

# Hamilton Hurricanes Representative Basketball Program (HHRBP)

Affiliated with the

## Hamilton Basketball Association (HBA)

### OPERATIONAL POLICIES & GUIDELINES

**June 2024**

Next review due June 2025

*“If each athlete and coach in our program improves, we have been successful.*

*Success and achievement are a result of developing the individual.*

*Developing the team requires dedication, commitment, and hard work.”*



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## FOREWORD

This document outlines the standards and operations of the Hamilton Hurricanes Representative Basketball Program (HHRBP) and is designed to provide an overarching perspective of the expectations and responsibilities of everyone associated with the program.

The following policies and guidelines have been developed by the Hamilton Basketball Association (HBA).

By agreeing to be involved in the Hurricanes program; every coach, athlete, parent, committee member and official is expected to adhere to the policies and guidelines in this document and endeavour to always represent Hamilton Basketball and the Hurricanes program to the highest possible standards.

This document does not cover all scenarios and the HBA Board reserves the right to uphold, alter or make any decision in the running of the Junior Representative program. The HBA Board in consultation with the HHS (under the boards annex) is the controlling entity.

***This document must be read and acknowledged by athletes, parents, coaches, team managers, committee members and any other party that has an interest in the Hamilton Hurricanes program before taking up any role in the program.***

***Please do not refer to any section in isolation.  
All sections must be read in conjunction with each other.***

## GO HURRICANES!

### 1. HAMILTON HURRICANES SUBCOMMITTEE (HHS)

The HHS is a group of volunteers who work with the HBA Board to manage the day to day running of the Hamilton Hurricanes program. The HBA is the controlling body of the Hurricanes program and relies on the HHS to ensure that the program is running efficiently.

The HHS consists of up to 7 active members, including, but not limited to:

- Chairperson (Directly appointed by the HBA)
- Director of Coaching and Development - DoCAD (Directly appointed by the HBA)
- Administrator (Directly appointed by the HBA)
- Team Manager Coordinator
- Equipment Coordinator
- Merchandise Coordinator
- Tournament Coordinator

Subcommittee members are elected every twelve months, and all members must hold an active role.

## 1. HURRICANES SUBCOMMITTEE PHILOSOPHY AND OPERATIONS

- By accepting a position on the HHS you become an integral part of the HHRBP. Committee members must be supportive of the program and those involved in it including, athletes, coaches, team managers, parents and other HBA members. It is imperative that committee members do not relay false or misleading information and personal opinions outside of the committee. Confidentiality is to be always maintained.
- Operating a junior basketball program of this size can present challenges. The role of the committee and its members is to offer alternatives, solutions, support, assistance, and encouragement to all members of the Hurricanes program, including athletes, parents, Coaches, and Team Managers.

Committee members must attend at least 75% of the scheduled meetings during the current squad season. Committee members who do not attend the minimum number of meetings may have their position declared vacant.

- In the event of a deadlocked vote, the Chairperson has the deciding vote. If it is still not able to be resolved the agenda item must be referred to the Board.
- The HHS cannot change policies or guidelines, however, can make recommendations to the HBA Board who will review the request at the next available Board Meeting.

## 3. HURRICANES PHILOSOPHY

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

**The goal of Hamilton Basketball Association (HBA)** is to ensure all members enjoy the game whilst given the opportunity to master the fundamentals, scaffold their development and represent our region at local, State and National level competitively.

It aims to achieve this primarily by having several girls and boys Hamilton Hurricanes teams represent the Association in various tournaments and the Basketball Victoria (BV) Junior Country Championships.

Hamilton Hurricanes Basketball coaches and administrators are 100% committed to providing a quality basketball education for Hamilton Hurricanes players and to assist the development of quality character traits in players, particularly determination, teamwork, and sportsmanship.

As Hamilton Hurricanes Representative Basketball (HHRB) players, you must be willing, eager, and committed to practise the HBA basketball philosophies and fundamentals, in order for you to: (i) improve yourself as a basketballer; (ii) assist your team to improve, and (iii) maximise your enjoyment from playing basketball.

Hurricanes players must ALWAYS demonstrate the following:

#### **EFFORT**

100% Eagerness to Compete & Determination to Improve (Training & Games)

#### **TEAMWORK**

Willing and Able to Selflessly 'Assist' their Team (Offensively & Defensively)

#### **SKILL**

Correct and Effective Execution of Basketball Fundamentals (Individual & Team); and

#### **LEADERSHIP**

Positivity, Composure, Discipline and Sportsmanship (Winning & Losing).

If players work hard and do their best to improve in all these areas, they are guaranteed to help their team to perform at its best. Whether their team wins or loses, Hurricanes players will win the respect of team-mates and coaches, represent the HBA with distinction, create a great deal of pride for their parents and supporters, but and most importantly, they will gain much enjoyment from playing basketball.

### **HBA VISION FOR JUNIOR PLAYERS**

The vision of Hamilton Basketball Association (HBA) is to be admired and recognised as a strong and competitive Association founded on:

1. A healthy Hamilton Junior Domestic Basketball Competition comprising players and teams from surrounding districts in all age-gender groups.
2. Skilled, talented, and sportsman-like Hamilton Hurricanes representative teams competing at the highest levels in the BVC and comprising the best players in the region.
3. Quality, skilled, and accredited basketball coaches, educators, and mentors of HBA junior basketball players at all age-gender groups.
4. An effective Player Development Program which produces:
  - Under 10, 12 and 14 teams comprising team-oriented players, drilled and skilled in the fundamentals of basketball.
  - Under 16 and 18 comprising talented, competitive, team-oriented, sportsmanlike players of good character.

## 5. AGE GROUP SPECIFIC OBJECTIVES

It is recommended that the highest graded team representing Hamilton at any given tournament competes in the highest grade/division available.

### Under 12 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Annual Hamilton Basketball Junior Tournament
- To prepare a team for the Basketball Victoria Championships.

### Under 14 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Annual Hamilton Basketball Junior Tournament.
- To prepare a team for the Basketball Victoria Championships.

### Under 16 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Div 1 & 2 Championships.
- To prepare a team for the Annual Hamilton Basketball Junior Tournament.
- To prepare athletes for state team selections.

### Under 18 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Div 1 & 2 Championships.
- To prepare a team for the Annual Hamilton Basketball Junior Tournament.
- To prepare athletes for state team selections.

## HAMILTON HURRICANES DEFENSIVE PRINCIPLES

Hamilton Hurricanes teams will be known for making the opposition work hard for every scoring opportunity. No easy drives. No easy shots. No easy passes. No easy rebounds.

Athletic stance with proper footwork and trace & dig hand pressure is a non-negotiable for any Hurricanes player on the court - every time, all the time. Opponents may score but if they make a tough basket despite the best defensive efforts of the team, every Hamilton Hurricanes player must keep their head-up, stay positive and consider it a minor victory.

The primary defensive strategy of any Hamilton Hurricanes team will be Man-to-Man defence, underpinned by defensive principles of rotation, help-and-recover, and containment and positioning relative to the opponent and the ball.

HBA has a **No Zone Policy** for U10 to U14 teams which means:

- No form of zone defence (ie. 2-3; 1-3-1 or 3-2 zone set-ups) is to be played in the opponent's offensive half-court, except where there are 5 or less players available on the defensive team; and
- Zone presses and trapping defences are permitted but defenders must revert to M2M in the opponent's offensive half or quarter court.

The rationale for the HBA No Zone policy is that zone defences at junior levels can limit the development of individual and team skills.

## **HAMILTON HURRICANES OFFENSIVE PRINCIPLES**

Hurricanes teams will follow the BV Split and Kick System of Play as their base. This ensures that as players move up in age groups, they already have a sound understanding of the system and the coach can keep moving forward. It also gives our players a sound understanding of the system if they decided to try out for BVC programs.

The objective of any Hurricanes offensive structure will be to create high-percentage shots. For any Hurricanes offence to work, however, Hurricanes players are expected to maintain good physical condition, be well-grounded in the fundamentals, unselfish, and be able to execute within a smooth-working unit.

The heart of any Hurricanes offence will be selflessness, confidence and constant penetrating movements from spread and balanced areas of the floor.

Hurricanes teams will use a passing attack, as opposed to the dribble, to find more high-percentage shots. Passing moves the basketball faster than dribbling and consequently, allows the offence to stay ahead of the defence.

'Assists' (ie. passes to a team-mate that scores) should therefore always be acknowledged by Hurricanes coaches and the assisting player's team-mates.

### **Team rules include:**

- 1. A Hamilton Player NEVER criticises another teammate.**  
Selfishness, in-fighting, ego, envy, and criticism will kill team-spirit, will be reflected on-court, and will not be tolerated by HBA Hurricane coaches.
- 2. A Hamilton Player ALWAYS acknowledges a teammate's role in scoring a basket.**  
Hamilton players must be eager – not just willing – to sacrifice personal glory for the benefit of the team. Audibly acknowledging a team-mate's role in every score ensures camaraderie and team-spirit
- 3. A Hamilton Player ALWAYS plays their role in the team.**  
If a Hamilton player is unwilling to play their coach-assigned role for the team, they will not be asked to play as much time as players in the team who eagerly and capably play their given part. Nothing justifies a player with the tools to be highly successful on offence playing defence poorly or with anything less than 100% effort.  
Further, court time must be earned and is not guaranteed. Therefore, bench players have a critical role and obligation to be positive for teammates on court.
- 4. A Hamilton Player ALWAYS tries to remain composed and disciplined.**  
Hamilton players must have the mental discipline to keep their mind constantly focused on their required effort and role in the team, no matter how frustrated, riled or unjustly treated they feel they may be.
- 5. A Hamilton Player NEVER taunts an opponent.**  
Hamilton players must know the right balance between being vocal and supportive of their team-mates, while showing good sportsmanship, due respect to their opponents and the mental discipline to rise above any fracas with the opposition.

## Team Trademarks:

- To set the tone for the team's attitude and effort on court, Hamilton players will arrive at games in the right frame of mind, **switched-on** and ready to play.
- Hamilton players **execute warm up drills with precision and energy** so that the team is fully focused, vocal and clicked-into-place from the centre tap.
- During a game and at all times on the court, all five Hamilton players must be willing and eager to compete with **100% intensity and effort** and to play their team role.
- Hamilton Hurricanes teams will be known for their **teamwork, competitiveness, and sportsmanship**, by playing unselfishly, hard and fair for the full 40 minutes of a game, regardless of the score.

## 6. APPOINTMENT OF COACHES

On behalf of the HBA and prior to the beginning of the squad season, the HBA Representative Chairperson or DoCAD will call for applications for all Hurricanes Coaching positions. Applications for coaching positions will be via PlayHq, with invited applicants to be interviewed by a Coaching Selection Panel that will consist of;

- The DoCAD
- HBA nominated person
- HHS nominated person

Applicants are to be selected based on criteria determined by the HBA Representative Chairperson or DoCAD.

Applicants should bring a current Working with Children Check at interview.

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

## 7. CODES OF CONDUCT

The HBA Codes of Conduct are aligned with Basketball Victoria (BV).

The HBA Codes of conduct are therefore intended to assist players, coaches, administrators, parents, and spectators to obtain the maximum benefit and enjoyment from their involvement in basketball. As a Hamilton Hurricanes stakeholder, you must be fully committed to abiding by the HBA's Code of Conduct by signature.

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

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



**There is zero tolerance shown towards any inappropriate or abusive behaviour from athletes, Coaches, Team Managers, parents, or spectators.**

This includes, but is not limited to:

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

Every parent and player must attend a compulsory information night to be clear on the HBA expectations and what commitment you will need to make to be a member of the Hamilton Hurricanes Representative Squad Basketball Program.

### **7.1 Athletes Code of Conduct**

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

### **7.2 Parents Code of Conduct**

- Encourage participation for the athlete's own interest and enjoyment, not yours. Support their participation and do not force them.
- Encourage athletes to always play by the rules.
- Teach athletes that an honest effort is always more important than a victory.
- Focus on developing skills and playing the game. Reduce the emphasis on winning!
- Athletes learn best by example. Applaud good play by all teams.
- Do not criticise in front of others – including criticism of the athlete, teammates, team officials or referees. Reserve constructive criticism for more private moments.

- Respect and accept decisions of all referees as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
- Set a good example by your own conduct and behaviour.
- Do not criticise or provoke opposing team members or supporters by word or gesture.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race, or impairment.
- Show appreciation for volunteer coaches, officials, and administrators. Without them, there would be no game.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g., Facebook, YouTube, Twitter, mobile phones etc.
- Parents are not to approach the Coach immediately prior to, or for 24 hours following games or training with the intention of discussing concerns or game/training related matters.
- During training and games, all direction and instructions come from the coach and assistant coach only. Parents are not to coach from the sidelines.

### **7.3 Spectators Code of Conduct**

- Applaud good performances from each team. Congratulate all athletes regardless of the outcome.
- Respect the referee's decision. Do not disagree publicly with a referee's decision.
- Always be positive. Never ridicule or shout at an athlete for making a mistake during competition. Condemn the use of violence, intimidation, or dissent in any form, be it by spectators, coaches, or athletes.
- Show respect for your team's opponents and for officials, without them, there would be no game.
- Encourage athletes to obey the rules and decisions of officials.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
- Ensure all children in your care are under direct supervision.
- Respect the rights of others and avoid the use of derogatory language based on gender, race, or impairment.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g., Facebook, You Tube, Twitter, mobile phones etc.
- No spectator is to approach a coach immediately prior to, or for 24 hours following a game or training with the intention of discussing concerns or training/game related matters.
- During training and games, all direction and instructions come from the coach and assistant coach only. Spectators are not to coach from the sidelines.

### **7.4 Coaches Code of Conduct**

- Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athletes for making mistakes or losing a competition.
- Be reasonable in your demands on young athletes' time, energy, and enthusiasm.
- Teach athletes that understanding and playing by the rules is their own responsibility.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches, and their interaction with the media, parents, and spectators.
- Group athletes according to age, height, skills, and physical maturity, whenever possible, to promote fair competition and development.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.

- Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
- Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
- As well as imparting knowledge and skills, promote desirable personal and social behaviours. The coach is an educator and mentor and must be mindful of maintaining appropriate and professional boundaries.
- Stay informed about changes in sport; ensure that the information used is up to date, appropriate to the needs of athletes and considers the principles of growth and development of children.
- Ensure that physical contact with athletes is appropriate to the situation and necessary for their skill development.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance, or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

### **7.5 Team Managers Code of Conduct**

- Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athlete's for making mistakes or losing a competition.
- Assist your coach with teaching your athletes that understanding and playing by the rules is their own responsibility.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches and managers and their interaction with the media, parents, and spectators.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
- Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
- Be aware of the role of the Team Manager as a mentor and maintain appropriate and professional boundaries.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, managers, or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance, or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

### **7.7 Breaches to any Code of Conduct or Bylaws**

A breach of the Code of Conduct or any conditions of the HBA Hamilton Hurricanes Representative Basketball Player Agreement may result in disciplinary action by the Hamilton Hurricanes Representative Squad Basketball Sub-committee, HBA Board, HBA Tribunal or BV such as team omission, suspension, or deregistration.

## **7.8 Harassment-Discrimination-Vilifications**

The Hamilton Hurricanes Representative program is committed to a policy of sport which is free of harassment, discrimination, and vilification as per Basketball Victoria's Member Protection Bylaws. This includes all Coaches, Team Managers, athletes, parents, and spectators.

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

## **7.9 Basketball Victoria Member Protection Bylaws**

All athletes, Coaches, Team Managers, parents, and spectators must adhere to the Basketball Victoria Member Protection Bylaws always.

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

## **8. COMMITMENT**

### **8.1 Athletes**

The level of commitment for athletes varies with each age group but there are some common expectations. Athletes must commit to being available to play in all tournaments as recommended by the DoCAD/coaches/HHS. They must also be available for all compulsory training sessions.

### **8.2 Parents**

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

### **9.3 Coaches**

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

### **9.4 Team Managers**

The role of the team manager carries with it a lot of responsibility and is very time consuming. The selection of a Team Manager must be done carefully as the relationship between the Team Manager and the Coach is critical and must involve two-way communication.

The role of the team manager requires a level of commitment often above any of the athletes and sometimes even the Coach. Team managers take on the bulk of the organisational work including liaising with the HHS and making sure their team has all the necessary information regards each tournament.

'No Team Manager, No Team' will be enforced if a suitable person cannot be found.

Nominations for Team Manager MUST be approved by the HSS and must not be the spouse of/ related to the coach in any way.

### **Training Sessions:**

Training is **compulsory** for all Hamilton Hurricanes players and will be a minimum 60 minutes and up to 90 minutes per week for each Hamilton Hurricanes Representative Squad Basketball Team. This training cost is covered by the HBA. Additional training sessions held outside this will be paid for by the team; not the HBA.

Repeated failure to attend training may result in team omission or de-listing. Coaches will conduct training sessions in a timely manner, starting and finishing **on time**.

Hamilton teams are expected to '**Train as you play, play as you Train**' so that players develop the right habits in games.

Hamilton players must be willing and enthusiastic to do what their coach requires of them, for their own and their team's benefit, always and without complaint. In this way, Hamilton players are expected to always lead by example at practise sessions.

Hamilton players must be prepared to execute the fundamental basketball skills and teaching points at every training session so that they become second nature.

## **9. COMPLAINTS**

All minor complaints should be directed initially to the Team Manager. If the issue cannot be resolved, the Team Manager should discuss the issue with the Coach and/or the relevant HHS member.

If the issue is related to coaching or playing time this should be directed initially to the coach in the presence of the team manager, but must not be done within 48 hours of any game/tournament.

Non coaching matters or matters of a serious nature, should be referred to the HHS Team Manager Coordinator, who will either resolve the issue, bring it to the attention of the HHS or if required raise it with the HBA Board. If required, matters may be referred to an external agency for mediation, investigation, or resolution.

All complaints must be in writing and include the name of the author. Anonymous letters of complaint will not be considered. If the author would like to have their name withheld this can be arranged.

HHS meetings are held monthly and will review any issues and complaints that arise. If required (due to the serious nature of an issue or complaint), an additional meeting may be called to address and resolve an issue or complaint.

Grievances, complaints and/or concerns of a serious nature should be addressed via email: [hba3300squadchair@gmail.com](mailto:hba3300squadchair@gmail.com)

## **10. BASKETBALL VICTORIA PROGRAMS**

All Hamilton Hurricanes athletes and coaches are actively encouraged to participate in all Basketball Victoria programs. This includes:

- Under 12 & 14 Skills Days
- Under 14 Future Development Program
- State Development Program Selections
- Under 16/18 State Team selections.

## 11. COURT TIME

All players should be given opportunity to participate in every game.

**Court time may not always be even, but it should be fair.**

All athletes and parents must be made aware of this at the start of the Hurricanes season.

All athletes selected for tournaments must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the match. An athlete's ability, attendance at training and attitude may be taken into account when determining the amount of court time they receive. Court time may not always be even, but it should be fair. An emphasis should be placed on giving athletes every opportunity to play.

During the Junior Country Championships, the playing time is at the discretion of the Coach.

All athletes and parents must be made aware of this at the start of the Hurricanes season.

## 12. DE-LISTING ATHLETES DURING THE HURRICANES SEASON

Only the HBA Board has the authority to de-list an athlete during the Hurricanes season. Reasons for de-listing an athlete may include (but are not limited to) repeated nonattendance at compulsory training sessions or games, breaches of the athlete and/or parent code of conduct or an irreconcilable breakdown in the relationship between the Coach and the athlete. A lack of form will not constitute grounds for de-listing an athlete.

If a Coach believes an athlete should be de-listed, a written request must be made to the HHS Chairperson or the DoCAD. The request must provide adequate reasons and evidence. The HHS Chairperson or the DoCAD will inform the JBC of the request and make a recommendation to the HBA Board for consideration.

The final decision will rest with the HBA Board.

## 13. DISCIPLINARY ACTION

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

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

- Athlete's court time
- Financial matters involving tournaments
- Any matter including inappropriate use of social media directed at/or including bullying, intimidation, of any athlete, Coach, Team Manager, parent, spectator, or any representative of the HHS.

**Moderate matters** may be managed by the HHS. Examples of moderate matters may include and is not limited to:

- Breaches of the Code of Conduct
- Non-game related incidents.

Any moderate matters that cannot be resolved by the HHS, may be referred to the HBA Board and/or an external party for conflict resolution/mediation.

**Serious matters** may be referred by report, directly to the HBA Board. Serious matters may include and are not limited to:

- Game related report/s, of an athlete, coach, parent/guardian and/or spectator.
- Any incident/breach/disciplinary action, which potentially has a penalty including, but not limited to, a monetary fine, and/or any suspension, and/or disqualification, must be referred to the HBA Board.

This includes any serious breaches of the Code of Conduct and/or the HBA By-laws, and/or Member Protection By-laws

- Any behaviour that may reflect negatively on Hamilton Basketball.

All disciplinary action must be in accordance with the BV Members Protection By-Laws and the BV Tribunal By-Laws. Individuals reserve the right to lodge an appeal or be directly referred to the HBA Board. The HBA Board will decide what action should be taken on a case-by-case basis.

### **Disciplinary action to Hurricanes stakeholders may include:**

#### **Athletes**

- A written warning from the Rep Chairperson/DoCAD may be issued, in consultation with the HHS. If the written warning is ignored, the HBA Board will consider appropriate disciplinary action.
- Athletes may be stood down from participating in the Hurricanes training, games, or other functions or de-listed from the program.

#### **Coaches**

- A written warning from the Rep Chairperson/DoCAD may be issued, in consultation with the HSS. If the written warning is ignored, the HBA Board will consider appropriate disciplinary action.
- Coaches may be stood down from their Coaching position for a period or removed from the role.

#### **Team Managers**

- Team Manager may be stood down from their position for a period or removed from the role.

#### **Parents**

- Parents may be banned from attending Hurricanes training, games, or other functions.
- Repeat offences may result in the parent's child being de-listed.

#### **Appeals**

Any appeals will be referred to the HBA Board.

## **14. DOMESTIC MATCHES**

The HBA extend the courtesy of allowing the Hurricanes 'A' teams to play in the domestic basketball competition where the schedule permits, during the Summer season only. These games should be treated by all involved as a valuable opportunity for development and not have a focus on winning.

Teams will be entered into the age group above their designated squad age group. Athletes are expected to play in these domestic matches unless it clashes with their own club game. In this instance the club game takes precedence over the squad game. Where possible squad teams should not forfeit domestic matches. Normal forfeit fees will apply to Hurricanes teams. Fines will be paid by the team involved, not the HBA or the HHS. Hurricanes teams are NOT eligible to qualify for finals in the domestic competition. If a Hurricanes side finishes within the team's eligibility for finals, they will be removed. The next team on the ladder will take their place in the final's series.

## **15. FINANCES**

Each tournament has its own set team registration fee. The fee for individuals will be based on this and set by the HBA administrator. Payment will be expected through PlayHq on registration for each tournament and emergency players will be required to register for each tournament also. The fee is usually \$50 per player, per tournament.

Any fines charged by association tournaments for forfeiting games will be distributed to the players who were absent and therefore caused the forfeit. This is not negotiable.

Hurricanes players are expected to purchase a warm up top & training singlet once their position in the team is confirmed. Backpacks and Navy hooded jumpers are also available.

Families are responsible for covering own costs of travelling and accommodation. All accommodation is to be paid for by the parents, it is preferred but *not compulsory* to stay in the same accommodation as the team. Caravans, shared houses, family members and friends are often utilised to minimise costs.

As per above regards the Domestic season, 'A' teams are required to pay their weekly game fee via TeamPay. Game fees are currently \$40 and is split by the number of players.

## **16. MEDICAL RECORDS**

The Team Manager will keep medical records for each athlete. These records are private and confidential and should not be disclosed to anyone other than the Coach, Team Manager, sports trainer, or medical professional. Information contained in the records should only be used for the purpose for which it is provided. All personal medical information must be collected and stored in accordance with the Privacy Act and the National Privacy Principles.

## **17. PARENT/ ATHLETE BRIEFING**

The Parent Briefing to be conducted by the HHS prior to tryouts and subsequent selections of the Hurricanes squads is compulsory for all parents. The meeting will outline the Hurricanes Operational Policies and Guidelines and the Hurricanes structure and philosophy.

## **18. RECRUITMENT OF ATHLETES DURING SQUAD SEASON**

Players not selected for a Hamilton Hurricanes team through the try out process must not be approached to join the team without the consent of the Hamilton Hurricanes Representative Program Coordinator, subcommittee and the HBA Committee.

Individuals who have not attended a try-out session must therefore not be approached to join a Hamilton Hurricanes Squad team without first having the consent of the team Coach, the HBA President and the Hamilton Hurricanes Squad Program Coordinator.

Any replacement player must be sourced from the HBA. Exceptions to this rule may occur when no players are available within the HBA, and endorsement has been given by the HBA committee to source a player from another association. Selection of an outside association player must never be to the detriment of the other association and written confirmation from the association must be received.

A decision on a player being permitted to join a Hurricanes team during the season will be made if it is deemed to be in the best interest of the team and has the approval of (i) the Hamilton Hurricanes Squad Program Coordinator, (ii) the Hamilton Hurricanes Squad Program Subcommittee; where necessary the (iii) HBA Board and (iv) the team Coach.

If there is a Development Squad in that age group, replacements can be sourced from the team, even to the detriment of the Development Squad.

Any athlete recruited after try-outs MUST:

- complete full registration details and pay all fees required and
- be given the Hurricanes online information booklet

If athletes are approached by Coaches or Team Managers without the consent of the Squad Chairperson/DoCAD in consultation with the HSS, that athlete may not be permitted to represent



Hamilton in that Hurricanes season and disciplinary action may be taken against the Coach and/or Team Manager.

## **19. TEAM SELECTIONS**

Team selections will be made by the Hurricanes coaches and approved selectors by the Squad Chairperson/DoCAD. The HBA Board and the HHS will support the decision of the Coach, DoCAD and selectors regarding team selections. If a written complaint is received that provides valid reasons for disputing team selections, this will be referred to the HHS.

8 players will be named in the team plus 2 emergencies. These emergencies will train with the 'A' team. If numbers allow a development team, these two players are the first two selected.

## **20. TRYOUTS**

Tryouts for the Hamilton Hurricanes will consist of two sessions and a third if deemed necessary. The HSS will set the dates for the tryouts with approval by the HBA Board.

Athletes must attend a minimum of 1 tryout sessions to be selected and are strongly encouraged to attend all tryout sessions.

Injured athletes will be expected to register and attend tryout sessions. A medical certificate must be provided if requested. Any athlete who has not registered for tryouts before the final session will not be considered for selection.

Extenuating circumstances preventing an athlete from attending tryouts will be considered on an individual basis and must have the approval of the Squad Chairperson/DoCAD, in consultation with the HSS. Any request for an exemption from tryouts must be made in writing to the Squad Chairperson/DoCAD before the final tryout session and preferably before tryouts commence if reasons are known at that time.

## **21. DEVELOPMENT SQUADS**

When tryout numbers are large and there is scope for the creation of a Development Squad, the HHS will actively seek coaches to accommodate the Development Squad for the relevant age group.

Development Squad selection will take place once:

- A qualified coach has been appointed by the HHS and approved by the HBA Board.
- All members of the Hurricanes Squad team in the relevant division have been confirmed.

Selections will be open to any HBA Junior player who attended the Hurricanes Squad tryouts.

Development squads will not be eligible to enter the HBA Junior Domestic Competition.

Two emergency players will be chosen for each squad team and will be expected to train with the 'A' Team but play in the Development squad. They are also expected to train with the development team. They may be called on for selection in the Hamilton Hurricanes Squad if current members are injured or ill, even to the detriment of the Development Squad. Development squad members and parents will abide by the same rules as set out for the Hamilton Hurricanes within this document and complete all documentation in kind.

## 22. TOURNAMENTS

'A' Teams may attend a maximum of 6 (six) tournaments for the season, excluding the State championships.

Development teams may attend a maximum of 6 (six) tournaments for the season: generally local tournaments and are not entered into any State Champs.

These must be approved by the Squad Chairperson/DoCAD in consultation with the HSS. A list of approved tournaments will be supplied to coaches for consideration.

### *Tournaments may include:*

- **Mt Gambier Junior Basketball Tournament**
- **Millicent Junior Basketball Tournament**
- **Warrnambool Junior Basketball Tournament**
- **Horsham Junior Basketball Tournament**
- **Colac Junior Basketball Tournament**
- **Bendigo Junior Basketball Tournament**
- **Portland Junior Basketball Tournament**
- **Hamilton Junior Basketball Tournament (COMPULSORY where age group is available)**

## 23. SPONSORSHIP AND FUNDRAISING

### **23.1 Sponsorship**

All sponsorship must be approved by the HHS and the HBA Board before being accepted and promoted in any way.

- Naming RIGHTS sponsor logos must always be larger than any other sponsors logo.
- All signage must be provided, including dimensions, to the HHS for approval.

### **23.2 Fundraising**

All fundraising needs to be approved by the HHS.

## 24. WORKING WITH CHILDREN CHECKS (WWCC)

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

## 25. FORMS REQUIRING SIGNATURES BY PLAYERS AND PARENTS

The five forms ATTACHED to this Hurricanes Information Pack must be signed by the Hamilton Hurricanes player and their parent or guardian for the player to be eligible to play for their team.

- |                              |                                 |          |
|------------------------------|---------------------------------|----------|
| • Player Agreement Form.     | To be signed Hurricanes Player  | FORM (1) |
| • Player Code of Conduct.    | To be signed by Player          | FORM (2) |
| • Medical Consent Form.      | To be signed by Parent-Guardian | FORM (3) |
| • Parental Agreement Form.   | To be signed by Parent-Guardian | FORM (4) |
| • Spectator Code of Conduct. | To be signed by Parent-Guardian | FORM (5) |

## 26. APPENDIXES

### APPENDIX 1 - Nominations of Subcommittee Members

The Hamilton Hurricanes Representative Program is looking for active and enthusiastic members to join a subcommittee. They will work alongside Hamilton Basketball Association (HBA) Squad Rep Lisa Cleaver and HBA Administrator Brooke LeRoy for the upcoming season.

Subcommittee Positions include:

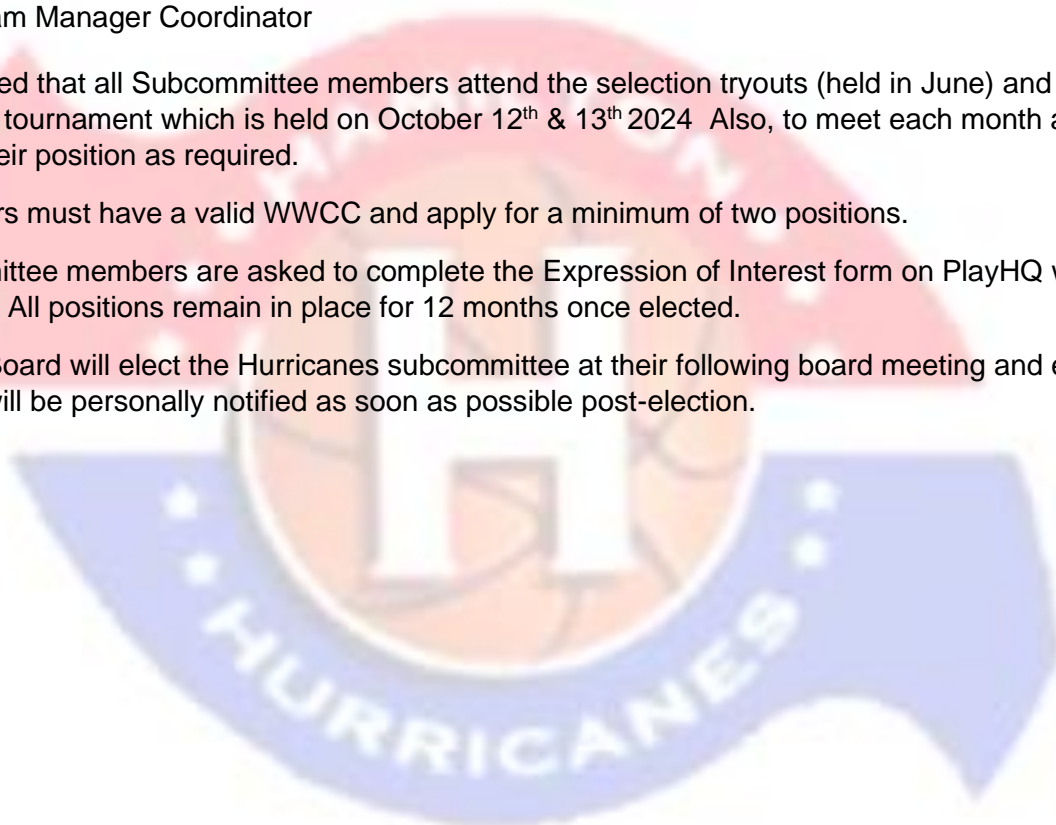
- Director of Coaching
- Tournament Coordinator
- Uniform Coordinator
- Equipment Coordinator
- Merchandise Coordinator
- Team Manager Coordinator

It is expected that all Subcommittee members attend the selection tryouts (held in June) and our local junior tournament which is held on October 12<sup>th</sup> & 13<sup>th</sup> 2024. Also, to meet each month and assist in their position as required.

All members must have a valid WWCC and apply for a minimum of two positions.

Sub Committee members are asked to complete the Expression of Interest form on PlayHQ when advertised. All positions remain in place for 12 months once elected.

The HBA Board will elect the Hurricanes subcommittee at their following board meeting and each applicant will be personally notified as soon as possible post-election.



## APPENDIX 2 – Member Protection Declaration

I, ..... (Name) of  
.....(Address),  
Born on the        /        /

Solemnly and sincerely declare:

1. I am, or wish to be appointed in the position of either a Coach/Team Manager/Committee person (delete those not applicable) within the Hamilton Hurricanes program for the Hamilton Basketball Association.
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, Violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
5. No person has ever sought or obtained any intervention order, injunction or other. Restraining order against me alleging verbal or physical abuse (including sexual abuse).
6. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above
7. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or Dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.
8. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of athletes aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
9. I will notify the President of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

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

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

Signature .....

Before me: .....

(To be witnessed by a person below)

### Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives

**APPENDIX 3 – Athlete & Parent Declaration**

Athlete Name (legal full name): .....  
Athlete Date of Birth: ...../...../.....  
Athlete Address: .....

Full Name of Parents/Guardians (1) .....  
Contact number: .....

Full Name of Parents/Guardians (2) .....  
Contact number: .....

Athlete Mobile:.....  
Athlete Email:.....  
Parent Email:.....

Has the athlete ever played for another association? Yes / No  
If yes, what association .....and the year .....

**Declaration:**

I do/don't give permission for my child to have their photo taken and be used on the basketball Website, used to promote the Hamilton Basketball Association or displayed at HILAC.

I have read and understand the Hurricanes Operational Policy and Guidelines and agree to abide by this document.

I understand the importance of the Codes of Conduct, the financial implications, time required, the objectives of each age group or team and all other aspects within this document.

I am aware that the court time for my child is based on multiple factors and that court time may not be even, especially at Junior Country Championships.

I am aware that participation in the Hamilton Hurricane program has significant responsibilities for all stakeholders and athletes and will adhere to these at all times.

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

.....  
Signature of Athlete

.....  
Signature of Parent/Guardian

.....  
Signature of Parent/Guardian

.....  
Name of Parent/Guardian

.....  
Name of Parent/Guardian

**APPENDIX 4 – Coach, Team Manager (and other) Declaration**

Name (legal full name): .....  
Address .....  
Contact number: .....  
Work: .....  
Email:.....

Role: Coach / Assistant Coach / Team Manager / Other .....(circle one)

Working With Children Check Number ..... (provide photocopy of card)

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

**Declaration:**

I have read and understand the Hamilton Hurricanes Operational Policy and Guidelines and agree to abide by this document.

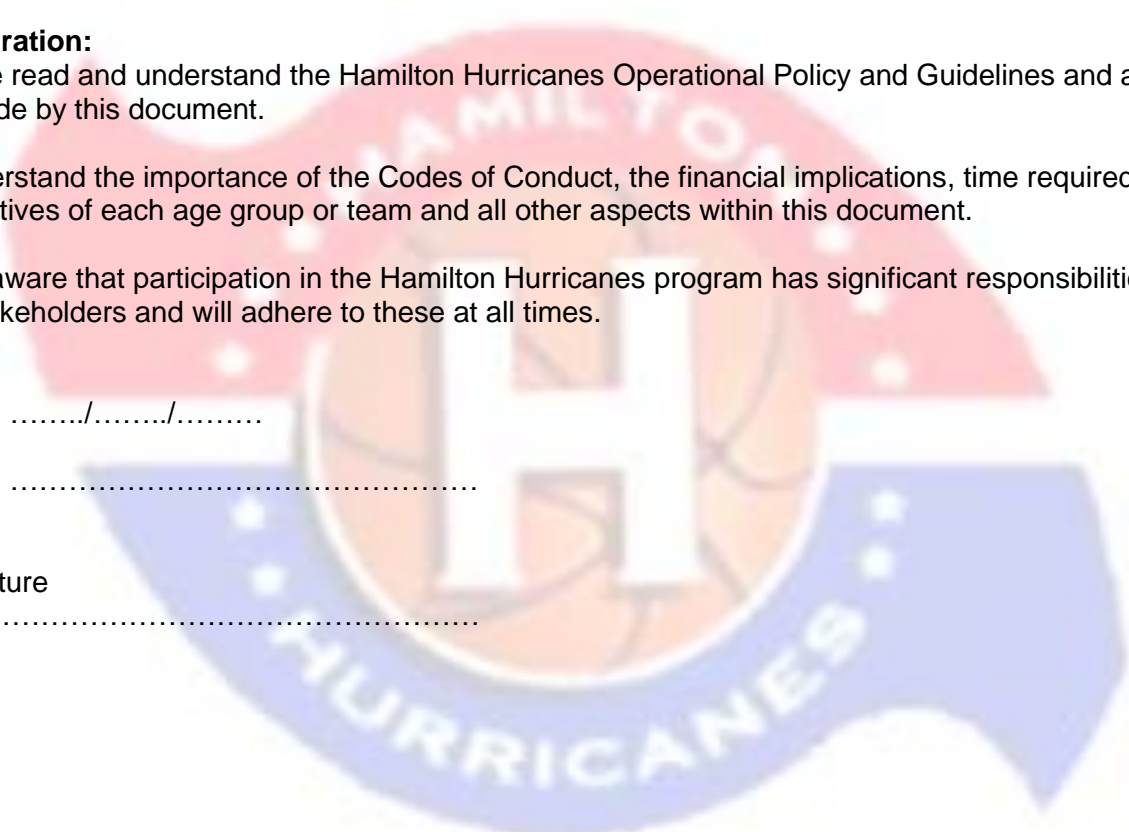
I understand the importance of the Codes of Conduct, the financial implications, time required, the Objectives of each age group or team and all other aspects within this document.

I am aware that participation in the Hamilton Hurricanes program has significant responsibilities for all stakeholders and will adhere to these at all times.

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

Name .....

Signature .....



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Please fill free to jot any notes down :)

