

## Sponsorship Policy

Any team or Club sponsorship proposals must be lodged with Maitland Basketball Board for consideration. Any apparel sponsorship proposals must be lodged with MBA for consideration and no unauthorised additions to the Maitland Basketball Association representative uniform design (including logos) are to be made to any apparel used by Representative Players, Managers or Coaches. Likewise, the use of any Maitland Basketball Association logo or the words Maitland Basketball Association and/or Maitland Mustangs can only be reproduced on clothing, uniforms, written material or products with the authority of the Maitland Basketball Association.

## Fundraising Policy

Maitland Basketball Association will only allow fundraising opportunities to:

- Maitland Mustangs representatives selected in a NSW Country State Teams
- Maitland Mustangs U14 Representative teams participating at National Championships. Guidelines for these teams will be given to the Team Manager at the beginning of the season.
- Maitland Mustang Teams qualifying for State Championships, State Cup and State Shield.
- Maitland Mustangs representative officials who have been selected to attend a National Championship.

MBA may organise association fundraising events or facilitate additional fundraising events should the calendar and circumstances allow. This fundraising will be attributed to the club as a whole.

Fundraising should not compete with canteen sales and should not adversely affect business of the MBA sponsors, management, local competitions, and Junior and Senior Mustangs representative competitions. The type and frequency of fundraising will be closely monitored by the Representative Committee. Approval must be sort prior to arranging any fundraising activity. Financial records must be kept of all funds raised and expended and a copy provided to the Representative Committee on completion of fundraising events.

## **AGREEMENTS**

### Representative Player & Parent Agreement - Juniors

Being part of the Representative Program is a privilege not to be taken lightly. Involvement in our Representative Program not only reflects high individual skills but also implies a sound understanding of the positive philosophies of development, teamwork and sportsmanship. Accordingly, the "Maitland Basketball Association Representative Player & Parent Agreement" defines the minimum standard of performance and behaviour expected of all participants involved with the MBA Representative Program.

1. I understand and accept that participation in the MBA Representative Program is a privilege and honour and agree to maintain the highest standard of effort, performance and behaviour at all times
2. I accept without reservation, the appointment to any role of coaching staff, administrative staff and/or authorised personnel by MBA and agree to abide by any decisions made by those appointed or by MBA.
3. I understand that my behaviour and performance reflects on MBA and accept the right of MBA to consider further action should I fail to fulfil my obligations under this agreement.
4. I agree without reservation to participate fairly and in a sportsmanlike manner at all times in any local competition or representative fixture and at any venue, whatever role my participation may take at the time.
5. I understand and accept without reservation that the final decision regarding my participation in any game is entirely that of the appointed coach or an authorised representative of MBA.
6. I agree to abide by any rules, policies, by-laws and/or guidelines governing the operation or administration of the MBA Representative Program including any rules, policies, by-laws and/or guidelines by a governing body of the sport, including but not limited to the BNSW Zero Tolerance Policy.
7. I accept that there are risks of injury associated with playing basketball, as there are with most sports.

Risks will arise in the context of the activities of running, jumping, catching, throwing and guarding opposition players. I understand that while MBA aims to minimise risks, it is not possible to eliminate them all.

8. I understand that all players must be registered and are responsible for ensuring that their registration is current.
9. I agree to support the Department of Sport and Recreation's policy and guidelines relating to Child Protection. Adults should be aware that anyone under 18 years of age is covered under the Child Protection Act (1998), which will include players (both Mustangs & opposition players) and junior officials. For further information regarding the Child Protection Act please go to [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)
10. I agree to make every effort to meet any conditions or requirements in relation to the administration of my team including attending all team meetings and training sessions on time.
11. I understand that non-attendance at training may affect court time.
12. As a parent/guardian of a Representative Program participant, I accept full responsibility for the supervision and welfare of my child before and after training or team meetings and scheduled fixtures.
13. As a parent/guardian of a Representative Program participant, I agree to set an appropriate example of sportsmanship and leadership by being fair and sportsmanlike in my attitude, actions and behaviour. I agree to make every effort to ensure my attitude and actions are of the highest standards at all times.
14. As a parent/guardian of a Representative Program participant, I agree to share the associated responsibilities and obligations of the team including transport, fundraising and score bench duties to ensure maximum enjoyment for all and fair contribution by all.
15. I agree to meet all financial obligations as and when they fall due or to communicate any difficulty in meeting said obligations by the specified date.
16. I agree to abide by the MBA Social Media Policy and Procedures as in force throughout the season.
17. In accepting a position within a MBA Representative team, I acknowledge that MBA will use photographs and some personal information on the MBA website and in various literature, newsletters and related publications and agree to the reasonable use of such photographs and information.

#### Representative Official Agreement

This agreement is intended to clarify the tasks to be undertaken and the manner in which those tasks will be performed by those offered representative official positions within the MBA Representative Program.

#### 1. Acknowledgment of Appointee

MBA recognises the time and effort contributed by our volunteers. Our volunteers are the foundation of our program.

#### 2. Support

The MBA appointees will be given a duty statement outlining the tasks for which they are to be responsible.

The MBA will endeavour to make available such assistance as it can in the development of coaches through training programs and support from the Director of Coaching.

#### 3. Issue Management

The MBA calls for open and transparent processes and for loyalty to and support for our program and those who make it happen.

It is generally not appropriate for members of our program to be involved with another Association's representative program however the Representative Committee may consider such involvement on a case by case basis.

The MBA recognises the difficulty in meeting the expectations of all participants in the program and that much of this responsibility falls to our volunteer coaches.

In the event of an issue arising, players or parents should in the first instance discuss the matter with team management.

The approach MBA will adopt to any issue which might arise will be to support and assist participants in our program by way of mentoring advice, additional training and other similar approaches with the intention of finding ways to improve our program.

#### 4. Use of Personal Information

In accepting an appointment to a MBA position, the appointee recognises and acknowledges that the MBA may use photographs and some personal information on the MBA web site and in various literature, newsletters and related publications and the appointee consents to the reasonable use of such photographs and information.

No private home phone number, home address or personal information of an appointee will be publicised without the specific agreement of the appointee.

The appointee consents to the following information being used by the MBA for the reasonable purposes of the MBA Representative Program. Appointee name; Photograph of appointee; Basketball background of appointee; Email contact; Mobile phone contact.

#### 5. Legal Requirements

MBA is obliged to obtain certain assurances from those involved in managing children's activities and to continually monitor the activities of its appointees.

Each appointee must conform to the relevant Child Protection requirements.

All relevant forms must be satisfactorily completed before the appointment takes effect.

MBA is obliged to obtain assurance from those involved as a representative team official that they agree to abide by the BNSW Codes of Conduct and the BNSW Zero Tolerance Policy, By-Laws of any competition entered into.

#### 6. General Approach

MBA coaches should conform to all relevant MBA policies and procedures.

#### 7. Professional Conduct

All coaches should be aware of the Coaches Code of Ethics that has been adopted and endorsed by the Australian Sports Commission. In addition to the Coaches Code of Ethics, MBA has opted to emphasise a number of other points of note in the interests of striving for professionalism in our Representative Program.

These following points are essential and need to be adopted by all team management members as best practice:

##### Communication:

All coaches and managers will be supplied with team contact details collated from trial registration forms. Details include, phone numbers and email addresses. All contact will be made via the phone number & email addresses given on trial registration form unless an alternative contact has been issued during the season. If a Coach or manager has been given contact details for the player, to ensure transparency and alleviate breakdowns in communication, coaches and managers MUST carbon copy (cc) parents in all email correspondence. Contact by mobile phone is up to team management discretion as determined by necessity. Where possible all communication should be with parents not junior players. Should direct communication be necessary with junior players it must be limited to games and or training information.

##### Language:

This is covered in the Coaches Code of Ethics but specifically, coaches must refrain from swearing and the use of inappropriate or suggestive language. The Association has adopted a vigilant stance on this issue due to the fact that team management is in charge of the care of minors and young impressionable players. Any form of foul or derogatory language will not be tolerated. It has no place in training, games, social activities organised by individual teams and even in an environment where team management may find themselves in the presence of junior players outside of team commitments. e.g. Elite camps, watching other basketball games in the stadium. All involved will need to be acutely aware of their environment and the appropriate behaviour warranted by virtue of their position of seniority.

The following points are strongly recommended and endorsed. They are in line with the professional direction and outlook that MBA has adopted. It is envisaged that MBA support staff and team management, with the club's best interest at heart, will support the following guidelines.

##### Professional Attire:

Coaches and Team managers are expected to dress appropriately during games and training sessions. MBA desires to project an image of professionalism and excellence. All Coaches are supplied with

coaching polo top which must be worn while coaching games. There is a distinct difference between game coaching attire and simply supporting a team.

As a general guide, if team management is going to sit on the bench during a course of a game they should strive for a professional outlook that includes:

- MBA Polo top
- Enclosed footwear i.e. no thongs, slip-ons are acceptable for female coaches
- Black pants, shorts or skirt.

While the association is mindful of personal tastes and identity in relation to personal grooming, team management are asked to consider their image portrayal with the club in mind on matters relating to personal presentation.

#### 8. Age Group Objectives

In accepting this appointment the appointee recognises and accepts that the Director of Coaching has established objectives in the form of curriculum for each age group and that the role of the appointee is to fulfil these objectives.

#### 9. Consultations

In accepting this appointment the appointee recognises and accepts that the appointee should liaise with the MBA Director of Coaching regarding methods for achieving the desired level of team and individual development.

#### 10. State Team Selection

Coaches are asked to take into consideration the time commitment required to fulfil.

State Basketball Program duties. Should an athlete in your team be selected to compete at that level and they are finding it difficult to fulfil their representative duties, we ask that you consult with the MBA Representative Committee and the player, to find an arrangement which will see the player's representative commitments lessened during this period. This is to avoid burn out throughout this time.

#### Duty Statement – Head Coach

1. Be actively involved, with Maitland Basketball in recommending appointments for team staff (Assistant Coach and Manager).
2. Attend and control all squad/team trials and practices.
3. Be available to meet with MBA Representative Committee and or MBA Director of Coaching if required (as part of team staff) during the term of the program.
4. Attend the Maitland Basketball Representative Officials meetings to be held at the beginning of each season, during the season and a debriefing at the conclusion of season.
5. When requested directly by the Maitland Basketball Representative Committee and/or the Director of Coaching for the progress of the team/teams.
6. In conjunction with the Representative Committee, organise a suitable practice schedule. Representative teams are only permitted to train for a maximum of four (4) hours per week over two training sessions.
7. Meet all requirements of the coaching position as outlined on the Maitland Basketball Representative Team Official Application Form.
8. Submit player selections to the Representative Committee. Ensure that all selections are carried out in accordance with Maitland Basketball Selection Policy and Procedures.
9. Organise suitable scrimmage games for the team before the representative season begins if required.
10. Attend Maitland Basketball Coaches Courses/Clinics
11. At the conclusion of the representative season, Coaches will be asked to provide a written report on team performance.
12. Sign the Maitland Basketball Representative Team Official Agreement.
13. Comply with all requirements under the NSW Child Protection (Prohibited Employment) Act 1998.

### Duty Statement – Assistant Coach

1. Attend Squad/Team Trials and practices
2. Be available to meet with MBA Representative Committee and or MBA Director of Coaching if required (as part of team staff) during the term of the program.
3. Coaching if required (as part of team staff) during the term of the program.
4. Attend the Maitland Basketball Representative Officials meetings to be held at the beginning of each season, during the season and a debriefing at the conclusion of season.
5. Have input as to Squad/Team selections with other members of selection panel, if required by Head Coach.
6. Attend practice games in which the group participates.
7. At all times, give full support to staff/and players and work enthusiastically towards the team goals, following instructions from Head Coach.
8. Undertake coaching duties as instructed by the Head Coach.
9. Sign the Maitland Basketball Representative Team Official Agreement.
10. Comply with all requirements under the NSW Child Protection (Prohibited Employment) Act 1998.

### Duty Statement – Team Manager

1. Attend the Maitland Basketball Representative Officials meetings to be held at the beginning of each season, during the season and a debriefing at the conclusion of season.
2. Be responsible for Maitland Basketball uniforms, bags, basketballs & first aid kits during season and return to Maitland Basketball at the completion of the season. Managers are responsible for the complete undamaged return of all allocated equipment to the Representative Committee.
3. Ensure playing uniform tops are collected at the conclusion of each game. The entire set of uniforms is to be washed. Co-ordination of this is the responsibility of the Team Manager. Do not allow players to take home playing tops & wash individually.
4. Advise players in writing/email of training session & competition dates and venues. If possible have all venues, dates and times available so players can organise their timetable.
5. The Manager must ensure that players and officials are registered (insured) with Maitland Basketball Association at all times during the representative season.
6. Attend Maitland Basketball Representative Committees meetings as required.
7. Ensure information is available to team members regarding costs and uniform requirements.
8. Ensure all team members and officials wear the uniform set down by Maitland Basketball.
9. Ensure instructions from the Coach are adhered to.
10. Ensure all members are dressed in uniform upon arrival at venue and assembled as a team.
11. Ensure that you are present when a coach meets with a junior player 1 on 1 as a witness to the event.
12. Ensure that you (or a suitable adult) are present at each training session. It is essential that at least two adults are present. Should a player require immediate medical attention, the Manager (or suitable adult) is to escort the player to an appropriate medical centre.
13. Ensure all junior players are collected by their parent (or appointed guardian) from each training session. At no point should a player be left at a training/playing venue without adult supervision.
14. Ensure only team members (including coaches and manager) occupy the team bench area during games.
15. Ensure each player has sufficient water throughout the game. Ensure the well-being of all players whilst in your care.

## Policy & Procedure Overview

### Annual Review

All policies and procedures will be reviewed annually by the Representative Committee and Director of Coaching.

As part of an exercise to review the representative program a questionnaire may be distributed to each parent/player and Team Officials within the MBA Representative Program. From this feedback will evolve a list of policy and procedure changes, additions for the forthcoming year.

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

### Social Media Policy

1. *Social media can be fun, helpful and dangerous.*

Comments, notes and photos posted on social media sites such as Facebook, Twitter and on-line forums are usually constructive and positive. But negative comments and images, bullying, criticism and sexist remarks can be dangerous and harmful to people's wellbeing and reputation and the image of the sport.

2. *Do not use social media to be critical of teammates, coaches, officials, administrators, volunteers or spectators.*

Any comment you make on social media sites has the potential to be seen by millions of people. That is great if comments are positive. But it can be extremely negative and harmful if critical of people. Before you post a comment on social media ask yourself this: Would I want millions of people to read something negative about me?

3. *Always assume the person you are talking/writing about will see what has been said/written.*

Just because an online chat is between two people does not mean it remains private and nobody else can see it. Social media is accessible to everyone. Even if the person you are discussing does not see it, somebody else may. The result is that you rather than the person you are ridiculing, will be seen in a negative light.

4. *Use social media as a positive outlet to promote players, teammates, teams, clubs and others involved in basketball.*

Posting results and acknowledging individual and team performances on social media makes many people aware of team and individual achievements. That can have a positive effect for many people and should be used, encouraged and embraced wherever and whenever possible.

5. *Remember to show respect.*

When using social media, show the same respect and regard for people that you would show and are expected to show when playing, officiating or attending a basketball game.

6. *When in doubt leave it out.*

If you are unsure if what you are posting on social media is appropriate then it is best not to post it. When in doubt leave it out.

7. *Do not tolerate or condone poor social media behaviour or actions.*

If you are aware of or observe poor social media behaviour or actions, do not accept it. There is no place for it in basketball and it will not be condoned. You should remind people of their responsibilities when using social media and warn that action can be taken against them. In the instance of minors breaching the code of conduct, alert their parents to the situation. If you believe the breach is serious, report it to team, club or association officials.

8. *Be aware that your actions on social media may have serious consequences.*  
Negative comments and images, bullying, criticism and sexist remarks do not only impact negatively on the people they are about. If you are found to have acted improperly on social media regarding a basketball related matter, you are liable to disciplinary proceedings and may be required to face a tribunal hearing to explain your actions. A suspension from basketball could be imposed.
9. *Consider social media to be your personal brand.*  
Your Internet presence fuels any perception of your personal brand - whether you like it or not. Does your social media identity match your real identity? Be mindful of the content of photos, status updates, tweets. Are they truly reflective of who you are and how you want people to see you?
10. For further details on the MBA Social Media Policy please visit our website.

*Maitland Basketball Association along with the Representative Committee  
would like to thank everyone in advance for your co-operation for a  
positive and enjoyable 2017 season.*



#### REPRESENTATIVE COMMITTEE

Sally Beavis	Chairperson/Secretary
Melinda Bendeich	Manager Liaison Officer
Jodie Sherlock	Finance Liaison Officer
Craig Barclay	Fundraising / Marketing
Krista Wawzkowicz	
Simone Conlin	
Erin McCort	

MBA Representative Committee contact:

**gm@maitland.basketball.net.au**

**02 4934 3503**

**Please note all communication will be sent to players and parents via email. If you change your email or are not receiving our emails, please contact the MMRC on the above number to advise.**