



# HORNSBY KU-RING-GAI BASKETBALL ASSOCIATION REPRESENTATIVE PROGRAM



**Information for Parents and Players who  
would like to become a Spiders  
Representative Player.**

**Further information can be obtained by  
emailing: [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au)**

(Current as of 11/11/2021)

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## OVERVIEW

### What is Reps?

Hornsby Ku-ring-gai Basketball Association as a member of Basketball New South Wales, enters Teams into most competitions conducted by Basketball New South Wales.

Players from the local area are selected to represent HKBA (Spiders) in their competitions.

The Spiders are represented in all age groups from Under 12's through to Championship level (Senior open aged), with players born between 2012 to 2004 being able to trial for Junior Teams in 2021.

Our main aim is to provide a Representative Program where each and every player is assisted in reaching their full potential, whilst also developing a love for the game, a sense of sportsmanship and instilling in them all the qualities needed to become a good team member.

We actively encourage all of our players to participate in the extensive development programs conducted by Basketball New South Wales and are extremely proud of those Spiders players who have been selected into State teams over the years, and the SPP and DAP programs. As well as supporting the state programs we are committed to providing the best quality program at Hornsby level.

It is important to be aware that HKBA is a supporter of the 'Shoosh' program from the NSW Office for Sport which looks to promote positive atmosphere and sideline behaviour for all at junior sporting games. – Main rule is: if you have nothing nice to say don't say it at all.

### Rep Season

The Junior Metro League (MJL) Pre-Season for 2021 is scheduled to start 17/18 April. The Junior Metro League 2021 season will run from mid May through till August. (Normally, there are no games in the middle weekend of school holidays) However season starting dates can vary slightly from year to year.

NSW State Championships and State Challenge for eligible Teams will be played in Aug/sept

### Weekly games

Competition games will be played on Sundays (Senior games are played on Saturdays, with some Sunday games). Game times range from 8 am to 4 pm and run for approximately 1-2hrs long with the coach setting the time period required to arrive before the game time.

Please see the rules as per BNSW for the different age groups (page 20). This outlines the special rules put in place. We recommend that all parents, players, coaches and managers read this so that they are aware of these rules.

Matches will be played on a home and away basis, with home games being played at the Brickpit Sports Stadium at Thornleigh. Away games can be played anywhere within the Sydney Metropolitan Area to the following competing Associations venues. Bankstown, Blue Mountains, Northern Suburbs, Hills, Glebe, Hawkesbury, Liverpool, Manly, Macarthur, Parramatta, Penrith, Ryde, Sutherland, City of Sydney and St George.

Teams also may be asked to play a "Central Venue Round" which will involve two games on the one day at a central venue.

When finalised Game draws (venues and times) can be found on the BNSW website:

<http://www.bnsw.com.au/> >competitions tab> scroll down and click on link to draws for Spalding Waratah Junior league>scroll to 'Metro League' MJL and click on relevant age group and division.

Responsibilities for games:

- All team members MUST WEAR only official Spiders uniform items to all games.

- Players must arrive the designated time before the game time (e.g 30 mins prior to start time)
- Each team is required to provide 2 people for bench for each game.
- Parents are required to attend a basic bench course conducted by HKBA prior to the commencement of the season, to assist them to fulfil this duty. All parents must fulfil their bench duty as required by team staff.
- Coaches, team staff, players, parents and spectators are to adhere to all Codes of Conduct and Zero Tolerance Policies adopted by BNSW and HKBA, at all times.

## Court time

It is a great achievement to be selected for a Representative team. Each player is considered an important member of the Team.

Junior Teams consist of 10 Players and Senior Teams 12 players it is therefore inevitable that at times Court time may be less than expected or experienced before or in Local competitions.

It is the Coaches decision how the game is played each week.

## Training

Training usually occurs on weeknights either once or twice a week for approximately 1-2 hrs depending on team group, coaches and availability/access to venues. Trainings are considered compulsory and players are expected to attend these sessions. Spiders reversible training singlet must be worn. If you cannot attend training or are running late for training, the coach or manager must be contacted directly (not through someone else) before the session commences. When injured you are still expected to attend games & training (unless you are receiving treatment for your injury at that time). If you are sick & could pass it on to others then you should not attend games or trainings. If you have an injury that will affect your performance in either a game or training session you will need to inform your coach directly.

No extra players at Training sessions – Only Players selected through the Representative selection process allowed to attend.

For junior teams at least 2 adults and a first aid kit must be present at private training venues, unless the session is at the Brickpit as it is a public venue with staff on duty with access to first aid. This is to ensure the safety of the players.

Venues for the sessions are in the Hornsby Ku-ring-gai area some include Abbotsleigh School, Barker Senior and Junior College, Knox Grammar, Loreto Normanhurst College, St. Leo's College, and Mount St. Benedicts. Only COURTS are hired and therefore the other facilities are not to be used such as ovals, stages etc. Do not enter a venue without a supervisor from HKBA/coach as they are there for your safety and have first aid equipment and knowledge of the venue.

Venue +extra rules/comments	Address	Parking/ best entrance for basketball
Abbotsleigh School	1666 Pacific Hwy, Wahroonga NSW 2076	Yes, enter from Ada Ave parking is under roof
Barker Collage	91 Pacific Hwy, Hornsby NSW 2077	Street parking on Collage Cres
Knox Grammar School	7 Woodville Ave, Wahroonga NSW 2076	Yes on Woodville Ave or Borambil Ave.
Loreto Normanhurst: Do not use gym equipment for own safety or go on the stage	91-93 Pennant Hills Rd, Normanhurst NSW 2076	Yes, enter from Osborne Rd

St Leos Collage: No water inside on the court surface therefore <b>drink bottles must be left outside</b> the door. Do not go on stage.	37-63 Unwin Rd, Wahroonga, NSW, 2076 (NO ENTRANCE)  All must enter from the end of Yardley Avenue.	Street parking on Yardley Ave
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## Who will be my Coach?

Prior to the selection process commencing each year, HKBA calls for nominations from suitably qualified Coaches who wish to coach at a representative level. Final applicants are approved by the HKBA Board each year. All Coaches are volunteers who give many hours of service to the Association

## Managers

Managers are the heart and soul of our teams making sure everything is ready for games and everyone is organised and aware of what is happening. This position is usually a volunteer parent giving their time and effort to support your children.

Prior to commencing duties as a Manager for a Representative Team, it is imperative that the “Working with Children’s Check” be completed online with a copy provided to the Hornsby Ku-ring-gai Basketball Office. The Website link is

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> - Fill out the volunteer/student application.

Manager Responsibilities include:

- Uniforms – includes shirts for games + notifying team where/when uniform shop is or advise about online spiders shop
- First aid kit (provided by HKBA)– organise with coach to have first aid kit/ice at training if there is anything missing from your kit email [info@hornsbyspiders.com.au](mailto:info@hornsbyspiders.com.au).
- Drink bottles and bottle carrier- look after team bottles for season ensure filled for games, at the end bottles are distributed to the players and the carrier returned to HKBA.
- Organise bench roster (2 people from each team required to do bench duty each game)
- Game balls
- Communication and liaison – facilitate communication between team, coaches and association.
  - o Check that players and parent are happy for players to be videoed and photographed, for example for training purposes that will be shared and viewed by coaches and players.
  - o IMPORTANT if there is any conflict regarding coaches/parents DO NOT GET INVOLVED but contact Representative Program Director -consult/ refer to grievance policy on pg. 16
- Facebook updates- messaging HKBA for Facebook the ‘Hornsby Ku-Ring-Gai Spiders Basketball’ page updates. This responsibility can be delegated to other parents. See the Facebook ‘policy’ I on page 16 for what this entails
- Transport of referees to away games/competitions. Referees are also members representing Hornsby Ku-ring-gai Spiders, welcome them when they travel with you – it can be a lonely job at times. It is the requirement of our teams to provide an Official during Coastal Classic and Preseason Games and any Central Venue Games

## Uniform (see costs section for prices)

3 parts of the uniform are **compulsory**:

- Shorts
- Training singlet
- Warm up top

Optional Extras that can be purchased are:

- Bags
- Hoodies

- Socks
- Towels
- Long sleeve warm up top

**Playing singlets** are supplied to be worn only for the games and then must be returned to the manager who looks after them for the season. They must never be taken home and washed separately. Do not put tape or anything on the Jersey that may mark it.

## How do I get selected?

### Trials

Trials are held in October/November of the year prior to the season starting. Players are required to hand in a nomination form and fee to express their interest and get given a trial number- form can be found outside the HKBA office or online. Players must trial for appropriate age group as indicated on nomination forms.

- If a player is unable to attend the trials for a legitimate reason: must apply to the Rep Convenor for consideration to be permitted to be considered for selection; a nomination form is required so all players that are being considered are assigned a “trailing” number.
- If trialling and previously played for a different association they must have a ‘Permission to trial form’ from that association.
- If nominate late (once the process has already begun.) May be accepted at the discretion of the selection committee and Rep Convenor. Must also complete nomination form and follow requirements given by the convenor.
- Junior aged players wishing to trial for senior teams- must fulfil junior representative commitments as a precursor to senior commitments.

At the conclusion of each trial the name of those athletes successful (identified by their trialling number) to advance to the next stage will be posted on the website prior to next round of trials.

### Selection process: overseen by rep convenor

**Selection Panel:** consists of three selectors. This is more commonly the Division 1 Head Coach, and two other selectors. It is desirable that the independent selectors will not be related to any player trialling for that age. If the Head Coach for Division 1 has not been appointed at the time of trials, two to three independent selectors will form the Selection Panel with squads being approved by the Rep Convenor.

Where possible the selectors will attend all selection trials. In cases where agreement cannot be reached, the Head coach of Division 1 in effect has the deciding vote for the submission of the team to the Rep Coaches Convenor for sign off. The Rep Coach Convenor communicates regularly with Selectors to ensure the process includes a mix of top age and bottom aged players so the Association has a progression of development.

### Final Team Selections

- The majority of teams will be completed prior to the Christmas break; others will be confirmed in January if coaches/selectors need more time. Selectors must agree before the final team is submitted to the Rep Coaches Convenor for sign-off. The announcement of the final team will be placed on the website after sign-off has been completed.
- Bottom-age players are selected in each age-group. Div 2 and Div 3 Teams (when fielded) will contain a good percentage of bottom age players to allow for continuity in the program from year-to-year.
- Train ons are players who train with the Team for development ,they do not play in Games

### Players not chosen for teams:

Any player who misses out on a team is encouraged to further their skill development during the season. Some players will miss out on a team one year but with further “work” in basketball skills and knowledge plus body growth make a team the following year.

### Dispute procedure:

If Parents question Selector's choices due to injury, sickness, bad night, etc. appeal first to the Representative Administrator or Convenor. In most cases the Association will allow a 2nd "look" at the athlete by Selectors. Any athlete/parent who disputes the selectors' final decision may appeal to Hornsby Ku-ring-gai Basketball Association Board in writing within 7 days of the decision being notified to them. Any appeal lodged after the 7 day period will not be considered. - [hkbaboard@gmail.com](mailto:hkbaboard@gmail.com)

## Fees and costs

Every Representative player is charged an annual levy. For 2022 this levy is \$900.00 (inc GST). Those who play in a Local competition Team receive \$100 discount, an Active Kids Voucher can also be used to offset the cost.

Trial costs are in addition to this levy.

Major costs to the program and what the levy goes towards:

- Court Hire
- Venue Supervisors
- Referees
- Tournaments
- NSW Entry Fees
- First Aid Equipment
- Coaches (including rep camps in preseason, development)
- Balls and Uniforms
- Other expenses: Door keeper, BBQ supplies

REGISTRATION: All Players need to have a current BNSW registration, the cost belongs to the individual player. Register online using the following link (Players registration may still be valid in which case it should be renewed when due to expire)

<https://membership.sportstg.com/regofrm.cgi?aID=12705&pKey=3304fe494794b50d5ff360da2ce4aabc&formID=54509>

U12 registration: \$85

U18 registration: \$100

Senior registration: \$115

## Uniform Prices (Uniforms are now purchased online via our website)

Compulsory:

- Reversible game shorts \$52
- Training singlet \$55
- Warm up top \$35
- Sports Bags \$48
- Backpack \$42
- Tracksuit pants \$53
- Long sleeve warm up \$38
- Hoodies \$45
- Fleece \$55
- Socks \$12 (from office)

## Codes of Conduct

### -It is the responsibility of all individuals to adhere to the Codes of conduct and requirements

At all times we expect our Players, Coaches, Managers, Parents and Spectators etc. to conduct themselves in a manner fitting to the Spiders Representative Program. If you succeed in being selected as a Rep player for the Spiders, you have been chosen to participate in a program which represents all of the basketball players from the Hornsby Ku-ring-gai Basketball Association and must conduct yourself accordingly at all times.

We ask that you respect other Associations when playing away and welcome the visiting teams and their spectators when they come to play at our home.

HKBA has adopted the BNSW Member protection policy by –laws (these can be found on our website) and the guidelines found in the ‘play by the rules’, NSW Office of the children’s guardian and the office of sport and recreation. The by-laws along with BNSW Zero Tolerance and sports rage policy, underpin the codes of conduct for our members and participants.

(Find the relevant section to you and ensure you read and understand each point)

#### PLAYERS

Your job as a player:	Tick off
Play for the “Fun of it” and not just to please parents and coaches.	
Avoid use of derogatory language/comments based of gender, race or impairment.	
Be prepared to lose sometimes. Everyone wins and loses at some time. Be a fair winner and good loser.	
Never argue with an official.	
Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport	
Work equally hard for yourself and/or your team. Your team’s performance will benefit, so will you	
Be a good sport. Applaud all good plays whether they are made by your team or the opposition.	
Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor	
Cooperate with your coach, team-mates and opponents. Without them there would be no competition	
Participate for your own enjoyment and benefit, not just to please parents and coaches	
Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.	



## COACHES, OFFICIALS AND SUPPORT STAFF:

Expected requirements to be met as a coach, official, support staff	Tick off
<ul style="list-style-type: none"> <li>• Comply and encourage compliance with BNSW standards, Constitution, By-Laws (including but not limited to the Anti-Doping, Zero Tolerance and Member Protection By-Laws) and policies</li> </ul>	
<ul style="list-style-type: none"> <li>• Encourage and adhere to the rules and spirit of the sport of basketball including national and international guidelines, regulations and rules that govern BNSW and the game of basketball and the particular competition in which you are participating</li> </ul>	
Make a commitment to providing a quality service to athletes, BNSW and the game of basketball by: <ol style="list-style-type: none"> <li>a) Maintaining or improving your current level of accreditation;</li> <li>b) Seeking continual improvement through performance appraisal and education;</li> <li>c) Providing a training program which is planned and sequential; and</li> <li>d) Maintaining relevant records</li> </ol>	
<ul style="list-style-type: none"> <li>• Be fair, considerate and honest with all players, officials and team members. Ensure that every player's time spent with you is a positive experience. Treat each player as an individual by:               <ol style="list-style-type: none"> <li>a) Providing each player with equal attention and opportunities;</li> <li>b) Respecting the talent, development stage and goals of each individual player; and</li> <li>c) Helping each player reach his or her full potential</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Do not use your involvement with BNSW to promote your own beliefs, behaviours or practices where these are inconsistent with those of BNSW</li> </ul>	
Refrain from any form of abuse, harassment or discrimination, or any conduct which might reasonably be regarded as abuse, harassment or discrimination towards others. Be alert to any conduct which may be reasonably regarded as abuse, harassment or discrimination that is directed towards athletes from other sources whilst they are in your care	
<ul style="list-style-type: none"> <li>• Ensure that any physical contact with players is appropriate for the situation and necessary for the player's skill development</li> </ul>	
Refrain from any intimate relationship or affair with athletes under your care, supervision or tutelage	
<ul style="list-style-type: none"> <li>• Avoid unaccompanied and unobserved activities with persons under the age of 18 years wherever possible</li> </ul>	
<ul style="list-style-type: none"> <li>• Treat people involved in the game of basketball with courtesy, respect and proper regard for their rights and obligations and in particular, respect the spirit of fair play and non-violence</li> </ul>	
<ul style="list-style-type: none"> <li>• Be a positive role model for basketball and players. Encourage all participants to demonstrate the qualities outlined in this Code.</li> </ul>	
1. Team coaching staff and management should not remain in team changing rooms unnecessarily. Generally, coaching staff and management should only be required in changing rooms for pre-game or post-game meetings between coaches and athletes, or if attendance is otherwise required.	
2. Refrain from any conduct which is; might be reasonably regarded as; or is being investigated for potentially being a breach of the law applicable to the jurisdiction in which you are located at any time	
3. Do not denigrate and/or intimidate players, officials, spectators or event organisers	
Refrain from unnecessary or obvious dissension, displeasure or disapproval with officials' decisions or spectator or player conduct	
4. Be responsible in the consumption of alcohol products. You must also be responsible for the consumption of alcohol products by athletes in your care that are under the legal age for consumption of such products	
5. Treat another person's property with respect and due consideration of its value	
6. Respect the law and customs of each area you visit in foreign countries	
7. Do not make statements or take part or otherwise participate in demonstrations (whether verbally, in writing or by any act or omission) regarding political, religious or racial matters or any such matters which are prejudicial to or contrary to the objects, purposes or interests of BNSW or which bring BNSW or the squad or team into disrepute	

8. Show concern and caution towards sick and injured athletes by: Providing a modified training program where appropriate; Allowing further participation in training and competition only where appropriate; Seeking medical advice when required; and Maintaining the same interest and support towards sick and injured athletes	
9. Provide a safe environment for training and facilities and competition by: Ensuring equipment and facilities meet safety standards; and Ensuring equipment, rules and the environment are appropriate for the age and ability of the player	
10. Behave and encourage behaviour that upholds the highest standards of integrity and dignity. Uphold, and not injure or compromise, the standing and reputation of Basketball New South Wales	
11. Not engage in, or encourage, any conduct which is unbecoming of a BNSW representative that brings the game of basketball and/or BNSW into disrepute or is otherwise harmful to the interests of basketball and/or BNSW	

### **SPECTATORS (this includes Parents)**

<b>Expected requirements of spectators</b>	<b>Tick off</b>
Remember that young people participate in sport for their enjoyment and benefit, not yours Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome	
Respect the decisions of officials and teach young people to do the same	
Never ridicule or scold a young player for making a mistake. Positive comments are motivational	
Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players	
Show respect for your team's opponents. Without them there would be no game Encourage players to follow the rules and the officials' decisions	
Do not use foul language, sledge or harass players, coaches or officials	
Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion	
That you will abide by the policy and guidelines of the statutory requirements of the NSW legislation in relation to child protection and "play by the rules " sport rage guidelines	
Do not use derogatory language based on gender, race or impairment. Actively support all efforts to remove all forms of verbal abuse e.g. sledging or trash talk from our sporting environment	
Direct, hostile or negative comments to opposition coaches, players, referees or spectators are unacceptable. Furthermore references made to 'bait' opposition players, coaches, referees or spectators are unacceptable	
Spectators should not make comments of a personally insulting nature about opposition coaches, referees, players or other officials in a public forum. This has particular relevance for the media.	

### **WHAT HAPPENS IF YOU DO NOT COMPLY WITH THESE REQUIREMENTS?**

Basketball NSW may take action under our Member Protection Policy By-Law for any registered members.

Any breaches by non-members, may result in being refused entry and/or membership to ANY Basketball NSW sanctioned events or member associations

### **What is a breach of this By-Law?**

It is a breach of this By-Law for any person or organisation bound by this policy to do anything contrary to this By-Law, including but not limited to:

Breaching the Codes of Behaviour

Bringing the sport and/or Basketball New South Wales into disrepute, or acting in a manner likely to bring the sport and/or Basketball New South Wales into disrepute;

Failing to follow Basketball New South Wales policies and By-Laws (including this By-Law) and our procedures for the protection, safety and well-being of children;

Discriminating against, harassing or bullying (including cyber-bullying) any person;

Victimising another person for making or supporting a complaint;

Engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;

Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;

Disclosing to any unauthorised person or organisation any Basketball New South Wales information that is of a private, confidential or privileged nature;

Making a complaint that they know to be untrue, vexatious, malicious, or improper;

Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this By-Law; and

Failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

### **Disciplinary measures**

Basketball New South Wales may impose disciplinary measures on an individual or organisation for a breach of this By-Law and policies. Any disciplinary measure imposed will be:

- Fair and reasonable;
- Applied consistent with any contractual and employment rules and requirements;
- Based on the evidence and information presented and the seriousness of the breach; and
- Determined in accordance with our Constitution, Policies, this By-Law and/or rules of the sport.

### **Individual disciplinary measures:**

Subject to contractual and employment requirements, if a finding is made by a Tribunal (Administrative or Disciplinary) that an individual has breached this By-Law, one or more of the following forms of discipline may be imposed:

1. A direction that the individual make a verbal and/or written apology;
2. A written warning;
3. A direction that the individual attend counselling to address their behaviour;
4. A withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Basketball New South Wales;
5. A demotion or transfer of the individual's to another location, role or activity;
6. A suspension of the individual's membership or participation or engagement in a role or activity;
7. Termination of the individual's membership, appointment or engagement;
8. A recommendation that their association terminate the individual's membership, appointment or engagement;
9. In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
10. A fine; and/or
11. Any other forms of discipline that the Tribunal considers appropriate.

## **Policies**

## **Basketball NSW - Zero Tolerance and Sports Rage Policy**

To ensure a safe and enjoyable playing environment for all players officials and participants, Basketball NSW have in place a Zero Tolerance Policy and Sports Rage Policy for inappropriate behaviour at any BNSW sanctioned events, these are used in conjunction with the BA Member Protection Policy By-Laws adopted by BNSW.

Basketball NSW also recommends and adopts the guidelines from Play by the Rules, The NSW Office of the Children's Guardian, and NSW Office of Sport & Recreation in regard to safe sporting environments and sports rage. Sport rage is any violence, foul language, harassment, abuse or bad behaviour in sport. Sport rage is bad for sport - reducing enjoyment, risking safety and tarnishing club reputations. Please see the website information below:

<http://www.playbytherules.net.au/> <https://www.kidsguardian.nsw.gov.au/>

<https://sportandrecreation.nsw.gov.au/clubs/ryc/fairplay/sportrage>

The Policy will ensure that:

- There will be a zero tolerance shown towards any inappropriate or abusive behaviour from any participants and/or spectators
- Any parent/guardian and/or spectator who feels the necessity to:
  - **Persistently or wilfully question or challenge the rulings of the referees**
  - **Berate or abuse referees**
  - **Berate or abuse players**
  - **Berate or abuse other parents or spectators**
  - **Display conduct which is inappropriate in a sporting environment**

Will be asked to leave the venue immediately. Failure to leave when requested will result in the BNSW representative taking appropriate action to safeguard the safety and wellbeing of players, spectators and parents. No warnings need be given in the event of the above action becoming necessary. A parent/spectator who has been requested to leave an event may be suspended, required to attend a hearing or refused entry for future events.

**BNSW reserves the right to refuse entry to any BNSW events for any person/s in breach of our Zero Tolerance Policy.**

This action has become necessary due to the reported instances of inappropriate and abusive behaviour at events conducted by or on behalf of Basketball NSW and our desire to nurture a safe competitive environment for all participants. BNSW implores any parents or spectators who feel that they cannot refrain from the above behaviour not to attend. Parents/spectators/organisations who would like to offer feedback or request clarification on officiating issues should direct their feedback through their coach/organisation. A Game Report Form is available for raising issues and providing feedback.

The health of our game depends on the nurture and development of game officials and younger players. It is the aim of Basketball NSW to help associations increase this capacity.

## **ZERO TOLERANCE & CONDITIONS OF ENTRY**

**Hornsby Ku-ring-gai Basketball** maintains a Zero Tolerance Policy for all competitions. Management, staff or the association delegate, reserve the right to remove or refuse entry to any person from the venue if the person's behaviour is considered dangerous or unacceptable.

By entering the venue, all persons agree to be bound by the following terms and conditions:

- All persons must conduct themselves in a proper and reasonable manner in accordance with Basketball NSW Codes of Conduct, Member Protection Policy and Behavioural Guidelines.

- All persons will be bound by the Basketball NSW constitution, by-laws, rules and policies, and submit themselves to any disciplinary procedures connected with the sport.
- Abusive and offensive behaviour or language will not be tolerated and may result in eviction from this Facility
- Consumption of alcohol is prohibited during the conduct of any junior basketball activities
- Possession or consumption of prohibited drugs is banned during the conduct of any basketball activity.
- Smoking is not permitted in any competition or spectator area during any basketball activity/competition.
- Mobile phones and cameras must not be used in toilets or change rooms.
- All persons will comply with any reasonable direction of any official connected with the venue/association or Basketball NSW.
- Risk Warning under Section 5M of the Civil Liability Act 2002: Players, spectators, officials and all other visitors are warned that the recreational activities undertaken in these Facilities involve the risk of injury

Refusal to comply with these Conditions of Entry may result in removal from the Centre. The Conditions of Entry are subject to change without notice.

Please note that any action taken under this policy and procedure is entirely separate to any action that may be necessitated by law under the NSW Child Protection Legislation or the above mentioned BNSW's Member Protection By-Laws.

### Child Protection Policy:

Child protection involves legislation, policies and practices to keep Children safe from harm, to protect them from people who are unsuitable to supervise or work with children and to ensure that a child's wellbeing and best interests are paramount considerations.

The HKBA is committed to the safety and wellbeing of children and young people who participate in our associations activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and acknowledge the valuable contribution they make and we encourage their active participation in building and maintaining a safe, fair and inclusive environment for all participants.

It is a legal requirement that all those involved in the program (coaches, managers etc.) need a Working with Children check number (this includes parents who may be a coach or manager of their child's team)

We do not condone inappropriate behaviour and it is imperative that adults in positions of care adhere to the codes of conduct.

If anyone is seen to be not following these codes of conduct:

- ▶ Report to Representative Program Director first point of contact
- ▶ Or to the General Manager (Vicki Dean)

The situation can then be dealt with appropriately.

HKBA aims at all times to provide children with a safe environment in which to participate.

We recommend reading the guidelines provided by kids guardian NSW and the sports commission which can be found on the link below

Working with children check: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

### **Injury Policy:**

If an injury occurs it is important that an injury report is filed as soon as possible on the day. This can be done through the venue supervisor of where the injury occurred, they forward this to Basketball NSW. If not done at the venue it is best to contact either HKBA or the hosting association as soon as possible so that there is a record of the injury. Even if you are not sure of the severity of the injury it is better to complete the short form or let a venue supervisor know so that they can do it for you. This will help avoid any issues further down the track if you require to make an insurance claim, making the process easier for everyone involved

### **Photography and Online Communication Policy:**

#### **Photography:**

If you do not wish your child to be photographed it is imperative you make this known to the representative manager of your team and the representative Administrator as well as the supervisor on the day.

If not directly communicated to these people it means there is potential for a picture of your child to be put on HKBA website and or HKBA Spiders Facebook page. The BNSW log in for first timers also includes an opt out button for photography

#### **Mobile Phone/Email:**

Coaches and team managers may use SMS and email to provide information about competition, training, association-sanctioned social events and other association business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- Communication involving children will be directed through their parents.

#### **Social Media:**

- All social media posts will be treated as a **public 'comment'**.
- Postings (written, photos or videos) will be family-friendly and positive
- No statements are to be made that are targeted, of negative nature, misleading, false or likely to injure a person's reputation.
- Posts that might bring our Association into disrepute are not to be made
- Abusive/ bullying, discriminatory, intimidating or offensive, sexual statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

#### **Social Media Policy Breach**

Inappropriate use of Social Media can significantly affect individuals and the Association. Therefore a breach or perceived breach of the Social media policy will result in Disciplinary action.

Disciplinary action will be fair and appropriate and based on the evidence and information presented and the seriousness of the breach.

Step 1. The breach will be looked at by the administrative Tribunal

Step 2. Should the outcome of step 1 not be accepted it will be heard at a full Tribunal

Disciplinary measures will follow the BNSW individual measures for breaches of Codes of conduct.

Individual disciplinary measures:

Subject to contractual and employment requirements, if a finding is made by a Tribunal (Administrative or Disciplinary) that an individual has breached this By-Law, one or more of the following forms of discipline may be imposed:

1. A direction that the individual make a verbal and/or written apology;
2. A written warning;
3. A direction that the individual attend counselling to address their behaviour;
4. A withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Basketball New South Wales;
5. A demotion or transfer of the individual's to another location, role or activity;
6. A suspension of the individual's membership or participation or engagement in a role or activity; 7. Termination of the individual's membership, appointment or engagement;
8. A recommendation that their association terminate the individual's membership, appointment or engagement;
9. In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
10. A fine; and/or
11. Any other forms of discipline that the Tribunal considers appropriate.
12. In the case of Senior team breaches by players, the Coach can decide on the Player's future in the team. For players who play in more than one Team the outcome of one breach will apply to all Teams played in.

**'No keyboard warriors'** - If you see any behaviour that is not in line with these policies please report to our Representative program director and Administrator and MPIO (as per grievance policy below) so that the correct channels and appropriate action can be taken.

## HKBA FACEBOOK PAGE:

Facebook has become an integral tool to keep up to date with all our teams around the Sydney Metropolitan area during the Representative season.

It is important that we have a nominated person from each team to send results to our Facebook Administrator for posting every week. It is best that this is one of the Parents other than the Manager, this person needs to be confident to take a few pictures with their mobile phone and send a text message. The timing of this update is also imperative, as often once you have left the stadium the score board becomes a distant memory!



We recommend that you take a few pics during the game and even one of the scoreboard after the final siren, you can forward all these to our Administrator, the best ones will be chosen for the page, **just send directly on Facebook messenger**

If you have more professional photos from the game you can also email these to be shared on our Facebook page

Videos are best emailed as the picture quality with text messages is not good.

Terminology is also critical to ensure the correct result is posted on our page, noting that our score is the first listed and using the terms defeated/lost –

14G1 defeated Norths Bears 52 – 45

18B2 lost to Manly Warringah 55 – 60

If you have any other information to add such as top scorers, great defensive work by particular players etc. that would add value to the post.

Please nominate your Facebook Parent Contact as soon as possible, with the Central Coast Classic fast approaching and some of the teams playing past the end of the regular season in various Championships, Cups and Shields ... whenever there is news of our Spiders, we want to be posting it on our page! Please ask these Parents to text our Administrator with their team name and their own names when they are nominated.

Photos posted with an update get much more views than just the text alone, to date our highest number of views for a Player Profile was 6700.

We will work with BNSW to ensure we are not publishing any photos of people who have requested that their image not be used.

## REPRESENTATIVE GRIEVANCE POLICY

Occasionally things can go wrong and you may need to contact us with your concerns or grievances. These issues will be handled in a delicate and appropriate manner.

Please see our Complaints handling procedure below.

Remember at any time you can also contact our designated Member Protection information officers (MPIO)

Role of MPIO

MPIO's provide information and options to an individual making a complaint or raising a concern and will also provide support during the process if requested. MPIO's are able to assist Players, Parents, Coaches, Officials and Employees.

HKBA MPIO'S have completed and attended the required training for this position.

Email: [mpio@hkbaspiders.com.au](mailto:mpio@hkbaspiders.com.au)



## COMPLAINTS HANDLING PROCEDURE

### INFORMAL APPROACHES

#### **Step 1: Talk with the other person** (if safe, reasonable and appropriate)

If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

#### **Step 2: Contact a Member Protection Information Officer**

We encourage you to talk with one of our Member Protection Information Officers (MPIOs) if: step 1 (above) is not appropriate;

you are not sure how to handle the problem by yourself;

you want to talk confidentially with someone and find out what options are available to address your concern; or

the concern continues after you approached the other person.

The MPIO will:

ask how you would like your concern to be resolved and if you need support

seek to provide different options for you to address your concern

act as a support person, if you wish

refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate

inform the relevant government authorities and/or police, if required by law to do so where possible and appropriate, maintain confidentiality.

#### **Step 3: Decide how to address your concern**

After talking with the MPIO, you may decide:

there is no problem;

the problem is minor and you do not wish to take the matter forward;

to try and resolve the problem yourself, with or without a support person;

to resolve the problem with the help of someone impartial, such as a mediator; or

to resolve the matter through a formal process.

### FORMAL APPROACHES

#### **Step 4: Making a Formal complaint**

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

make a formal complaint in writing to the Karen Dalton or Vicki Dean (or their nominee); or

approach a relevant external agency such as an anti-discrimination commission, for advice.

After receiving a formal complaint, and based on the material you provide, they will decide whether:

he/she is the most appropriate person to receive and handle the complaint;

the nature and seriousness of the complaint requires a formal resolution procedure;

to refer the complaint to **mediation**;

to appoint a person to **investigate** the complaint;

to refer the complaint to a **tribunal hearing**;

to refer the matter to the **police** or **other appropriate authority**; and/or

to implement any interim arrangements that will apply until the complaint process is completed.

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In dealing with your formal complaint, the person making the decision(s) will take into account:

whether he/she has had any personal involvement in the circumstances and if so, whether it is appropriate someone else handle the complaint;  
your wishes, and the wishes of the respondent, regarding how the complaint should be handled;  
the relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent);  
whether the facts of the complaint are in dispute; and  
the urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.  
If the CEO or President (or their nominee) or a Complaints Handler is the appropriate person to handle the complaint, he/she will, where appropriate and/or necessary:  
provide the information received from you to the other person(s) involved and ask for a response;  
decide if there is enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or  
determine what, if any, further action to take, including referring the matter for investigation or disciplinary action in accordance with this By-Law.

### **Step 5: Investigation of the complaint**

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in Attachment D3 (BNSW Member protection policy) Following the investigation, a written report will be provided

- If the complaint is referred to **mediation**, we will follow the steps outlined in Attachment D2 (BNSW Member protection policy) or as agreed by you, the respondent and the mediator.
  - If the complaint is referred to a **tribunal hearing**, the hearing will be conducted according to the steps outlined in Attachment D4 (BNSW Member protection Policy)
  - If the complaint is referred to the **police or another external agency**, we will endeavour to provide all reasonable assistance required by the police or the agency.
- Any cost incurred by us relating to the complaint process are to be met by the relevant Person/organisation, unless otherwise stated.

### **Step 6: Reconsidering a complaint or appealing a decision**

If the matter is referred to mediation and is not resolved at mediation, you may request that the CEO or President (or their nominee) or Complaints Handler reconsider the complaint in accordance with **Step 3**.

You or the respondent(s) may also appeal a decision made at a tribunal hearing. The grounds and process for appeals are set out in Attachment D5 (BNSW Member protection policy)

### **Step 7: Documenting the resolution**

The person handling the complaint will record the complaint, the steps taken to resolve it and the outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at the state/district level, the information will be stored by the state association. If the matter is of a serious nature, or if it was dealt with at the national level, the information will be stored by Basketball Australia and a copy stored by the state association

## **EXTERNAL APPROACHES**

If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination or equal opportunity commission. There is no obligation to make a Formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

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The commission may investigate your complaint. The commission may also attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a Formal hearing. The tribunal will make a finding and decide what action, if any, will be taken.

If you do lodge a complaint with a commission, an appropriate person from our organisation (e.g. an MPIO) will be available to support you during the process. You may also wish to have a legal representative, particularly if the complaint goes to a formal hearing.

Serious incidents, such as assault or sexual assault, should be reported to the police.

**In summary the general path for grievances is -**

- ▶ Speak to your MPIO
- ▶ Speak to Representative Program Director
- ▶ Speak to the General Manager (Vicki Dean)
- ▶ Contact the HKBA Board
- ▶ Contact Basketball NSW

## **COMPLAINTS AND IMPROVEMENT SUGGESTIONS**

If you have any complaints or improvement suggestions these can be emailed to: [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au)

## **RULES FOR Junior League -BNSW Competitions Department.**

### **Team Bench Officials**

We would like to remind all Team Officials that only the **Head Coach** is allowed to stand during the game. All **Assistant Coaches, Managers** and other members on the bench (**players**) **MUST** remain seated during the game.

### **U12's:**

Just a reminder that BNSW has put in place a directive regarding the U12's competition. Coaches are to refrain from questioning the officials on these games about the officiating. They can communicate with the scorable. If there are issues, they must be directed to the referee supervisor. This does not mean the referee supervisor will stop the game immediately and have a discussion with the officials every time an issue is raised with them. They will be required to watch the officials when available and discuss as appropriate with the officials. The referee supervisor may clarify with the coach regarding questions about the game /rules.

There will be no 3 Points rewarded in U12 Competitions.

Each team player is to have time on the court in each half.

### **Shot Clock**

There is no 24 second shot clock used for U12's and U14's Division 2 and below.

There is no 14 second shot clock used for juniors.

### **Zone Defence**

Coaches must be reminded that zone defence is not allowed to be utilised in U12 and U14 Competitions. Complaints re zone defence in the U12's and U14's Junior Leagues must be addressed to the court/referee supervisor at the venue. It is recommended that the supervisor ask for an appropriately qualified person to watch the game (both teams).

Once the court/referee supervisor has been advised or determined that zone defence is being played, the coach will be warned and given adequate time to talk to their players. If the zone continues, then if necessary a technical foul will be called by the officials at the request of the supervisor.

### **Mercy Rule**

Once the game has entered the second half and the score differential reaches 30 or more points, the following may/will occur:

#### **U12's & U14's**

The game will now automatically become a "running clock", the clock will only stop for time-outs and fouled out players.

If the margin between the two teams reduces to 15 point or less points, the game will revert back to being a "fully timed" game and the clock will stop as per the normal game rules.

#### **U16's & U18's**

The losing coach may invoke the mercy rule, the game will now become a "running clock", and the clock will only stop for time-outs and fouled out players.

Once the losing coach has invoked for the mercy rule to occur, there can be no protest from anyone.

If the margin between the two teams reduces to 15 point or less points, the game will revert back to being a "fully timed" game and the clock will stop as per the normal game rules.

### **Guidelines of the Supervisor**

Court and Referee Supervisors are able to cite/report any team official, player or parent if they deem their behaviour to be inappropriate. BNSW Staff and Volunteers are also able to remove any individual from the stadium if their behaviour is not appropriate. We would ask all staff and volunteers to ensure they feel safe and seek support if required on the day and after the event.

## **Score Table**

Any Score Table officials and/or parents fulfilling bench duties that they cannot question the officials, or barrack loudly for their team whilst on the score bench.

## **Hair/Garments**

As per FIBA Rules, players shall not wear equipment (objects) that may cause injury to other players. Objects that could cut or cause harm for example: headgear, hair accessories and jewellery are not permitted. If a player has beads, bands, plaits etc. and this is deemed to cause risk or harm to others, these players may be asked to remove or tie their hair up.

Additionally, BNSW would like to remind all associations that hair must not cover the number.

**If you have any questions please feel free to contact the BNSW Competitions Department.**

## **CONTACT US**

### **FOR FURTHER INFORMATION OR IF ANY QUESTIONS**

**Website:** [www.hkbaspiders.basketball.net.au](http://www.hkbaspiders.basketball.net.au)

**Phone:** 02 9980 6255

**Email:** [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au)

Representative program director- To be appointed

General Manager HKBA –Vicki: [vicki.dean@hkbaspiders.com.au](mailto:vicki.dean@hkbaspiders.com.au)

Office: [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au)

Member protection officer (MPIO): [mpio@hkbaspiders.com.au](mailto:mpio@hkbaspiders.com.au)

**Facebook page:** Hornsby Ku-Ring-Gai Spiders Basketball

**BNSW-** <http://www.bnsw.com.au/contact-us/>

**Phone number:** (02) 8765 8555





