



# **BENDIGO JUNIOR BRAVES OPERATIONAL POLICIES & GUIDELINES**

**Reviewed – June 2024**

Next review due April 2025

*“If each athlete 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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## Foreword

This document outlines the standards and operations of the Bendigo Junior Braves program and is designed to provide an overarching perspective of the expectations and responsibilities of everyone associated with the program.

The following policies and guidelines have been developed by the Junior Braves Committee (JBC) in consultation with the Bendigo Basketball Association (BBA).

By agreeing to be involved in the Junior Braves program every coach, athlete, parent, committee member and official is expected to adhere to the policies and guidelines in this document and endeavour to always represent Bendigo Basketball and the Junior Braves program to the highest possible standards.

This document does not cover all scenarios and the BBA Board reserves the right to uphold, alter or make any decision in the running of the Junior Squad program. The BBA Board and the Director of Coaching and Athlete Development (DoCAD), in consultation with the JBC (under the boards annex) is the controlling entity.

This document must be read and acknowledged by athletes, 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.

GO BRAVES!

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## 1. Junior Braves Committee (JBC)

The JBC is a group of volunteers who work with the Director of Coaches and Athlete Development (DoCAD) and Bendigo Basketball Association (BBA) Board to manage the day to day running of the Junior Braves program.

The BBA is the controlling body of the Junior Braves program and relies on the JBC to ensure that the program is running efficiently.

The JBC consists of at least 10 active members, including the positions of:

- Chairperson (directly appointed by the BBA)
- DoCAD (directly appointed by the BBA)
- Pathways Coordinator (directly appointed by Bendigo Stadium Limited)
- Treasurer (directly appointed by the BBA)
- Bendigo Basketball Association Delegate
- Coaches Liaison Officer
- Media Liaison Officer
- Team Manager Liaison Officer
- Equipment Coordinator
- Grants Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator
- Child Safety Officer

Committee members are elected every twelve months, and JBC members must hold an active role. The DoCAD, Pathways Coordinator and Treasurer are non-voting positions (refer to Election of Committee Members Appendix 2).

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by current JBC members. If there are insufficient nominations to fill a position, this will be recorded in the minutes. At this point the JBC may approach people with the necessary skills and appoint them to the position.

The structure of the JBC does not allow for more than one person from the same family to be members at the same time.

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## 2. Junior Braves Committee Rules and Operations

By accepting a position on the JBC you become an integral part of the Junior Squad program. All committee members must be supportive of the program and those involved in it including athletes, Coaches, Team Managers, parents and other JBC members. It is imperative that

committee members do not relay false or misleading information and personal opinions outside of the committee. Confidentiality is to be always maintained.

Operating a junior basketball program of this size can present challenges, the role of the committee and its members is to ensure the program is run in a consistent and efficient manner, and to offer solutions, support, assistance, and encouragement to all members of the Junior Braves program. This includes athletes, parents, and Team Staff (Coaches and Team Managers).

Important operational decisions should only be made with a minimum quorum of committee members. The quorum is 2/3rds of voting members on the JBC at the time e.g. 7 of 10 or 6 of 9. JBC members should be present at the meeting in person (preferred) or via video link in which the vote is to take place.

Voting is conducted in person and new decisions are required to be motioned and seconded. In the event of a deadlocked vote the Chairperson has the deciding vote. If it is still not able to be resolved the agenda item must be referred to the BBA. Voting may be completed electronically when a matter cannot wait until the next scheduled meeting or when a member is unable to attend a meeting.

Committee meetings are held monthly, chaired by the Chairperson, with Minutes recorded by an attendee. When the Chairperson is unable to attend a meeting, but the meeting quorum is met, a member of the Chairperson's choosing will be asked to chair the meeting.

Any Conflict of Interest is required to be declared at the start of, and during, each meeting.

Committee members must attend at least 7 of the scheduled meetings during the current financial year either in person (preferred) or via video link if available. Committee members who do not attend the minimum number of meetings may have their position declared vacant.

The JBC cannot change policies or guidelines, however, can make recommendations to the BBA Board who will review the request at the next available Board meeting and respond to the JBC prior to their next meeting.

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### **3. Junior Braves Philosophy**

The philosophy of the Junior Braves Program is to:

- provide all athletes with the opportunity to represent Bendigo at the highest level.
- become the strongest and most fundamentally sound representative squad program in Australia.
- provide all athletes with the opportunity to develop their skills in a safe, friendly, productive, and enjoyable learning environment.
- develop a solid foundation of individual skills for the future development of basketball in the region.
- provide all athletes with a high standard of coaching and instruction.
- provide all athletes with high quality and well-structured training sessions.

- provide all Coaches with guidance, opportunities, and pathways to improve their skills.

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#### **4. Child Safe Standards**

The Bendigo Junior Braves program is committed to ensuring a safe and inclusive environment for all children. To achieve this, the program adheres to the 11 Child Safe Standards introduced by the Victorian State Government. These standards aim to protect children from abuse, empower their voices, and ensure that sporting environments are safe, supportive, and nurturing.

The Bendigo Basketball Association and the Junior Braves Program adopt the Child Safeguarding Code of Conduct created by Basketball Victoria available on their website.

For more detailed information about the Child Safe Standards and how the program adopts these Standards, please refer to the official Child Protection Policy on the Bendigo Basketball website.

The Bendigo Junior Braves program is proud to operate within the framework of Basketball Victoria's Child Safe Standards, setting the benchmark for excellence in child safety and care in sports.

Parents and athletes are welcome to contact our Child Safety Officer via email at: [childsafetyJBC@bendigobasketball.com.au](mailto:childsafetyJBC@bendigobasketball.com.au)

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#### **5. Commitment to Fair Play and Gender Equity**

The Junior Braves program is committed to upholding the highest standards of conduct and integrity through our adherence to the Fair Play Code. We believe in creating a sporting environment that is safe, inclusive, and fair for all participants.

Our program operates on the foundational principles of the Fair Play Code:

- Integrity: We conduct our activities honestly and honourably.
- Respect: We treat everyone involved with dignity and consideration.
- Responsibility: We are accountable for our actions and decisions.
- Safety: We prioritise the well-being of our players, coaches, and supporters.
- Fairness: We ensure equal opportunities for participation and competition.

In line with these principles, we also embrace gender equity as a core value. We provide equal opportunities for boys and girls, men and women, to participate, compete, and excel in our program. We actively support initiatives that promote the involvement of women and girls in sport and work towards achieving gender balance in all aspects of our operations.

We recognise the power of sport as a catalyst for social change and are committed to harnessing this power to foster gender equity. Through our actions and policies, we strive to



create a culture where everyone, regardless of gender, can thrive and contribute to the sport of basketball.

The Junior Braves programme is proud to promote fair play and gender equity, reflecting the values we hold dear and setting an example for others to follow.

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## 6. Commitment

### 6.1 Athletes

The level of commitment for athletes varies with each age group but there are some common expectations.

Athletes must:

- commit to being available to play in all tournaments
- 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 the athlete's priority sport during the Junior Braves season, this includes attending training sessions.**

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.

Athletes must play as a first priority with their selected teams unless permission is granted through DoCAD and the JBC to attend a different basketball commitment e.g. training with a Youth League team, playing up a division in a VJBL team etc. Permission to forgo playing with their selected Junior Braves team must be requested by written request to the DoCAD who will collaborate with the JBC prior to granting permission.

### 6.2 Parents

Each parent of a Junior Braves athlete must:

- be committed to ensuring their child is available to attend all training sessions and games
- parents must also be committed to the Junior Braves Code of Conduct
- have an obligation to understand the Junior Braves Operational Policies and Guidelines
- attend any parent briefing meetings held by the JBC
- remain up to date with all communication relevant to the Junior Braves program
- assist with all fundraising activities
- assist with volunteer duties at the Bendigo Junior Classic.

### **6.3 Head Coaches and Assistant Coaches**

All Head Coaches and Assistant Coaches must:

- commit to every aspect of the Junior Braves program for their age group
- be prepared to set an example for athletes in the areas of communication, punctuality, commitment, professionalism, and attendance
- read and understand the Junior Braves Operational Policies and Guidelines
- read and understand the Junior Braves Operational Guide for Coaches
- abide by the conditions of their Coach's Agreement
- abide by the Coaches Code of Conduct
- attend all meetings set by the JBC or DoCAD
- Liaise with the Team Manager regarding completion and communication of required activities and commitments. For example, posting training session via Team App can be completed by any member of the Team Staff.

### **6.4 Team Managers**

The role of the Team Manager requires a level of commitment often similar to the Coach. Team Managers take on the bulk of the organisational work including liaising with the Team Manager Liaison and the JBC and organising the financial requirements of each tournament and VJBL game.

Team Managers must:

- read and understand the Junior Braves Operational Policies and Guidelines
- read and understand the Junior Braves Operational Guide for Team Managers
- abide by the Team Managers Code of Conduct
- attend all meetings set by the JBC
- Liaise with the Coaches regarding completion and communication of required activities and commitments.

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## **7. Age Group Specific Objectives**

### **7.1 Under 12 Objectives**

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills
- To prepare a team for the Bendigo Junior Classic and up to four (4) tournaments
- To prepare a team for the Basketball Victoria Under 12 Junior Country Championships (JCC).

### **7.2 Under 14 Objectives**

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills
- To prepare a team for the Basketball Victoria Under 14 Junior Country Championships (JCC)
- To qualify for the National Junior Classic (NJC)
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or VJL One Division
- To prepare a team for the Bendigo Junior Classic and up to four (4) tournaments.

### **7.3 Under 16 Objectives**

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills
- To prepare a team for the Basketball Victoria Under 16 Junior Country Championships (JCC) - Division 1 & 2
- To participate in the Victorian Junior Basketball League (VJBL) and qualify in the Victorian Championship (VC), Victorian Championship Reserve (VC Reserve), or VJL One Division
- To prepare a team for the Bendigo Junior Classic and up to four (4) tournaments
- To prepare athletes for state team selections.

### **7.4 Under 18 Objectives**

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills
- To prepare a team for the Basketball Victoria Under 18 Junior Country Championships (JCC) - Division 1 & 2
- To participate in the Victorian Junior Basketball League (VJBL) and qualify in the Victorian Championship (VC), Victorian Championship Reserve (VC Reserve), or VJL One Division
- To prepare a team for the Bendigo Junior Classic and up to four (4) tournaments
- To prepare athletes for state team selections
- To prepare athletes to progress to Youth League (Big V) competition.

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## **8. Appointment of Team Staff**

Applicants must provide a current Working with Children Check and be prepared to sign an authority to release a Police Check/Criminal Record Check at interview and comply with all Child Safety Standards, further information is available in the next section.

### **8.1 Head Coaches**

On behalf of the BBA and prior to the beginning of the squad season, the DoCAD will call for applications for all Junior Braves Coaching positions. Applications for coaching positions must be in writing and detail the applicant's basketball coaching experience and accreditation. Applicants invited to the interview stage will be interviewed by a Coaching Selection Panel that will consist of:

- The DoCAD
- BBA nominated person
- JBC nominated person.

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

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.

**Coaches selected for Under 14, 16 and 18 age groups must be available to coach in the Victorian Junior Basketball League (VJBL) competition except where special consideration has been approved by the JBC.**

Information on the VJBL is available on the Basketball Victoria website [here](#).

## 8.2 Assistant Coaches

The role of the Assistant Coach is to support the Head Coach during training sessions and at games. Depending on the individual needs of the Head Coach, the duties of an Assistant Coach may vary between teams.

The selection of an Assistant Coach must be done carefully as the relationship between the two coaches is critical and must involve open and honest two-way communication.

Each team **must** have an Assistant Coach.

Nominations for Assistant Coaches **must** be approved by the DoCAD and JBC in consultation with the Head Coach, prior to the Assistant Coach participating in any team duties.

## 8.3 Team Managers

The role of the Team Manager includes communication of all matters within the team and assistance to the team during games such as ensuring athlete are hydrated.

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.

Team Managers are not required to manage any team financials.

Each team **must** have a Team Manager.

Nominations for Team Manager **must** be approved by the JBC in consultation with the Head Coach, prior to the Team Manager participating in any team duties.

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## 9. Working With Children Checks (WWCC)

All Team Staff (Head Coaches, Assistant Coaches, Team Managers) members are required to have an up to date Working With Children Check (WWCC) to ensure compliance with the Working with Children Act 2005 and Child Safe Standards for the State of Victoria. This check helps safeguard children participating in our program by verifying that team staff members do not pose any risk to the child's safety and well-being

This includes any parents that are acting in a temporary capacity, such as filling in at a game or assisting at training.

This includes people who have an ongoing role within the Junior Braves program.

The DoCAD in consultation with the JBC, reserves the right to take any previous convictions (including spent convictions) into consideration when offering Head Coach, Assistant 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 DoCAD who will retain these records.

Prior to being appointed, each Head Coach, Assistant Coach and Team Manager must:

- supply a current Working With Children's Card
- be prepared to provide a completed Member Protection Statutory Declaration form
- be prepared to sign an authority to conduct a criminal record check when asked to do so.

When requested it is the responsibility of these individuals to provide this to the DoCAD prior to commencing in their role.

If exempted under legislation, documentation must be supplied to the DoCAD or JBC. Failure to do so will result in the selected person being removed from the program by the JBC or BBA.

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## 10. Tryouts

Tryouts for Junior Braves will consist of a predetermined process and number of tryout sessions that may change each season. The JBC with the DoCAD will set the dates and the process for the tryouts.

Tryouts generally commence in the month of July, but dates may change each year based on the availability of courts.

**Tryouts are closed sessions with no spectating permitted.** The DoCAD and members of the JBC will be available on the day to provide assistance to athletes where needed.

Athletes must attend a minimum number of tryout sessions (that will be communicated each season) to be selected and are strongly encouraged to attend all tryout sessions to provide themselves the best possible chance of selection.

Injured athletes will be expected to register and attend tryout sessions. A medical certificate should be provided where possible or requested.

Any athlete who has not registered for tryouts before the final session may not be considered for selection.

Extenuating circumstances preventing an athlete from attending tryouts will be considered on an individual basis and must have the approval of the DoCAD, in consultation with the relevant coaches. Any request for an exemption from tryouts must be made in writing to the DoCAD before the final tryout session and preferably before tryouts commence if reasons are known at that time.

If an athlete is unable to attend any of the try-out sessions, notification in writing must be provided to the DoCAD two days prior to the day of the session to allow time for communication to the relevant coaches.

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## 11. Eligibility Of Athletes for Junior Braves Tryouts

Invitations to try out for the Junior Braves program can be offered to any athlete who meets the age requirement. Athletes will only be eligible for selection for their own age group unless exceptional circumstances apply. Approval must be given by the DoCAD, in consultation with the JBC.

### 11.1 BBA Domestic Competition – Division Level

Once selected, an athlete **must** play domestic club basketball in the BBA, preferably in at least one division higher than the Junior Braves team the athlete has been named in.

### 11.2 BBA Domestic Competition – Games Played Requirement

Athletes **must** play in 50% of domestic basketball matches for both the Summer and Winter seasons.

Athletes who do not meet this requirement will not be permitted to represent the Junior Braves program for any future games until the rule is met.

Where the 50% requirement cannot be met due to exceptional circumstances, approval must be sought from the DoCAD in consultation with the JBC, for the athlete to be able to participate in the Junior Braves Program.

### 11.3 Recruitment

Team Staff must not entice athletes selected in Junior Braves teams to change their domestic club/team, where it means that either they or another Junior Braves Coach will coach the athlete. Please refer to the BBA Bylaws regarding clearances.

#### 11.4 Financial Eligibility

Athletes vying for selection in the Junior Braves program must not have any money owing to the JBC or BBA. 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.

Tryout dates will be advertised at Bendigo Stadium, on the Bendigo Basketball website and on Bendigo Braves social media platforms.

The JBC **must** refer all coaching and playing issues to the DoCAD.

#### 11.5 Athletes Transferring from other Associations

Athletes that are new to the Junior Braves program and have previously played for a different association must meet all eligibility requirements. The DoCAD may contact the athlete's previous association to ensure previous behaviour is in line with expectations of the Junior Braves program.

Athletes 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:

- if requested to play for their home association, or
- as directed by the Basketball Victoria Country Council.

Athletes who have been selected in a Junior Braves 1st side and have played in a previous Basketball Victoria Junior Country Championships with another association need to obtain a clearance from their previous association. The DoCAD will assist in this process. This is subject to change according to the rules and regulations of Basketball Victoria.

Team Staff must not actively entice athletes from other associations to attend Junior Braves tryouts. They may however make athletes aware of tryout dates and times.

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## 12. Team Selections

Team selections will be made by Junior Braves coaches and must be approved by the DoCAD.

All coaches within the same age group are expected to work together during the try-out process to assist with selections of all teams within the age group. This is to ensure all athletes are selected in the most suitable team relevant to their skill level and the needs of the team.

The BBA Board and the JBC will support the decision of the Coach and DoCAD regarding team selections. If a written complaint is received that provides valid reasons for disputing team selections, this will be referred to the JBC.

Athletes must play as a first priority with their selected teams unless permission is granted through DoCAD and JBC e.g. playing in a higher-level team, training with a Youth League Team etc. Permission must be obtained by written request to the DoCAD who will collaborate with JBC prior to granting permission.

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## 13. Athlete Movement

Once teams are announced, athlete movement between teams is not expected, and should only occur in rare circumstances.

Any athlete movement **must only** occur after consultation with coaches from both teams and the Director of Coaches and Athletes Development (DoCAD).

The final decision on any movement of an athlete between teams can only be made by the DoCAD. The DoCAD may seek the support of the JBC with any decision making.

When an athlete from a higher-grade team withdraws from the Junior Braves program it is preferable that the replacement comes from the current programs squad teams within the same age group unless exceptional circumstances exist. For example, an athlete withdraws from the first (1st) side, it is preferred that an athlete from the second (2nd) side is offered to participate with the first (1st) side.

### 13.1 Fill-in Athlete

Occasionally a team may be missing a number of athletes and require an athlete to ‘fill-in’ for their team. When this occurs, each circumstance is different and therefore a standard process is not able to be written.

Options for an athlete to fill-in must be presented to the DoCAD by the Head Coach prior to any athlete or their family being informed of the possibility of ‘filling-in’ for another Junior Braves team.

The final decision on whether an athlete can fill-in for a team can only be made by the DoCAD. The DoCAD may seek the support of the JBC with any decision making and may suggest alternative athletes that are better suited.

### 13.2 Athlete Withdrawal

Where an athlete withdraws from a team, the aim is to fill the position from the next team in the age group. To successfully fill the position, coaches have a detailed process that they must follow outlined in the JBC Operational Guide for Coaches. The DoCAD and JBC will make the final decision based on the coach’s recommendation.

For example, where an athlete moves from the second team to the first team, an athlete from the third team can then be moved to the second team, provided the above process is followed.

If an athlete that was not originally selected in a Junior Braves team is needed to be brought in to a team, only athletes that participated in the try-out process are eligible to be brought in to a Junior Braves team. If a suitable athlete has moved to the Bendigo region after the try-outs have completed, then a request must be made to the DoCAD and JBC provided the above points are followed.

When an athlete withdraws from the Junior Braves program, any payments made by the athlete’s family will **not** be refunded.



### **13.3 Athlete Movement Between Teams**

If an athlete is struggling with the skill level of the team that they have been selected in and believes it is in their best interest to move to a lower division team, this must be first raised by the coach to the DoCAD in writing. The DoCAD will investigate each scenario and discuss with the relevant Team Staff.

Requests for an athlete to move to a different team will only be investigated based on athlete ability.

To successfully fill the vacant position the process outlined in section 13.2 must be followed.

### **13.4 Special Circumstances**

Athletes from other associations participating in a High-Performance program with Basketball Victoria and having no avenue at their home association to play in a VJBL level competition can seek consideration to participate in a first side for Bendigo. If they have not attended the try-out sessions with Bendigo then consideration is case by case in consultation with DOCAD, JBC and relevant Coaches per section 13.2.

### **13.5 Recruitment of Athletes During Squad Season**

Athletes not selected in the Junior Braves program through the tryout process must not be approached to join the program without the consent of the DoCAD and the coach of the team. The addition of any athlete to a Junior Braves team after selections have been finalised must be ratified by the DoCAD and JBC who will ensure the selected athlete is eligible.

Athletes are permitted to be recruited during the season if:

- it is deemed to be in the best interest of the team into which the athlete would be selected, and
- it is in the best interests of the overall program (e.g.: there are a number of long-term injuries or long-term unavailability).

Any athlete successful of joining a Junior Braves team after try-outs must:

- complete full registration details and pay all fees required, and
- be currently playing in the BBA Domestic Competition in both the Summer & Winter season unless prior written approval to not play has been granted by the DoCAD & JBC.

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

### **13.6 Clearances**

As per the BBA bylaws current Junior Braves athletes of any team can only apply for domestic clearances during the month of September.

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## 14. Program Costs

The JBC charges a Season Fee for each athlete that covers the mandatory costs for the entire season. This fee structure is a consistent and fair approach for all families with the cost for each athlete in the program to be similar.

The Season Fee covers items such as Registration Fees, Domestic Game Sheet Fees, Tournament Entry, and Travel and Accommodation costs for Team Staff to attend tournaments.

The Season Fee does not include uniform items, fundraising, photos or game incidentals such as lollies, fruit, water etc.

Payments will be the same for every team and every athlete to ensure consistency across the program.

The Season Fee will be paid in instalments throughout the season. One larger instalment is required to be paid shortly after teams are announced, with additional instalments paid throughout the season.

Payment dates will be aligned with certain tournament dates to ensure team staff receive financial contributions towards their tournament costs.

Payments will be made directly to the JBC as teams are not required to manage their own finances.

Team staff receive a financial contribution towards costs incurred for attending a tournament such as travel and accommodation. Team Staff do not receive a direct reimbursement for actual costs incurred for attending a tournament.

Game incidentals such as lollies, fruit, water etc. If a team wants any of these items (decision for the Head Coach), then a roster system will be developed by the Team Manager for families to bring items to each game.

Payments are required to be made by the dates which will be communicated each season.

### **Please note:**

- Athletes will **not** be able to participate in any games for the Junior Braves until each payment is paid.
- There will be **no refund** on any payment once made to the JBC.
- Athlete's families that are experiencing financial hardship are encouraged to speak with the Treasurer or Chairperson to discuss possible options and assistance. Any issues will be dealt with in the strictest of confidence.

For VJBL teams, sponsorship will continue to be a crucial component of our program funding that every athlete will be required to secure.

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## 15. Training

Teams will have at least one compulsory training session a week on a Sunday. VJBL teams will have two compulsory training sessions a week, the first most likely being on a Sunday and a second session being midweek.

Athletes **must** attend the nominated training sessions each week. Non-attendance at training may affect an athlete's selection for games and tournaments and may be reflected in their court time.

It is the responsibility of the DoCAD to organise a training schedule and book any outside training venues when required.

Any request for changes to the training schedule must be made by a member of the Team Staff directly to the DoCAD in writing.

Team Staff are not permitted to book their own training sessions at any facility. Any court bookings not made with the approval of the DoCAD will be paid for by the members of the team.

When Bendigo Stadium is in use and not available for Sunday's compulsory session, BSL will cover the costs of hiring another suitable venue. The responsibility of booking this venue will be with the DoCAD.

If a non-VJBL side requests any additional training sessions held outside Bendigo Stadium, this will be paid for by the team not the JBC. This cost is not included in the Season Fee. The only exception to this is for VJBL sides, who train twice a week. When the second training session is held at a venue other than Bendigo Stadium and is booked by the DoCAD, this cost will be paid for by the JBC.

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## 16. Uniforms

The JBC provides playing jerseys to all athletes each season at no charge. These jerseys must be returned in the same condition they were received at the end of the season. If a jersey is returned damaged or not returned at all, the athlete's family will be responsible for the cost of a replacement jersey. Jerseys must only be worn for their intended purpose and not used at other times.

Other items such as playing shorts, a warmup top, and a training uniform are required to be purchased by the athlete's family.

All athletes selected for a Junior Braves team **must** wear correct and current uniform at training sessions, during the warmup period prior to a game, and during a game.

This includes the warm-up t-shirt and training clothing that all athletes are required to own, and any additional Junior Braves clothing purchased that is relevant to the current season. This will ensure the correct sponsors are being represented and there is a level of consistency across the Junior Braves program.

No item of the uniform is to be altered in any manner e.g. adding a name on the back of tops etc.

Team Staff are expected to lead by example by wearing the correct and permitted clothing and discuss this point with their athletes when required.

Information on uniform cost and ordering will be provided each season.

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## 17. Domestic Matches

The BBA extend the courtesy of allowing Junior Braves teams to play in the domestic basketball competition. These games should be treated by all involved as a valuable opportunity for development and not have a focus on winning.

All Junior Braves teams (except teams competing in the VJBL) are required to play in the Summer domestic competition. Junior Braves teams are not to compete in the Winter domestic competition.

Teams will be entered into an age group and division, as nominated by the Coach and endorsed by the DoCAD. All grading requests are ratified by the Bendigo Stadium Competition Coordinator.

Athletes 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 applied, e.g. If there are 9 athletes available in your domestic team and only 4 athletes available in your Junior Braves team due to clashes, then you would play with the Junior Braves team. Where possible Junior Braves teams should not forfeit domestic matches. Normal forfeit fees will apply to Junior Braves teams. Fines will be paid by the team involved, not the BBA or the JBC.

Junior Braves teams are **not** eligible to qualify for finals in the domestic competition. If a Junior Braves side finishes within the teams eligible for finals, they will be removed. The next team on the ladder will take their place in the final's series.

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## 18. Court Time

### Under 12

All Under 12 athletes selected for tournaments must play in every game for which they are available, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the game. An emphasis should be placed on giving athletes every opportunity to play.

In an Under 12 1st team an athlete's ability, attendance at training and attitude will be considered when determining the amount of court time they receive.

For development teams (all teams other than our first teams), athletes will be given fair and reasonable court time with consideration for the above factors and a strong focus on individual and team development. Over the length of a tournament, court time is expected to be equal for all athletes, unless they are ill, injured or for disciplinary reasons.

During the Basketball Victoria Junior Country Championships and National Junior Classic, Coaches are expected to have all athletes play at least 25% of each game. The playing time is at the discretion of the Coach.

All athletes and parents must be made aware of this at the start of the Junior Braves season.

#### **Under 14**

All Under 14 athletes selected for tournaments must play in every round robin game for which they are available, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the game.

In an Under 14 1st team an athlete's ability, attendance at training and attitude will be considered when determining the amount of court time they receive at tournaments and VJBL. For development teams (all teams other than our first teams), athletes will be given fair and reasonable court time with consideration for the above factors and a strong focus on individual and team development.

During Basketball Victoria Junior Country Championships and National Junior Classic, Coaches will be able to play individuals as they deem appropriate with no requirement to play every athlete.

All athletes 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 they deem appropriate however an athlete's ability, attendance at training and attitude will be considered when determining the amount of court time they receive at tournaments and VJBL.

For development teams (all teams other than our first teams), all athletes must play in every game for which they are available, unless they are ill, injured or for disciplinary reasons.

All athletes and parents must be made aware of this at the start of the Junior Braves season.

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## 19. Behaviour Management & Codes of Conduct

Stakeholders involved in the Junior Braves program must always abide by the various Codes of Conduct and the BBA's Behaviour Management Framework available on the BBA website.

All stakeholders must be aware of the 'Zero Tolerance Policy.'

There is zero tolerance of any inappropriate or abusive behaviour from athletes, Coaches, Team Managers, parents, or spectators.

This includes, but is not limited to:

- Question or challenge the ruling of the match referees (deliberate with no intent to cooperate/accept call)
- Berate or abuse game officials (i.e. Referees, score table personnel)
- Berate or abuse players (from either team)
- Berate or abuse team officials (from either team)
- Berate or abuse game day officials (e.g. Referee Coaches, SSO's or BBA Staff)
- Berate or abuse other parents or spectators
- Display conduct which is inappropriate in a sporting environment
- Inciting poor behaviour in others
- Enter the playing court at any time without permission
- Show actions or behaviour that could bring the Junior Braves Program into disrepute.

Consequences for breaching any of the codes of conduct are explained in the Disciplinary Action section of this document.

The following pages contain the:

- Athletes Code of Conduct
- Athletes Code of Conduct – Child Friendly Version
- Parents Code of Conduct
- Spectators Code of Conduct
- Coaches Code of Conduct
- Team Managers Code of Conduct
- Other Codes of Conducts

### 19.1 Athletes Code of Conduct

1. Understand and play by the rules.
2. 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.
3. Control your temper. Verbal abuse of officials or other athletes, deliberately distracting or provoking an opponent is not acceptable or permitted in basketball.
4. Work equally hard for yourself and for your team. Your team's performance will benefit, therefore so will you.
5. Be a good sport. Acknowledge good plays whether they are by your team or the other team.
6. Treat all athletes as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another athlete.
7. Co-operate with your coach, officials, team member and opponents. Without them there would be no competition.
8. Play for the "fun of it" and not just to please parents and coaches.
9. Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
10. Respect the rights of others and avoid the use of derogatory language based on gender, race, appearance, or impairment.
11. Be prepared to lose sometimes. Everyone wins or loses at some time. Be a fair winner and a good loser.
12. Listen to the advice of your coach and try to apply it at practice and in games. The instructions from your coach override those given by anyone else.
13. Always respect the use of facilities and equipment provided.
14. Be prompt to all training sessions and games.
15. Respect and be mindful of other basketball participants and officials when using messaging apps, online apps, or social media apps.

## 19.2 Athletes Code of Conduct – Child Friendly Version

1. Follow the Rules: Always understand and play by the rules of the game. It keeps things fair for everyone.
2. No Arguing with Referees: If you disagree with a referee's call, talk to your coach during a break or after the game. Arguing with referees is not allowed.
3. Keep Your Cool: Don't get mad or say mean things to referees, other players, or coaches. It's not okay to try to make others upset on purpose.
4. Work Hard for Yourself and Your Team: Give your best effort for yourself and your team. When everyone tries their best, everyone does better!
5. Be a Good Sport: Whether your team is winning or losing, say "good job" to everyone. It's important to be kind, even to the other team.
6. Treat Others Well: Treat other players the way you want to be treated. No teasing, bullying, or cheating.
7. Cooperate and Work Together: Work with your coach, teammates, referees, and opponents. Without them, there wouldn't be a game to play!
8. Have Fun: Play because you like it, not just to make grown-ups happy.
9. Be Polite: Don't use bad words or annoy others. Be nice to everyone, including coaches and referees.
10. Respect Everyone: Don't make fun of people because of how they look or who they are. Everyone deserves respect.
11. Be a Good Winner and Loser: Sometimes you win, sometimes you lose. Either way, be nice about it.
12. Listen to Your Coach: Your coach gives good advice. Make sure you use manners and listen to them. Try to do what they say during practice and games.
13. Take Care of Equipment: Respect the basketballs and other things you use to play. They're important!
14. Be on time to all training sessions and games.
15. Be Careful When Using Technology: When you're online, including social media and messaging apps, remember to be respectful to other players, coaches, and referees, just like you are in person. If you wouldn't say it to the person, then don't send it in a message.

**Remember, following these rules makes basketball more fun for everyone!**



### 19.3 Parents Code of Conduct

1. Encourage participation for the athlete's own interest and enjoyment, not yours. Support their participation and do not force them.
2. Encourage athletes to always play by the rules.
3. Teach athletes that an honest effort is always more important than a victory.
4. Focus on developing skills and playing the game. Reduce the emphasis on winning
5. Athletes learn best by example. Applaud good play by all teams.
6. Do not criticise in front of others – including criticism of the athlete, team members, team officials or referees. Reserve constructive criticism for more private moments.
7. 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.
8. Set a good example by your own conduct and behaviour.
9. Do not criticise or provoke opposing team members or supporters by word or gesture.
10. Support all efforts to remove verbal and physical abuse from sporting activities.
11. Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
12. Respect the rights of others and avoid the use of derogatory language based on gender, race, or impairment.
13. Show appreciation for volunteer coaches, officials, and administrators. Without them, there would be no game.
14. Always respect the use of facilities and equipment provided.
15. Respect and be mindful of other basketball participants and officials when using messaging apps, online apps, or social media apps.
16. Parents are not to approach the Coach immediately prior to, or for 24 hours following games or training with the intention of discussing concerns or game/training related matters.
17. During training and games, all direction and instructions come from the coach and assistant coach only. Parents / family members are not to coach from the sidelines.

#### 19.4 Spectators Code of Conduct

1. Applaud good performances from each team. Congratulate all athletes regardless of the outcome.
2. Respect the referee's decision. Do not disagree publicly with a referee's decision.
3. Always be positive. Never ridicule or shout at an athlete for making a mistake during competition. Condemn the use of violence, intimidation, or dissent in any form, be it by spectators, coaches, or athletes.
4. Show respect for your team's opponents and for officials, without them, there would be no game.
5. Encourage athletes to obey the rules and decisions of officials.
6. Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
7. Respect the rights of others and avoid the use of derogatory language based on gender, race, or impairment.
8. Always respect the use of facilities and equipment provided.
9. Respect and be mindful of other basketball participants and officials when using messaging apps, online apps, or social media apps.
10. No spectator is to approach a coach immediately prior to, or for 24 hours following a game or training with the intention of discussing concerns or training/game related matters.
11. During training and games, all direction and instructions come from the coach and assistant coach only. Spectators are not to coach from the sidelines.

## 19.5 Coaches Code of Conduct

1. Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athletes for making mistakes or losing a competition.
2. Be reasonable in your demands on young athletes' time, energy, and enthusiasm.
3. Teach athletes that understanding and playing by the rules is their own responsibility.
4. 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.
5. Group athletes according to age, height, skills, and physical maturity, whenever possible, to promote fair competition and development.
6. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
7. Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
8. Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
9. As well as imparting knowledge and skills, promote desirable personal and social behaviours. The coach is an educator and mentor and must be mindful of maintaining appropriate and professional boundaries.
10. Stay informed about changes in sport; ensure that the information used is up to date, appropriate to the needs of athletes which takes into account the principles of growth and development of children.
11. Ensure that physical contact with athlete's is appropriate to the situation and necessary for their skill development.
12. Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
13. Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance, or religion.
14. Always respect the use of facilities and equipment provided.
15. Respect and be mindful of other basketball participants and officials when using messaging apps, online apps, or social media apps.

## 19.6 Team Managers Code of Conduct

1. Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athletes for making mistakes or losing a competition.
2. Assist your coach with teaching your athletes that understanding and playing by the rules is their own responsibility.
3. 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.
4. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
5. Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
6. Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
7. Be aware of the role of the Team Manager as a mentor and maintain appropriate and professional boundaries.
8. Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, managers, or officials.
9. Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance, or religion.
10. Always respect the use of facilities and equipment provided.
11. Respect and be mindful of other basketball participants and officials when using messaging apps, online apps, or social media apps.
12. Team Managers Manual is to be read in conjunction with Junior Braves Operational Policies and Guidelines for further details and allowances.

### **19.7 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 Basketball Victoria, the Bendigo Stadium Limited and other Stadiums, associations, or competitions.

It is the responsibility of all people involved in the Junior Braves program to make themselves familiar with these various standards.

### **19.8 Breaches to any Code of Conduct or Bylaws**

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

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

### **19.9 Harassment-Discrimination-Vilifications**

The Junior Braves program is committed to a policy of sport which is free of harassment, discrimination, and vilification as per Basketball Victoria's Member Protection Bylaws.

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

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

### **19.10 Basketball Victoria Member Protection Bylaws**

All athletes, Coaches, Team Managers, parents, and spectators must adhere to the Basketball Victoria Member Protection Bylaws at all times.

These bylaws are available on the Basketball Victoria website.

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

### **19.11 Conflict Resolution Committee**

The Conflict Resolution Committee is a Sub-Committee consisting of the DoCAD, nominated BBA Member, and nominated JBC member who may, as required consult with the BBA Conflict Resolution Committee for advice and guidance in resolving a matter or conflict.

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## 20. Feedback

All complaints should be directed initially to the Team Manager. If the issue cannot be resolved, the Team Manager should discuss the issue with the Coach and/or the relevant JBC member.

Before lodging a complaint, it is essential to take 24 hours to reflect on the issue. This pause allows for thoughtful consideration, the removal of emotion, and can lead to more constructive and well-founded feedback.

For example, if the issue is related to coaching or playing time this should be directed initially to the Team Manager.

Non-coaching matters or matters of a serious nature, should be referred to the JBC Team Manager Liaison, who will either resolve the issue, bring it to the attention of the JBC or if required raise it with the BBA. If required, matters may be referred to an external agency for mediation, investigation, or resolution.

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 but may restrict the outcome of the complaint.

Compliments, grievances, complaints, or concerns of a serious nature must be submitted in writing and addressed to the DoCAD, Chairperson, or Child Safety Officer email address. Addresses are available on the Junior Braves section of the BBA website.

JBC meetings are held monthly and will review issues and complaints that arise. If required due to the serious nature of an issue or complaint, an additional meeting may be called to address and resolve an issue or complaint.

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## 21. Disciplinary Action

The JBC and the BBA Board reserve the right to take disciplinary action against any athlete, Head Coach, Assistant Coach, Team Manager, family member or guardian who does not abide by the Junior Braves Operational Policies and Guidelines or the relevant Codes of Conduct, or Team Staff who breach their signed agreement.

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

- athlete's court time
- financial matters involving tournaments
- accommodation
- travel expenses or financial disputes related to an athlete whilst representing the Bendigo Junior Braves
- Any matter including inappropriate use of social media directed at/or including bullying, intimidation, of any athlete, 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 moderate matters that cannot be resolved by the JBC, may be referred to the BBA Board and/or an external party for conflict resolution/mediation.

**Serious matters** may be referred by report, directly to the BBA Board. Serious matters may include and are not limited to:

- game related report/s, of an athlete, coach, parent/guardian, and/or 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.

All disciplinary action must be in accordance with the BVA Members Protection By-Laws and the BVA Tribunal By-Laws. Individuals reserve the right to lodge an appeal or be directly referred to the BBA Board. The BBA Board will decide what action should be taken on a case-by-case basis.

While an investigation is ongoing due to a possible breach by an athlete, coach, team manager, or parent of any relevant Code of Conduct, the DoCAD and JBC may decide that the individual is temporarily ineligible to participate in any team-related events, including games or training, until the investigation is concluded.

### **Disciplinary action for Junior Braves stakeholders may include:**

#### **21.1 Athletes**

A written warning from the DoCAD may be issued, in consultation with the JBC. If the written warning is ignored, the BBA Board will consider appropriate disciplinary action. A warning is not required to be issued.

Depending on the severity of the behaviour an athlete may be stood down from participating in Junior Braves training, games, or other functions or de-listed from the program.

#### **21.2 Coaches**

A written warning from the DoCAD may be issued, in consultation with the JBC. If the written warning is ignored, the BBA Board will consider appropriate disciplinary action.

Depending on the severity of the behaviour a coach may be stood down from their coaching position for a period of time or removed from the role.

### **21.3 Team Managers**

A written warning from the JBC may be issued. If the written warning is ignored, the JBC will consider appropriate disciplinary action. A warning is not required to be issued.

Depending on the severity of the behaviour a Team Manager may be stood down from their position for a period of time or removed from the role.

### **21.4 Parents**

A written warning from the JBC or BBA may be issued. If the written warning is ignored, the JBC or BBA will consider appropriate disciplinary action. A warning is not required to be issued.

Depending on the severity of the behaviour a parent may be banned from attending Junior Braves training, games, or other functions.

Repeat offences may result in the parent's child being de-listed.

### **21.5 Appeals**

Any appeals will be referred to the BBA Board.

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## **22. De-Listing Athletes During the Junior Braves Season**

Only the BBA Board has the authority to de-list an athlete during the Junior Braves season. Reasons for de-listing an athlete may include (but are not limited to) repeated non-attendance at compulsory training sessions or games, breaches of the athlete and/or parent code of conduct or an irreconcilable breakdown in the relationship between the Coach and the athlete. A lack of form will not constitute grounds for de-listing an athlete.

If a Coach believes an athlete should be de-listed, a written request must be made to the DoCAD. The request must provide adequate reasons and evidence. The DoCAD will inform the JBC of the request and make a recommendation to the BBA Board for consideration.

The final decision will rest with the BBA Board.

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## **23. Medical Records**

The Team Staff will have access to electronic medical records for athletes in their team. Athlete records are private and confidential and should not be disclosed to anyone other than the Team Staff or a medical professional. Information contained in the records should only be used for the purpose for which it is provided.

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



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## 24. Tournaments

Teams not participating in the VJBL are required to attend five (5) tournaments including the Bendigo Junior Classic each season.

Teams are permitted to attend a maximum of six (6) tournaments in a season.

Each tournament has an entry fee per team that is paid by the families as part of the Season Fee and a contribution from the JBC.

The JBC will provide a (pre-determined) entry fee subsidy amount to each team for a maximum of four (4) tournaments to assist with costs for families. Bendigo teams are not required to pay an entry fee for the Bendigo Junior Classic

Tournaments that the Junior Braves program will attend are selected by the DoCAD with input from the JBC based on cost for families and quality of the competition. Feedback from Team Staff is collected to aid in the decision of which tournaments to attend.

A list of Optional Tournaments is made available to each coach should they wish to attend a sixth tournament. Further information is available in the next section.

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.

More information on the tournaments mentioned above can be found on the Basketball Victoria website [here](#).

### 24.1 Compulsory and Optional Tournaments

The JBC categorise tournaments in to two categories: **Compulsory** and **Optional**:

**Compulsory tournaments** are tournaments that your team must attend.

**Optional tournaments** are a small selection of approved tournaments listed each season, these tournaments can be attended as an additional tournament or in place of a compulsory tournament where extenuating circumstances prevent a team from attending a compulsory tournament (see below). Teams are only permitted to attend a tournament from this list that has been approved by the DoCAD and JBC.

**Approval to attend an Optional tournament** - If a team wishes to attend an Optional tournament as an **additional** tournament, the entire entry fee is required to be paid by the team (no financial contribution from the JBC) and team staff will not receive any subsidies/payments that are normally paid by the families in the team. This cost is additional to the Season Fee cost.

To attend an optional tournament all families in the team must be asked if they are willing to attend and must be informed that the entry fee is not subsidised, and that team staff will not receive any payments/subsidies, (this may make it cheaper for the families).

A member of the team staff must then submit a written request to the DoCAD, the Coaches Liaison, and Team Manager Liaison seeking approval to attend the tournament. This request

must include how many families are willing to attend and that they have been informed of the information above. This request will then be presented to the JBC at the next monthly meeting.

If a coach wishes to attend an Optional tournament **in replace** of a Compulsory tournament, the coach needs to email their request to the DoCAD & Coaches Liaison explaining the extenuating circumstances of why they cannot attend the Compulsory tournament.

If the request to attend an Optional Tournament is not approved by the DoCAD and JBC the team is not permitted to attend the tournament in any other form or capacity. This includes attending under a different name.

## **24.2 Accommodation**

There are two options for tournament accommodation and travel.

### **Option 1 - Athletes stay with their family**

Athletes and their families investigate and pay for their own accommodation.

### **Option 2 - Athletes stay together as a team at the same motel**

All team members will decide whether athletes stay together as a team or stay with their parents during tournaments. This must be negotiated and agreed upon by coaches, team managers and parents. If a parent chooses to have their child stay with their family and not the team, the athlete and the parent(s) must not be treated unfairly.

During tournaments, all athletes will be supervised by the Coaches and Team Manager of their team.

Each room of athletes must have one adult sleeping in each room (the 'supervising adult'). The supervising adult is responsible for the supervision of the athletes during the night and adequate sleep is encouraged.

The supervising adult may be a member of the Team Staff, or any other adult appointed for that purpose by the Coach or Team Manager. The supervising adult must be of the same gender of the athletes 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 athletes' families.

The Coaches 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 athlete of the sleeping arrangements for the tournament and the name of the adult who will be responsible for supervising their son/daughter overnight.

The arrangements for supervision/accommodation may depart from this policy only with the express authorisation of the DoCAD. Such authorisation must be obtained prior to departure for a tournament or if exceptional circumstances arise, during the tournament.

The authorisation of the DoCAD shall not be provided unless the written consent of the parents of the children affected by such change has been obtained.

Athletes 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.

### **24.3 Buses For Tournaments**

The use of buses to attend tournaments will be decided on an individual team basis, they are not compulsory. If the team decides to use a bus, all costs are to be covered by the team, 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 any damages is the responsibility of the individual teams. The JBC or BBA will not cover the costs of any claims.

### **24.4 Under 14 National Junior Classic**

The National Junior Classic (NJC) is run by Basketball Victoria and is held in the state of Victoria each year. Due to the location, and in relation to team costs only, the NJC is to be treated the same as a Compulsory Tournament.

The team (as per Compulsory Tournaments) will pay for the accommodation costs, meal allowance and travel allowance of:

- the approved Coach
- Assistant Coach (who must have attended the majority of tournaments and VJBL commitments)
- Team Manager.

### **24.5 Under 14 National Club Championships**

The National Club Championships (NCC) is run by Basketball Australia and the location moves between states of Australia each year, and therefore travel arrangement can be expensive and varied from previous years.

When an Under 14 team qualifies for the National Club Championships each athlete involved in the qualifying team would be expected to be part of that team and no athletes will be brought in to replace an athlete. Any athlete movement must the requirements as noted in this document.

The team will pay for the accommodation costs, meal allowance and travel allowance of:

- the approved Head Coach
- Assistant Coach (who must have attended the majority of tournaments and VJBL commitments).

- Team Manager.

The JBC will assist teams travelling to the National Club Championships with advice and guidance on fundraising opportunities. All fundraising conducted must be approved by the JBC and BBA.

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## 25. Victorian Junior Basketball League (VJBL)

### Part 1

The Victorian Junior Basketball League (VJBL) is recognised as the highest level, aged basketball competition in Australia with games played on a home and away fixture. This requires our teams to travel to Melbourne and surrounds for the away rounds with home games played in Bendigo. Our teams will play every Friday night, except for school holiday periods, and commit to multiple trainings sessions each week to prepare and compete at this standard.

The VJBL will commence with the grading phase in November and run through to finals in September the following year.

Athletes 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 one of the following divisions (Championship, Championship Reserve or VJL1), it is expected that they will participate for the remainder of the season. If they do not qualify for any of these divisions, in consultation with the JBC and the DoCAD, the team may be withdrawn. Any fees or penalties associated with this decision will be paid by the JBC.

During the VJBL season, eligible athletes 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 team selection to the end of the VJBL season.

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

During the grading season, teams will be encouraged to 'car-pool' when travelling to matches during the grading season to help reduce the costs of travel to families. During the regular VJBL season, teams will have the use of small buses. Bus hire and fuel costs will be covered as part of the sponsorship program.

### Part 2

If a Bendigo team qualifies and decides to participate in the VJBL, any Junior Braves athlete who took part in the grading rounds for the Bendigo team will not be cleared to play for another association in line with VJBL policy.

Any athlete that is currently a member of a Junior Braves team that wishes to try-out with another association during the grading rounds of the current VJBL season needs to obtain written consent from the DoCAD in consultation with the JBC provided the request is in line with current VJBL policy. If consent is provided, it will be on the proviso that, they would only be

eligible for selection at the other association, if their Bendigo team does not qualify for the full VJBL season.

A permit in this instance would be issued on the understanding that it is for a period not exceeding 12 months.

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

Any forfeits throughout the VJBL season will be paid by the team involved and will not be paid by the BBA or JBC.

The Bendigo Junior Braves Elite Pathways sponsorship program is an initiative co-ordinated by the Bendigo Junior Braves Committee (JBC) with the endorsement of the Bendigo Basketball Association (BBA).

The JBC is focused on providing all Bendigo Junior Braves athletes the opportunity to reach their full potential through an 'Elite Junior Basketball Development Pathway.' This pathway aims to provide our athletes with the best available coaching and support in preparation to compete against the best competition in their age group throughout Victoria.

The core component of the "Elite Junior Development Pathway" is to enable select teams in our under 14, 16 and 18 age groups to compete in the Victorian Junior Basketball League (VJBL).

Athletes that compete in the VJBL are strongly recommended to seek sponsorship for the Bendigo Junior Braves Elite Pathways program to assist with team costs associated with participating in the VJBL such as team bus hire, fuel, and game sheet fees. Sponsorship funds received as part of this program are not for an individual athlete's use. Money obtained through sponsorship will not cover all costs associated with playing in the VJBL and parents will be required to contribute financially throughout the season.

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## **26. Basketball Victoria Country Programs**

All Junior Braves athletes and coaches are actively encouraged to participate in all Basketball Victoria Country (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 JBC in consultation with the DoCAD and BBA.

All development opportunities listed above will be communicated by the DoCAD or JBC Coaches Liaison to all coaches.

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## 27. Sponsorship And Fundraising

### 27.1 Sponsorship

All private and team sponsorship **must** be approved by the JBC, endorsed by the BBA, and approved by the Sponsorship Manager (representing Bendigo Stadium Limited) 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 uniforms should be referred to the Sponsorship Manager representing the Bendigo Stadium Limited to ensure contractual obligations are met.

All signage must be provided, including dimensions, to the JBC for approval before final approval is given by the BBA and by BSL. This process will also ensure that the advertising cost and signage is within the parameters and is consistent with what other sponsors have paid for signage to be displayed within the Bendigo Stadium or for the Bendigo Braves senior program.

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.

### 27.2 Fundraising

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.

Fundraising must meet all statutory requirements that are required when fundraising. Questions about statutory requirements on fundraising should be referred to the Fundraising Coordinator on the JBC.

Additional advice will be sought from the JBC and the BBA if required.

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## 28. Version History

Version	Date	Author Name	Rationale
1.0	June 2024	JBC	Final Version
1.1	July 2024	JBC	Update to Program Costs - Fundraising
1.2	August 2024	JBC	Update to Program Costs – wording clarity Update to Try Outs – added wording to the closed sessions that ‘no spectating permitted’

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## 29. Appendixes

### 29.1 Appendix 1 - Election of Committee Members

The Bendigo JBC consists of at least 10 members. There are compulsory members as appointed by the BBA, including Chairperson, a BBA Delegate Representative, Treasurer and the DoCAD. The Administrator/Pathway Coordinator is appointed by Bendigo Stadium Limited.

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
- DoCAD
- Basketball Pathways Coordinator (BSL staff member)
- Treasurer
- Bendigo Basketball Association Delegate
- Coaches Liaison
- Media Liaison
- Team Manager Liaison
- Uniform & Equipment Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator
- Grants Coordinator
- Child Safety Officer

Applicants are expected to nominate a minimum of two from the above committee positions.

#### Process

- All elected committee positions are to be declared vacant every 12 months, and applications are called for, and must be in writing from the 1st of May each year.
- Applications close at midnight on 10th June and are to be emailed to the Pathways Coordinator (late applications cannot be accepted).
- All applications will be collected by the Pathways Coordinator who will provide these to the BBA Secretary immediately after the closing date.
- The JBC members are then elected by the BBA Board at their following Board Meeting.

- The BBA Secretary will advise all applicants of the outcome and the successful applicants will be invited to attend the JBC meeting in July where they will be elected by the JBC to one of the positions listed above, after all previous committee positions are declared vacant.

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

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by current JBC members. If there are insufficient nominations to fill a position, this will be recorded in the minutes. At this point, the JBC may approach people with the necessary skills and appoint them to the position.



## 29.2 Appendix 2 – Junior Braves Committee Nomination Form

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Working With Children Check Number:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_

**Do you currently have an athlete(s) participating in the Bendigo Basketball Association (BBA) Domestic Competition? Yes / No**

**Do you currently have an athlete(s) participating in the Junior Braves Program? Yes / No**

**Nomination:** You must nominate for at least two of the following positions. Applications with only one preference will not be considered (select below). Place a 1 in the relevant box for your first preference, and a 2 in the box for your second preference. More than two can be selected.

	Chairperson		Team Manager Liaison Officer
	Media Liaison Officer		Uniform & Equipment Coordinator
	Sponsorship Coordinator		Grants Coordinator
	Fundraising Coordinator		Child Safety Officer
	Coaches Liaison Officer		

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 (July/August)
- Commencement of new season activities (such as an induction or welcome day)
- Junior Braves Photo Day
- Bendigo Junior Classic (Australia Day long weekend)
- Basketball Victoria Tournaments held in Bendigo.

**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 related to 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 may be elected to any of the above positions, and that I will give the time required to perform this position to the best of my ability.

Person nominating	Signature	Date

Completed nomination forms are to be electronically submitted to:

Basketball Pathways Coordinator - basketballpathwayscoordinator@bendigostadium.com.au

Applications are to be received by the 10th June each year.

Late applications may be accepted based on the needs of the JBC at the time.

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

**To be completed by the BBA Board**

Nomination Approved?	For / Against	Carried?	Yes / No
Nomination Accepted by _____			
Nomination Seconded by _____			
Noted by BBA Secretary		Yes / No	
Name _____		Signature _____	

**29.3 Appendix 3 – 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) \_\_\_\_\_

\_\_\_\_\_

also 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 below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 29.4 Appendix 4 – Athlete & Parent Declaration

Athlete Name (legal full name): \_\_\_\_\_

Athlete - Birth Certificate Registration Number: \_\_\_\_\_

Athlete Date of Birth: \_\_\_\_\_

Athlete Address:

\_\_\_\_\_  
\_\_\_\_\_

Full Names of Parents/Guardians (1) \_\_\_\_\_

Full Names of Parents/Guardians (2) \_\_\_\_\_

Athlete Mobile: \_\_\_\_\_ Parent Mobile: \_\_\_\_\_

Athlete Email: \_\_\_\_\_

Parent Email: \_\_\_\_\_

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

If yes, what association \_\_\_\_\_ and the year \_\_\_\_\_

Declaration:

I do/do not give permission for my 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.

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.

I am aware that participation in the Junior Braves program has significant responsibilities for all stakeholders and athletes and will adhere to these at all times.

Dated \_\_\_\_\_

Signature of Athlete \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**29.5 Appendix 5 – Coach, Team Manager (and other) Declaration**

Name (legal full name): \_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Working With Children Check Number: \_\_\_\_\_

(This document must be accompanied with a photocopy of the WWCC 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 WWCC 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.

I am aware that participation in the Junior Braves program has significant responsibilities for all stakeholders and will adhere to these at all times.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

## 29.6 Appendix 6 – Member Protection Declaration

I, (name) \_\_\_\_\_

of (address) \_\_\_\_\_

born on the \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ solemnly and sincerely declare:

I am or wish to be appointed in the position of a Coach/Team Manager/Committee person (delete those not applicable) within the Junior Braves program for the Bendigo Basketball Association.

I have never been charged with any criminal offence relating to child sexual abuse.

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.

I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.

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).

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.

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.

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 athletes aged under eighteen or an administrator with frequent contact with persons aged under eighteen.

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 (date) \_\_\_\_\_.

Signature \_\_\_\_\_

Before me \_\_\_\_\_

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

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.