



THE MILDURA BASKETBALL ASSOCIATION



MILDURA JUNIOR HEAT OPERATIONAL POLICIES & GUIDELINES

Reviewed – May 2020 Next review due April 2021

Unity is strength. . . when there is teamwork and collaboration, wonderful things can be achieved."

Coming together is a beginning. Keeping together is progress. Working together is success."

"At the start of every season we should always encouraged players to focus on the journey rather than the goal. What matters most is playing the game the right way and having the courage to grow, as human beings as well as basketball players. When you do that, the result takes care of itself."





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FOREWORD

This document outlines the standards and operations of the Mildura Junior Heat Basketball 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 Heat Committee (MJH) and have been endorsed by Mildura Basketball Association (MBA).

By agreeing to be involved in the Junior Heat 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 Mildura Basketball and the Junior Heat program to the highest possible standards.

This document does not cover all scenarios and the MBA Board reserves the right to uphold, alter or make any decision in the running of the Junior Squad program. The MBA Board and the Director of Coaching (DOC), in consultation with the JHC (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 Heat 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 HEAT



1. JUNIOR HEAT COMMITTEE (JHC)

The JHC is a group of volunteers who work with the Director of coaching (DOC) and MBA Board to manage the day to day running of the Junior Heat program. The MBA is the controlling body of the Junior Heat program and relies on the JHC to ensure that the program is running efficiently.

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

- Chairperson (Directly appointed by the MBA)
- DOC (Directly appointed by the MBA)
- Administrator (Endorsed by Compulsory JHC Members & MBA)
- Treasurer (Endorsed by Compulsory JHC Members & MBA)
- Mildura Basketball Association Delegate (MBAD)
- Coaches Liaison Officer
- Social Media Liaison Officer
- Team Manager Liaison Officer
- Fundraising & Apparel Coordinator
- Sponsorship & Grants Coordinator

Committee members are elected every twelve months, and JHC members must hold an active role. The DOC, Administrator and Treasurer are non-voting positions (Refer To Election Of Committee Members Appendix 2).

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

2. JUNIOR HEAT COMMITTEE PHILOSOPHY

- By accepting a position on the JHC 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 JHC 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 maintained at all times.



- Operating a junior basketball program of this size can present challenges, the role of the committee and its members is to offer alternatives, solutions, support, assistance and encouragement to all members of the Junior Heat program, including athletes, parents, Coaches, and Team Managers.

- Important operational decisions should only be made with a minimum quorum of committee members (IE: 2/3rds Of Voting Members). JHC members should be present at the meeting in which the vote is to take place. Proxy votes are permitted in certain circumstances if a committee member has a valid reason for non-attendance. Proxy votes must be in writing and can be sent by email. The format of the proxy is by the approved form (Appendix 3) and must be submitted to the JHC Administrator at least 24 hours prior to the vote taking place.

- Committee members must attend at least 2/3rds of the scheduled meetings during the current squad season. Committee members who do not attend the minimum number of meetings may have their position declared vacant.

- 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 MBA.

- The JHC cannot change policies or guidelines, however can make recommendations to the MBA Board who will review the request at the next available Board Meeting.

3. JUNIOR HEAT PHILOSOPHY AND OPERATIONS

- To provide all athletes with the opportunity to represent MILDURA at the highest level.
- To become a strong and most fundamentally sound representative squad program we can be.



- To provide all athletes with the opportunity to develop their skills in a safe, friendly, productive and enjoyable learning environment.
- To develop a solid foundation of individual skills for the future development of basketball in the region.
 - To provide all athletes with a high standard of coaching and instruction.
 - To provide all athletes with high quality and well-structured training sessions.
- To provide all Coaches with guidance, opportunities and pathways to improve their skills.

4. AGE GROUP SPECIFIC OBJECTIVES

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 Basketball Victoria Country Under 12 Championships.
- To prepare a team at a skill level in preparation for the following age group.

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 Country Under 14 Championships.
- To prepare a team at a skill level in preparation for the following age group.

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 Country Div 1 & 2 Championships.
 - To prepare athletes for state team selections.

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 Country Div 1 & 2 Championships.
 - To prepare athletes for state team selections.



5. APPOINTMENT OF COACHES

On behalf of the MBA and prior to the beginning of the squad season, the DOC will call for applications for all Junior Heat Coaching positions. Applications for coaching positions must be in writing, with invited applicants to be interviewed by a Coaching Selection Panel that will consist of;

- The DOC
- MBA nominated person
- JHC Chairperson or nominated persons

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

Applicants should bring a current Working with Children Check and be prepared to sign an authority to release a Criminal History Check at interview.

The Coaching Selection Panel will provide a report with the recommended coaches to the MBA. The MBA will ratify the recommended candidates to the JHC.

6. CODES OF CONDUCT

Stakeholders involved in the Junior Heat program must always abide by the various Codes of Conduct and be aware of the '**Zero Tolerance Policy**'.

There is zero tolerance shown towards any inappropriate or abusive behaviour from Athletes, Coaches, Team Managers, Parents or Spectators.

This includes, but is not limited to:

- Persistently or wilfully question or challenge the rulings of the referees
- Berate or abuse referees
- Berate or abuse players or any team official
- Berate or abuse other parents or spectators
- Display conduct which is inappropriate in a sporting environment



6.1 Athletes Code of Conduct

- Understand and play by the rules.
- Never argue with an official. If you disagree, have your coach, captain or manager approach the referee during a break or after the game in an appropriate manner.
- Control your temper. Verbal abuse of officials or other athletes, deliberately distracting or provoking an opponent is not acceptable or permitted in basketball.
- Work equally hard for yourself and for your team. Your team's performance will benefit, therefore so will you.
- Be a good sport. Acknowledge good plays whether they are by your team or the other team.
- Treat all athletes as you would like to be treated. Do not interfere with, bully or take unfair advantage of another athlete.
- Co-operate with your coach, officials, team mates and opponents. Without them there would be no competition.
- Play for the "fun of it" and not just to please parents and coaches.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race, appearance or impairment.
- Be prepared to lose sometimes. Everyone wins or loses at some time. Be a fair winner and a good loser.
- Listen to the advice of your coach and try to apply it at practice and in games. The instructions from your coach override those given by anyone else.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.



6.2 Parents Code of Conduct

- Encourage participation for the athlete's own interest and enjoyment, not yours. Support their participation and do not force them.
- Encourage athletes to always play by the rules.
- Teach athletes that an honest effort is always more important than a victory.
- Focus on developing skills and playing the game. Reduce the emphasis on winning
- Athlete's learn best by example. Applaud good play by all teams.
- Do not criticise in front of others – including criticism of the athlete, team mates, team officials or referees. Reserve constructive criticism for more private moments.
- Respect and accept decisions of all referees as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
- Set a good example by your own conduct and behaviour.
- Do not criticise or provoke opposing team members or supporters by word or gesture.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Show appreciation for volunteer coaches, officials and administrators. Without them, there would be no game.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, YouTube, Twitter, mobile phones etc.
- 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.
- During training and games, all direction and instructions come from the coach and assistant coach only. **Parents are not to coach from the sidelines.**



6.3 Spectators Code of Conduct

- Applaud good performances from each team. Congratulate all athletes regardless of the outcome.
- Respect the referee's decision. Do not disagree publicly with a referee's decision.
- 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.
- Show respect for your team's opponents and for officials, without them, there be no game.
- Encourage athletes to obey the rules and decisions of officials.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.
- 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.
- During training and games, all direction and instructions come from the coach and assistant coach only. Spectators are not to coach from the sidelines.
- 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.
- Be reasonable in your demands on young athletes' time, energy and enthusiasm.

6.4 Coaches Code of Conduct

- Teach athletes that understanding and playing by the rules is their own responsibility.
- To work in with DOC on style of play, team selection & in season team rotations
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches, and their interaction with the media, parents and spectators.
- Group athletes according to age, height, skills and physical maturity, whenever possible, to promote fair competition and development.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
- 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 along with DOC.
- 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.
- Stay informed about changes in sport; ensure that the information used is up to date, appropriate to the needs of athletes and takes into account the principles of growth and development of children.
- Ensure that physical contact with athlete's is appropriate to the situation and necessary for their skill development.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

6.5 Team Managers Code of Conduct

- 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.
- Assist your coach with teaching your athletes that understanding and playing by the rules is their own responsibility.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches and managers and their interaction with the media, parents and spectators.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- 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 along with DOC.
- Be aware of the role of the Team Manager as a mentor, and maintain appropriate and professional boundaries.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, managers or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.
- Team Managers Manual is to be read in conjunction with Junior Heat Operational Policies and Guidelines for further details and allowances



6.6 Other Codes of Conducts

In addition to the Codes of Conduct mentioned in this document all stakeholders must also abide by the Code of Conducts as set by Basketball Victoria, the Mildura Stadium and other Stadiums, associations or competitions. It is the responsibility of all people involved in the Junior Heat program to make themselves familiar with these various standards.

6.7 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 Heat Operational Policies and Guidelines, and referred to the JHC. Coaching related matters are to be referred to the DOC, who will make recommendations to the JHC. Some circumstances may result in a report being made to the Independent Tribunal.

6.8 Harassment-Discrimination-Vilifications

The Junior Heat 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.

6.9 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.

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

6.10 Conflict Resolution Committee

Is a Sub Committee consisting of the DOC, nominated MBA Member, and nominated JHC member who may, as required consult with the MBA Conflict Resolution Committee for advice and guidance in resolving a matter or conflict.



7. COMMITMENT

7.1 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 as recommended by the DOC. They must also be available for all compulsory training sessions (Up To Two Per Week).

It is expected that as part of the Junior Heat program, basketball should be the athlete's priority sport during the Junior Heat season.

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.

7.2 Parents

Each parent of a Junior Heat athlete must be committed to ensuring their child is available for and able to attend all compulsory training sessions and games. Parents must also be committed to the Junior Heat Code of Conduct and have an obligation to understand the Junior Heat Operational Policies and Guidelines.

7.3 Coaches

All Coaches must commit to every aspect of the Junior Heat program for their age group and be prepared to set an example for athletes in the areas of communication, punctuality, commitment, professionalism and attendance. Coaches must read and understand the Junior Heat Operational Policies and Guidelines, abide by the conditions of their Coach's Agreement and the Coaches Code of Conduct and attend all meetings set by the JHC or DOC.

All selected Junior Heat coaches are to follow & work together in with DOC on all implemented basketball skills, determination of play & with any team selection & in season team rotations within the programme which will be elected by DOC in accordance with JHC & MBA.

7.4 Team Managers

The role of the Team Manager requires a level of commitment often above any of the athletes and sometimes even the Coach. Team Managers must read and understand the Junior Heat Operational Policies and Guidelines and Junior Heat Team Managers Manual. Team Managers must abide by the Team Managers Code of Conduct and attend all meetings set by the JHC.



8. COMPLAINTS

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 JHC member.

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 JHC Team Manager Liaison, who will either resolve the issue, bring it to the attention of the JHC or if required raise it with the MBAD. 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.

JHC 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.

Grievances, complaints or concerns of a serious nature should be addressed to:

Team Manager Liaison Office, Junior Heat Committee

9. COUNTRY VICTORIA PROGRAMS

All Junior Heat athletes and coaches are actively encouraged to participate in all Basketball Victoria Country Council (Country Vic) programs. This includes:

- Intensive Training Centre Programs - Under 12 Skills Days - Under 14 Academy Programs - Under 16/18 State Team selections.



10. COURT TIME

Under 12

All Under 12 athletes selected for tournaments must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the match. In an Under 12 1st team an athlete's ability, attendance at training and attitude will be taken into account when determining the amount of court time they receive. An emphasis should be placed on giving athletes every opportunity to play. In an Under 12 2nd and/or 3rd/4th team, 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 the U12 Country Championships, 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 Heat season.

Under 14

All Under 14 athletes selected for tournaments must play in every Basketball game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the match. In an Under 14 1st team an athlete's ability, attendance at training and attitude will be taken into account when determining the amount of court time they receive at tournaments. In an Under 14 2nd and/or 3rd/4th team, 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 Country Championships, 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 Heat 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 taken into account when determining the amount of court time they receive at tournaments. In 2nd teams all athletes must play in every game for which they are suited up, 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 Heat season.



11. DE-LISTING ATHLETES DURING THE JUNIOR HEAT SEASON

Only the MBA Board has the authority to de-list an athlete during the Junior Heat season. Reasons for de-listing an athlete may include (But Are Not Limited To) repeated nonattendance 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 DOC. The request must provide adequate reasons and evidence. The DOC will inform the JHC of the request, and make a recommendation to the MBA Board for consideration. The final decision will rest with the MBA Board.

12. DISCIPLINARY ACTION

The JHC and the MBA Board reserve the right to take disciplinary action against any athlete, Coach, Team Manager or parent who does not abide by the Junior Heat Operational Policies and Guidelines or the relevant Codes of Conduct, or Coaches who breach their signed agreement.

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

- athlete's court time - financial matters involving tournaments or financial disputes related to an athlete whilst representing the Mildura Junior Heat - 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 JHC.

Moderate matters may be managed by the JHC. 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 JHC, may be referred to the MBAD and/or an external party for conflict resolution/mediation.



Serious matters may be referred by report, directly to the MBAD or the Independent Tribunal. 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,

Appeals

Any appeals will be referred to the MBA Board.

13. DOMESTIC MATCHES

The MBA extend the courtesy of allowing Junior Heat 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 Heat teams are encouraged to play in the Summer domestic competition only. Junior Heat sides are not to compete in the Winter domestic competition. The game fee for all matches will be \$5 per athlete.

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

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, Eg: If there are 9 athletes available in your domestic team and only 4 athletes available in your squad team due to clashes then you would play with the squad team. Where possible squad teams should not forfeit domestic matches

Junior Heat teams are NOT eligible to qualify for finals in the domestic competition. In the event that a Junior Heat 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.



14. MEDICAL RECORDS

The Team Manager will keep medical records for each athlete. These records are private and confidential and should not be disclosed to anyone other than the Coach, Team Manager, sports trainer or medical professional. Information contained in the records should only be used for the purpose for which it is provided.

15. PARENT/ATHLETE BRIEFING

Every parent is required to attend a Parent Briefing to be conducted by the JHC following final selections of the Junior Heat squads. The meeting will outline the Junior Heat Operational Policies and Guidelines and the Junior Heat structure and philosophy.

This briefing is usually held on the day to be advised by DOC & JHC and is an opportunity to ask any questions you have regarding the Junior Heat program.

16. RECRUITMENT OF ATHLETES FOR JUNIOR HEAT TRYOUTS

- Invitations to try out for the Junior Heat program can be offered to any athlete who meets the age requirement. Once selected an athlete must play domestic club basketball in the MBA preferably in Division 1. Athletes who do not play in 50% of domestic basketball matches will not be permitted to represent the Junior Heat program. In the event of exceptional circumstances, where the 50% requirement cannot be met, approval must be sought from the DOC in consultation with the JHC, to represent Junior Heat.
- Athletes vying for selection in the Junior Heat program must not have any money owing to the JHC, any domestic club or the MBA from previous years. 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 the Mildura Stadium, on the Mildura Basketball website and on Mildura Junior Heat social media platforms.



- Athletes will only be eligible for selection for their own age group unless exceptional circumstances apply. Approval must be given by the DOC, in consultation with the JHC.
- The JHC must refer all coaching and playing issues to the DOC.

Athletes from other associations who have a team in the same country division as the Mildura team for which they are trying out, will not be eligible to play for Mildura: -

- if requested to play for their home association.
- as directed by Basketball Victoria Country
- athletes who have been selected in the 1st side and that have played in a previous BVC Champs with another association need to obtain a clearance from their previous association. The DOC will assist in this process

This is subject to change according to the rules and regulations of Basketball Victoria.

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

Coaches must not entice athletes selected in Junior Heat teams to change their domestic club/team, where it means that either they or another Junior Heat Coach will coach the athlete. Refer to the MBA Bylaws regarding clearances for squad athletes.

17. RECRUITMENT OF ATHLETES DURING SQUAD SEASON

Athletes not selected in the Junior Heat program through the tryout process must not be approached to join the program without the consent of the DOC and the coach of the team. The addition of any athlete to a Junior Heat team after selections have been finalised must be ratified by the JHC 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 (eg: there are a number of long-term injuries or long-term unavailability).



When an athlete from a higher grade withdraws from the squad program it is preferable that the replacement comes from the current squad programs unless special circumstances exist.

Any athlete recruited after try-outs MUST

- complete full registration details and pay all fees required and
- be given the Junior Heat Policies & Guideline Booklet

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

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

The JHC charges a registration fee to assist with the running of the Junior Heat program. Athletes are required to pay this fee prior to being able to participate in any games for the Junior Heat.

Any athletes selected as a training partner, will be required to pay a portion of the registration fee. This fee is outlined in the Information Brochure.

19. TEAM MANAGERS

The role of the Team Manager carries with it a lot of responsibility and is very time consuming. 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.

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

Nominations for Team Manager MUST be approved by the JHC & DOC.



20. TEAM SELECTIONS

Team selections will be made by Junior Heat coaches and approved by the DOC.

The MBA Board and the JHC will support the decision of the Coach and DOC regarding team selections. In the event that a written complaint is received that provides valid reasons for disputing team selections, this will be referred to the JHC.

Athletes may at any time during the course of the Junior Heat season be moved between squads as the coaches, in consultation with the DOC deem appropriate in which DOC & Coach will sit down with parents to explain.

21. TOURNAMENTS

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

A list of approved tournaments will be supplied to coaches for consideration.

Tournaments Nominated by the DOC include:

Team Compulsory tournaments

1ST Sides

Swan Hill, Geelong, Shepparton, Bendigo, BVC Champs & Adelaide Country Champs

2ND & 3RD Sides

Swan Hill, Horsham, Shepparton Bendigo & Adelaide Country Champs

Team Optional Tournaments

2ND & 3RD Sides

Remark Tournament (With The Approval Of JHC & DOC)



22. TRAINING

Teams will have at least one compulsory training session a week, which should wherever possible be set outside the time of their Domestic team training. Athletes must attend the nominated training session. Non-attendance at training may affect an athlete's selection for tournaments and may be reflected in their court time.

Additional training sessions held outside the Mildura Stadium will be paid for by the team not the JHC. Teams will be responsible for ALL training costs at venues other than the Stadium.

23. TRYOUTS

Tryouts for Junior Heat will consist of no less than three sessions. The JHC with the DOC will set the dates for the tryouts.

Athletes must attend a minimum of 2 tryout sessions to be selected and are strongly encouraged to attend all tryout sessions.

Injured athletes will be expected to register and attend tryout sessions. A medical certificate must be provided if requested. Any athlete who has not registered for tryouts before the final session will 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 DOC, in consultation with the JHC. Any request for an exemption from tryouts must be made in writing to the DOC before the final tryout session and preferably before tryouts commence if reasons are known at that time.



24. WORKING WITH CHILDREN CHECKS (WWCC)

All Coaches, Assistant Coaches, Team Managers and supervising adults will be required to get a WWCC check under the Working with Children Act 2005. It is the responsibility of these individuals to provide this to the JHC Administrator prior to

commencing their role. This includes people who have an ongoing role within the Junior Heat program.

The DOC in consultation with the JHC, reserves the right to take any previous convictions (Including Spent Convictions) into consideration when offering 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 Administrator of the MBA who will retain these records. Prior to being appointed each Coach, Assistant Coach and Team Manager must:

- supply a current Working With Children's Card;
- be prepared sign an authority to conduct a criminal history check when asked to do so. If exempted under legislation, documentation must be supplied to the JHC. Failure to do so will result in the selected person being removed from the program by the JHC.



25. APPENDIXES

APPENDIX 1 - Election of Committee Members

The Mildura JHC consists of at least 10 members. There are compulsory members as appointed by the MBA, including Chairperson, DOC an MBA Delegate Representative, the Treasurer and the Administrator is to be endorsed by the Junior Heat Compulsory Committee Members and MBA.

Other committee members are recommended by the compulsory committee members and endorsed by the MBA. In recommending committee members, the compulsory committee members must recommend any person who requests to be a committee member unless the compulsory committee members disclose to the MBA a valid reason for not recommending such person

Appointment of committee positions is by endorsement as nominated and voted on by the JHC.

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

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

- Chairperson
- DOC
- Administrator
- Treasurer
- Mildura Basketball Association Delegate
- Coaches Liaison
- Social Media Liaison
- Team Manager Liaison
- Fundraising & Apparel Coordinator
- Sponsorship & Grants Coordinator

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



Process

1. All committee positions are to be declared vacant every 12 months, and applications are called for, and must in writing from the 1st of May each year.
2. Applications close at midnight on 18th June and are to be emailed to the JHC Administrator (late applications cannot be accepted).
3. All applications will be collected by the JHC Administrator who will provide these to the MBA Delegate immediately after the closing date.
4. The JHC members are then elected by the Chairperson, MBA Delegate & Treasurer, which will then be presented to MBA Board for endorsement.
5. The MBA Delegate will advise all applicants of the outcome and the successful applicants will be invited to attend the JHC meeting in July where they will be elected by the JHC to one of the positions listed above, after all previous committee positions are declared vacant.

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



APPENDIX 2 – Junior Heat Committee Nomination Form

Name: _____

Address: _____

Contact details: Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Working with Children’s Number: _____ Expiry: _____

Do you currently have an athlete(s) participating in the Junior Squad Program?

Yes / No

(Please Circle)

Nomination: You must nominate for at least two of the following positions.

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

Chairperson (Appointed By MBA) _____

*** Treasurer** _____

*** Administrator** _____

Social Media Liaison Officer _____

Sponsorship & Grants Coordinator _____

Coaches Liaison Officer _____

Team Manager Liaison Officer _____

Fundraising & Apparel Coordinator _____

*To be endorsed by **Compulsory Committee and MBA**



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

- Junior Heat selection trials (August/Sept 2020)
- Junior Heat Family Day/ Uniform Presentation (To Be Advised)
- Junior Heat Xmas Break Up
- Junior Heat End Of Season Break Up

DECLARATION

I hereby nominate for a position on the Junior Heat Committee (JHC), 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 JHC, I agree to abide by the conditions outlined in the Junior Heat 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 |
|-------------------|-----------|------|

Please print name

Completed nomination forms are to be electronically submitted to:

Junior Heat Administrator

mjhcommittee@mildurabasketball.com.au



Att: Administrator, Junior Heat Committee _____

Applications are to be received **by close of business on Friday 19th June 2020**. Late applications **will not** be accepted.

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

To be completed by the MBA Board

Nomination Accepted by _____

Seconded by _____

For / Against Carried Yes / No

Please circle Please circle

Noted by MBA Administrator Yes / No

Name _____

Signature _____



APPENDIX 3 – Form of Appointment of Proxy

Associations Incorporation Regulations 1998 No. 103

I, (Name)

Of (Address)

.....
.....

being a member of the Mildura Junior Heat Committee.

Appoint (Name Of Proxy Holder)

Of (Address Of Proxy Holder)

.....
.....

Being a member of the Mildura Junior Heat Committee, as my proxy to vote for me on my behalf at meetings of the Committee to be held on (Date Of Meeting)

...../...../.....

and at any adjournment of that meeting.

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

(Insert Details Of Resolution)

.....
.....



APPENDIX 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)

Home Telephone:

Athlete Mobile:.....

Parent Mobile:

Work:.....

Athlete Email:.....

Parent Email:.....

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

If yes, what associationand the year

Declaration:

I do/don't give permission for my child to have their photo taken and be used on the basketball website or used to promote the Mildura Junior Heat at the Mildura Stadium & Tournaments.

I have read and understand the Junior Heat 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 Heat program has significant responsibilities for all stakeholders and athletes and will adhere to these at all times.

Dated/...../..... Signature of Athlete

..... Signature of Parent/Guardian
 Signature of Parent/Guardian



APPENDIX 5 – Coach, Team Manager (and other) Declaration

Name (legal full name):

Address.....

.....

Home Telephone:

Mobile:

Work.....

Email.....

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

Working With Children Check Number (Provide Photocopy Of Card)

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

Declaration:

I have read and understand the Junior Heat 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 Heat program has significant responsibilities for all stakeholders and will adhere to these at all times.

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

..... Signature



APPENDIX 6 – Member Protection Declaration

I, (name) of
..... (address)

born on the / /
solemnly and sincerely declare:

1. I am, or wish to be appointed in the position of either a Coach/Team Manager/Committee person (delete those not applicable) within the Junior Heat program for the Mildura Basketball Association.
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
5. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
6. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
7. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.

(continued next page)



8. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of athletes aged under eighteen or an administrator with frequent contact with persons aged under eighteen.

9. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

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

Declared at, in the State of Victoria on this..... day of2020.

Signature

Before me: