



Wanneroo Basketball Association (Inc.)

## **WABL Representative Manager Code of Conduct, Roles and Responsibilities**

WABL Representative Managers are required to read, agree to, sign and return Code of Conduct to the WBA Development Officer immediately.

### **Code of Conduct:**

- ↳ Make every player feel a valued part of the team
- ↳ Be courteous and polite, kind and approachable
- ↳ Model good sportsmanship and professionalism, both on and off the court, as a Representative of the Wanneroo Basketball Association
- ↳ Support the work and efforts of the league organizers, volunteers and BWA Board
- ↳ Demonstrate respect for coaches, referees, opposition and volunteers
- ↳ Create a safe, positive and supportive environment for all players, regardless of game results
- ↳ Remember that the game is for players to learn from success and failure
- ↳ Respect the rights, dignity and worth of every player regardless of their gender, ability, cultural background or religion

### **Administration & Preseason:**

- ❖ Liaise with all team members, parents, coaches and officials to ensure players are appropriately prepared and informed of training, games and club functions
- ❖ Distribute memos to all players and their parents regarding information and fees
- ❖ Collect all team fees (due by the 3<sup>rd</sup> playing week) and forward to the Development Officer (Van Kailis).
- ❖ Issue and collect all signed Codes of Conduct from Coaches, Players, Parents and Managers. To be returned to Development Officer by the last training prior to first fixture WABL game.
- ❖ Upon selection of the team, email completed team list to WABL Director for BWA Registration, due 2 weeks prior to first fixture WABL game.
- ❖ Collect and retain any player medical certificates or notes regarding braces etc.
- ❖ Medical Certificate and request for inclusion on BWA Injury list for any players with long term injuries are to be emailed to the WBA WABL Director.
- ❖ Cooperate with WBA Photographer in the organization of WABL team photos.
- ❖ Encourage all players and parents to attend the WABL Wind up
- ❖ Ensure Team First Aid Kit is up to date and ready for use at all training sessions and games
- ❖ Ensure players have their own drink bottles, mouthguards, reversible top for training and WBA shorts for games.

- ❖ Be aware of and supportive of all Codes of Conduct and relevant policies (Child Protection Policy, Harassment Free Policy as per BWA web site)
- ❖ Ensure all parents and players are kept up to date with communications or requests from the team coach and WBA.
- ❖ Collect the teams playing tops from the Development Officer
- ❖ Prepare and distribute to parents a scoring roster for the season
- ❖ Distribute the team list to all parents, complete with players names and contact details.
- ❖ Encourage parents to attend a scoring course when offered by BWA or WBA.
- ❖ Assist parents with enquiries and direct queries or complaints in writing to the WBA WABL Director.

**Game Day Duties:**

- ✓ Wear your Wolves Polo when representing the Association at games
- ✓ Ensure all players arrive at games attired in official WBA Uniform
- ✓ Hand out playing tops for the game and collect from players after the game. Wash all playing tops (no dryers) ready for the next game. Players are not permitted to take WBA playing tops home.
- ✓ Carry a spare playing top at all games as per 'Blood Rule'
- ✓ Collect and complete the score sheet prior to each game. Ensure player's names and numbers are correct.
- ✓ Collect game tokens/tickets from each player for collection by the Games Controller
- ✓ Ensure all players wear a mouthguard when on court, this is compulsory.
- ✓ Do not allow parents or siblings to sit on the team bench during games
- ✓ Quickly clear the team bench area at the end of the game
- ✓ Ensure all players drink bottles are filled prior to the start of the game and refilled as required. All players are to be handed a drink whenever they exit the court.
- ✓ Attend to any player injuries. Source icepacks or additional medical attention when required. Interact with and inform parents in the case of severe injury. Ensure an Incident report form is completed if required, see Games Controller.
- ✓ Stay seated during games. Only the Head Coach is permitted to remain standing during games (as per FIBA Rules)
- ✓ Complete post game scoring summary sheets and hand to Games Controller. Note: this is not required by all Associations.

Be polite, supportive and understanding at all times

Create a positive and nurturing environment

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Please return this slip to your team Manager

I \_\_\_\_\_ agree to abide by the Wanneroo Basketball Association Representative Manager Code of Conduct as outlined above.

Signed \_\_\_\_\_ Date \_\_\_\_\_