

MANLY WARRINGAH  
BASKETBALL



# REPRESENTATIVE PROGRAM HANDBOOK



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## **CLUB STRUCTURE**

Overall responsibility for the management and administration of Manly-Warringah Basketball Association (MWBA) rests with the Club's Board of Directors.

The Representative Program (being both Juniors and Seniors) is the responsibility of the Association Administrator, the Director of Coaching & the Coaching Committee. The Representative Committee also has significant input into many aspects of the Representative Program, particularly the running of games, uniforms and fundraising.

Both the Representative and Coaching Committees report regularly to the Board of Directors on the current status, and future direction, of the Representative Program.

To contact either Committee or the Board of Directors, please call the MWBA office – 9913.3622 for details, alternatively the office will forward on your enquiry / concern.

## **DOCUMENT PURPOSE**

The '**PLAYING FOR THE SEA EAGLES**' Handbook has been produced by the Coaching Committee, and has also been approved by the MWBA Board.

It is intended as a reference document for all players and their families who are representing MWBA in the Representative Program.

It is ESSENTIAL for all players, and parents, to read and understand the issues and commitments described in this document. Representing MWBA is a privilege, but with all privileges comes responsibility – and being a Representative Basketballer for MWBA requires a significant investment of time, effort, and money.

## **OVERVIEW: SEA-EAGLES REPRESENTATIVE PROGRAM**

MWBA runs both Junior Representative and Senior Representative Programs.

In juniors, the club is represented in the Sydney Metro League (ML) by both Girls and Boys teams from U\10's (who will play in the U/12's division) through to U\18's.

In seniors, MWBA enters Women's and Men's teams in the Waratah League which is the highest NSW league. In addition, MWBA fields Women's and Men's teams in the Youth Division (U\22) of the NSW State Basketball League.

## **SEASON LENGTH & TIMING**

### **Juniors**

MWBA may enter Pre-Season tournaments which are normally held in mid-late February, such as the Coastal Classic at the Central Coast. It is up to each team to decide if they wish to enter, and cost is the responsibility of the team.

The Metro League Pre-Season is usually late February. The Metro League season usually runs from March through till June/July. (Normally, there are no games in the middle weekend of school holidays) However season starting dates can vary slightly from year to year.

Division 1 junior teams that qualify for the NSW State Championships play on until early September, Division 2 teams that qualify will participate in State Cup, and Division 3 that qualify will participate in State Shield.

### **Seniors**

The Championship League and Youth League competitions usually start in March, and playoffs finish in late August, possibly early September. Seniors do not break for School Holidays in the same way that the junior teams do.

Please bear in mind that from season to season, Basketball NSW, may actually change the timing of the season.

## **WHEN & WHERE ARE REP GAMES PLAYED?**

### **Juniors**

All ML games are played on Sundays. Game times may range from 8.30am to 4pm. Games can take up to an hour and a half. Players must be at the venues at least 45 minutes before game-time to meet, and for team Warm-Ups etc...

Home games are held at the Northern Beaches Indoor Sports Centre (NBISC). Away games, depending on which associations are entered in that division, may be at any of the following venues: Bankstown, Blue Mountains, Glebe, Hawkesbury, Hornsby, Liverpool, Manly, Macarthur, North Sydney, Springwood, Penrith, Ryde, Sutherland, & Sydney City. Travel is the responsibility of the individual.

### **Seniors**

Home games are held at NBISC, and may be either on a Saturday or Sunday. Away games may involve travel across the metropolitan area and other areas outside Sydney – e.g Maitland, Illawarra. Travel is the responsibility of the individual.

## **OTHER JUNIOR PROGRAM INFORMATION**

### **How much training is involved?**

From December after team selections have been finalised and posted on the MWBA website, there may be one session per week, up to two hours in length. However this is subject to the starting date of the MJL Competition, which will be determined by Basketball NSW.

Then after the holidays when school goes back, there will be one individual session per week, plus one combined training session with the other team in the same age group, for most age groups. Sessions will be 1.5 to 2 hours in length. However the U16M and U18M will have 2 individual team training sessions each week.

### **How many players will be selected?**

Teams will consist of 10 players on a team, with 2 train on players selected for the second team. The train on players may fill in, in the absence of a player due to illness or injury. The train on player that is chosen to fill in, will be the player that best fills the playing position of the absent player. However the train on player will remain a train on player unless a player withdraws from the team.

Representative basketball is an elite program and playing time is never guaranteed. Each team will have players of varying ability & experience, this is Representative sport & players have to earn court time by training hard and making the most of every opportunity on court. Sometimes this can be frustrating, but parents must be supportive of coaching decisions for their child to succeed. We have excellent coaching staff who are volunteers. The aim of the program is to encourage each individual player to improve their skills, and assist each team to achieve its highest possible level.

## **MWBA PLAYER RESPONSIBILITIES & GUIDELINES**

### **Player Responsibilities**

***Your main responsibility is to represent MWBA with distinction, both on and off court. Whenever you wear the Maroon-and-White colours you are representing the club. This is a big responsibility – do your best!***

Be prepared to work hard in order to improve. Good players accept responsibility for their own performance. There is no benefit in blaming other people and don't make excuses.

Respect the people willing to help you reach your goals. Listen and learn from your coaches, give them your undivided attention and remember they are there for your benefit, not theirs.

Be a good team-mate first and foremost – every team is bigger than any individual. Play for your team first, while doing your best and being the best you can be. Being selected to play for MWBA is a significant privilege, and you should be proud of it – however, no-one is bigger than the club.

Basketball will develop you as an athlete but it, like all sport and especially team sport, presents you the chance to develop as a person. Some lessons that MWBA value are:

- **Commitment:** Being part of a team demands that you can carry out your commitment to others. This will mean that you will need to give up some personal wishes and make sacrifices for the group.
- **Perseverance:** When things aren't going your way you must never give up when you are part of a team. Your team will need your total effort even when it is not your day.
- **Team Work:** It is crucial that in sport and life you are able to work in a team situation. Sometimes this means learning your role and doing what is best for everyone and not just yourself.
- **Learning to Compete:** This does not mean to win at all costs but rather to compete to the best of your ability at all times. Competition is present in all aspects of life and it teaches us to value our victories and to be gracious in our defeats.
- **Respecting Others:** In life we must learn to respect everybody regardless of their roles and differences. In Basketball we expect respect to be given to opponents, team mates, coaches, referees, other game officials, spectators and administrators.

### **Other Player Expectations**

1. Support your team mates at all times both on the court and on the bench. Negativity toward team members will not be tolerated.
2. Players are expected to conduct themselves appropriately at all times. MWBA is worthy of your best behaviour.
3. With the exception of under 12's (where all players must play in both halves), players have **no guaranteed court time**. This is an elite Representative sports program & court time will be allocated at the coach's discretion. Players will make themselves eligible for court time provided they abide by the rules set down for; A. Attendance & punctuality. B. Behaviour and appearance. C. Attitude towards their coaches, team mates & referees. D. Playing ability
4. It is important that you communicate with others. If you have issues (negative or Positive) with a team mate then approach your coach or manager.
5. You must arrive at training venues 10 minutes prior to the start time and in the correct uniform. You must arrive at least 45 minutes prior to competition games, in uniform and ready to play.
6. If you cannot attend training or are running late for training, the coach or manager must be contacted directly (not through someone else) before the session commences.
7. When injured you are still expected to attend games & training (unless you are receiving treatment for your injury). If you are sick & could pass it on to others then you should not attend games or trainings.
8. If you have an injury that will affect your performance in either a game or training session you will need to inform your coach directly.
9. **Do not argue with referees during a game.** Refereeing decisions are made by qualified referees, the decision is theirs and theirs only. We do not appreciate any parent shouting comments from the sideline, no matter how experienced they may be. Players make great referees, we encourage all players to participate in our refereeing program, it gives them a sense of responsibility, & to earn money, as well as a greater understanding of refereeing decisions.

### **Disciplinary Action**

1. **Technical Foul:** On receiving a technical foul the player will be subbed off the court. The coach will decide whether this player will take any further part in this game depending on the severity of the incident. A technical foul received during a representative game may receive a one game suspension in the next game, depending on the severity of the incident. Suspensions will be at the direction of the Coaching Committee, who will assess each incident separately. Any subsequent technical fouls will automatically result in the player being suspended the following game.
2. **Poor Sportsmanship (Including Unsportsmanlike fouls):** On viewing this behaviour the coach has the option to sub the player off the court. If there is a second offence they will be left off for the rest of the game. Any further incidents will be reported to the Coaching Committee.
3. **Training:** Non-attendance or lateness to training without communication directly to the coach, plus continual disruptive behaviour at training, may result in a coach's decision to limit playing time in subsequent games. Any further incidents will be reported to the Coaching Committee.

4. **Off the Court Incidents:** If a player is found to be behaving in a manner that will negatively affect the reputation of MWBA, their coach will be informed. This may result in a coach's decision to limit playing time on subsequent games. Any further incidents will be reported to the Coaching Committee.

### **PARENT'S GUIDELINES**

We know and appreciate the sacrifices you make in order that your son or daughter can represent our club. Many involved in club administration also have children in the Representative programs. It is essential that all support their children but you must also support the coach, team manager, other team members and the club administration.

It is particularly important that you support the coach. They have to make hard decisions every day concerning the welfare of the club, the team and the individual players.

***UNLESS YOU DEMONSTRATE 100% FAITH IN YOUR CHILD'S COACH, IT IS UNLIKELY THAT YOUR CHILD WILL DEVELOP AND PROGRESS AS THEY SHOULD.***

Being part of a team means giving your all. Your attitude towards games and even practices will rub off on your children. The importance of practice is a lesson you must help us teach your children.

**Parents must understand that all of our coaches are volunteers.** They are the best coaches that we can make available to your children. The club will offer all help possible to coaches and players who want to improve.

Parents must understand that coaches are given the task of making objective decisions in regard to your son or daughter with respect to what is best for the team and club. We do understand that there will be some mistakes made. Effective communication between yourself and the coach is the key to addressing any issues you may have with the coaches' decision.

If you have positive feedback this may be brought up at any time. However, if you have issues that need resolving then please follow the appropriate process (outlined below).

### **PARENT ENQUIRY PROCEDURE - Line of Communication**

1. Do not approach the coach in front of other players and supporters at a game or training.
2. Wait 24 hours before talking to the coach. Most problems will seem lesser after time to think through the issues first.
3. If both parties agree the team manager may be included in the discussion as an objective opinion.
4. If a solution can not be reached then the matter should be referred to the Coaching Committee. Should a suitable outcome not be reached, the issues may be referred to the MWBA Board.

***Please follow the above process. It will ensure that everyone communicates with each other honestly and openly. MWBA will not look favourably on your situation if you have not attempted to follow the correct procedure.***

Please support the whole team during games and trainings, not just your son or daughter individually. **The coach is to be the only source of technical feedback to the players.** Coaching from the sidelines is never appropriate regardless of your knowledge of the game.

Parents also need to be careful about discussing team issues in front of their children. If you speak negatively about a coach, player or referee and your child hears this they may adopt the same negative attitude. We are looking for positive players and positive support from parents.

We do encourage you to be vocal in your support for our teams. However, do not make negative comments to the opposition, the referees or other team members, without these parties we don't have a game.

### **MEMBER PROTECTION**

***Any Member Protection issues must be reported directly to the Representative Co-ordinator - Janet Bilton, who is also the Member Protection Officer for Manly Warringah Basketball.***

### **REPRESENTATIVE FEES AND COSTS**

The fees associated with playing Junior Representative Basketball for MWBA in 2018 is \$550. The Total amount will be split into two invoices.

### **Payment Timing**

Instalment 1: \$250- Deposit Payable to hold position – Date to be advised on Website when teams are announced.

Instalment 2: \$250 -Balance payable before the first competition game.

### **Payment Method**

Instalments will be invoiced to the email supplied on the MWBA Rep Trial Nomination form.

Fees are expected to be deposited to MWBA via Bank details supplied on the Fee invoice, quoting surname, team & invoice number.

### **'No Pay - No Play' Policy**

The assumption is that all fees will be paid by the required time. A 'no pay – no play' applies to all competition basketball at MWBA. Should payment not be received by the specified date, reminders will be sent to the parent by MWBA. If payment is not received within 14 days the player shall be deemed 'unfinancial' and suspended from Representative basketball until payment has been received.

### **Uniform Costs:**

Playing singlets are supplied by Manly Warringah Basketball Association and remain the property of the Association. Team managers will collect the singlets at the end of the season.

All MWBA Representative Players are required to purchase team uniforms as detailed:

Representative Shorts - \$40

Reversible Training Singlet - \$40

Warm up Top - \$40

*The following **optional** items are also available for purchase:*

MWBA Socks - TBA

MWBA Hoodie - \$40

MWBA Bag - \$25

MWBA Ball Backpack - \$45

### **Registration/Insurance**

All players should have a current Primary BNSW registration. The cost of registration belongs to the individual player.

### **Hardship**

Cases of genuine financial hardship can be brought to the attention of the MWBA Office. These requests must be made in writing, and any such requests will be dealt with in strict confidence.

### **Refund Policy**

Any refunds for players not completing the season will be assessed on a case by case basis.

### **MWBA Player Funding & Support**

MWBA will assist players selected in BNSW State Teams and coaches with costs involved in attending their respective National Championships. Selected players should contact the MWBA Office who will advise what is required in order to obtain the support. Presently, the amount of support is set at \$500, although this may change in the future.

**Accounts\Fees General Enquiries:** Should be directed to the MWBA office on 9913 3622.

### **SPONSORSHIP POLICY**

The MWBA representative uniform (including logos) is not to be altered in any way. All sponsorship proposals must be lodged with the Coaches Committee, & approved by the MWBA Board. No unauthorized additions or alterations are to be made to any apparel used by MWBA Representative Players, managers or coaches. Similarly, the use of any MWBA logo or the words 'Manly Warringah Basketball Association can only be reproduced on clothing, uniforms, stationery, letters, or any other products with the prior permission of the MWBA office.

### **FUNDRAISING POLICY**

MWBA will conduct certain fund-raising activities over the course of the season. All players are required to contribute to these activities.

No other fund-raising activities are to be carried out without the prior approval of the Representative Committee.

## **ELIGIBILITY OF PLAYERS FOR SELECTION**

To be eligible for selection players must:

- Acknowledge that they are prepared to operate within MWBA policy and guidelines by signing the Representative Player Agreement.
- Acknowledgement by parents of a junior player that they are prepared to operate within MWBA policy and guidelines by signing the Representative Player & Parent Agreement.
- Must attend the full try-out phase as determined by Manly-Warringah Basketball Association (Any absences must be explained, communicated to and approved by MWBA)
- Pay the appropriate fees, & have a current Primary BNSW registration with MWBA.

In addition the following matters will be taken into account:-

- Player and/or Parent/Guardian's past and current degree of acceptance and adherence to the Codes of Conduct.
- A player's history of commitment to the representative program in past seasons, where that player had commenced with the program and then broken that commitment.

## **SELECTION INFORMATION**

**While every effort is made to be constantly refining the selection processes, subjectivity remains an unavoidable element of selection to a MWBA Representative Team. Please be aware that selection is one of the most difficult times of year for MWBA.**

The MWBA selection period **commences** from the first day of trials, until the final team selections are posted on the MWBA website.

If, at some stage after the selection period is over, a player withdraws from any of the age groups, a replacement player may be found at the discretion of the MWBA Coaching Committee and the team Head Coach. This player may not have participated in the Representative trial process, however, this decision will be made in the best interests of the MWBA Representative Program.

**The following are factors that may be considered during the selection process:**

- Ability to compete at a Metro League or NSW Junior Championships.
- A history of successful past performances at Sydney or NSW Junior Championships.
- A history of successful past performances in the MWBA Local Competition.
- Demonstrated high level of performance at selection trials (except where the athlete is exempted from attendance at selection trials by MWBA).
- Athletic ability, desire and dedication to become a player at the highest possible level.
- Potential to be socially compatible and display a sense of "team ethic" within a group.
- Highly receptive to coaching and highly cooperative within the team coaching environment.
- Demonstrated attitude displaying excellent self-discipline and standards of personal behaviour.
- Outstanding desire and commitment to working hard at improving mental, physical and basketball skills.
- Any other criteria that the selectors see fit to apply in helping them to select the teams that they believe will be best able to represent MWBA.

## **SELECTION PANELS & PROCESSES**

### **Juniors**

- The selection panel for each team will consist of three selectors. Wherever possible, this will be the Division 1 Head Coach, and two independent selectors. Wherever possible the independent selectors will not be related to any player trialling for that age group and we try to ensure they are a current representative coach or Coaching Committee member. If the Head Coach for Division 1 has not been appointed at the time of trials, three independent selectors will form the Selection Panel.
- Where possible the then three selectors will attend all selection trials. In cases where agreement cannot be reached, the Head coach of Division 1 will submit the team to the Coaching Committee for their final approval.



Once the selections are finalised & posted on the MWBA website, the decision is final, and there is no appeal process.

It is the role of the Coaching Committee to ensure that the teams chosen, are done so, in the best interests of the MWBA Representative Program.

### **Junior Squad Selections**

The procedure for the first reduction of players in the squad after initial open trials will be as follows:

1. Names of players selected in a squad will be posted on the MWBA Web-site shortly after each trial session
2. A squad of players after the first trial session will be named, this squad should contain no more than 36 athletes (per age group) provided there were sufficient available athletes (from those attending the trial and from other eligible athletes) to meet these requirements.

### **Final Team Selections**

Final Teams are to be named before the Christmas break. Teams are posted on the MWBA Web-Site. Head Coaches may apply to the Coaching Committee to vary these timings but will need to justify the reasons for the variation.

It is strongly recommended that each age group has a minimum of 7 bottom age players, to allow for continuity in the program from year-to-year.

### **SENIOR TEAMS**

Head Coaches in the senior program have responsibility for setting their own Selection procedures.

### **SELECTION TRIALS – JUNIOR & SENIOR**

Open selection trials for eligible athletes, will be held on a date, and at a venue, to be determined and circularised by MWBA each year. Trials will normally be held in late October or early November.

Any athlete who believes that they have a legitimate reason for being unable to comply with any part of the selection eligibility, selection criteria and/or procedures may appeal to MWBA to be considered in the selection process along with the other athletes.

MWBA reserves the right to consider each case on its merits and the decision of MWBA will be final.

Legitimate reasons could include such situations as:

- Being unable to trial because of injury (medical evidence must be provided)
- Inability to gain release from an elite sports program. Written evidence would be requested.
- Inability to gain release from a school event. Written evidence would be requested.
- Inability to gain release from a family commitment. Eg Wedding, prior booked family holiday.
- Other exceptional circumstances – which will be considered by the Coaching Committee on a case-by-case basis with reference to the timing and impact of any decision.

**Athletes are required to stand for selection in their own age division. A junior athlete is able to stand for selection in a senior division; however the athlete must ensure that their first commitment is always with the junior team, in both training and competition. Junior players are not permitted to represent at senior level without fulfilling junior representative commitments.**

### **OTHER SPECIAL CIRCUMSTANCES**

MWBA may choose to provide team selectors with a list of approved players who are unable to attend selection trials but who will be considered for selection along with the athletes attending trials. Selection will then be undertaken based on the merits of all the eligible athletes to the best of the selectors' ability and knowledge. It is not intended that being on this list will either enhance or prejudice athletes' chances of selection. Nor is it intended that not being on the list will enhance or prejudice the chances of the athletes in attendance at trials.

### **REPRESENTATIVE PLAYER & PARENT AGREEMENT: JUNIORS**

Representative Program honours are a privilege not to be taken lightly. Involvement in our Representative Program not only reflects high individual skills but also implies a sound understanding of the positive philosophies of development, teamwork and sportsmanship. Accordingly, the "MWBA Representative Player & Parent Agreement" defines the minimum standard of performance and behaviour expected of all participants involved with the MWBA Representative Program.

- 1) I understand and accept that participation in the MWBA Representative Program is a privilege and honour and agree to maintain the highest standard of effort, performance and behaviour at all times.
- 2) I accept without reservation, the appointment to any role of coaching staff, administrative staff and/or authorised personnel by MWBA and agree to abide by any decisions made by those appointed or by MWBA.
- 3) I understand that my behaviour and performance reflects on MWBA and accept the right of MWBA to consider further action should I fail to fulfil my obligations under this agreement.
- 4) I agree without reservation to participate fairly and in a sportsmanlike manner at all times in any fixture and at any venue within the Representative Program, whatever role my participation may take at the time.
- 5) In consideration of my team and the Association objectives, I understand and accept without reservation that the final decision regarding my participation in any game is entirely that of the appointed coach or an authorised representative of MWBA.
- 6) I agree to abide by any rules, policies, by-laws and/or guidelines governing the operation or administration of the MWBA Representative Program including any rules, policies, by-laws and/or guidelines set forth by a governing body of the sport.
- 7) I accept that there are risks of injury associated with playing basketball, as there are with most sports. Risks will arise in the context of the activities of running, jumping, catching, throwing and guarding opposition players. I understand that while MWBA aims to minimise risks, it is not possible to eliminate them all.
- 8) I understand that all players must be registered and are responsible for ensuring that their registration is current.
- 9) I agree to support the Department of Sport and Recreation's policy and guidelines relating to child protection. Adults should be aware that anyone under 18 years of age is covered under the Child Protection Act (1998), which will include players (both Manly & opposition players) and junior officials. For further information regarding the Child Protection Act please go to [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)
- 10) I agree to make every effort to meet any conditions or requirements in relation to the administration of my team including attending all team meetings and training sessions on time.
- 11) As a parent/guardian of a Representative Program participant, I accept full responsibility for the supervision and welfare of my child before and after training or team meetings and scheduled fixtures.
- 12) As a parent/guardian of a Representative Program participant, I agree to set an appropriate example of sportsmanship and leadership by being fair and sportsmanlike in my attitude, actions and behaviour. I agree to make every effort to ensure my attitude; actions and behaviour are of the highest standards at all times.
- 13) As a parent/guardian of a Representative Program participant, I agree to share the associated responsibilities and obligations of the team including transport, fundraising and score bench duties to ensure maximum enjoyment for all and fair contribution by all.
- 14) I agree to meet all financial obligations as and when they fall due or to communicate any difficulty in meeting said obligations by the specified date.
- 15) In accepting a position within a MWBA Representative team, I acknowledge that MWBA may use photographs and some personal information on the MWBA website and in various literature, newsletters and related publications and agree to the reasonable use of such photographs and information.

## **REPRESENTATIVE PLAYER AGREEMENT: SENIORS**

Representative Program honours are a privilege not to be taken lightly. Involvement in our Representative Program not only reflects high individual skills but also implies a sound understanding of the positive philosophies of development, teamwork and sportsmanship. Accordingly, the "MWBA Representative Player Agreement" defines the minimum standard of performance and behaviour expected of all participants involved with the MWBA Representative Program.

- 1) I understand and accept that participation in the MWBA Representative Program is a privilege and honour and agree to maintain the highest standard of effort, performance and behaviour at all times.
- 2) I accept without reservation, the appointment to any role of coaching staff, administrative staff and/or authorised personnel by MWBA and agree to abide by any decisions made by those appointed or by MWBA.
- 3) I understand that my behaviour and performance reflects on MWBA and accept the right of MWBA to consider further action should I fail to fulfil my obligations under this agreement.
- 4) I agree without reservation to participate fairly and in a sportsmanlike manner at all times in any fixture and at any venue within the Representative Program, whatever role my participation may take at the time.
- 5) In consideration of my team and the Association objectives, I understand and accept without reservation that the final decision regarding my participation in any game is entirely that of the appointed coach or an authorised representative of MWBA.
- 6) I agree to abide by any rules, policies, by-laws and/or guidelines governing the operation or administration of the MWBA Representative Program including any rules, policies, by-laws and/or guidelines set forth by a governing body of the sport.
- 7) I accept that there are risks of injury associated with playing basketball, as there are with most sports. Risks will arise in the context of the activities of running, jumping, catching, throwing and guarding opposition players. I understand that while MWBA aims to minimise risks, it is not possible to eliminate them all.
- 8) I understand that all players must be registered and are responsible for ensuring that their registration is current.
- 9) I agree to make every effort to meet any conditions or requirements in relation to the administration of my team including attending all team meetings and training sessions on time.
- 10) I agree to meet all financial obligations as and when they fall due or to communicate any difficulty in meeting said obligations by the specified date.
- 11) In accepting a position within a MWBA Representative team, I acknowledge that MWBA may use photographs and some personal information on the MWBA website and in various literature, newsletters and related publications and agree to the reasonable use of such photographs and information.
- 12) I agree to support fundraising events (includes encouraging friends and family to attend).

I have read and understand the guidelines contained within this Representative Agreement. I accept the right of MWBA to consider further action should I fail to practice fair sportsmanship or meet my obligations to my team and/or the Manly-Warringah Basketball Association.

## **REPRESENTATIVE TEAM MANAGEMENT AGREEMENT (COACHES & MANAGERS)**

This agreement is intended to clarify the tasks to be undertaken and the manner in which those tasks will be performed by those offered team management positions within the MWBA Representative Program

### ***Support***

- MWBA appointees will be given objectives to apply to the tasks for which they are to be responsible.
- MWBA will endeavour to make available such assistance as it can in the development of coaches through training programs and making available Curriculum Programs for coaches.
- MWBA provides insurance for its appointees. Please note that this insurance covers participants as a coach or manager and not as a player. Costs associated with registration as a player are at the cost of the individual.
- MWBA will waive playing fees to any player who acts as a Head Coach within the junior representative program, and half fees for any acting Assistant Coach.

### ***Issue Management***

- MWBA calls for open and transparent processes and for loyalty to and support for our program and those who make it happen.
- MWBA recognises the difficulty in meeting the expectations of all participants in the program and that much of this responsibility falls to our volunteer coaches.
- In the event of an issue arising, players or parents should in the first instance discuss the matter with team management.
- The approach MWBA will adopt to any issue which might arise will be to support and assist participants in our program by way of mentoring advice, additional training and other similar approaches with the intention of finding ways to improve our program.

### ***Use of Personal Information***

- In accepting an appointment to a MWBA position the appointee recognises and acknowledges that MWBA may use photographs and some personal information on the MWBA web site and in various literature, newsletters and related publications and the appointee consents to the reasonable use of such photographs and information.
- No private home phone number, home address or personal information of an appointee will be publicised without the specific agreement of the appointee.
- The appointee consents to the following information being used by the MWBA for the reasonable purposes of the Representative program: Appointee name; Photograph of appointee; Basketball background of appointee; Email contact; Mobile phone contact for MWBA/Coach/Manager communication purposes.

### ***Legal Requirements***

- MWBA is obliged to obtain certain assurances from those involved in managing children's activities and to continually monitor the activities of its appointees.
- Each appointee on behalf of MWBA must conform to the relevant Child Protection requirements as directed by Basketball NSW.
- All documentation must be satisfactorily completed before the appointment takes effect.
- MWBA is obliged to obtain assurance from those involved as a representative team official that they agree to abide by the BNSW Codes of Conduct and the BNSW Zero Tolerance Policy.

### ***General Approach***

MWBA Representative Coaches are to comply with all relevant MWBA Policies and Procedures.

### ***Professional Conduct***

All coaches should be aware of the Coaches Code of Ethics that has been adopted and endorsed by the Australian Sports Commission. In addition to the Coaches Code of Ethics, MWBA has opted to emphasise a number of other points of note in the interests of striving for professionalism in our Representative Programme.

These following points are essential and need to be adopted by all team management members as best practice if they are not already in place:

### ***Communication- email and telephone***

All Junior coaches & managers will be supplied via the MWBA Office, with team contact details collated from the Representative trials. Details include, phone numbers & email addresses of the parent/guardian of the player. Due to Privacy issues, coaches and managers may not pass on any player contact details.

### ***Social Media***

It is MWBA policy that Coaches and other team officials are not friends or followers with junior players on Social Media Sites.

### ***Language***

This is covered in the Coaches Code of Ethics but specifically, coaches must refrain from swearing and the use of inappropriate or suggestive language. The Association has adopted a vigilant stance on this issue due to the fact that team management are in charge of the care of minors and young impressionable athletes. Any form of foul or derogatory language will not be tolerated. It has no place in training, games, social activities organized by individual teams and even in an environment where team management may find themselves in the presence of junior athletes outside of team commitments. Eg. Elite camps, watching other basketball games in the stadium. All involved will need to be acutely aware of their environment and the appropriate behaviour warranted by virtue of their position of seniority.

The following points are strongly recommended and endorsed. They are in line with the professional direction and outlook that MWBA has adopted. It is envisaged that MWBA support staff and team management, with the club's best interest at heart, will support the following guidelines.

### ***Professional Attire***

Coaches and Team managers are requested to dress appropriately during games as they are representing the association. All Coaches are supplied with a coaching polo top which must be worn while coaching games, in conjunction with **black** shorts/pants/skirts Enclosed footwear (i.e. no thongs), are requested, slip ons for females are acceptable.

### ***Age Group Objectives***

- In accepting this appointment the appointee recognises and accepts that MWBA has established objectives in the form of curriculum for each age group and that the role of the appointee is to fulfil these objectives.

### ***Consultations***

- In accepting this appointment the appointee recognises and accepts that the appointee should liaise with the MWBA Coaching Committee regarding methods for achieving the desired level of team and individual development.

## **MWBA CODES OF CONDUCT**

Manly Warringah Basketball Association is proud of its tradition & reputation throughout NSW Basketball. The following Codes of Conduct has been developed to ensure that we all can enjoy the game of basketball in a safe, fun & competitive environment. We need everyone involved with MWBA to help us achieve this by adhering to the Codes of Conduct.

***All the below Basketball NSW Codes Of Conduct have been adopted by MWBA***

### **COACHES CODE OF CONDUCT**

1. Remember that basketball is for enjoyment.
2. Be reasonable in your demands.
3. Teach understanding and respect for the rules.
4. Give all players a reasonable amount of court time.
5. Develop team respect for the ability of opponents including their coaches.
6. Instil in your players respect for officials and an acceptance of their judgement.
7. Guide your players in their interaction with the media, parents and spectators.
8. Group players according to age, height, skills and physical maturity, whenever possible.
9. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
10. Be prepared to lose sometimes.
11. Act responsibly when players are ill or injured.
12. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
13. Keep your knowledge current.
14. Ensure that any physical contact with a player is appropriate.
15. Avoid personal relationships with players.
16. Respect the rights, dignity and worth of every person.
17. Always respect the use of facilities and equipment provided.
18. That you will abide by the policy & guidelines of the statutory requirements of the NSW legislation in relation to child protection & BNSW's sports rage guidelines.

### **PLAYERS CODE OF CONDUCT**

1. Understand and play by the rules.
2. Respect referees and other officials, do not argue with an official
3. Control your temper, verbal abuse of officials or other players, will not be tolerated.
4. Work equally hard for yourself and for your team.
5. Be a good sport, acknowledge all good plays from you own team & the opposition.
6. Treat all players as you would like to be treated.
7. Play for the "enjoyment of it" and not just to please parents and coaches.
8. Respect the rights, dignity and worth of every person.
9. Be prepared to lose sometimes.
10. Listen to the advice of your coach and try to apply it at practice and in games.
11. Always respect the use of facilities and equipment provided.

### **PARENTS CODE OF CONDUCT**

1. Encourage your children to participate for their own interest and enjoyment, not yours!
2. Encourage children to always play by the rules.
3. Teach children that an honest effort is always as important as a victory.
4. Focus on developing skills and playing the game. Reduce the emphasis on winning.
5. A child learns best by example. Applaud good play by all teams.
6. Do not criticise your or others' children in front of others.
7. Accept decisions of all referees as being fair and called to the best of their ability.
8. Set a good example by your own conduct, behaviour and appearance.
9. Support all efforts to remove verbal and physical abuse from sporting activities.
10. Respect the rights, dignity and worth of every person.
11. Show appreciation for volunteer coaches, officials and administrators.

12. Keep children in your care under control.
13. Always respect the use of facilities and equipment provided.

### **SPECTATORS CODE OF CONDUCT**

1. Remember that most people play sport for enjoyment.
2. Accept decisions of all referees as being fair and called to the best of their ability.
3. Always be positive in your support for players.
4. Condemn the use of violence in any form.
5. Respect your team's opponents, officials and spectators.
6. Encourage players to obey the rules and to accept decisions of officials.
7. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches, or officials.
8. Respect the rights, dignity and worth of every person.
9. Keep children in your care under control.
10. Always respect the use of facilities and equipment provided.

### **OFFICIALS CODE OF CONDUCT**

1. Interpret rules and regulations fairly and to match the skill level and the needs of the participants.
2. Compliment both teams on their efforts.
3. Be consistent, objective and courteous in calling all infractions.
4. Promote fair play and appropriate sporting behaviour.
5. Publicly encourage rule changes.
6. Ensure that both on & off the court your behaviour is consistent with the principles of good sportsmanship.
7. Keep your knowledge current.
8. Help the education process in the game.
9. Always present yourself in a way which encourages others to respect you and your role.
10. Always respect the use of facilities and equipment provided.

### **EXECUTIVE COMMITTEE AND ADMINISTRATORS CODE OF CONDUCT**

1. Involve others in planning, leadership, evaluation and decision making related to basketball!  
You have been appointed or elected to lead the administration of basketball. However, many other people have good ideas which can benefit the sport. Listen to their ideas. If change or review is contemplated, consult as widely as is practical. The more people who contribute, the better the decision making process!
2. Give all people equal opportunities to participate.  
While the ability and time available to contribute varies from person to person, always make sure that everyone involved in the sport is made to feel welcome to participate. Basketball could not function without the very large number of volunteers involved. If all people are encouraged to participate; it makes the job easier for everyone else. Involve them in planning and decision making!
3. Create pathways for people to participate and develop through the sport not just as players but as coaches, referees and administrators.  
Structure your organisation so that people have an opportunity to participate in basketball in as wide a variety of roles as possible. Make them feel that they can progress through the organisation for as far as their abilities allow. Don't make judgements of people and exclude them from particular roles. If they aspire to move to a higher level of officiating or administration, give them the opportunity and support that their enthusiasm demands.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.  
Not every player of basketball can play at an elite level. Young people or people with special needs. Recognise the needs of players at various levels and provide facilities and an environment which will allow them to participate. Encourage participants to develop realistic expectations of their abilities.
5. Provide quality supervision, instruction and a safe environment for all players.  
Many people playing basketball require some measure of protection. Children are vulnerable to influence by adults who may not be the perfect role models. They can also be the subject of abuse in various forms by adults and by their peers. Structure the game to take into account the special needs and vulnerability of participants! Involve parents and other responsible adults in the supervision of the sport and provide adequate training and facilities to allow them to enjoy their basketball and to benefit physically and mentally from it!

6. Remember that basketball is for fun. Remember that basketball player's play for fun and enjoyment and that winning is only part of their Motivation! Always make sure that participants are made to feel welcome whenever they attend for training or a match! Never ridicule players for making mistakes or losing a competition. See errors or losses as an Opportunity to learn in a constructive way! Comment in a way that is positive and designed to Create interest, involvement and development.

7. Help coaches and officials highlight appropriate behaviour and skill development, and to improve the standards of coaching and officiating.

Everyone involved in basketball is entitled to expect high standards from your officials and coaches. You should therefore ensure that you have a training program in place for them that promote a culture of appropriate behaviour so that they can act as good role models with the participants with whom they come into contact.

8. Assist all participants in basketball to know and understand the rules. As administrators, you have a role in the education of other participants. Maintain your own knowledge of the rules of basketball and have in place education programs so that all other participants know and understand the rules and that they keep that knowledge current. Where change comes to your attention; make sure that all participants who will be affected are kept fully informed!

9. Give a copy of the codes of conduct to spectators, officials, parents, coaches, teachers, players and the media and encourage them to follow it. In your role as an educator, you have a responsibility to ensure that as many participants as possible are aware of what is expected of them. The codes of conduct are one important way that you can fulfil that responsibility.

10. You set an example. Your behaviour and comments should be positive and supportive. Assist participants to accept responsibility for their own actions rather than mere obedience to the rules. You will not gain the respect of participants unless you show them respect. Just as you require accountability for the actions of others, so you must be accountable for your own actions. Never make a decision based on your own interests. If your interests conflict with those of basketball you must leave the decision to others.

11. Make it clear that abusing people in any way is unacceptable and will result in disciplinary action. If you are making a report for abuse or any other reportable offence, you must act with fairness towards all those involved.

12. Respect the rights, dignity and worth of every person. Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

13. Always respect the use of facilities and equipment provided. Facilities and equipment cost money and will only function properly if kept in good order. So look after the equipment by not abusing anything provided for use. Discourage players from engaging in hanging off hoops or nets. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but also serious injury can occur.

### **DUTY STATEMENT – HEAD COACH**

1. Be actively involved, with MWBA in the selection of team staff (Assistant Coach and Manager).
2. Attend and control all squad/team trials and practices.
3. Attend any MWBA Representative Briefing Session held at the beginning of each season and any debrief at the conclusion of season.
4. Report directly to and at request of MWBA Coaching Committee on the progress of the program.
5. As part of the program, organise a suitable practice schedule. Representative teams are only permitted to train for a maximum of three (3) hours per week over two training sessions.
6. Regularly attend and observe athletes at Local Competition.
7. Submit player selections to the Coaches Committee for approval. Ensure that all selections are carried out in accordance with MWBA Selection Policy and Procedures.
8. Organise suitable scrimmage games for the team before Metro League Commences.
9. Attend at least one (1) NSW Basketball or MWBA Coaches Education Course/Clinic.
10. At the conclusion of the Representative Season, provide a written report on team performance if requested.
11. Comply with all requirements under the NSW Working with Children Check, & Child Protection Laws.



### **DUTY STATEMENT – ASSISTANT COACH**

1. Attend Squad/Team Trials and practices
2. Attend Domestic Competition as required by Head Coach.
3. Be available to meet with MWBA Coaching Committee if required (as part of team staff) during the programed term.
4. Attend any MWBA Representative Briefing Session held at the beginning of each season and any debrief at the conclusion of season.
5. Have input as to Squad/Team selections with other members of selection panel.
6. Attend practice games in which the group participates.
7. At all times, give full support to staff/and players and work enthusiastically towards the team goals, following instructions from Head Coach.
8. Comply with all requirements under the NSW Child Protection laws.

### **DUTY STATEMENT – TEAM MANAGER**

- Be responsible for the MWBA uniforms, bags, basketballs & first aid kits during season and return to MWBA at the completion of the season. Managers are responsible for the complete undamaged return of all allocated equipment to the Representative Co-ordinator.
- Advise players of training session & competition dates and venues. If possible have all venues, dates and times available so players can organise their timetable.
- The Manager must ensure that players and officials are registered (insured) with MWBA at all times during the representative season.
- Attend any MWBA Representative Briefing Session held at the beginning of each season and any debrief at the conclusion of season.
- Ensure information is available to team members regarding costs and uniform requirements.
- Ensure all team members wear the uniform set down by MWBA.
- Ensure all members are dressed in uniform when travelling and assembled as a team.
- Ensure that you are present when a coach meets with a junior player 1 on 1 as a witness to the event.
- Ensure MWBA Newsletters and information are distributed to team members.
- Ensure all junior players are collected by their parent (or appointed guardian) from each training session. At no point should a player be left at a training/playing venue without adult supervision.
- Ensure only team members (including coaches and manager) occupy the team bench area during games.
- Ensure each player has sufficient water throughout the game.

### **POLICY & PROCEDURE REVIEW**

All policies and procedures will be reviewed annually by the MWBA Coaching Committee.

#### **Annual Review:**

As part of an exercise to review the representative program an Evaluation Form are often distributed to each parent/player within the MWBA Representative Program. The feedback from this will form the basis of an agenda for the MWBA Coaching Committee end of season review. From this review will evolve a list of policy and procedure changes & additions for the forthcoming year. All policies are to be used as guidelines wherever possible, and please note that as new situations and issues arise, a new policy may have to be adopted.

If there is no policy in place to cover a new situation as it arises, a decision will have to be made at the discretion of the MWBA Representative on duty. All decisions will be made in the best interests of the Manly Warringah Basketball Association

## CONTACT DETAILS

### Manly Warringah Basketball Association - MWBA

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**Website:** <http://www.manlybasketball.com.au>

### Office Staff:

|                          |   |   |
|--------------------------|---|---|
| <b>Janet Bilton</b>      | - | <b>Office Manager - Rep Programs &amp; Registrations</b>          |
| <b>Duane Jordan</b>      | - | <b>Director of Coaching, &amp; Marketing</b>                      |
| <b>Kirsten De Forest</b> | - | <b>Referee Development Officer</b>                                |
| <b>Brad Dalton</b>       | - | <b>Development Officer</b>  |
| <b>Maria Panetta</b>     | - | <b>Accounts Manager</b>   |
| <b>Eileen Thompson</b>   | - | <b>Local Comp Manager</b>   |
| <b>Rad Radan</b>         | - | <b>Local Comp Assist Manager &amp; School Development Clinics</b> |