



**JUNIOR BRAVES
COMMITTEE
&
OPERATIONAL
POLICIES AND GUIDELINES**

Reviewed – May 2016 and to be adopted for the- 2016-17 Season
Next review due March 2017

“If each player and coach in our program improves, we have been successful.

Success and achievement are a result of developing the individual.

Developing the team requires dedication, commitment and hard work.”

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"Basketball Excellence"



FOREWORD

The following policies and guidelines have been developed by the Bendigo Junior Braves Committee in consultation with the Bendigo Basketball Association (BBA) to assist everyone involved in the Junior Squad program to better understand how the program operates. There is an expectation that by agreeing to be involved in the Junior Squad program every coach, player, parent, committee member and official shall abide by the policies and guidelines in this document. People should not act in a manner contrary to the Junior Squad Policies and Guidelines.

The Board also recognises that Junior Squad Policies and Guidelines do not cover every scenario that may arise during the course of the season. As such the Bendigo Basketball Association Board and the Director of Coaching, in consultation with the Junior Braves Committee under the boards annex is the controlling entity.

The BBA expects all concerned with the junior squad program to adhere to these policies. The board reserves the right to uphold, alter or make any decision, in the running of the Junior program, including any direction given to the Director of Coaching by the Junior Braves Committee.

This document must be read and acknowledged by players, parents, coaches, team managers, committee members and any other party that has an interest in the junior squad program before taking up any role in the program.

JUNIOR BRAVES COMMITTEE STRUCTURE

1. A group of volunteers known as the Junior Braves Committee working with the Director of Coaching and the BBA are responsible for the day to day running of the Junior Squad Program. The BBA is the controlling body of the squad program and as such relies on the Junior Braves Committee to ensure that the program is running efficiently.
2. The Junior Braves Committee consists of at least 10 active members, including the positions of:
 - i. Chairperson (Directly appointed by the BBA)
 - ii. Director of Coaching (Directly appointed by the BBA)
 - iii. Secretary (Directly appointed by the Bendigo Stadium Limited Sports Office)
 - iv. Treasurer (BBA appointed Treasurer)
 - v. Bendigo Basketball Association Delegate
 - vi. Coaches Liaison
 - vii. Media Liaison
 - viii. Team Managers /Uniform Coordinator
 - ix. Sponsorship
 - x. Fundraising
3. The above roles are designed to assist with day to day committee responsibilities. Committee members are elected every twelve months. Director of Coaching, Secretary and Treasurer are appointed by the BBA and are non-voting positions. (Also refer to Election of Committee Members: see Appendix B)

4. Each committee member will need to have an active role in one of the positions mentioned above to be part of the Junior Braves Committee.
5. The structure of the Junior Braves Committee does not allow for another immediate family member to be part of the Committee at any one time.

6. JUNIOR SQUAD PHILOSOPHY

- i. To provide all players with the opportunity to represent Bendigo at the highest level.
- ii. To continue to maintain our commitment towards becoming the strongest and most fundamentally sound representative squad program in Australia.
- iii. To provide all players with the opportunity to develop their skills in a safe, friendly, productive and enjoyable learning environment.
- iv. To develop a solid foundation of individual skills for the future development of basketball in the region.
- v. To provide all players with a high standard of Coaching and instruction.
- vi. To provide all players with high quality and well-structured training sessions.
- vii. To provide all Coaches with guidance and opportunities to improve their skills.

7. JUNIOR BRAVES COMMITTEE PHILOSOPHY AND OPERATIONS

- i. By accepting a position on the Junior Braves Committee you become an integral part of the Junior Squad Program. As part of that involvement, all committee members must be supportive of the program and those involved in it including, Players, Coaches, Team Managers, Parents, and Junior Braves Committee members. It is imperative that committee members do not disseminate information and do not relay false or misleading information and personal opinions outside of the committee. Confidentiality is to be maintained at all times.
- ii. It is the aim of the Junior Squad Program to create a positive and supportive environment for each coach and young player to improve and develop. Operating a junior basketball program of this size is difficult and at times there can be some problems. The Committee is to try and offer alternatives, solutions, support, and assistance and encourage all members of Bendigo Junior Braves, including Players, Parents, Coaches, and Team Managers.
- iii. Important operational decisions should only be made, with a minimum Quorum of committee members. Committee members should be present at the meeting in which the vote is to take place. Proxy votes are permitted in certain circumstances, if a committee member has a reasonable excuse for non-attendance at a meeting. Committee members must attend at least 2/3rds of the scheduled meetings during the current squad season. Committee members who do not attend the minimum number of meetings may have their position declared vacant.

- iv. If agreement on a decision is not able to be made due to a dead-locked vote the Chairperson has the deciding vote. If it is still not able to be resolved then the agenda item must be referred to the BBA.
- v. The Junior Braves Committee cannot change policies or guidelines but have the power to make recommendations to the BBA Board who will then review these requests at the next available BBA Board Meeting.

8. DEFINITIONS

- i. **In consultation with the Junior Braves Committee** – Discussion and agreement with the Chairperson or representative of the Junior Braves Committee, who will report to the Junior Braves Committee.
- ii. **Quorum** – For the purpose of the Junior Braves Committee, consists of a minimum of 2/3rds of the committee membership.
- iii. **Proxy Vote** – A vote which must be in writing, and can be sent either by post or email. The format of the proxy is by the approved form as attached Appendix 3, and must be submitted to the Committee Secretary at least 24 hours prior to the vote taking place.
- iv. **Coaching Selection Panel** – Consists of the Director of Coaching, a delegate appointed by the BBA, and a delegate appointed by the Junior Braves Committee.

AGE GROUP SPECIFIC OBJECTIVES

9. Under 12 Objectives

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare a team for the Future Stars Tournaments.
- iii. To prepare a team for the Bendigo Junior Classic Tournament.

10. Under 14 Objectives

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare a team for the Gold Star Classic.
- iii. To qualify for the National Championships.
- iv. To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or Metro 1 Division.
- v. To prepare a team for the Bendigo Junior Classic Tournament.

11. Under 16 Objectives

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare a team for the Country Championships.
- iii. To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or Metro 1 Division.
- iv. To prepare a team for the Bendigo Junior Classic Tournament.
- v. To prepare players for state team selections.

12. Under 18 Objectives

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare a team for the Country Championships.
- iii. To prepare a team for the Bendigo Junior Classic Tournament.
- iv. To prepare players for state team selections.

APPOINTMENT OF COACHES

13. On behalf of the BBA, The Director of Coaching prior to each squad season will call for applications for all Junior Squad Coaching positions.

14. Applications must be in writing.

- i. Applicants will be interviewed by the Coaching Selection Panel, that will consist of;
 - a) the D.O.C
 - b) BBA Nominated Person;
 - c) JBC Nominated Purpose.
- ii. Applicants should bring a current working with Children Check and be prepared to sign an authority to release a Criminal History Check at any interview;
- iii. The Coaching Selection Panel will provide a report with the recommended candidates to the BBA;
- iv. The BBA will ratify the recommended candidates to the Junior Braves Committee;
- v. Applicants are to be selected based on criteria determined by the Director of Coaching;

15. **Coaches selected for Under 14, Under 16 and Under 18 age groups must be available for coaching in the Victorian Junior Basketball League competition.**

BUSES

16. The use of buses to attend tournaments and VJBL matches will be decided on an individual team basis, they are not compulsory. If the team decides to utilise a bus, please ensure that you are aware of all associated costs (insurance etc.) prior to making your booking. All teams **MUST** have comprehensive insurance cover when hiring buses.
17. The cost of damages is the responsibility of the individual teams. The squad committee will not cover the costs of any claims.
18. Every player will be required to provide a signed parental consent form prior to travel on the arranged bus, in the form determined appropriate by the Junior Braves Committee

Victorian Junior Basketball League and buses

19. The Junior Braves Committee will provide a subsidy to assist with bus hire charges incurred by teams travelling to Melbourne for VJBL matches. The Junior Braves Committee has set a bus subsidy of \$1500 per team that will be paid in 2 separate payments.

CLEARANCES

20. As per the BBA bylaws current squad players of ANY team can only apply for domestic clearances during the month of September.

CODES OF CONDUCT

21. Stakeholders involved in the Junior Squad program must always abide by the various Codes of Conduct. A copy of the code of contacts will be supplied to players and parents after being selected for a Junior Braves Team
22. Players Code of Conduct
 - i. Understand and play by the rules.
 - ii. Never argue with an official. If you disagree, have your coach, captain or manager approach the referee during a break or after the game in an appropriate manner.
 - iii. Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in basketball.
 - iv. Work equally hard for yourself and for your team. Your team's performance will benefit so will you.
 - v. Be a good sport. Acknowledge all good plays whether they are by your team or the other team.
 - vi. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
 - vii. Co-operate with your coach, officials, team mates and opponents. Without them there would be no competition.
 - viii. Play for the "fun of it" and not just to please parents and coaches.

- ix. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- x. Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- xi. Be prepared to lose sometimes. Everyone wins or loses at some time. Be a fair winner and a good loser.
- xii. Listen to the advice of your coach and try to apply it at practice and in games.
- xiii. Always respect the use of facilities and equipment provided.
- xiv. Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

23. Parents Code of Conduct

- i. Encourage children to participate for their own interest and enjoyment, not yours. Support their participation and do not force them.
- ii. Encourage children to always play by the rules.
- iii. Remember children are involved in sport for their enjoyment, not yours.
- iv. Focus on developing skills and playing the game. Reduce the emphasis on winning
- v. A child learns best by example. Applaud good plays by all teams.
- vi. Do not criticise your children in front of others. Reserve constructive criticism for more private moments.
- vii. Respect and accept decisions of all referees as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
- viii. Do not criticise opposing team members or supporters by word or gesture.
- ix. Support all efforts to remove verbal and physical abuse from sporting activities.
- x. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- xi. Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- xii. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- xiii. Always respect the use of facilities and equipment provided.
- xiv. Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

24. Spectators Code of Conduct

- i. Children play sport for fun. They are not playing for the entertainment of spectators. They are not miniature professionals.
- ii. Applaud good performances from each team. Congratulate all players regardless of the outcome.
- iii. Respect the referee's decision. If there is a disagreement, follow the appropriate procedure in order to query the decision.
- iv. Always be positive. Never ridicule or shout at a child for making a mistake during competition.
- v. Condemn the use of violence in any form, be it by spectators, coaches or players.
- vi. Show respect for your team's opponents and for officials, without them, there would be no game.
- vii. Encourage players to obey the rules and decisions of officials.
- viii. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- ix. Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- x. Always respect the use of facilities and equipment provided.
- xi. Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

25. Coaches Code of Conduct

- i. Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing a competition.
- ii. Be reasonable in your demands on young players' time, energy and enthusiasm.
- iii. Teach your players that understanding and playing by the rules is their own responsibility.
- iv. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches, and their interaction with the media, parents and spectators.
- v. Group players according to age, height, skills and physical maturity, whenever possible.
- vi. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- vii. Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- viii. Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured player is ready to recommence play.

- ix. As well as imparting knowledge and skills, promote desirable personal and social behaviours. Be aware of the role of the coach as an educator.
- x. Seek to keep abreast of changes in sport; ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children.
- xi. Ensure that physical contact with a young person be appropriate to the situation and necessary for the player's skill development.
- xii. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- xiii. Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background or religion.
- xiv. Always respect the use of facilities and equipment provided.
- xv. Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

26. Managers Code of Conduct

- i. Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing a competition.
- ii. Be reasonable in your demands on young players' time, energy and enthusiasm.
- iii. Assist your coach with teaching your players that understanding and playing by the rules is their own responsibility.
- iv. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches and managers and their interaction with the media, parents and spectators.
- v. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- vi. Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- vii. Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured player is ready to recommence play.
- viii. Be aware of the role of the manager as a mentor.
- ix. Seek to keep abreast of changes in sport; ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children.
- x. Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches, managers or officials.
- xi. Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background or religion.
- xii. Always respect the use of facilities and equipment provided.

- xiii. Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

27. Other Codes of Conducts

- i. In addition to the Codes of Conduct mentioned in this document all stakeholders must also abide by the Code of Conducts as set by the Basketball Victoria, the Bendigo Stadium and other Stadiums, associations or competitions.

28. Breaches to any Code of Conduct or Bylaws

- i. For all Codes of Conduct, any breaches of these codes will be dealt with according to the Member Protection Bylaws, Junior Squad Policies and Guidelines, and referred to the Junior Braves Committee. Coaching related matters are to be referred to the Director of Coaching, who will consult with the Chairperson of the Junior Braves Committee. Some circumstances may result in a report being made to the Independent Tribunal.

29. Harassment-Discrimination-Vilifications

- i. Bendigo Junior Braves are committed to a policy of sport which is free of harassment, discrimination and vilification as per Part IV of Basketball Victoria's Member Protection Bylaws.
- ii. This includes all players, parents and spectators.
- iii. Any breaches may result in a report being made to Basketball Victoria.

30. Basketball Victoria Member Protection Bylaws

- i. All players, Coaches, Team Managers, Parents and Spectators must adhere to the Basketball Victoria Member Protection Bylaws at all times.
- ii. Any breaches may result in a report being made to Basketball Victoria.

31. Conflict Resolution Committee

- i. Is a Sub Committee consisting of the;
 - i. Director of Coaching,
 - ii. and a nominated BBA Member;
 - iii. and a nominated Junior Braves Committee member, who may, as required, consult with the BBA Conflict Resolution Committee for advice and guidance.

COMMITMENT

32. Players

- i. The level of commitment for players varies with each age group but there are some common expectations.
- ii. Players must commit to being available to play in all tournaments as recommended by the Director of Coaching.

- iii. They must be available for all compulsory training sessions (up to two per week); Players who do not try out for the Junior Squad Program or who do not make themselves available for the whole Junior Squad Program (all compulsory tournaments and VJBL) will not be eligible to try out for any Vic Country events including State teams;
- iv. Concessions may be made for academic or work related commitments however involvement in other sport may not be a satisfactory reason for failing to train or play when required by the Coach.

33. Parents

- i. Each parent of a Junior Squad player must be committed to ensuring their child is available for and able to attend all compulsory training sessions and games. Parents must also be committed to the Junior Squad Code of Behaviour as it applies to parents and have an obligation to understand the Junior Squad Policies and Guidelines.

34. Coaches

- i. All Coaches must commit to every aspect of the Junior Squad program for their age group and be prepared to set an example in the areas of communication, punctuality, commitment, professionalism and attendance for players. Coaches must read and understand the Junior Squad Policies and Guidelines and also abide by the conditions of their Coach's agreement and the Coaches Code of Behaviour.

35. Team Managers

- i. The role of the Team Manager requires a level of commitment often above any of the players and sometimes even the Coach. Team Managers take on the bulk of the organisational work including liaison with the Director of Coaching and the Junior Braves Committee, booking training venues and making tournament travel and accommodation arrangements. Team Managers must also attend all meetings set by the Junior Braves Committee.

36. COMPLAINTS

- i. All minor complaints should be directed initially to the Team Manager. If the issue cannot be dealt with immediately, the Team Manager should discuss the issue with the Coach.
- ii. If the issue is related to coaching or playing time this should be directed initially to the Director of coaching.
- iii. Non coaching matters should be referred to the Junior Braves Committee.
- iv. If a complaint is of a more serious nature it should be directed to the Conflict Resolution Committee. The Conflict Resolution Committee will either resolve the problem or may bring the issue to the attention of the BBA.
- v. Issues directed to the Junior Braves Conflict Resolution Committee may then be referred to the Board of the Bendigo Basketball Association, to an external agency, or other mediation service deemed suitable to assist with a settlement of the matter.
- vi. All complaints to the Conflict Resolution Committee, the Director of Coaching or Junior Braves Committee must be in writing and include the name of the author.

Anonymous letters of complaint will not be considered by the Conflict Resolution Committee, the Director of Coaching or the Junior Braves Committee. If the author would like to have their name withheld this can be arranged. Junior Braves Committee meetings are held monthly to review such matters and if required due to the serious nature of the issue may be held before this time period.

37. COUNTRY VICTORIA PROGRAMS

- i. All Bendigo Junior Squad players are to be actively encouraged to participate in all Basketball Victoria Country Council (Country Vic) programs. This includes:
- ii. Intensive Training Centre Programs
- iii. Under 12 Skills Days
- iv. Under 14 Academy Programs
- v. Under 16 / 18 State Team selections.

38. Teams who qualify for Classic Tournaments within reason, are expected to play in State or National Tournaments, unless an exemption is given by the Junior Braves Committee in consultation with the Director of Coaching and BBA.

39. COURT TIME

- i. All players should be given the opportunity to participate in every game.

40. Under 12

- i. All Under 12 players selected for tournaments must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players will be expected to play in each half of the match. In an Under 12 A team a player's ability and attitude will be taken into account when determining the amount of court time a player receives. An emphasis should be placed on giving players every opportunity to play. In an Under 12 B and/or C team, players will be given fair and reasonable court time with a strong focus on individual and team development.
- ii. During the Future Stars Tournaments, Coaches are expected to have all players play at least 25% of each game. The playing time is at the discretion of the Coach. All players and parents must be made aware of this at the start of the Junior Squad season.

41. Under 14

- i. All Under 14 players selected for tournaments must play in every round robin game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players will be expected to play in each half of the match. In an Under 14 A team a player's ability and attitude will be taken into account when determining the amount of court time a player receives. In an Under 14 B and/or C team, players will be given fair and reasonable court time with a strong focus on individual and team development.

42. During finals in the Basketball Victoria Country Council (Country Vic) Championships and National Championships Coaches will be able to play individuals as the Coach deems appropriate with no requirement to play every player. All players and parents must be made aware of this at the start of the Junior Squad season.

43. Under 16 and Under 18

- i. All Under 16 & Under 18 A teams the Coach will be able to play individuals as the Coach deems appropriate. In B teams all players must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. All players and parents must be made aware of this at the start of the Junior Squad season

44. De-listing players during the Junior Squad Season

- i. Only the Bendigo Basketball Association Board has the authority to de-list a player during the course of the Junior Squad season. Reasons for de-listing a player may include (but are not limited to) repeated non-attendance at compulsory training sessions or games breaches of the player and/or parent code of conduct or an irreconcilable breakdown in the relationship between the Coach and the player.
- ii. A lack of form will not constitute grounds for de-listing a player. In the event that a Coach feels it necessary to request to de-list a player, the coach must provide a written request, stating the reasons for such action, which must be forwarded to the Director of Coaching who will also inform the Junior Braves Committee of the situation immediately. The Director of Coaching will make a recommendation to the BBA Board for consideration.

45. DISCIPLINARY ACTION

- i. The Junior Squad Conflict Resolution Committee and, the Bendigo Basketball Association Board reserve the right to take disciplinary action against any player, Coach, Team Manager or parent who does not abide by the Junior Squad Policies and Guidelines or the relevant codes of conduct, or Coaches who breach their signed agreement.
- ii. **Minor matters** may be managed by the Junior Braves Committee. Minor disputes may include and is not limited to:
 - i. children's court time
 - ii. financial matters involving tournaments
 - iii. accommodation
 - iv. travel expenses, such as bus hire, not excluding all reasonable financial commitments involving in a player, whilst representing the Bendigo Junior Braves, at tournaments, domestic competitions, National Tournaments for all age and squad levels, including VJBL or Metro 1 competitions, or other competitions as agreed by the Junior Braves Committee and is to be prior to attending an approved competition.

- v. Any matter including inappropriate use of social media directed at/or including bullying, intimidation, of any Player, Coach, Team Manager, Parent, Spectator or any representative of the Junior Braves Committee.
- iii. **Moderate matters** may be managed by the Junior Squad Conflict Resolution Committee. Examples of moderate matters may include and is not limited to:
 - i. breaches of the Code of Conduct,
 - ii. non-game related incidents.
 - iii. any other matter that may not be able to resolved by the Junior Braves Committee, may be referred to the Junior Squad Conflict Resolution Committee, who reserve the right to refer a matter to the BBA Board, and/or to an external Conflict Resolution organisation.
 - iv. **More Serious matters** may be referred directly to, by report, to the BBA Board. These more serious matters may include and is not limited to:
 - i. any game related report/s, of a player, coach, parent/guardian and spectator.
 - ii. any incident/breach/disciplinary action, which potentially has a penalty including, but not limited to, a monetary fine, and/or any suspension, and/or disqualification, must be referred to the Bendigo Basketball Association. This includes any serious breaches of the Code of Conduct and/or the Bendigo Basketball Association By-laws, and/or Member Protection By-laws.
 - iii. any behaviour that may reflect negatively on Bendigo Basketball.
46. In all matters individuals reserve the right to lodge an appeal or have a matter to be directly referred to the BBA Board.
47. In all circumstances, a written warning from the Director of Coaching may be issued, in consultation with the Junior Braves Committee. If the written warning is ignored the BBA Board will consider what disciplinary action to take. All disciplinary action must be in accordance with the BVA Members Protection By-Laws and the BVA Tribunal By-Laws.
48. The Bendigo Basketball Association Board will decide what action should be taken on a case by case basis. Disciplinary action to Junior Squad stakeholders may include:
- i. **Players**
 - i. Players may be stood down from participating in Junior Squad training's, games or other functions or de-listed from the Junior Squad program.
 - ii. **Coaches**
 - i. Coaches may be stood down from their Coaching position for a period of time or removed from their position.
 - iii. **Team Managers**
 - i. Team Manager may be stood down from their manager's position for a period of time or removed from their position.
 - iv. **Parents**
 - i. Parents may be banned from attending Junior Squad trainings, games or other functions. Repeat offences may result in the parent's child being de-listed.

49. Appeals

- i. Any appeals will be referred to the Board of the Bendigo Basketball Association.

50. DOMESTIC MATCHES

- i. The ability to play Junior Squad teams in the domestic competition is a courtesy extended to the Junior Squad program by the Bendigo Basketball Association. These games should be treated by all involved as a valuable opportunity for development, not to focus on winning.
- ii. All Junior Squad teams are encouraged to play in the Summer domestic competition. Costs for these matches will be \$5 per player of which \$1 goes back to the Junior Squad Program. Teams will be entered into an age group to be determined by the Coach and endorsed by the Director of Coaching in a division that is suitable.
- iii. Following the grading request it will be required to be ratified by the Bendigo Stadium Sports and Competitions Manager. Players are expected to play in these domestic matches unless it clashes with their own club game. In this instance the club game takes precedence over the squad game but common sense should be used. e.g. If there are 9 players available in your domestic team and only 4 players available in your squad team due to clashes then you would play with the squad team.
- iv. Where possible squad teams should not forfeit domestic matches. Normal forfeit fees will apply to Junior Squad teams. Fines will be paid by the team involved, not the Bendigo Basketball Association Board or the Junior Braves Committee.

51. All squad teams are NOT eligible to qualify for finals. Any teams wishing to participate in the winter season must apply in writing to the Junior Braves Committee by the closing date of entries as advertised by the Sports & Competitions Manager.

52. FINANCES

- i. Each Team Manager is required to maintain a Junior Squad bank account. Accounts have already been established for all teams. Money paid by parents in the lead up to tournaments and money left over after tournaments will be kept in this account.
 - i. **All money paid to Team Managers must be receipted and accurate records must be kept;**
 - ii. These details must be available to the B.B.A. Treasurer Junior Braves Committee whenever requested.
 - iii. After each tournament, managers are required to forward to the committee a costing summary of expenses with all associated receipts.
 - iv. If this is not done then that team will not receive any further subsidies from the committee until such time as the documents are produced.

53. MEDICAL RECORDS

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- i. The Team Manager will keep medical records for each player. These records are private and confidential and should not be disclosed to anyone other than the Coach, Team Manager, sport trainer or medical professional. Information contained in the records should only be used for the purpose for which it is provided. At the conclusion of each squad season medical records will be destroyed by the team manager.
- ii. All personal medical information must be collected and stored in accordance with the Privacy Act and the National Privacy Principles.

54. PARENT/PLAYER BRIEFING

- i. Every parent is expected to attend a Parent Briefing to be conducted by the Junior Braves Committee at the first suitable opportunity following the finalisation of Junior Squad selections. The purpose of the meeting shall be to outline the Junior Braves Committee Operational Policies and Guidelines and the Junior Squad structure and philosophy.
- ii. Parents will be required to sign and acknowledgement that they have received a copy of the Junior Squad Policies and Guidelines (refer annexure 5) before their child has been selected.
- iii. This briefing is usually held on the day of the Junior Squad Camp. We will attempt to answer any questions that you may have regarding the squad program. Junior Squad Camp will be held on a date TBA.

55. THE JUNIOR SQUAD CAMP IS COMPULSORY FOR ALL SELECTED PLAYERS.

56. VICTORIAN JUNIOR BASKETBALL LEAGUE

Part 1

- i. Players selected in the Under 14 A, Under 16 A and Under 18 A teams (both Boys & Girls), will participate in the Victorian Junior Basketball League Grading Phase. After grading, if teams qualify for either Championship or Metro 1 division, it is expected that they will participate for the remainder of the season. If they do not qualify for either of these levels, in consultation with the Junior Braves Committee and the Director of Coaching, the teams may be withdrawn. Any fees or penalties associated with this decision, will be paid by the Junior Braves Committee.
- ii. During the VJBL season, eligible payers should be a current active member of a Bendigo Braves Junior Squad Team. For the purpose of this ruling, 'current' will be defined as the period from squad selection to the next.
- iii. Eligibility of non-squad members will be at the discretion of the Junior Braves Committee in consultation with the Director of Coaching.
- iv. Teams will be encouraged to 'car-pool' when travelling to matches during the grading season as no travel subsidy will be paid by the Junior Squad program for grading rounds. During the regular VJBL season, teams will be allocated a travel subsidy to

assist with bus hire costs. The amount of subsidy is set out in paragraph 19 of the Junior Braves Committee Policy.

Part 2

- v. All players selected in the Under 14 A and 16 A Squads who qualify will be required to play for Bendigo in the grading rounds of the Victorian Junior Basketball League.
- vi. If a player in the team decides to pursue playing for a Melbourne-based club, that player will be withdrawn from the Bendigo Junior Squad program.
- vii. If a Bendigo Team qualifies and decides to participate in VJBL, no Bendigo player who took part in the grading round will be cleared to play for another association. A permit can be issued by the Secretary of the BBA, and is issued on the understanding that it is for a period not exceeding 12 months. The permit must be ratified by the Director of Coaching and Junior Braves Committee. Players may be able to play in some tournaments representing the Bendigo Junior Braves providing that games do not clash with VJBL commitments.
- viii. Bendigo players need to obtain written consent from the Director of Coaching, in consultation with the Junior Braves Committee, to try-out and/or train with another team/association before or during the grading rounds on the proviso that if Bendigo does not qualify they would be able for selection in that side.
- ix. The permit would be issued on the understanding that it is for a period not exceeding 12 months.

57. RECRUITMENT OF PLAYERS FOR SQUAD TRYOUTS

- i. Invitations to try out for the Bendigo Junior Squad Program can be offered to any player who meets the age requirement. Once selected a player must play domestic club basketball in the Bendigo Basketball Association preferably in Division 1. Players who do not play domestic basketball will not be permitted to represent the Junior Squad program.
- ii. Exceptional circumstances may arise and these matters must be approved by;
 - i. the Director of Coaching in consultation with the Junior Braves Committee.
 - ii. Players must not have any monies outstanding to the Junior Squad Program.
 - iii. If there are financial issues including financial hardship, the Treasurer or Chairperson may be contacted to discuss the situation.
 - 1. Any issues will be dealt with in the strictest of confidence.

58. Tryout dates will be advertised at the Bendigo Stadium, on the Domestic basketball website and on the Junior Squad web page.

59. Players will only be eligible for selection for their own age group unless exceptional circumstances apply.
60. Approval must be given by the Director of Coaching, in consultation with the Junior Braves Committee.
61. The Junior Braves Committee must refer all coaching and playing issues to the Director of Coaching.
62. Players from other associations who have a team in the same country division as the Bendigo team, for which they are trying out, will not be eligible to play for Bendigo
- i. if requested to play for their home association.
 - ii. As directed by Basketball Victoria Country,
 - iii. players living outside the Bendigo residential zone will be required to obtain permission in writing from their closest association. This permission is required even if they are not currently playing in a competition close to their residential area.
 - iv. The D.O.C. will assist with this process
 - v. This condition is subject to change according to the rules and regulations of Basketball Victoria Country.
63. Coaches must not actively entice players from other associations to attend Bendigo Junior Squad tryouts. They may however make players aware of tryout dates and times.
64. Squad coaches must not entice selected squad players to change clubs or teams to play in a domestic side coached by a squad coach. Refer to the BBA Bylaws regarding clearances for squad players.

65. RECRUITMENT OF PLAYERS DURING SQUAD SEASON

- i. Players not selected in the Junior Squad program through the tryout process must not be approached to join the program without the consent of
 - i. the Director of Coaching
 - ii. the coach of the teamand;
 - ii. must be ratified by the Junior Braves Committee who will ensure the selected player is eligible .
66. Players will only be permitted to be recruited during the season if;
- i. it is deemed to be in the best interest of the team into which the player would be selected and

- ii. in the best interests of the overall program (e.g. there are a number of long term injuries or long term unavailability.)
- iii. When a player from a higher grade withdraws from the squad program it is preferable that the replacement comes from the current squad programs unless special circumstances exist. The final selection of that player must be approved by the Coach and Director of Coaching, and the Junior Braves Committee advised in writing so the appropriate records can be updated.

67. Any player recruited after Squad Camp MUST

- i. complete full registration details and pay all fees required and
- ii. must be given Information/Welcome pack containing all forms, which
 - i. MUST be returned to the Team Manager BEFORE the player, can take the court
- iii. Breaches are to be referred to the Junior Braves Committee for investigation and if required referred to the BBA.

68. If players are approached by Coaches or Team Managers without the consent of the Director of Coaching, in consultation with the Junior Braves Committee, that player may not be permitted to represent Bendigo in that Junior Squad season and disciplinary action may be taken against the Coach.

69. REGISTRATION FEE TO BE CONFIRMED PRIOR TO START OF THE JUNIOR BRAVES SEASON

- i. The Junior Braves Committee charges a registration fee to assist with the running of the squad program.
- ii. The Junior Braves Committee will set the registration fee prior to Junior Squad try-outs. Players will be required to pay a fee of prior to being able to participate in any games for the Junior Braves.

70. TEAM MANAGERS

- i. The role of the Team Manager carries with it a lot of responsibility and is very time consuming. As such the selection of a Team Manager must be done carefully as the relationship between the Team Manager and the Coach is critical and must involve two-way communication. We recommend that this process take place in consultation with the Parents of each team.
- ii. Nominations for Team Manager MUST be approved by the Junior Braves Committee. The relationship between the Team Manager and Coach is critical and must involve open, two-way communication. A 'No Team Manager, No Team' policy will be enforced if a suitable person cannot be found.

71. TEAM SELECTIONS

- i. Team selections will be made by the squad coaches and approved by the Director of Coaching.
- ii. The Bendigo Basketball Association Board and the Junior Braves Committee will support the decision of the Coach and Director of Coaching in regard to team selections, unless a written complaint is received and justifying what they believe are valid reasons, which must be referred to the Junior Braves Committee. Players may at any time during the course of the Junior Squad season be moved between squads as the coaches, in consultation with the Director of Coaching, as deemed appropriate.

72. TOURNAMENTS

- i. Teams may attend a maximum of 6 tournaments for the season. Tournaments must be approved by the Director of Coaching.
- ii. A list of approved tournaments will be supplied to coaches for consideration. A maximum of 4 tournaments will be subsidised by the squad committee. As most tournaments are now charging an all-inclusive entry fee the committee will set a subsidy amount per tournament that teams can claim.

73. Events Nominated by the Director of Coaching include:

- i. The Junior Squad Camp all players
- ii. Shepparton Tournament all teams
- iii. Castlemaine Tournament B &/or C teams
- iv. Bendigo Tournament, all teams
- v. A, B and C teams - one or more other tournament that the coach will select from a list supplied to them.
- vi. 'A' Teams - The relevant Vic Country Championship Event for each age group.

74. If a team is not able to attend a State/National Tournament due to exceptional circumstances the request must be referred to the BBA for approval.

75. Costing

- i. Costs for all tournaments are to be kept to a minimum. Team Managers are encouraged to stay at the cheapest suitable accommodation when at tournaments.
- ii. The accommodation costs of;
 - i. Coach
 - ii. Assistant Coach
 - iii. Team Manager
- iii. per team will be paid for by the players.
 - i. Note: Coach Assistant Coach and Team Manager are as appointed by the Junior Braves Committee.
- iv. Costing sheets, with a detailed breakdown of costs, must be supplied to the Junior Braves Committee three weeks prior to every tournament.

- v. All parents are to be supplied with a copy of the costing sheet.
 - vi. All money must be paid to Team Managers at least seven days before the tournament.
 - vii. Team Managers must provide all receipts from the tournament and/or a record of expenditure to the Junior Braves Committee.
76. All teams shall decide on an individual team basis that players will stay together as a team or stay with their parents during tournaments, which must be negotiated and agreed upon by coaches, team managers and parents.
77. If a bus is being used then all players must travel on the bus. This assists in keeping the cost per player to a minimum.
78. Team Managers Manual is to be read in conjunction with Junior Braves Policy for further details and allowances.

79. Supervision/Accommodation

- i. There are 2 options for tournament accommodation and travel refer to the Team Managers Manual for details:-

80. Training

- i. Junior Braves Teams will have at least one compulsory training session a week, which should wherever possible be set outside the time of their Domestic team training.
- ii. Players must attend the nominated session.
- iii. Players must attend the nominated compulsory session as per the coaches' discretion in consultation with the Director of Coaching.
- iv. Non-attendance at training may affect a player's selection for tournaments and may be reflected in their court time.
- v. Training sessions held outside the Bendigo Stadium will be paid for by the team not the Junior Braves Committee. Teams will now be responsible for ALL training costs at venues other than the stadium;
- vi. Only exemption will be for a 2nd training session for VJBL sides if at an outside venue.
- vii. When the Stadium is in use and not available for Sunday's compulsory session the Junior Braves Committee and Bendigo Basketball Association will cover the cost for hiring of another.

- viii. This must be co-ordinated and booked by the Junior Braves Sectary in consultation with the Director of Coaching.

81. TRYOUTS

- i. Tryouts for Junior Squad will consist of no less than three sessions. The Junior Braves Committee with the Director of Coaching will set the dates for the tryouts. Players are encouraged to attend all tryouts.
- ii. Injured players will be expected to attend tryout sessions and must register and supply a medical certificate. Any player who has not registered for tryouts before the final session will not be considered for selection.
- iii. Extenuating circumstances preventing a player from attending tryouts will be considered on an individual basis and must have the approval of the Director of Coaching, in consultation with the Junior Braves Committee. Any request for an exemption from tryouts must be made in writing to the Junior Braves Committee Director of Coaching before the final tryout session and preferably before tryout's commence if reasons are known at that time.

82. UNDER 14 NATIONAL CHAMPIONSHIPS

- i. If an Under 14 team qualifies for the National Championships each player involved in the qualifying team would be expected to be part of that team.
- ii. The team (as per normal tournaments) will pay for the travel and accommodation costs of;
 - i. the approved Coach;
 - ii. Assistant Coach ;
 1. Assistance coach must have attended a majority of tournaments and VJBL commitments;
 - iii. Team Manager.

83. The Junior Braves Committee will assist teams travelling to the National Championships with advice and guidance on fundraising opportunities.

84. All fundraising conducted must be approved by the Junior Braves Committee.

85. SPONSORSHIP AND FUNDRAISING

- i. **ALL** private and team sponsorship **MUST** be approved by the Junior Braves Committee **AND** endorsed by the Secretary of the BBA with the Sponsorship Manager representing the BBA before being accepted and promoted in any way. Naming RIGHTS sponsor logos must always be larger than any other sponsors logo. All sponsorship in relation to playing uniforms should be referred to the Sponsorship Manager representing the BBA to ensure contractual obligations are checked and met.

- ii. All signage must be provided, including dimensions, to the Junior Braves Committee for approval before final approval by the BSL Sports Office representing the BBA. The BSL Sports Office will also ensure that the advertising cost and signage is within the parameters and is consistent with what other sponsors have paid for signs to be displayed within the Bendigo Stadium or for the Braves.
- iii. The Junior Braves Committee reserve the right to approve or deny sponsorship that is to be displayed on all squad uniforms and squad attire for domestic, VJBL, National or International, Tournaments or competitions.
- iv. Individual Team Sponsors Logos can ONLY be sewn or printed on to Polo/Warm Up Tops. NOT PLAYING SINGLETS .
- v. A sponsors logo may be placed on playing shorts if;
 - i. is a team sponsor;
 - ii. All athletes have an identical logo in the same location on the playing short;
 - iii. Must be an approved sponsors and approved for sponsorship on the teams playing shorts.
 - iv. A maximum of 2 sponsors may appear on the playing shorts

86. **Fundraising**

- i. **ALL** fundraising needs to be approved by the Junior Braves Committee and letter must be received by the Team Manager as confirmation that it has been approved before going ahead with it.
- ii. Fundraising must also meet any statutory requirements that are required when fundraising. Questions about statutory requirements on fundraising should be referred to the BBA Secretary.

87. **WORKING WITH CHILDREN (WWC) CHECKS**

- i. All Coaches, Team Managers and supervising adults will be required to get a WWC check unless exempted under the [Working with Children Act 2005](#).
- ii. Checks will be done for each new Coach, Team Manager and parent helpers, and it is the responsibility of those individuals to provide, to the Junior Braves Committee, including person/s who continue to be involved in the Junior Squad program, a current Working with Children Check prior to taking on a role or other responsibility within a squad team.

- iii. The Director of Coaching, in consultation with the Junior Braves Committee, reserve the right to take any previous convictions (including spent convictions) into consideration when offering Coach and Team Manager Positions. A record of participants with WWC checks will be kept and updated as required and all forms from the Department of Justice will be provided to the Secretary of the BBA who will retain these records.
 - i. Prior to being appointed each Coach, Assistant Coach and Team Manager
 - ii. must supply a current Working With Children's Card;
 - iii. must be prepared sign a authority to release criminal history check when asked to do so;
 - iv. if exempted under legislation then documentation must be supplied to the Junior Braves Committee

- iv. Failure to do so will result in the selected person being removed from the program by the;
 - i. Bendigo Junior Braves Committee or;
 - ii. Bendigo Basketball Association

APPENDIX 1 - Election of Committee Members

The Bendigo Junior Braves Committee consists of 10 members. There are compulsory members as appointed by the BBA, including a BBA Delegate Representative, Treasurer, Secretary and the Director of Coaching.

Other committee members are elected by the BBA. Appointment of committee positions is by endorsement as nominated and voted on by the Junior Squad Committee.

All applicants are required to have a valid Working with Children Check and may be required to undergo a Criminal History check.

It is expected that all Junior Squad Committee members hold active positions within the Junior Squad Committee consisting of:

- Chairperson (directly appointed by the BBA)
- Director of Coaching (directly appointed by the BBA)
- Secretary (directly appointed by the BSL Sports Office)
- Treasurer (directly appointed by the BBA)
- Bendigo Basketball Association Delegate (directly appointed by the BBA)
- Coaches Liaison
- Media Liaison
- Team Manager/Uniform Coordinator
- Sponsorship
- Fundraising

Applicants are expected to nominate for at least one of the above roles for committee positions.

Process

1. All elected committee positions are to be declared vacant every 12 months, and applications are called for, and must in writing from the 1st of May each year.
2. Applications close at midnight on 31st of May and are to be placed in the Junior Squad Committee Mailbox at the Bendigo Stadium (late applications cannot be accepted).
3. All applications will be collected by the Junior Committee Secretary who will provide these to the BBA Secretary immediately after the closing date.
4. The Junior Squad Committee members are then elected by the BBA Board at their following Board Meeting.
5. The BBA Secretary will advise the successful applicants and the successful applicants will be invited to attend the Junior Squad Committee meeting in July where they will be elected by the Junior Squad Committee to one of the positions listed above after all previous committee positions will be declared vacant.

APPENDIX 2 - Election of Committee Members (continued)

Any appeals regarding appointment of committee positions must be referred in writing to the Board of the Bendigo Basketball Association.

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by the current Junior Braves Committee. Where there are insufficient nominations to fill all positions the Junior Braves Committee may minute this, make a decision and then approach persons that hold the necessary skills and appoint them to the position.

APPENDIX 3 - Braves Junior Braves Committee Nomination Form

Name:

Address:.....

.....

Home Telephone:

Mobile :.....

Work:..... (optional)

Email:.....

Do you have a child currently playing in the BBA Domestic Competition. **Yes/No**

Do you have a child currently playing in the Junior Squad Program. **Yes/No**

Nomination: You must nominate for a minimum of 3 positions (1 your favourite, 2 your next favourite, 3 your following favourite). You can nominate 1 to 8 if you wish. To be eligible for election to the committee you must be prepared to accept an active position.

Team Manager/Uniform Coordinator

Coaches Liaison

Media Liaison

Sponsorship

Fundraising

Working With Children Number..... **Expiry**.....

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APPENDIX 4 – Form of Appointment of Proxy

Associations Incorporation Regulations 1998 No. 103

I, (*name*)

Of (*address*)

.....
.....

being a member of the Bendigo Junior Braves Committee.

appoint (*name of proxy holder*).....

of (*address of proxy holder*)

.....
.....

being a member of the Bendigo Junior Braves Committee, as my proxy to vote for me on my behalf at

meetings of the Committee to be

held on (*date of meeting*)/...../.....

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution

(insert details of resolution)

.....
.....

APPENDIX 5 – Player & Parent Declaration

Player Name (legal full name):

Player - Birth Certificate Registration Number:

Player Date of Birth:/...../.....

Player Address:.....

.....

Full Names of Parents/Guardians (1)

Full Names of Parents/Guardians (2)

Home Telephone:

Player Mobile:.....

Parent Mobile:

Work:.....

Player Email:.....

Parent Email:.....

Has the player ever played for another association? Yes / No

If yes, what associationand the year

Declaration:

We do/don't give permission for our child to have their photo taken and be used on the basketball website or used to promote the Junior Braves at the Stadium.

We have read and understand the Junior Braves Squad Committee & Operational Policy and Guidelines and agree to abide by this document.

We understand the importance of the Codes of Conduct, the financial implications, time required, the objectives of each age group or team and all other aspects within this document. Participating within the Junior Squad for the Braves has fairly strict responsibilities within a team environment, which needs to be met by all stakeholders including parents and players. We ask you as stakeholders that you will try to the best of your ability for the Junior Braves.

Dated/...../.....

.....
Signature of Player

.....
Signature of Parent/Guardian

.....
Signature of Parent/Guardian

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APPENDIX 6 – Coach & Team Manager Declaration

Name (legal full name):

Player Date of Birth:/...../.....

Address:.....

.....

Home Telephone:

Mobile:

Work:.....

Email:.....

Role: Coach / Assistant Coach / Team Manager (circle one)

Working With Children Check Number (provide photocopy of card)

(If not already done, it will be a requirement to inform the Department of Justice that you have an involvement with the Junior Braves and the Bendigo Basketball Association so we are notified of any change to your WWC details)

Declaration:

I have read and understand the Junior Braves Squad Committee & Operational Policy and Guidelines and agree to abide by this document.

I understand the importance of the Codes of Conduct, the financial implications, time required, the objectives of each age group or team and all other aspects within this document. Participating within the Junior Squad for the Braves has strict responsibilities within a team environment, which needs to be met by all stakeholders including Coaches and Team Managers. We ask you as stakeholders that you will try to the best of your ability for the Junior Braves.

Dated/...../.....

.....

Signature

APPENDIX 7 – Member Protection Declaration

I, (name) of

..... (address)

born on the / /

solemnly and sincerely declare:

1. I am, or wish to be appointed in the position of either a Coach/Team Manager/Committee person (delete those not applicable) within the Junior Braves program for the Bendigo Basketball Association.
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
5. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
6. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
7. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.
8. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of players aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
9. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at , in the State of Victoria on this..... day of20163.

Signature

Before me:

(to be witnessed by a person qualified to take statutory declarations see over)

Statutory Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives

Appendix 8

Bendigo Junior Braves Team Managers Manual

Appendix 9

Bendigo Junior Braves, Player, Parent and Coaches Hand Book.

Noted: Currently being drafted by the D.O.C. due for release 1st August 2016

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