1. Encourage children to participate if they are interested. If they are not, don't force them.
2. Focus on playing the game, reduce the emphasis on winning.
3. Teach children that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage children to always play by the rules.
5. Do not criticise children in front of others, but reserve constructive criticism for more private moments.
6. Remember children are involved in sport for their enjoyment, not yours.
7. Remember a child learns best by example. Applaud good play by both teams.
8. Accept decisions of all referees as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
9. Do not criticise opposing team members or supporters by word or gesture.
10. Set a good example by your own conduct, behaviour and appearance.
11. Support all efforts to remove verbal and physical abuse from sporting activities.
12. Avoid use of derogatory language based on gender, race or impairment.

## **Notes:**

1. Obviously, these codes of conduct apply to office bearers, committee members, grade secretaries and team managers. For this reason no individual codes of conduct for these positions have been included.

In addition, as club representatives, the above are expected to ensure that parents and spectators of their respective teams are aware of and abide by these codes of conduct.

To this end, team managers are to provide a copy of this document to all new families that join the club.

## Parent Duty Statement

1. Ensure that players attend training sessions and games.
2. Ensure that players arrive at training sessions and games at least five minutes prior to the starting time.
3. If the parent is not attending a training session or game, ensure that players are picked up promptly at the finishing time. All junior players (U8, U10 & U12) should be accompanied to games. If a junior player is to be dropped off the parent should arrange for another parent (not the coach) to be responsible for their child.
4. We strongly recommend that each player bring a full water bottle to every training session and game. This will allow adequate re-hydration that is necessary during exercise. It will also avoid the necessity to use shared drinking fountains or taps thereby reducing the spread of infectious diseases.
5. Where a child has an existing medical condition it is important that the coach be notified. It is important however for parents to realise that the coach has no responsibility for managing or monitoring any medical condition. In such a case we request that parents attend training sessions and games with their child.
6. Notify coach if player will not be attending training session or game. Please give as much notice as possible. This is most important for games as the team will be fined if insufficient players turn out for the game (at least 4 must be present to start the game). It is the club's policy that this fine will be paid by the team. The Broadmeadows Basketball Association (B.B.A.) requires 72 hours notice for a "notified walkover" fine otherwise an "unnotified walkover" fine is incurred.

Formula for fines is     Unnotified =     2 x scoresheet charge, Notified = (2 x scoresheet charge) - \$15

7. Player registration fees must be paid on or before registration day to your team manager. If player starts mid season fees must be paid prior to their first game. If fees are not paid by the required time, the player will be put on the waiting list until a position becomes available. The club Registrar will determine which team the player is placed in.
8. Promptly pay weekly match payments to your team manager. Please note that some team managers collect these at training, some collect at games on Saturday. Refer to "Team Manager Duty Statement - Point 8." for details on weekly match payments.

Parents are also reminded that there is an entry fee into game venues on Saturdays. This is currently \$2.00 (for each player and any spectator over 8 years of age). Note that only one venue entry fee needs to be paid on one day. If planning to visit more than one venue ensure you get a pass-out (stamp or ticket) from the first venue.

9. It is the club's policy that at least one responsible adult be present at each training session in addition to the coach. Where parents do not generally attend training sessions, the team manager may roster parents to attend training sessions. You must attend as required or find an appropriate substitute.
10. Parents should be willing to take their turn on the scorebench at games. A sheet of scoring instructions is available and verbal instructions can be given. Again, some team managers will roster parents for scoring.
11. Parents of new players (that haven't played in the B.B.A. before) must ensure that their child is registered properly.
  - Obtain a blue (for boys) or pink (for girls) registration card from team manager
  - Fill in all details and have parent and player sign card
  - Present card & original birth certificate to be verified by a B.B.A. doorkeeper at any game
  - Return verified card to team manager
  - Player must sign team sheet at the start of each season.
  - New players must sign "New Registration" section on the back of the score sheet at their first game
12. We encourage parents to take an active role in the club by taking a turn to be a team manager or nominating for a position on the committee. If you do not feel able to do this we welcome your positive comments or constructive criticism.
13. Any parent who has a problem, concern or grievance should privately approach the team manager or coach. If a satisfactory outcome cannot be reached they should then contact a committee member.
14. Support your team !!

## **Coach Code of Conduct**

As the coach of young players you will become a role model. It is very important that your behaviour is beyond reproach.

1. Bad language or violent behaviour at any time is unacceptable.
2. Immediately after a game you should shake hands with the opposition coach.
3. During a game, acceptable behaviour by all members of the team bench (players, team managers and assistant coaches) is the responsibility of the coach.
4. Direct, hostile or negative comments to opposition coaches or players is unacceptable.
5. Coaches should abide by the "spirit" as well as the "letter of the law".
6. It is not acceptable to consistently harass the referee to make favourable calls.
7. Accept the decisions of referees as being fair and made to the best of their ability. If you wish to query the decision of a referee do so calmly and politely at a time-out, half-time or after the game.
8. It is not acceptable to make indirect comments towards referees that allocate blame or incompetence (e.g. Don't worry John, you never touched him !).
9. It is inappropriate for coaches to enlist or incite the crowd against the referees.

## **Coach Duty Statement**

1. Coach is responsible for conducting one weekly training session of one hour in duration. If unavailable the coach should arrange a suitable replacement.
2. Coach is responsible for coaching the players during their game on Saturday. If unavailable the coach should arrange a suitable replacement.
3. Coach should have the necessary knowledge to teach and develop individual basketball fundamentals and team skills appropriate to the age and grade of the team.
4. Developing sportsmanship, team qualities and self confidence is an important part of youth sport. Coaches should endeavour to develop these attributes and positively encourage all players.
5. Determine, in conjunction with team managers and grade co-ordinator, the composition of teams (grading).
6. Assist team manager as needed
7. Coach is expected to attend club meetings as scheduled.
8. Coaches are not to allow non-members of the club to participate in any on-court activity during any time booked by the club for training purposes.
9. It is club policy to conduct Victoria Police checks on coaches who are 18 years of age or over. Coaches must be willing to consent to this check, to fill out the appropriate form and provide a copy of their driver's license or birth certificate.

## Coach Guidelines

When coaching junior basketball, especially younger age groups, keep the following in mind.

1. Failure is not the same thing as losing, nor is success equivalent to winning.

Stress to young players that success is related to commitment and effort, not to winning the game. Your young players need to know that if they strive to do their best they are never "losers".

2. Don't take your athletes efforts for granted. Reinforce good results, and probably more importantly, good efforts. Reinforce immediately. Praise the good things and you will be surprised how much more often they happen.
3. Encourage your players when they make mistakes. Always give corrective instruction in an encouraging manner. Stress the good things that will happen if the player follows your instruction, don't stress the mistake they just made.

Never punish (by tone of voice or action) a mistake. Never give corrective instruction in a harsh, demeaning or sarcastic manner.

4. Get the players involved in setting up team rules, and involve them in determining the sorts of penalties involved if they are broken.

Some rules might be;

- Respect all of your team mates - treat them like you want to be treated.
- Give maximum effort at all times.
- Be prepared and focused during games and practice sessions.

5. When misbehaviours occur, don't punish with physical measures (e.g. running laps). Rather exclude the player from practice for a short period.

Extended or repeated misbehaviours should always be brought to the attention of the player's parent or guardian.

6. If they are prepared to commit maximum effort, junior players should always be given adequate & fair court time during games to facilitate their development.
7. Coaches are encouraged to develop their knowledge of the game through the use of videos, books, coaching clinics and coaching accreditation.

## Team Manager Duty Statement

1. Prior to the start of each season the team manager should organise the team registration sheet.
  - Legibly fill out team registration sheet including full names, addresses, phone numbers & birth dates.
  - Check all details with parents, don't just assume they are the same as last season.
  - Ensure that each child signs the sheet properly. During the season each child must sign the back of each game scoresheet so that the signature matches this signature on the team registration sheet.
  - Return team registration sheet to club registrar prior to requested date.
2. Distribute to each family a list of contact details (phone numbers etc.) for the coach, team manager and all team members. Changes to these details during the season should be passed on to the Club Registrar.
3. Organise player registration cards for new players that have not previously played in the B.B.A.
  - Provide blue (for boys) or pink (for girls) card to parent. Parent should get this filled out and verified.
  - Return verified card to club registrar.
4. Any new player that has moved from another club within the B.B.A. must obtain a clearance before playing for the team.

Clearances can be requested from the B.B.A. Junior Registrar or via [www.broadmeadows.basketball.net.au](http://www.broadmeadows.basketball.net.au). Whilst it is the player's responsibility to obtain the clearance, the team manager should ensure that the new player does not play until a clearance is granted.

Clearances are usually not available after about Round 4 of a season.

Please note that if any player is requesting a clearance from Greenvale to play with another club, an approved club signatory (President or Club Registrar) must sign the clearance form. Team managers are not to sign clearance forms.

5. Ensure that players new to the team fill out and sign the "new player" section on the bottom of the back of the scoresheet at their first game. This only applies to players not listed on (or who did not sign) the original team registration sheet submitted at the start of the season.
6. Notify Club Registrar of any changes to the team (i.e. players no longer playing). Please note that any additions to the team must be co-ordinated through the Club Registrar.
7. Collect player registration fees prior to each season from parents. Team manager should remind parents of the deadline for fees and try to ensure prompt payment. Fees should be forwarded on or before Registration Day to Club Registrar (don't hold fees until all are received). No Player is to take the court if un financial or un registered with GBC
8. Collect weekly match payments from parents. Some team managers prefer to collect these at training, others at games. Either is fine.

It is the responsibility of the team manager to manage the finances of the team. You should collect enough money from each player to cover the weekly team sheet fee (currently \$30).

Where a team is short on funds, the club policy is that players that miss a single match should still be required to pay for the missed match. Where a player misses consecutive matches due to illness, injury or vacation they should only be required to pay for the first match missed. Obviously if surplus funds exist, team managers may decide not to enforce this missed match payment. This is up to the team manager's discretion.

Where a surplus amount exists in the team's kitty, it can be used in any way agreeable to the team (parents). Some teams have a "free" week to use the funds, some use the surplus towards an end-of-season break-up function or trophies for the players. If required surplus funds can be returned to the Treasurer and will be put back into the club's bank account.

The team manager should maintain a financial record of funds received and used.

9. Complete and pay for the team sheet prior to the start of each match. The team manager must ensure that this is done promptly at the start of each game as the game cannot begin until it is completed. Please note that full names (not just initials) must be used.
10. Ensure that a scorer is available at each game. If required, set up a roster for parents.

11. Ensure that all players sign the scoresheet properly after each match. Please note that if a player does not sign the sheet after a game, that game does not count as a qualifying game towards the finals for that player. Usually, a player must play, and sign, in nine or more games in a season to qualify for the finals.

In the event of a walkover (one team not fielding enough players), where the team sheet is paid for and a scratch match played, make sure that all players present still sign the scoresheet as it can still count as a qualifying match.

In the event that a player is injured during the season for an extended period, you can present a doctor's certificate to the B.B.A. and gain credit for missed games. This must be done at the time of the injury, not later in the season.

12. It is the responsibility of the winning team to ensure that the scoresheet is handed in correctly after the game. If the game is at the Broadmeadows Stadium the scoresheet must be put in the relevant age group box, outside the stadium manager's office. For all other venues the scoresheet must be handed to the doorkeeper.
13. Ensure that first aid kit and ice pack is available at each game and training session.
14. If the team wishes to use their training session time during school holiday periods the team manager must notify the Greenvale Recreation Centre staff. As many teams choose not to train the club does not have a "blanket" booking of the court during school holidays.
15. Liaise with uniform co-ordinator for uniform needs
  - Keep track of the singlet numbers.
  - Order new ones as required.
16. Regularly (at least weekly) check boxes at Greenvale Recreation Centre reception for information that needs to be distributed to team.
17. Distribute club information to all parents / players. (e.g. codes of conduct, newsletters, fixtures, fixture changes).
18. A team manager who is going to be away for any extended period should organise another parent to substitute and notify the club registrar accordingly.
19. Liaise closely with coach and club registrar regarding composition of teams, grading issues etc.
20. Assist the coach as required.
21. Attend club meetings as required.
22. All players and coaches are covered by insurance when playing matches and during training sessions. This insurance is provided by Basketball Victoria via the B.B.A. and is only available to properly registered players. Access to insurance claim forms is via the B.B.A. stadium manager. Accidents should be reported within 24 hours (or as soon as possible).

### **Club Registrar Duty Statement**

1. Liaise between team managers / coaches in their grade level and the club committee.
2. Maintain the waiting list for players wishing to play in their age group. This should include players full name, address, phone number, birth date and if possible their skill level (e.g. never played etc.).
3. Maintain a current listing of all teams in their age group.
4. Maintain current team / player listings (database).
5. Co-ordinate the formation of teams each season with team managers and coaches
6. Collect and scan player registration cards from team managers and forward to B.B.A.
7. Ensure that team managers in their age group are fulfilling their duties.
8. Co-ordinate the completion of the team registration sheets for teams in their grade level at the start of each season. Ensure that the original copies are submitted to B.B.A Junior Co-ordinator prior to the requested date.
9. Organise the registration of teams each season with the B.B.A.
10. Attend club meetings as required.

### **President Duty Statement**

1. Oversee club management and administration.
2. Ensure all requirements of Articles of Incorporation are adhered to.
3. Point of contact for public / community - passing new player names to club registrar.
4. Point of contact for B.B.A., liaison with B.B.A.
5. Attendance at B.B.A. meetings.
6. Chair club meetings.

### **Vice President Duty Statement**

1. Perform presidential duties in the absence of the president.
2. Attend club meetings.

### **Club Secretary Duty Statement**

1. Organisation / notification of club meetings.
2. Take / prepare minutes of all club meetings and promptly distribute these to committee members.
3. Handle club correspondence.
4. Notify team managers of meeting times.

### **Treasurer Duty Statement**

1. Manage club accounts.
2. Signatory for bank account.
3. Keep financial records.
4. Pay bills.
5. Manage petty cash account.
6. Maintain list of financial / unfinancial players, follow up unfinancial players.
7. Calculate budgets & with committee set fee structure.

### **Fixtures Co-ordinator Duty Statement**

1. Check club box at B.B.A regularly
2. Photo copy and collate fixtures when necessary
3. Distribute club information to team managers (e.g. newsletters, fixtures, fixture changes) as required.

### **Uniform Co-ordinator Duty Statement**

1. Organise and maintain stock, repair and purchase of singlets.
2. Keep financial records of sales.

### **Committee Member Duty Statement**

1. Attend club meetings.
2. Duties as required by committee.
3. The following duties will also be distributed amongst committee members and other volunteers;
  - Distribution of B.B.A. generated information (fixtures, player qualification information, notices etc.)
  - Train team managers to follow all club procedures
  - Management of team training schedules.
  - Organisation of club activities (e.g. annual trophy presentation day).
  - Purchase & distribution of club clothing.
  - Purchase & distribution of equipment such as ice packs, first aid kits and basketballs.
  - Preparation and distribution of club newsletter.
  - Coaches co-ordinator
  - Maintenance and management of club web site.

## **Grading & Team Formation Policies**

At all times the primary concern is the happiness, well being and development of our junior players.

Correct placement of players into teams and correct placement of teams into grades will help ensure happy and successful teams.

Teams with players of the same age group will ensure that teams are not constantly broken up as players change age groups.

Forming teams with players of similar skill / ability levels will make the job of teaching and developing players much easier.

### **Grading Policy**

- ◆ Unless a problem exists, teams should not be disturbed.
- ◆ Coaches, team managers, and parents should discuss grading issues and possible player movements before junior players are notified or involved with the Club Registrar prior to registration day.
- ◆ Primary consideration should be to ensure that players are of the same age group (i.e. top-age or bottom-age). This will allow teams to stay together rather than being broken up every year.

This does not preclude players from playing up in a higher age level if their level of ability allows this.

- ◆ Secondary consideration should be that players are of similar playing ability.

Often it is possible to run a team with a wide range of skill levels. This will depend upon the age level and grading (e.g. A, B, C) of the team concerned.

Ask yourself the following questions when considering the players in your team;

- ◆ Is the grading of the team putting any weaker or smaller players in danger of injury?
- ◆ Are there dominant players who restrict the “ball contact” of the majority of the team?
- ◆ Are there weaker players who do not receive their fair share of “ball contact” due to the higher skill levels of the rest of the team?
- ◆ Are some players ready to learn new skills that other players in the team are not capable of?
- ◆ Is the coach spending significant amounts of time teaching basic skills to some players, to the detriment of the rest of the team who already have these skills?
- ◆ Consideration can also be given to player friendships, parents requests etc. but these should not be considered if they conflict with the primary and secondary considerations above.

### **Team Formation Policy**

- ◆ Club Registrar must always be involved when adding players to teams.
- ◆ Club Registrar must always be informed when players leave the team.
- ◆ All players must be financial before team selection occurs.
- ◆ Players on the waiting list must be placed first in order of entering the waiting list where they are of a suitable age / skill level.
- ◆ No coach will be forced to take more than eight players (but they can if they wish to).
- ◆ Where a team has less than eight players, and a player on the waiting list is of a suitable age / skill level, that player should be placed into the team.