



**Springwood & Districts
Basketball Association Inc.**

***Representative
Policies and Procedures***

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POLICIES, PROCEDURES & GUIDELINES

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INTRODUCTION

The “SDBA Representative Handbook” contains procedures, guidelines and other information for all parents, players and team officials. It has been produced to inform parents, players and team officials of the parameters of the program and their roles and responsibilities as part of it.

Where a specific situation is not covered in this handbook, the SDBA Board and/or the SDBA Representative Committee will make a ruling on a case by case basis as required. It is very important for ALL players and parents to READ and UNDERSTAND the requirements and expectations of players and their families who enter into this program and only accept a team position if all expectations are UNDERSTOOD and AGREED to.

Players who are selected into this program should be congratulated on their achievement and be encouraged to make the most of the opportunities offered to them. At the same time, both the family and the player should recognise that participation in this program is a major commitment of time, effort and money.

SDBA reserves the right to override any of the rules, regulations, policies and procedures if deemed to be in the best interest of the program.

Mission Statement

To create and maintain a Representative and refereeing program as a pathway of opportunity for players and Referees to progress and develop their skills at a higher level.

SDBA Values

We encourage our members to compete at a high level all the while Representing our Association with good sportsmanship towards all participants. Our aim is to develop our members to be active in the general community, as well as improve as Players, Coaches and Officials.

While individual cases will be dealt with on their own merits, we will aim to have our teams consist of players that are a true representation of our SDBA club competition and not recruit players from other Associations as per the guidelines set by BNSW.

Both the SDBA Representative Committee appointed and overseen by SDBA Board will co-ordinate the management of the Representative Program.

The Representative Committee will:

- a) Meet prior to the Representative competition to objectively discuss the allocation of Coaches to teams prior to trials.
- b) Hold meetings at least twice during the competition to address any issues which may arise in the running of the Representative Program.
- c) Assist in strategic plans and overall direction of the SDBA Representative program.

GENERAL INFORMATION

Number of Representative Teams:

In general, SDBA will endeavour to enter a team of each gender in each age group (U/12, U/14, U/16, U/18, Youth League & Open Seniors League). However, entries will depend on several factors including player availability, talent pool, referee and Coaching resources.

In the case where there are enough players, we will pick 2 teams in an age group where:

- There are enough players of SDBA Representative standard
- There is a suitable Coach
- There is a suitable Manager

When there is enough interest to select 2 teams, the 1st team will be made up of the “strongest 10 players”.

When is the Representative season conducted? The Waratah Metro Junior League pre-season will take place in March. The Waratah Metro Junior League finals series will take place in August. Division 2 junior teams that qualify for the State Cup will play on until mid September. Usually there are no games scheduled on the middle weekend of the school holidays for juniors, but games may be played at either the beginning or end weekends of school holidays. It is a good idea to wait until the official draw is released to plan any holidays. Senior competitions will commence late February and will conclude late August.

Where and when are the games played?

Junior Season:

All Metro Junior League games are played on a Sunday and tip-off times may range from 8am to 4pm. The game will last between 90-120 minutes and players will need to be at the venue at least 30 minutes before the game.

Home games are played at the Blaxland High School Sports Centre (Blaxland High Stadium); however, away games may involve travel to any Association within the Sydney Metropolitan area.

Senior Season

SDBA will endeavour to hold trials for both Mens’ and Womens’ Waratah teams and Waratah Youth League. However, entries will depend on several factors including player availability, talent pool & Coaching resources.

Home games are played at the Blaxland High School Sports Centre predominantly on a Saturday and occasionally a Sunday. Away games may involve travel throughout the State.

How many players will be selected?

Each team consists of between 10-12 players for juniors and 10-15 players for seniors.

Court Time

Representative Basketball is an elite program and playing time is never guaranteed.

With the exception of Under 12's where all players must play in both halves in accordance with BNSW rules and play EVERY QUARTER in accordance with SDBA policy. Some players will play more than others and Coaches will have different philosophies on rotating their players. While Coaches should be willing to discuss court time and how players may be able to increase their playing time, the bottom line is that playing time is at the Coach's discretion.

Training Commitments

All training sessions are compulsory; an injury or non-contagious illness is not an acceptable excuse.

The training schedule is:

November through to January – teams train once or twice a week for up to two hours a session.

February until end of season – teams train once a week for up to two hours a session as well as any additional trainings the Coach may set.

Factors such as the Coaches' availability and court space may affect this schedule.

This training will be weeknights on either Wednesday or Friday nights. It should be noted that absence from training may affect a player's court time. SDBA will fully support a Coach who decides to reduce a player's court time due to non-attendance of one or more training sessions.

NB: If the Coach of a team wishes to train their team at a different time or organise a friendly game during the week for development purposes this is acceptable; however, if the regular training needs to be changed for this to occur the Representative Co-ordinator must be notified and approve this prior to the session. Pre-season games must also be advised to BNSW via the Representative Committee.

Costings

The cost for the Representative season will be listed on the Representative Player Agreement. This fee covers all the costs of the BNSW season, team entry fees, game fees and cost of court hire for training. The fee does not cover uniforms other than the playing singlet which is provided each game and remains the property of SDBA at all times.

Uniform

It is mandatory to purchase Scorchers shorts, Scorchers reversible training singlet and the Scorchers warm up top; however, all other uniform items are optional. Players entering any basketball stadium to represent SDBA must be wearing the approved Scorchers uniform. The cost of uniforms will be provided with the Representative Player Agreement.

Player Registration

All junior players must be primarily registered with SDBA. Players with primary registrations at other Associations will be expected to affiliate with SDBA and then transfer their primary registration to SDBA once their existing registration has expired. It is the responsibility of the player and/or their parents to ensure their registration is current.

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n the event BNSW passes on a fine to SDBA for playing an unregistered player, that player or, if they are under 18, their parent will be responsible for the payment of the fine. For this reason it is imperative to maintain a current registration at all times.

Club Competition

All junior Representative players are required to play in the Winter SDBA Basketball Association club competition. Players will be deemed to have taken part in club competition by qualifying for finals. If there is a legitimate reason a player cannot fulfil this commitment they will need to apply in writing to the Representative Committee/SDBA Board for an exemption. Penalties for non-compliance may include a player suspension from the Representative competition.

There may be, from time to time, exemptions to this rule, if a request is sent in writing to the SDBA Representative Committee/SDBA Board, and the said Committee deems the exemption is reasonable. For example, a Waratah Mens player may need to work late night shifts on a Thursday night when the men's competition is run and may be unable to change this situation and maintain their employment.

With the above in mind, SDBA By-Laws state for Junior competitions:

- Teams are generally limited to containing players with a value not exceeding 10 'Representative player points'. For the purposes of calculating 'Representative player points', Division 1 Representative Players are worth four points, all other Representative players are worth three points.
- Exemptions can be sought from the Board where it can be demonstrated that exceeding the 'Representative Player Content Rule' does not unreasonably advantage that team, or that general skill distribution across the teams in that competition is reasonably even.
- The 'Representative Player Content Rule' does not generally apply to Representative Players playing up an age group.
- To be eligible to play 'Representative basketball' for SDBA, a player must play 40% of games in the domestic competition season.

A Senior Representative Player must play in 'Division 1' if more than one division is available.

COACHES GUIDELINES

Expectations of the Coach

- All Coaches and Assistant Coaches are to submit written applications for Coaching positions;
- Coaches are expected to be registered with BNSW and SDBA;
- Coaches are to have the qualifications as specified by BNSW to apply as Head Coach;
- Coaches are expected to participate in the selection process of your team;
- Coaches are to complete a Working with Children check as per government legislation and SDBA By-Laws and provide this letter to the Stadium Manager regardless of which age group/division they are coaching;
- In the event of changes to your team, after selection, all changes are to be approved by the Representative Coordinator/Representative Committee/SDBA Board.
- NB: if you have players withdraw from the Representative program, priority will be given to players at trials in the seconds team if applicable, before 'scouting' players from SDBA local competition;
- Assistant Coaches are also expected to have Coaching qualifications as set by BNSW and are also expected to complete Working with Children check as per government legislation and SDBA By-Laws;
- Coaches are expected to plan all training sessions and work with their Assistant Coaches in planning the training sessions.
- Coaches are expected to have and maintain First Aid qualifications.
- Coaches are expected to abide by the guidelines as set down by the SDBA in regards to players who have not met their commitment to pay the Representative Levy by the due date.

PLAYER GUIDELINES

Player Responsibilities

Be prepared to work hard in order to gain positive results. You must be willing to accept responsibility for your own performance. Great players know they are responsible for their own development. Listen and learn from your Coaches, give them your undivided attention and remember they are there primarily for your benefit and not their own.

Playing Representative Basketball is a privilege.

Play for Springwood Scorchers first, your team second and lastly for yourself. You should be proud that you have been selected into the Representative program; however, be mindful that no one is bigger than the club.

Basketball will develop you as an athlete, but it also presents you the chance to develop as a person. Some lessons that we value are:

- **Commitment** - Being a part of a team demands that you can carry out your commitment to others.
- **Team Work** – It is crucial that in sport and life you are able to work in a team situation, learning your role and doing what is best for the team and not just yourself.
- **Learning to Compete** – This does not mean to win at all costs, but rather to compete to the best of your ability at all times.
- **Respect Others** – In life we must learn to respect everybody regardless of their roles and differences. In basketball we expect respect to be given to opponents, team mates, Coaches, Referees, spectators and administrators.

Player Expectations

- Mobile phones are not permitted during training sessions.
- Players are expected to conduct themselves appropriately at all times. SDBA is worthy of your best behaviour.
- With the exception of Under 12's where all players must play in both halves in accordance with BNSW rules and play EVERY QUARTER in accordance with SDBA policy, players have no guaranteed court time. Court time will be allocated at the Coach's discretion. Punctuality, behaviour, appearance and attitude towards their Coaches, team mates and Referees is a good start to earning more playing time.
- You must arrive to training a minimum of 10 minutes prior to the start time and in the correct uniform ready to train. You must arrive at least 30 minutes prior to games, in uniform and ready to play.
- If you cannot attend training/game or are running late for training/game, the Coach must be contacted directly before the scheduled start time. If you have an injury that will affect your performance in either a game or training session you will need to inform your Coach directly and still attend.
- You will not argue with Referees during a game. If you have any problems tell your Coach so that they may approach the Referees if necessary.
- You will support your team mates at all times both on the court and on the bench whilst representing SDBA. You are also expected to show them respect when not representing SDBA, both at basketball and away from basketball.

Disciplinary Action

Technical Fouls. If a player receives a technical foul the Coach will decide whether this player will take any further part in this game depending on the severity of the incident. The Coach will decide whether this player is started on the bench for the next game. The Representative Committee must be immediately notified at the conclusion of the game. This can be via email and/or phone call or text to the Representative Co-ordinator.

Poor Sportsmanship. The Coach has the option to sub the player off the court. If there is a second offence they will be left off for the rest of the game. Any further incidents must be Reported to the Representative Coordinator/Representative Committee.

Training. Non-attendance or lateness to training, without communication directly to the Coach, may result in a Coach's decision to limit playing time in subsequent games. Ongoing non-attendance or lateness to training will be Reported to the Representative Co-ordinator.

"Off the Court" Incidents. (This includes school behaviour.) If a player is found to be behaving in a manner that will negatively affect the reputation of SDBA's program their Representative Coach will be informed and instructed to monitor the situation. In the event this behaviour continues and the Coach is not able to limit this behaviour, the Representative Committee may meet to discuss the player/issue and, if deemed necessary, the player may be given an official warning and/or removed from the Representative program for a period that the Committee sees fit.

PARENT GUIDELINES

SDBA appreciates the sacrifices you make in order that your child can represent our club. It is essential that you support your children, but you must also support the Coach, team manager, other team members and club administration.

It is particularly important that you support the Coach. They have to make hard, and “in the moment” decisions for the team and individual players. Please be mindful that they are acting in what they feel is in the best interests of the entire team.

Please support the whole team during games and trainings, not just your child. The Coach is to be the only source of technical feedback to the players. We are looking for positive players and positive support from parents. We do encourage you to be vocal in your support for our teams. However, make sure all comments and encouragement must be positive. Do not belittle or make derogative remarks to, or about, any participants. All participants are worthy of respect.

Parents must understand that all of our Coaches are volunteers. They are donating their time and resources, purely for a love of the game and your child’s benefit. With this in mind please show them the respect they deserve.

Parents are expected to learn bench for their child’s games. BNSW requires two bench officials from both teams at all round games. They may also be required to do bench during the early finals. SDBA will hold yearly courses for parents to attend (emails will be sent regarding bench training), alternatively, these courses can be done online. Contact the Representative Committee for more information.

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

Parent Enquiry Procedure

- 1.** Do not approach the Coach in front of other players, parents and supporters.
- 2.** Wait 24 hours before talking to the Coach. Most problems will seem of lesser importance after some time to think through the issues first.
- 3.** Include the team manager in the discussion as an objective opinion.
- 4.** If a solution cannot be reached then the matter should be referred to the SDBA Representative Co-ordinator. Should a suitable outcome not be reached, the issues will be referred to the SDBA Representative Committee and if necessary the SDBA Board.

Please follow the above process. It will ensure that everyone communicates with each other honestly and openly. SDBA are unlikely to look favourably on your situation if you have not attempted to follow the correct procedure as the first port of call.

REPRESENTATIVE FEES AND COSTS

The fees will be listed in the yearly Representative Player/Parent Agreement. Representative fees are subsidised through SDBA domestic competitions.

Non Payment:

The assumption is that all fees will be paid by the allotted time. A 'no pay – no play' policy will apply. Should payment not be received by the specified date, we will remind you. If payment is not received within 14 days after said reminder the player shall be deemed **unfinancial** and may be suspended until payment is received.

Fees are non-refundable. If you wish to apply for a refund due to a special circumstance this must be done in writing to the SDBA Board for review.

Should fees be outstanding at the end of the Rep season, players will be marked as non-financial in Sportstg and the player will not be permitted to trial for SDBA in any subsequent seasons. Any clearance to trial or play at another BNSW Association will also be denied until the outstanding fees are paid in full.

Hardship:

Cases of genuine financial hardship can be brought to the attention of the SDBA Community Advocate in writing prior to the due date. If you require a payment plan, this can be arranged by writing to the Community Advocate with a proposal of dates and payments. All requests for payment plans will be dealt with in confidence and on a case-by-case basis. Failure to meet the agreed to dates will lead to the decline of requests in future years.

ELIGIBILITY OF PLAYERS

To be eligible for selection players must:

- Be prepared to operate within SDBA policies, procedures and guidelines by signing the Representative Players Agreement prior to commencement of the season;
- Be registered with BNSW and SDBA.
- Must attend the full trial process or have applied in writing to be accepted without attending one or more trials due to a legitimate reason.
- Pay the appropriate fees by set time frames.
- Play in the SDBA club competition or have been approved for an exemption to this rule by the SDBA Board.
- If having played for another Association in the previous season, the player will need to obtain a completed '*Permission to Trial*' form from their previous Association as per BNSW guidelines.
- Be a financial member of SDBA or any other BNSW Association.

SELECTION PROCEDURES

Selection trials - Junior & Senior

Open selection trials for eligible players, will be held on a date(s) set by SDBA and advertised on the website and facebook pages. Players must attend all trial dates.

Players will not be allowed to play “up an age group” without written consent from a parent/guardian and received by SDBA prior to the commencement of the first trial game.

Procedure for players who have valid reason for being unable to comply with all eligibility, selection criteria and/or procedures.

Any player who believes that they have a legitimate reason for being unable to comply with any part of the selection eligibility, selection criteria and/or procedures may appeal to SDBA to be considered in the selection process along with the other players. SDBA reserves the right to consider each case on its merits and the decision of SDBA will be final.

Legitimate reasons could include such situations as:

- Being unable to trial due to serious injury or illness
- A prior family or school commitment.

The following factors will be considered during the selection process:

- A history of successful past performances at Waratah BNSW competitions.
- A history of successful performances within SDBA club competitions.
- Demonstrating high level of performance at selection trials.
- Able to listen and carry out the instructions of the trial Coach and/or club Coaches.
- Portraying a strong drive for self-improvement and being team orientated.
- Displaying a positive attitude and representing SDBA successfully.

Selection procedures for SDBA Representative teams:

- The selection of teams will be made by the Coaches of the nominated age group.
- Selections will be overseen by two Selection advisors appointed by SDBA.
- In the case where a choice has to be made between a player requiring a transfer from another Association, and a player currently playing in the SDBA competition, whom has always played for SDBA and not another Association, preference shall be given to the local club player. However, if this decision is not “borderline” and the other Association player is going to be the best decision for the team, SDBA and its Coaches reserves the right to select the other Association’s player.
- Only two “out of Association” players can be added to each age group as per BNSW rules, unless that Association is unable to field a team in that age group.
- The decisions of the Coaches/selection advisors will be final, subject to the appeals process. Players unable to trial may also be considered but only if their absence is pre-approved by SDBA. This being said, SDBA Board

reserves the right to question the Coach regarding selections made and has the right to change the selections, if deemed necessary, prior to the official announcement of teams.

The procedure for trials as follows:

1. Two trials will take place. Coaches relevant to the age groups will run the trials.
2. At the conclusion of the trials, the Coach will congratulate all players who attended trials. No announcements will be made on the day.
3. A list of successful players will be given to the selection advisors prior to the Coach leaving the premises upon the completion of the second trial. The Representative Committee will meet and approve the teams within 48 hours of the second trial. Once approved, teams will be listed on the Scorchers website within one week of the second trial. Names will be listed in alphabetical order and not in any kind of selection order.

FUNDRAISING POLICY

SDBA will on occasion ask Representative players to partake in fundraising to increase funds to be used for the SDBA Representative program. An example may be for each player selected to sell one box of Fundraiser chocolates.

SDBA may also from time to time run raffles or other competitions to raise funds towards the Representative program. This may or may not involve a fee reduction towards Rep levies. SDBA reserves the right to place any restrictions it sees fit to any fee reduced form of fundraising.

Fundraising is a vital part of our Representative program; it is important that you get involved in this and do everything in your power to help the Association as requested when raising funds. Please be mindful of the fact that SDBA Representative Levy fees are amongst the cheapest within all Associations competing in the BNSW Waratah competitions. SDBA heavily subsidises fees in order to give your child/yourself a great opportunity to represent us at a higher level. We wish to support all our players by giving them the opportunity to compete at a Representative level and develop their individual and team orientated skills, while making this an affordable option for Scorchers families.

REPRESENTATIVE PLAYER/PARENT AGREEMENT

- All players and parents/guardians must sign relevant SDBA Representative Player/Parent Agreements prior to the commencement of the Representative season.
- Failure to sign a Player Agreement will mean SDBA will not permit that player to participate within its Representative program.
- Player Agreements are due back at a minimum 48 hours prior to the first scheduled training session.
- In the event the player is under the age of 18, the parent must sign the Agreement for the Agreement to be valid.
- Players must keep a copy of said Agreement, read it thoroughly and make sure they understand it properly as well as understanding the potential consequences if the player breaches the Agreement in any way. The most severe consequence for a breach being suspension from Representative and club competitions within SDBA.

REPRESENTATIVE OFFICIAL AGREEMENT

This Agreement is relevant to SDBA Coaches/Assistant Coaches & Managers within the Representative program. Some key elements of this Agreement are:

- SDBA recognises the time and effort contributed by our volunteers. Our volunteers are the foundation of our program.
- The SDBA appointees will be given a duty statement and Rep handbook listing their responsibilities and their role.
- All SDBA officials will be required to complete a **Working with Children Check** as per Government Legislation and SDBA By-Laws. Failure to comply will result in suspension of nominated positions.
- It is generally not appropriate for members of our program to be involved with another Association's Representative program. For an exemption to this you must apply in writing to the SDBA Rep committee.
- SDBA officials should conform to all relevant SDBA policies and procedures.
- SDBA officials must present themselves in a professional manner at all times and act in accordance with their duty statements, within the SDBA rules and regulations as well as in accordance with the relevant BNSW adopted Zero Tolerance – Code of Conducts. Failure to comply may result in the SDBA Board and/or Rep Committee suspending an official from their duties.
- From time to time, the need to communicate with players outside of training and games will arise and to ensure transparency with all involved, Coaches and, Managers MUST "cc" parents in all email correspondence.
- Social media programs like "facebook" are often used for team communication and player to player contact. This is accepted by SDBA; however, you must NEVER be derogative in any way using the SDBA name and/or when talking about any participants or officials within our Association or any other Association. If this is not complied with SDBA reserves the right to hand down severe punishments.
- SDBA officials must all wear "professional attire" when Representing the Association. Every official MUST wear the appropriate Polo shirt provided to them.

POLICY & PROCEDURE REVIEW

All policies and procedures will be reviewed at least every two years by the SDBA Board or appointed Committee.

At the end of every season the Rep Committee will ask for feedback from all SDBA officials as to their thoughts, opinions and issues from the recently completed Representative season. From this feedback and any other relevant information or opinions within the SDBA Board, a list of policy and procedure changes and additions will be made as required and adjustments will be made to the SDBA Policy and Procedure Representative Handbook.

SDBA reserves the right to override any of the rules, regulations, policies and procedures at any time, if deemed to be in the best interest of the program.