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## **1. Introduction**

1.1. The goal of the Wodonga Basketball Association Representative Program is to provide a comprehensive and stimulating development program for players and coaches wishing to compete at a higher level of competition, and to encourage all participants to 'Be Your Best'.

1.2. We endeavour to field Representative Teams and Representative Development Teams to maximise opportunities for players and coaches in all age groups. The program further offers these players and coaches the opportunity to 'showcase' their talents across the state.

## **2. Junior Representative teams - Coach Selection**

2.1. The position of Junior Representative Coordinator will be elected at the Association Annual General Meeting (AGM).

2.2. By the 1st of May the positions of Representative Coach (preferably Level 1 or higher) may be advertised on the WBA website and notice boards. Flyers may be distributed to all domestic coaches by the Junior Representative Coordinator. The position of Coaches Mentor (preferably Level 2 or higher) also be advertised in this manner.

2.3. By 1st of Jun and upon receipt of applications, coaches will be appointed. Where two or more applications are received for one (1) position, interviews may be held. The interview panel will comprise three (3) persons appointed by the Junior Representative Coordinator. Appointment of coaches must be ratified at the next WBA meeting.

## **3. Junior Representative teams - Co ordination**

3.1. By the 15<sup>th</sup> of July a meeting held with Junior Representative Coordinator and Representative Coaches to:

3.2. Discuss details of relevant matters for the forthcoming representative season including Representative Guidelines, training procedures and WBA expectations

3.2.1. Select initial try-out dates

3.2.2. Advertising of age group try outs are made through the website, notice boards and flyers to all WBA players by the appointed coach

3.2.3. No Later than 1<sup>st</sup> August: Representative try-outs commence.

3.3. Coaches will organise several Try-Out Days early in the representative pre-season July/August. Coaches are then requested to use the first few rounds of the

domestic competition to further evaluate and trial players for the coming representative season.

3.4. Teams will be implemented only if there are a minimum of eight (8) players who are considered of an adequate standard, and who are willing to make the necessary commitment.

3.5. Selection of players is the joint responsibility of the Representative Coaches with assistance from the Junior Representative Coordinator and/or the Coach's Mentor, if requested.

3.6. Teams should be finalised mid-August and the coach shall submit a final list of players to the Representative Coordinator within the time identified. Team lists will be discussed and endorsed by the WBA Committee at the next committee meeting, prior to being publicised.

3.7. Development Teams: Where strong interest and dedication is shown by players vying for positions in the Development Team, coaches are encouraged to include up to ten (10) players.

#### **4. Junior Representative teams – Eligibility**

4.1. To be eligible to play Junior Representative Basketball players must be regular playing members of the domestic competition in their own age group, in the previous and current seasons. If new to the association the previous season is not applicable.

4.2. Players with special circumstances may write to the Committee for special consideration.

4.3. WBA representative teams may be entered into the domestic competition, at the discretion of the Junior Representative Coordinator and Junior Pooling Coordinator.

#### **5. Junior Representative Player – Eligibility**

5.1. To be eligible for representative selection players must:

5.1.1. Be a financial member of the Wodonga Basketball Association (WBA);

5.1.2. Compete in their own age group in the WBA domestic competition

5.1.3. Be a regular playing member of the above competition.

5.1.4. Have resided in Victoria for at least 90 days or have moved into Victoria and an exemption has been approved by the Committee.

5.1.5. Have played in both the WBA summer and winter competitions

## **6. Junior Representative Players in Senior Representative Teams**

6.1. If a Senior Representative team coach wishes to add a junior player to his/her squad, written consent from the junior player's coach and parent/guardian must be obtained before the tournament commences. Such practice and/or games **MUST BE ADDITIONAL** to the player's participation in his/ her junior team, which must take priority.

## **7. Junior Representative Player – Team Management**

7.1. Each team must have an appointed Team Manager. All Junior Girls teams must have either a female coach or female team manager and likewise, all Junior Boys' teams must have either a male coach or male team manager. The team manager shall be appointed by the representative coach subject to Working with Children Check results.

7.2. Codes of Behaviour, for both 'on-court' and 'off-court' have been setup for all Representative teams. These spell out limits of acceptable behaviour for players, coaches and team managers. Behaviours outside these limits will not be tolerated. Breaches of these codes will be dealt with by the Junior Representative Coordinator and may result in the loss of a position.

7.3. Players will receive and must sign the Code of Behaviour agreement and other consent forms and return to their Team Manager prior to attending the first tournament.

7.4. Combined training times for Representative teams in the same age group is desirable and recommended, but not mandatory.

7.5. Entry of teams into any tournament must receive prior endorsement from the WBA Committee. Remembering WBA's recommendation that squads attending tournaments should take a minimum of eight (8) players.

7.6. At the first training of Representative teams, parents of players are invited to attend where the complete program will be outlined with respect to:

7.6.1. Season training dates/times (to be determined by the coach and team manager when appointed).

7.6.2. Tournament dates for the season.

7.6.3. Responsibility of players 'on-court'.

7.6.4. Responsibility of players 'off-court'.

7.6.5. Responsibility of parents/guardians at venues.

7.6.6. Responsibility of parents/guardians away from venues.

7.6.7. Costing and administrative information.

#### 7.6.8. Fundraising.

### **8. Junior Representative Player – Team Manager Responsibilities**

8.1. The Team Manager will be appointed by the Team Coach after team members are finalised and accepted by the WBA Committee. Invitations for the position will be made known to ALL parents. Upon appointment to the position, the Team Manager is responsible for:

8.1.1. Producing documentation (as requested by the Junior Representative Coordinator) for Working With Children Check prior to commencement of the representative season.

8.1.2. Attending ALL training sessions, or organising a suitable replacement if unavailable.

8.1.3. Maintaining player information (medical data, emergency contacts, phone numbers recorded AND all other representative team's coach/team manager's mobile numbers, in case of unexpected occurrences.

8.1.4. Check parents have found accommodation and players have appropriate travel arrangements PRIOR to tournaments.

8.1.5. Storage of extra singlet are, ensuring they are available at tournaments, if required. Ensure an alternate set of singlets are taken to all tournaments in the event of a clash.

8.1.6. Storing and maintaining First Aid box, drink esky and game trolley (drink bottle and towel storage).

8.1.7. Maintaining acceptable behaviour of team while at tournaments.

8.1.8. Completing Team Entry forms and Statutory Declarations for tournament entries in consultation with the coach, ensuring the relevant tournament officials receive said paper work before the team's first game.

8.1.9. Completing team score sheets prior to games at tournaments (20 minutes prior to the game).

8.1.10. Liaising with parents re: scoring and fruit duties at tournaments to create a roster. New parents may need assistance with scoring.

8.1.11. Keeping records of game results which can be passed onto the Junior Representative Coordinator for the 'Tournament Report' on completion of each tournament.

## **9. Junior Representative Teams – Domestic competition**

9.1. Representative teams may compete in the WBA domestic competition in an age group above their representative level for training purposes only (eg Under 14 Boys Representative Team will compete in 16 Under Boys) provided a 'Bye' is not created. Teams are ineligible for finals and only permitted in the latter season (Winter).

## **10. Junior Representative teams – Costs, travel and accommodation**

10.1. Players will be asked to pay an amount (to be determined by the WBA Committee) for the representative season to cover playing and training singlet's. ALL training costs will assist with tournament entries. The specified amount MUST be paid BEFORE the commencement of training unless special arrangements have been organised with the Junior Representative Coordinator and the Administrator.

10.2. All travel and accommodation arrangements for tournaments are the responsibility of the player and/or their parent/guardian.

## **11. Senior Representative Coordinator**

11.1. The Senior Representative Coordinator will abide by the job description provided in Appendix 1 of the WBA By-Laws. The Senior Representative Coordinator will endeavour to recruit suitable persons to form a Senior Representative Sub-Committee to actively promote and facilitate the program. All WBA members, along with parents and friends of Senior Representative Players should have the opportunity to join the Sub-Committee. Before the season commences, all interested parties must be advised of the first Sub-Committee meeting, enabling attendance if they so wish.

11.2. The appointment of the Senior Representative Coordinator is to be made at the Annual General Meeting (AGM) of the WBA. His role is to:

11.2.1. To foster and develop a program beyond the junior representative program into the CBL, Big V and SEABL where possible and appropriate.

11.2.2. To enhance the development of players, coaches, team managers and officials within this program by forming close links with the development program provided by the Big V and Border Basketball Club (Bandits) and other basketball bodies where possible.

11.2.3. To develop and maximise future opportunities for player involvement in higher level competitions through the appointment of appropriate coaching/development personnel where possible.

11.2.4. To ensure player development is achieved through a goal oriented and structured program aimed at maximising the potential of individuals involved, and the team as a whole in coordination with the coach.

- 11.2.5. To foster a link with the junior representative program for continued development of players.
- 11.2.6. To foster a positive '**communications network**' with Albury Basketball Association to provide players an avenue of communication.
- 11.3. The Representative coordinator general duties will include:
- 11.3.1. Advertising coaching positions for both senior representative teams, as set out in the WBA Senior Representative Basketball Guidelines.
- 11.3.2. Coordinating an active sub-committee to ensure maximum outcomes for the program. Preside at meetings, document all outcomes, and provide a copy to the WBA Committee.
- 11.3.3. Provide documentation to coaching/managing staff in relation to roles, responsibilities, security measures and game fixtures.
- 11.3.4. Notify all eligible players of opportunities and try-out sessions.
- 11.3.5. Make court bookings for try-outs once advised by the appointed coach/es.
- 11.3.6. Lodge entry with BVC and complete all relevant paperwork.
- 11.3.7. Set budget as outlined in the WBA Senior Representative Basketball Guidelines.
- 11.3.8. Check with the WBA Administrator that all players on the Coach's recommended team lists are current and financial members of the WBA, **BEFORE** finalising player selections
- 11.3.9. Collect player representative subsidy, receipt and provide to the Senior Representative Treasurer.
- 11.3.10. Provide players with relevant and current information in regards to safety, health, personal improvement, Codes of Conduct.
- 11.3.11. Liaise with players in regards to program commitment and sub-committee expectations.
- 11.3.12. Seek fundraising/sponsorship as outlined in the WBA Senior Representative Basketball guidelines.
- 11.3.13. Ensure adequate preparations have been undertaken, including consultation with stadium management, prior to home games.
- 11.3.14. Attend and report to WBA Committee meetings.
- 11.3.15. Maintain game records and results for WBA Year Book, if appropriate.



11.3.16. Maintain equipment/uniforms

11.3.17. Coordinate any special events specific to this program.

11.3.18. Refer any matters of concern to the WBA Committee if required.

## **12. Senior Representative Coach Appointment**

12.1. The position of Senior Representative Coach, preferably Level 2 or higher, will be advertised in the local media, WBA website, WBA notice board and distributed via email to all current WBA coaches, for a period of not less than seven (7) days; the position being a seasonal appointment.

12.2. A panel of three (3) members, comprising the Senior Representative Coordinator and two (2) other members holding a current BVC Level 2 Coaching Accreditation shall review all applications. The appointment of the panel is the responsibility of the Senior Representative Coordinator. Interviews will only be held for those applicants deemed to be suitable. The panel reserves the right not to proceed to interview stage.

12.3. After the preferred candidate is selected, the Senior Representative Coordinator will advise the WBA Committee of the decision. An official appointment will be made after the WBA Committee endorses the appointment which will be displayed on the WBA website and notice board.

12.4. An Assistant Coach should be appointed for each team by the relevant CBL Coach/es. The appointment will be made after ratification by the Senior Representative Committee.

12.5. The team coach/es shall abide by the Job Description as detailed in the WBA Bylaws, Appendix 1.

## **13. The Senior Representative Coach's Responsibilities**

13.1. The role of the Senior Representative Coach will be:

13.1.1. To develop a goal oriented and structured program aimed at maximising the potential of individuals involved and the team as a whole.

13.1.2. To maintain strong links with the development program provided by Big V and the Border Basketball Club (Bandits) to assist with development at this level and to maximise future opportunities for involvement in higher level competition.

13.2. General duties will include:

13.2.1. Conducting try-out sessions prior to the season commencement.

13.2.2. A list of try-out participants is to be given to the Administrator by the Senior Representative Coordinator to ensure all are fully registered, financial

and playing members of the WBA should they be selected. (With exception to eligible University/Tafe players – insurance only required).

13.2.3. Selecting appropriate players in line with criteria set in the Senior Representative Guidelines. The player list is to be submitted to the Senior Representative Coordinator for consideration, then to the WBA Administrator to ensure all selections are fully registered, financial and playing members of the WBA, and finally to the WBA Committee prior to any announcements being made.

13.2.4. Recruiting and selecting an Assistant Coach and Team Manager in consultation with the Senior Representative Sub-Committee.

13.2.5. Coordinating training sessions and bookings through the Senior Representative Coordinator.

13.2.6. Implementing a development program for individual players and the team as set out in the role description.

13.2.7. Liaising with the Assistant Coach and Team Manager for all matters relating to the team.

13.2.8. Announcing the selected 'playing' team at the training session immediately prior to game day.

13.2.9. Coaching the appointed team at home and away games.

13.2.10. Abiding by the Coach's Code of Conduct as provided by BVC.

13.2.11. Liaising with the Senior Representative Coordinator for any matters of concern.

13.2.12. Awarding MVP votes, in consultation with the Assistant Coach, at the conclusion of each game.

13.2.13. Attending any official Senior Representative Basketball functions as may be deemed appropriate, including the end of season presentations.

13.2.14. Responsibility for liaising with any player deemed to have consumed excessive amounts of alcohol and applying appropriate penalties as per the Players Code of Conduct.

## **14. Senior Representative Team Manager Appointments**

14.1. The Team Manager's appointment is the responsibility of the appointed coach in consultation with the Senior Representative Sub-Committee. An appropriate Working with Children Check, as advised by the WBA, will be sought immediately after the appointment is made. The Team Manager shall abide by the Job Description as detailed in

the WBA Bylaws, Appendix B - Representative Team Guidelines. All teams must have either a coach or team manager of the same gender.

14.2. The role of the Senior Representative Team Manager will be to provide support to the Senior Representative Coaching staff and players, and act as an effective communicant with the Senior Representative Coordinator and appointed sub-committee.

## **15. Senior Representative Team Managers Duties**

15.1. General duties will include:

15.1.1. Maintenance of any personal details/medical information relating to players in their team.

15.1.2. Maintenance and storage of any excess uniforms/equipment (first aid box, game ball, ice packs) utilised by the team for training or games.

15.1.3. Provision of all player details to the Senior Representative Coordinator.

15.1.4. Attending all training sessions, or organising a suitable replacement if unavailable.

15.1.5. Coordinating team travel plans for away games.

15.1.6. Ensuring all players have the venue address for 'away' games.

15.1.7. Notifying the Senior Representative Coordinator of the 'player list' one (1) week prior to an away game.

15.1.8. Completing score sheets prior to game commencement time.

15.1.9. Attending all games or coordinating an appropriate replacement when needed, providing appropriate security checks have been assessed.

15.1.10. Abiding by the Team Manager's Code of Conduct as provided by BVC.

15.1.11. Liaising with players and parents at all times.

15.1.12. Maintaining a record of game results and providing a brief written account of all games played.

15.1.13. Attending any official Senior Representative Basketball functions as may be deemed appropriate, including the end of season presentation.

15.1.14. Support to the Coach in relation to player well-being.

15.1.15. Support to the Coach in relation to any alcohol related incidences.

## **16. Senior Representative Player Eligibility**

- 16.1. All players must be fully registered, fully financial and current playing members of the WBA in the highest competition available, playing the season before and after.
- 16.2. CBL Fees and uniform costs must be paid in full prior to the opening round of the CBL season.
- 16.3. The competition is primarily for those Men and Women aged 17 – 25 years no longer able to compete in Under Age Representative teams due to the set age criteria.
- 16.4. If numbers are insufficient to support a full squad within the desired age group and ability of playing representative basketball then, junior representative players may be required to make up the roster if the coach and Senior Rep Coordinator believes their abilities are at the level required to play Senior Representative Basketball.
- 16.5. As in line with the Junior Representative Guidelines, Item E, both the junior representative coach and the parents of an 'under age' player must give written consent before that player is appointed to a position in a Senior Representative squad. Such training and/or games will be *additional* to the player's junior representative commitments which must take priority.
- 16.6. Older players, whose age falls outside the projected target group, may be considered for inclusion, only if numbers in the target age group and after the inclusion of junior Representative players is exhausted and approval from the WBA Committee.
- 16.7. Eligible past representative players who have moved away from the area to attend University or Tafe will be considered for inclusion in any senior representative team, as per BVC guidelines. These players require current player insurance as per BA guidelines.

## **17. Senior Representative Player Selection**

- 17.1. Selection of players is the joint responsibility of the appointed coach, assistant coach, and where Junior Players are considered The Junior Rep Coordinator.
- 17.2. Player try-out dates will be advertised on the WBA website, notice board and an Facebook page at least two (2) weeks prior to try-out commencement dates.
- 17.3. A minimum of two (2) tryout sessions will be held.
- 17.4. At the completion of the final tryout session, players will be informed of the timeline for the team's announcement.
- 17.5. The preferred player list will be considered and endorsed by the Senior Representative Sub-Committee.

17.6. WBA registered players selected at this level, will be expected to compete in the highest level of competition offered by the WBA, for the current season and the season immediately following selection into the program.

## **18. Country Basketball League (CBL) Guidelines**

18.1. Basketball Victoria Country (BVC) provides Men and Women in Country Victoria the opportunity to participate in a home and away basketball league to provide a high level competition between neighbouring regional towns.

18.2. Objective - CBL commences the Senior Representative Basketball pathway from the Junior Representative program to the Big V and SEABL. WBA involvement in CBL aims to enhance the development of players, coaches, team managers and officials. Strong links with the development program provided by Big V are to be maintained to assist with development at this level and to maximise future opportunities for involvement in higher level competitions. Development will be achieved through a goal oriented and structured program aimed at maximising the potential of the individuals involved and the team as a whole.

## **19. Team Entry into CBL**

19.1. Teams will be entered into the CBL competition only if there are a minimum of eight (8) players, who are considered of an adequate standard, and who are willing to make the necessary commitment.

## **20. Representative Team Budget**

20.1. The budget for the CBL program shall be drafted by the Senior Representative Coordinator and the Senior Representative Treasurer and shall be submitted for WBA Committee approval prior to the season commencement date.

## **21. Representative Team Management**

21.1. At the first training session, players will be made aware of the complete program with respect to ;

21.1.1. Training dates/times.

21.1.2. Competition dates/times.

21.1.3. Travel arrangements.

21.1.4. On and off court player codes of conduct/expectations.

21.1.5. Costs

21.1.6. Uniforms.

21.1.7. Game day responsibilities.

21.1.8. Fundraising responsibilities.

21.1.9. Alcohol Policy

## **22. Representative Team Home Game Responsibilities**

22.1. A roster of delegates appointed to tasks for home games will be provided at the commencement of the CBL season. Tasks include:

22.1.1. -Court bookings for all home games are the responsibility of the Senior Representative Coordinator.

22.1.2. Court setup for all home games, as specified by the BVC CBL Guidelines, is the responsibility of the appointed delegate.

22.1.3. Provision of a game day programme, as specified by the BVC CBL Guidelines, is the responsibility of the appointed delegate.

22.1.4. Collection of door entry fees is the responsibility of the appointed delegate; a written ledger of daily takings will be kept. All monies are to be receipted by the Senior Representative Treasurer at the next earliest opportunity.

22.1.5. Organisation and provision of home game 'after match' functions, as specified by the BVC CBL Guidelines, is the responsibility of the appointed delegate.

22.1.6. Clean-up of equipment used for CBL home games is the responsibility of the appointed delegate.

22.1.7. Communication of game results for 'home' games to the BVC CBL Coordinator is the responsibility of the appointed delegate.

## **23. Representative Team Away Game Responsibilities**

23.1. Fundraising ventures may assist with costs associated with travel and/or accommodation, but primarily all costs incurred are the responsibility of the player.

23.2. It is the Team Manager's responsibility to ensure all players have details of the 'away' venue.

23.3. It is the Team Manager's responsibility to notify the Senior Representative Coordinator of the 'player list' one (1) week prior to an away game.

23.4. It is the responsibility of the Senior Representative Coordinator to notify the 'away' association of the WBA CBL player list one (1) week prior to an away game.

## **24. Equipment**

24.1. The WBA Committee will provide and ensure access to essential equipment required for all home games, including –

24.1.1. Game ball and blood ball.

24.1.2. Photocopier.

24.1.3. Scoreboards and pens.

24.1.4. Game day equipment (such as blood bucket, backup siren, foul batons etc.)

24.1.5. Wolves score bench.

## **25. Senior Training Levy**

25.1. Players will be asked to pay a training levy, as set in the CBL Budget, to cover all training sessions and to assist with running costs associated with home games. Sponsorship may be sought to complete this obligation.

## **26. Senior Player Uniform**

26.1. The WBA will provide the playing uniform and must only be worn for recognised CBL games. Players must not consume alcohol, or smoke whilst wearing the CBL uniform.

## **27. Travel and Accommodation**

27.1. All travel and accommodation arrangements and costs for 'away' games are the responsibility of the player and/or parent/guardian. Organised transportation to and from 'away' games (road trips via bus) Should the Senior Representative Committee hire vehicles to transport players to 'away' games, the following rules will apply:

27.1.1. Players may be asked to contribute towards the hire cost, either partly or fully.

27.1.2. Fundraising may be used to supplement the cost.

27.1.3. The bus will be an alcohol free zone at all times (no alcohol to be carried on the bus) – there will be no exceptions.

27.1.4. Irresponsible behaviour including excessive alcohol consumption or the use of illicit substances may result in suspension from CBL games/events. The decision to exclude a player from taking part in any game or training session will be decided by the WBA committee in consultation with the Senior Coach and CBL Coordinator.

## **28. Senior Sponsorship**

28.1. The Senior Representative Sub-Committee will endeavour to engage appropriate sponsorship to support CBL financial outlays. Such sponsorship will be recognised in the CBL home game programme, on the WBA website and at any representative function held therein.

28.2. Any sponsorship deal must be endorsed by the WBA Committee before being officially acknowledged and accepted.

## **29. Senior Fundraising**

29.1. The Senior Representative Sub-Committee will endeavour to undertake appropriate fundraising activities to subsidise costs relating to CBL games and travel or accommodation.

29.2. All fundraising activities will be sanctioned by the WBA Committee prior to implementation.

29.3. All funds raised will be overseen by the Senior Representative Treasurer and documented as such. A ledger will be kept by the Senior Representative sub-committee.

## **30. Tournaments and Exhibitions**

30.1. The policy for any affiliated team desiring to take part in an interstate or intrastate tournament or exhibition representing WBA must apply in writing to their respective Representative Coordinator for permission before the proposed date of the trip/match. The application must give details of the management of the trip and an assurance that it will be properly conducted. This includes all representative sides under the control of the WBA.

30.2. The WBA may refuse this request in the best interests of basketball in Wodonga.

30.3. Any affiliated team desiring to conduct a publicly advertised exhibition match or tournament must apply in writing to the WBA Committee, addressed to the Secretary, for approval before the proposed date of the match or tournament.