



BENDIGO JUNIOR BRAVES OPERATIONAL POLICIES & GUIDELINES

Reviewed – May 2017
Next review due March 2018

“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.”

**BENDIGO BASKETBALL
ASSOCIATION**

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FOREWORD

The following policies and guidelines have been developed by the Bendigo Junior Braves Committee (JBC) 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 Braves Policies and Guidelines do not cover every scenario that may arise during the course of the season. As such the BBA Board and the Director of Coaching, in consultation with the JBC under the boards annex is the controlling entity.

The BBA expects all concerned with the Junior Braves 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 (DoC) by the JBC.

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 Braves program before taking up any role in the program.

**Please do not refer to any section in isolation.
All sections must be read in conjunction with each other.**

1. JUNIOR BRAVES COMMITTEE STRUCTURE

1. A group of volunteers known as the JBC working with the Director of Coaching and the BBA are responsible for the day to day running of the Junior Braves Program. The BBA is the controlling body of the squad program and as such relies on the JBC to ensure that the program is running efficiently.
2. The JBC 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. Administrator (Directly appointed by the Bendigo Stadium Limited Sports Office)
 - iv. Treasurer (Directly appointed by the BBA)
 - v. Bendigo Basketball Association Delegate
 - vi. Coaches Liaison
 - vii. Media Liaison
 - viii. Team Manager / Uniform Coordinator
 - ix. Sponsorship Coordinator
 - x. Fundraising Coordinator

3. The above roles are designed to assist with day to day committee responsibilities. Committee members are elected every twelve months. DoC, Administrator 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 JBC.
5. The structure of the JBC does not allow for another immediate family member to be part of the Committee at any one time.

2. JUNIOR BRAVES PHILOSOPHY

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

3. JUNIOR BRAVES COMMITTEE PHILOSOPHY AND OPERATIONS

- i. By accepting a position on the JBC 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 JBC 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. Confidentially is to be maintained at all times.
- ii. It is the aim of the Junior Braves 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, assistance and to 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 JBC 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.

DEFINITIONS

In consultation with the Junior Braves Committee – Discussion and agreement with the Chairperson or representative of the JBC, who will report to the JBC.

Quorum – For the purpose of the JBC, consists of a minimum of 2/3rds of the committee membership.

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 JBC Administrator at least 24 hours prior to the vote taking place.

Coaching Selection Panel – Consists of the Director of Coaching, a delegate appointed by the BBA, and a delegate appointed by the JBC.

4. AGE GROUP SPECIFIC OBJECTIVES

Under 12 Objectives

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Country Championships.
- To prepare a team for the Bendigo Junior Classic Tournament.

Under 14 Objectives

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Country Championships.

- To qualify for the National Championships.
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or Metro 1 Division.
- To prepare a team for the Bendigo Junior Classic Tournament.

Under 16 Objectives

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

Under 18 Objectives

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

5. APPOINTMENT OF COACHES

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

Applications for coaching positions must be in writing.

Applicants will be interviewed by the Coaching Selection Panel that will consist of;

- The DoC
- BBA nominated person
- JBC nominated person

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.

The coaching selection panel will provide a report with the recommended coaches to the BBA.

The BBA will ratify the recommended candidates to the JBC

Applicants are to be selected based on criteria determined by the DoC.

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

6. BUSES

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.

The cost of damages is the responsibility of the individual teams. The JBC will not cover the costs of any claims.

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 Squad Committee.

3.1 Victorian Junior Basketball League and buses

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

7. CLEARANCES

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

8. CODES OF CONDUCT

Stakeholders involved in the Junior Braves program must always abide by the various Codes of Conduct

8.1 Players Code of Conduct

- Understand and play by the rules.
- 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.
- Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in basketball.

- Work equally hard for yourself and for your team. Your team's performance will benefit, therefore so will you.
- Be a good sport. Acknowledge all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Co-operate with your coach, officials, team mates and opponents. Without them there would be no competition.
- Play for the "fun of it" and not just to please parents and coaches.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Be prepared to lose sometimes. Everyone wins or loses at some time. Be a fair winner and a good loser.
- Listen to the advice of your coach and try to apply it at practice and in games.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.2 Parents Code of Conduct

- Encourage children to participate for their own interest and enjoyment, not yours. Support their participation and do not force them.
- Encourage children to always play by the rules.
- Remember children are involved in sport for their enjoyment, not yours.
- Focus on developing skills and playing the game. Reduce the emphasis on winning
- A child learns best by example. Applaud good plays by all teams.
- Do not criticise your children in front of others. Reserve constructive criticism for more private moments.
- 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.
- Do not criticise opposing team members or supporters by word or gesture.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.

- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.3 Spectators Code of Conduct

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

8.4 Coaches Code of Conduct

- 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.
- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players that understanding and playing by the rules is their own responsibility.

- 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.
- Group players according to age, height, skills and physical maturity, whenever possible.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- 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.
- As well as imparting knowledge and skills, promote desirable personal and social behaviours. Be aware of the role of the coach as an educator.
- 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.
- Ensure that physical contact with a young person be appropriate to the situation and necessary for the player's skill development.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.5 Managers Code of Conduct

- 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.
- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Assist your coach with teaching your players that understanding and playing by the rules is their own responsibility.
- 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.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

- Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- 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.
- Be aware of the role of the manager as a mentor.
- 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.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches, managers or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.6 Other Codes of Conducts

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.

8.7 Breaches to any Code of Conduct or Bylaws

For all Codes of Conduct, any breaches of these codes will be dealt with according to the Member Protection Bylaws, Junior Braves Operational Policies and Guidelines, and referred to the JBC. Coaching related matters are to be referred to the DoC, who will make recommendations to the JBC.

Some circumstances may result in a report being made to the Independent Tribunal.

8.8 Harassment-Discrimination-Vilifications

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.

This includes all Coaches, Team Managers, players, parents and spectators.

Any breaches may result in a report being made to Basketball Victoria.

8.9 Basketball Victoria Member Protection Bylaws

All players, Coaches, Team Managers, Parents and Spectators must adhere to the Basketball Victoria Member Protection Bylaws at all times.

Any breaches may result in a report being made to Basketball Victoria.

8.10 Conflict Resolution Committee

Is a Sub Committee consisting of the Consisting of Director of Coaching, nominated BBA Member, and nominated JBC member, who may, as required, consult with the BBA Conflict Resolution Committee for advice and guidance.

9. COMMITMENT

9.1 Players

The level of commitment for players varies with each age group but there are some common expectations. Players must commit to being available to play in all tournaments as recommended by the DoC. They must also be available for all compulsory training sessions (up to two per week).

It is expected that as part of the Junior Braves program, basketball should be their priority sport during the Junior Braves season.

Players who do not try out for the Junior Braves Program or who do not make themselves available for the whole Junior Braves Program (all compulsory tournaments and VJBL) will not be eligible to try out for any Vic Country events including State teams.

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.

9.2 Parents

Each parent of a Junior Braves 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 Braves Code of Behaviour as it applies to parents and have an obligation to understand the Junior Braves Operational Policies and Guidelines.

9.3 Coaches

All Coaches must commit to every aspect of the Junior Braves 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 Braves Operational Policies and Guidelines and also abide by the conditions of their Coach's agreement and the Coaches Code of Behaviour.

9.4 Team Managers

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 DoC, Junior Development Coordinator and the JBC, making tournament travel and accommodation arrangements. Team Managers must also attend all meetings set by the JBC.

10. COMPLAINTS

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.

If the issue is related to coaching or playing time this should be directed initially to the DoC. Non coaching matters, or matters of a more serious nature, should be referred to the Junior Development Coordinator and/or Team Manager Liaison. The persons in these mentioned positions will either resolve the problem or may bring the issue to the attention of the JBC firstly and if required the BBA.

Issues directed may then be referred to the Board of the BBA, to an external agency, or other mediation service deemed suitable to assist with a settlement of the matter.

All complaints must be in writing and include the name of the author. Anonymous letters of complaint will not be considered. If the author would like to have their name withheld this can be arranged.

JBC 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.

Persons to contact:

Junior Development Coordinator
Kelly Hartmann
kelly.hartmann@bendigostadium.com.au
Ph: 03 5440 6246

Team Manager Liaison from Junior Braves Committee
Narelle Pica
damonpica@hotmail.com

The above mentioned persons are those with whom complaints of a serious nature; grievances; concerns for player welfare; or other serious matters are to be brought up with.

11. COUNTRY VICTORIA PROGRAMS

All Bendigo Junior Squad players are actively encouraged to participate in all Basketball Victoria Country Council (Country Vic) programs. This includes:

- Intensive Training Centre Programs
- Under 12 Skills Days
- Under 14 Academy Programs

- Under 16 / 18 State Team selections.
- 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 DoC and BBA.

12. COURT TIME

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

Under 12

- 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 1st 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 2nd and/or 3rd / 4th team, players will be given fair and reasonable court time with a strong focus on individual and team development.

During the U12 Country Championships, 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 Braves season.

Under 14

- 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 1st 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 2nd and/or 3rd / 4th team, players will be given fair and reasonable court time with a strong focus on individual and team development.

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 Braves season.

Under 16 & Under 18

- All Under 16 & Under 18 1st teams the Coach will be able to play individuals as the Coach deems appropriate. In 2nd 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 Braves season.

13. DE-LISTING PLAYERS DURING THE JUNIOR BRAVES SEASON

Only the BBA Board has the authority to de-list a player during the course of the Junior Braves 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.

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 DoC who will also inform the JBC of the situation immediately. The DoC will make a recommendation to the BBA Board for consideration.

14. DISCIPLINARY ACTION

The JBC and the BBA Board reserve the right to take disciplinary action against any player, Coach, Team Manager or parent who does not abide by the Junior Braves Operational Policies and Guidelines or the relevant codes of conduct, or Coaches who breach their signed agreement.

Minor matters may be managed by the JBC. Minor disputes may include and are not limited to:

- children's court time
- financial matters involving tournaments
- accommodation
- 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 JBC and is to be prior to attending an approved competition.
- 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 JBC.

Moderate matters may be managed by the JBC. Examples of moderate matters may include and is not limited to:

- breaches of the Code of Conduct,
- non-game related incidents.

- any other matter that may not be able to resolved by the JBC, may be referred to the JBC, who reserve the right to refer a matter to the BBA Board, and/or to an external Conflict Resolution organisation.

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:

- any game related report/s, of a player, coach, parent/guardian and spectator.
- 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 BBA. This includes any serious breaches of the Code of Conduct and/or the BBA By-laws, and/or Member Protection By-laws.
- any behaviour that may reflect negatively on Bendigo Basketball.

In all matters, individuals reserve the right to lodge an appeal or have a matter to be directly referred to the BBA Board.

In all circumstances, a written warning from the DoC may be issued, in consultation with the JBC. 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.

The BBA Board will decide what action should be taken on a case by case basis.

Disciplinary action to Junior Braves stakeholders may include:

Players

Players may be stood down from participating in Junior Squad training's, games or other functions or de-listed from the Junior Braves program.

Coaches

Coaches may be stood down from their Coaching position for a period of time or removed from their position.

Team Managers

Team Manager may be stood down from their manager's position for a period of time or removed from their position.

Parents

Parents may be banned from attending Junior Braves trainings, games or other functions. Repeat offences may result in the parent's child being de-listed.

Appeals

Any appeals will be referred to the Board of the BBA.

15. DOMESTIC MATCHES

The ability to play Junior Braves teams in the domestic competition is a courtesy extended to the Junior Braves program by the BBA. These games should be treated by all involved as a valuable opportunity for development, not to focus on winning

All Junior Squad teams are encouraged to play in the Summer domestic competition only. Junior Braves sides are not to compete in the Winter Domestic competition.

Costs for these matches will be \$5 per player of which \$1 goes back to the Junior Braves Program. Teams will be entered into an age group to be determined by the Coach and endorsed by the DoC in a division that is suitable.

Following the grading request it will be required to be ratified by the Bendigo Stadium Competition Coordinator. 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. 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 BBA Board or the JBC.

All squad teams are NOT eligible to qualify for finals.

In the case that a Junior Braves sides finishes within the teams eligible for finals, they will be removed. The next team on the ladder will then take their place in the finals series.

16. FINANCES

Each Team Manager is required to maintain a Junior Braves 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.

All money paid to Team Managers must be receipted and accurate records must be kept.

These details must be available to the BBA Treasurer whenever requested.

After each tournament, managers are required to forward to the Team Manager Liaison a costing summary of expenses with all associated receipts. 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.

17. MEDICAL RECORDS

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.

All personal medical information must be collected and stored in accordance with the Privacy Act and the National Privacy Principles.

18. PARENT/PLAYER BRIEFING

Every parent is expected to attend a Parent Briefing to be conducted by the JBC at the first suitable opportunity following the finalisation of Junior Braves selections. The purpose of the meeting shall be to outline the Junior Braves Operational Policies and Guidelines and the Junior Braves structure and philosophy.

Parents will be required to sign and acknowledgement that they have received a copy of the Junior Braves Operational Policies and Guidelines (refer annexure 5) before their child has been selected.

This briefing is usually held on the day of the Junior Braves Induction Day. We will attempt to answer any questions that you may have regarding the squad program. Junior Braves Induction Day will be held on a date TBA.

THE JUNIOR BRAVES INDUCTION DAY IS COMPULSORY FOR ALL SELECTED PLAYERS.

19. VICTORIAN JUNIOR BASKETBALL LEAGUE

Part 1

Players selected in the Under 14, 16 and 18 1st teams (both Boys & Girls), will participate in the Victorian Junior Basketball League (VJBL) 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 JBC and the DoC, the team may be withdrawn. Any fees or penalties associated with this decision, will be paid by the JBC.

During the VJBL season, eligible players are to be a current active member of a Bendigo Junior Braves Team. For the purpose of this ruling, 'current' will be defined as the period from squad selection to the next.

Eligibility of non-squad members will be at the discretion of the JBC in consultation with the DoC.

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 Braves 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 will be set by the JBC at the start of the VJBL season.

Part 2

All players selected in the Under 14, 16 and 18 1st Squads who qualify will be required to play for Bendigo in the grading rounds of the VJBL.

If a player in the team decides to pursue playing for a Melbourne-based club, that player will be withdrawn from the Bendigo Junior Braves program.

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 Administrator 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 DoC and JBC. Players may be able to play in some tournaments representing the Bendigo Junior Braves providing that games do not clash with VJBL commitments.

Bendigo players need to obtain written consent from the DoC, in consultation with the JBC, 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.

The permit would be issued on the understanding that it is for a period not exceeding 12 months.

20. RECRUITMENT OF PLAYERS FOR JUNIOR BRAVES TRYOUTS

- i. Invitations to try out for the Bendigo Junior Braves Program can be offered to any player who meets the age requirement. Once selected a player must play Domestic club basketball in the BBA preferably in Division 1. Players who do not play Domestic basketball will not be permitted to represent the Junior Braves program.
- ii. Exceptional circumstances may arise and these matters must be approved by the DoC in consultation with the JBC.
 - a. Players must not have any monies outstanding to the JBC. If there are financial issues including financial hardship, the Treasurer or Chairperson may be contacted to discuss the situation. Any issues will be dealt with in the strictest of confidence.
- iii. Tryout dates will be advertised at the Bendigo Stadium, on the Bendigo Basketball website and on Bendigo Braves social media platforms.
- iv. Players will only be eligible for selection for their own age group unless exceptional circumstances apply. Approval must be given by the DoC, in consultation with the JBC.
- v. The JBC must refer all coaching and playing issues to the DoC.

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 DoC will assist in this process
- v. This condition is subject to change according to the rules and regulations of Basketball Victoria Country.

Coaches must not actively entice players from other associations to attend Bendigo Junior Braves tryouts. They may however make players aware of tryout dates and times.

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.

21. RECRUITMENT OF PLAYERS DURING SQUAD SEASON

- i. Players not selected in the Junior Braves program through the tryout process must not be approached to join the program without the consent of
 - a. the DoC
 - b. the coach of the team

and;

- ii. must be ratified by the JBC who will ensure the selected player is eligible .

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 DoC, and the JBC advised in writing so the appropriate records can be updated.

Any player recruited after try-outs **MUST**

- i. complete full registration details and pay all fees required and
- ii. must be given Information/Welcome pack containing all forms, which

- iii. MUST be returned to the Team Manager BEFORE the player, can take the court.
- iv. Breaches are to be referred to the JBC for investigation and if required referred to the BBA.

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

22. REGISTRATION FEE – TO BE CONFIRMED PRIOR TO THE START OF THE SEASON

- i. The JBC charges a registration fee to assist with the running of the squad program.
- ii. Players will be required to pay a fee of prior to being able to participate in any games for the Junior Braves.
- iii. Any players selected as a training partner, will be required to pay a sum of the required registration fee. This fee is outlined in the Information Brochure.

23. TEAM MANAGERS

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.

It is strongly recommended that this process take place in consultation with the Parents of each team.

A 'No Team Manager, No Team' policy will be enforced if a suitable person cannot be found.

Nominations for Team Manager MUST be approved by the JBC.

24. TEAM SELECTIONS

Team selections will be made by the squad coaches and approved by the DoC.

The BBA Board and the JBC will support the decision of the Coach and DoC 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 JBC. Players may at any time during the course of the Junior Braves season be moved between squads as the coaches, in consultation with the DoC, as deemed appropriate.

25. TOURNAMENTS

Teams may attend a maximum of 6 (six) tournaments for the season. These must be approved by the DoC.

A list of approved tournaments will be supplied to coaches for consideration. A maximum of 4 (four) tournaments will be subsidised by the JBC. As most tournaments are now charging an all-inclusive entry fee the committee will set a subsidy amount per tournament that teams can claim.

Events Nominated by the Director of Coaching include:

Team	Compulsory tournaments
1 st sides	Geelong
	Shepparton
	Bendigo
	Respective age group BVC Titles
	National Classic OR Nunawading
2 nd , 3 rd & 4 th sides	Swan Hill
	Shepparton
	Castlemaine
	Bendigo
	Wodonga
	Maryborough OR Whittlesea

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.

22.1 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 (where applicable)
- iii. Team Manager

per team will be paid for by the players.

- i. The Coach, Assistant Coach and Team Manager are as appointed by the JBC.

- ii. Costing sheets, with a detailed breakdown of costs, must be supplied to the JBC three weeks prior to every tournament.
- iii. All parents are to be supplied with a copy of the costing sheet.
- iv. All money must be electronically deposited into the relevant Team account at least seven days before the tournament. Team Managers must provide all receipts from the tournament and/or a record of expenditure to the JBC.
- v. 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.
- vi. 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.
- vii. Team Managers Manual is to be read in conjunction with Junior Braves Operational Policies and Guidelines for further details and allowances.

22.2 **Supervision/Accommodation**

There are 2 options for tournament accommodation and travel:-

Option 1- the players stay together as a team at the same motel

The team pays for the cost of the Team Manager and Coach's accommodation for tournaments.

If an individual player decides to stay with their family when the team has agreed to stay as a team, the costing sheet must still be **paid in full**. If the family or player is not accepting of this the player will be ineligible to play in that tournament.

- During tournaments all squad players will be supervised by the Coach and Team Manager of their team.
- If it has been decided that all players will stay together as a team. Each room of Under 12/14/16/18 players must have one adult sleeping in each room. That adult shall be responsible for the supervision of the players during the night and adequate sleep is encouraged.
- The supervising adult may be the Coach or Team Manager or any other adult ("the supervising adult") appointed for that purpose by the Coach or Team Manager.
- The supervising adult must be of the same gender of the players in that particular room and have a current WWC check.
- No other adult, including the partner of the supervising adult, may stay in the room.
- The cost of the accommodation for the supervising adult shall be paid for by the players.
- The Coach and/or Team Manager must organise the sleeping arrangements and allocate the supervising adult prior to departure for the tournament.
- The Coach and/or Team Manager must advise the parents of each player of the sleeping arrangements for the tournament and the name of the adult who will be responsible for supervising their child's room.

- The arrangements for supervision/accommodation may depart from this policy only with the express authorisation of the Director of Coaching. Such authorisation must be obtained prior to departure for a tournament or, if special circumstances arise, during the course of the tournament.
- The authorisation of the Director of Coaching shall not be provided unless the written consent of the parents of the children affected by such change has been obtained.
- Players who withdraw from a tournament after the entry has been paid and the accommodation has been booked may still be required to contribute towards the tournament entry and accommodation costs.

Option 2 - the players stay individually with their family

- The team is still required to pay for the cost of the Coach's tournament costs.

26. TRAINING

- 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.
- Players must attend the nominated session.
- Players must attend the nominated compulsory session as per the coaches' discretion in consultation with the DoC.
- Non-attendance at training may affect a player's selection for tournaments and may be reflected in their court time.
- Training sessions held outside the Bendigo Stadium will be paid for by the team not the JBC. Teams will now be responsible for ALL training costs at venues other than the Stadium.
- The only exemption for this will be for a 2nd training session for VJBL sides if this is scheduled outside of Bendigo Stadium.
The responsibility of booking this venue will be the respective sides. The Team Manager is to notify the Junior Development Coordinator of all training bookings outside of Bendigo Stadium.
- When Bendigo Stadium is in use and not available for Sunday's compulsory session, the BBA will cover the costs of hiring another suitable venue.
The responsibility of booking this venue will be the Bendigo Stadium Limited Sports Office in consultation with the DoC.

27. TRYOUTS

- Tryouts for Junior Braves will consist of no less than three sessions. The JBC with the DoC 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 DoC, in consultation with the JBC. Any request for an exemption from tryouts must be made in writing to the DoC before the final tryout session and preferably before tryout's commence if reasons are known at that time.

28. 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;
 - a. the approved Coach
 - b. Assistant Coach
The Assistant Coach must have attended a majority of tournaments and VJBL commitments
 - c. Team Manager.
- iii. The JBC will assist teams travelling to the National Championships with advice and guidance on fundraising opportunities.
- iv. All fundraising conducted must be approved by the JBC.

29. SPONSORSHIP AND FUNDRAISING

26.1 Sponsorship

i. ALL private and team sponsorship **MUST** be approved by the JBC **AND** endorsed by the Administrator 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 JBC 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 Bendigo Braves.

iii. The JBC 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 Tops/Warm up tops. NOT PLAYING SINGLETS.

- v. A sponsors logo may be placed on playing shorts if;
 - a. Is a team sponsor
 - b. All athletes have an identical logo in the same location on the playing short
 - c. Must be an approved sponsor and approved for sponsorship on the teams playing shorts
 - d. A maximum of 2 (two) sponsors may appear on the playing shorts

26.2 Fundraising

i. ALL fundraising needs to be approved by the JBC and a letter must be received by the Team Manager as confirmation that it has been approved before going ahead.

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 Administrator.

30. WORKING WITH CHILDREN CHECKS (WWCC)

- I. All Coaches, Team Managers and supervising adults will be required to get a WWCC check under the Working with Children Act 2005.
- II. Checks are required for each new Coach, Team Manager and parent helpers, and it is the responsibility of those individuals to provide, to the JBC Administrator, including person/s who continue to be involved in the Junior Braves program, a current WWCC prior to taking on a role or other responsibility within a squad team.
- III. The DoC, in consultation with the JBC, 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 WWCC checks will be kept and updated as required and all forms from the Department of Justice will be provided to the Administrator of the BBA who will retain these records.
 - a. Prior to being appointed each Coach, Assistant Coach and Team Manager
 - b. Must supply a current Working With Children's Card;
 - c. Must be prepared sign a authority to release criminal history check when asked to do so;

- d. If exempted under legislation then documentation must be supplied to the JBC
- e. Failure to do so will result in the selected person being removed from the program by the;
- f. JBC or BBA



31. APPENDIXES

APPENDIX 1 - Election of Committee Members

The Bendigo JBC consists of 10 members. There are compulsory members as appointed by the BBA, including a BBA Delegate Representative, Treasurer and the Director of Coaching. The Administrator is appointed by the Bendigo Stadium Limited Sports Office.

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

All applicants are required to have a valid WWCC and may be required to undergo a Criminal History check.

It is expected that all JBC members hold active positions within the JBC consisting of:

- Chairperson (Directly appointed by the BBA)
- Director of Coaching (Directly appointed by the BBA)
- Administrator (Directly appointed by the Bendigo Stadium Limited Sports Office)
- Treasurer (BBA appointed position)
- Bendigo Basketball Association Delegate
- Coaches Liaison
- Media Liaison
- Team Manager / Uniform Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator

Applicants are expected to nominate a **minimum of two preferences** 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 emailed to the JBC Administrator (late applications cannot be accepted).
3. All applications will be collected by the JBC Administrator who will provide these to the BBA Administrator immediately after the closing date.
4. The JBC members are then elected by the BBA Board at their following Board Meeting.
5. The BBA Administrator 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 JBC 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 BBA.

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



APPENDIX 3 (CONTINUED) - Braves Junior Squad Committee Nomination Form

Name: _____

Address: _____

Contact details:

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Working with Children's Number: _____ Expiry: _____

Do you currently have a child(ren) participating in the Bendigo Basketball Association (BBA) Domestic Competition?

Yes / No
(please circle)

Do you currently have a child(ren) participating in the Junior Squad Program?

Yes / No
(please circle)

Nomination: You must nominate for at least two of the following positions. Applications with only one preference will not be considered.

	Coaches Liaison
	Team Manager / Uniform and Equipment Liaison
	Media Liaison
	Sponsorship Coordinator
	Fundraising Coordinator

To be eligible for election to the committee **you must be prepared to accept an active position.**

There are times throughout the duration of the Junior Braves Committee season that all Committee members are expected to assist at events. These are, and not limited to, the below times of year.

- Junior Braves selection trials (August 2017)
- Induction/welcome day (October 2017)
- Bendigo Junior Classic –
(Australia Day long weekend)
- Under 12 & Under 16 Country Championships
(held at Bendigo Stadium in 2018)



DECLARATION

I hereby nominate for a position on the Junior Braves Committee (JBC), and I accept the position on the Committee with the understanding I may be required to undergo a Criminal History Check.

If approved to the JBC, I agree to abide by the conditions outlined in the Junior Braves Operational Policies and Guidelines to the best of my ability.

I do not have anyone in my immediate family that is a current member of the Committee or is also applying to go on to the Committee.

In the case where there may be a conflict of interest at times on an agenda item I will acknowledge this at each Committee meeting and exclude myself from voting on this item.

I also understand by nominating to the Committee that I will be elected to anyone of the above mentioned positions, and that I will give the time required to perform this position to the best of my ability.

_____	_____	_____
Person nominating <i>Please print name</i>	Signature	Date

Completed nomination forms are to be electronically submitted to:

Att: Administrator, Junior Braves Committee
kelly.hartmann@bendigostadium.com.au

Applications are to be received by **close of business on Friday 16 June 2017.**
Late applications will **not** be accepted.

All applications will be treated with confidentiality, and passed only to the Administrator of the BBA for tabling at the appropriate BBA meeting.

To be completed by the BBA Board

Nomination Accepted by _____

Seconded by _____

For / Against <i>Please circle</i>	Carried Yes / No <i>Please circle</i>
---------------------------------------	--

"Basketball Excellence"



Noted by BBA Administrator Yes / No

Name _____

Signature _____

"Basketball Excellence"



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 Bendigo Junior Braves at the Bendigo Stadium.

We have read and understand the Junior Braves 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 Braves 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

"Basketball Excellence"



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 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 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 of2017.

Signature

Before me:

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

"Basketball Excellence"



"Basketball Excellence"



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