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**JUNIOR GATORS  
SQUAD COMMITTEE  
&  
OPERATIONAL  
POLICIES AND GUIDELINES**

**Compiled April 2015**

*"If each player 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

The following policies and guidelines have been developed by the Greater Shepparton Basketball Association Committee of Management (GSBA COM) to assist everyone involved in the Junior Squad program to better understand how the program operates. There is an expectation that by agreeing to be involved in the Junior Squad program every coach, player, parent, committee member and official shall abide by the policies and guidelines in this document. People should not act in a manner contrary to the Junior Squad Policies and Guidelines.

The Board also recognises that Junior Squad Committee Policies and Guidelines do not cover every scenario that may arise during the course of the season. As such the GSBA COM in consultation with the Junior Squad Committee under the boards annex is the controlling entity.

The GSBA expects all concerned with the Junior squad program to adhere to these policies. The board reserves the right to uphold, alter or make any decision, in the running of the junior program, including any direction given by the Junior Squad Committee.

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

## JUNIOR SQUAD COMMITTEE STRUCTURE

A group of volunteers known as the Junior Squad Committee working with the GSBA COM and Coaching Panel are responsible for the day to day running of the Junior Squad Program. The GSBA COM is the controlling body of the junior squad program and as such relies on the Junior Squad Committee to ensure that the program is running efficiently and is representative of all age groups competing.

The Junior Gators Committee consists of at least 11 active members, including the positions of:

- Chairperson
- Coaching Panel Delegate
- Secretary
- Treasurer
- GSBA COM Delegate
- Coaches and Team Managers Liaison
- Media Liaison
- Uniform Coordinator
- Sponsorship/Fundraising
- Training Coordinator
- Tournament Coordinator

The above roles are designed to assist with day to day Junior Gator Committee responsibilities. Junior Gator Committee members are elected every twelve months. The Coaching Panel Delegate is appointed by the GSBA COM.

Each committee member will need to have an active role in one of the positions mentioned above to be part of the Junior Squad Committee.

## **JUNIOR SQUAD PHILOSOPHY**

- To provide all players with the opportunity to represent Greater Shepparton Basketball at the highest level.
- To continue to maintain our commitment towards becoming the strongest and most fundamentally sound representative squad program in Australia.
- To provide all players 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 players with a high standard of Coaching and instruction.
- To provide all players with high quality and well-structured training sessions.
- To provide all Coaches with guidance and opportunities to improve their skills.

## **JUNIOR SQUAD COMMITTEE PHILOSOPHY AND OPERATIONS**

By accepting a position on the Junior Squad Committee you become an integral part of the Junior Squad Program. As part of that involvement, all committee members must be supportive of the program and those involved in it including, Players, Coaches, Team Managers, Parents, and Junior Squad Committee members. It is imperative that committee members do not disseminate information and do not relay false or misleading information and personal opinions outside of the committee. Confidentiality is to be maintained at all times.

It is the aim of the Junior Squad Program to create a positive and supportive environment for each coach and young player to improve and develop. Operating a junior basketball program of this size is difficult and at times there can be some problems. The Committee is to try and offer, alternatives, solutions, support, and assistance and to encourage all members of Shepparton Junior Gators, including Players, Parents, Coaches, and Team Managers.

Important operational decisions should only be made, with a minimum Quorum of Junior Squad committee members. Junior Squad Committee members should be present at the meeting in which the vote is to take place. Proxy votes are permitted in certain circumstances, if a committee member has a reasonable excuse for non-attendance at a meeting. Junior Squad Committee members must attend at least 2/3rds of the scheduled meetings during the current squad season. Junior Gators Committee members who do not attend the minimum number of meetings may have their position declared vacant.

If agreement on a decision is not able to be made due to a dead-locked vote the Chairperson has the deciding vote. If it is still not able to be resolved then the agenda item must be referred to the GSBA COM.

The Junior Squad Committee cannot change policies or guidelines but have the power to make recommendations to the GSBA COM who will then review these requests at the next available GSBA COM Meeting.

## **DEFINITIONS**

**In consultation with the Junior Squad Committee** – Discussion and agreement with the Chairperson or representative of the Junior Squad Committee, who will report to the Junior Squad Committee.

**Quorum** – For the purpose of the Junior Squad Committee, consists of a minimum of 2/3rds of the committee membership.

**Proxy Vote** – A vote which must be in writing, and can be sent either by post or email. The format of the proxy is by the approved form as attached Appendix 3, and must be submitted to the Committee Secretary at least 24 hours prior to the vote taking place.

**Coaching Panel** – Consists of a chair person appointed by the GSBA Com, a delegate appointed by the GSBA COM, and a delegate appointed by the Junior Squad Committee and shall include the Coaches Liaison and a director of Coaching who shall be appointed by the GSBA COM or GSBA appointee in his place if not appointed. This Panel shall consist of a minimum of five people.

### **Role of the Coaching Panel**

- Develop a game philosophy for use by all Representative junior Gators sides. The Philosophy shall have an offence and defence structure to be taught by all appointed coaches.
- Be responsible for selection of Coaches to implement this philosophy and provide the appropriate representative coaching for Junior Squads as laid out in this document.
- Oversee Coach Development and progression and manage coaches involved in Shepparton Representative Basketball for the development of and progression of athletes towards state national and senior representation for Shepparton.
- The Coaching Panel may be called upon from time to time to assist in Senior Coach Selection as well.

### **AGE GROUP SPECIFIC OBJECTIVES**

#### **Under 12 Objectives**

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Future Stars Tournament.
- To prepare a team for the Shepparton Show Me Junior Basketball Tournament.
- Selection of 10 players for each of two squads forming a division one and two team.
- Selection of another development based group as and when required which is approved by the Coach Selection Committee and Junior Squad Committee from time to time as deemed necessary.

#### **Under 14 Objectives**

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Gold Star Classic.
- To qualify for the National Championships.
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or Metro 1 Division.

- To prepare a team for the Shepparton Show Me Junior Basketball Tournament.
- Selection of 10 players for each of two squads forming a division one and two team.
- Selection of another development based group as and when required which is approved by the Coach Selection Committee and Junior Squad Committee from time to time.

#### Under 16 Objectives

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Country Championships.
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or Metro 1 Division.
- To prepare a team for the Shepparton Show Me Junior Basketball Tournament.
- To prepare players for state team selections.
- Selection of between 8 and 10 players for each of two squads forming a division one and two team.

#### Under 18 Objectives

- To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Country Championships.
- To prepare a team for the Shepparton Show Me Junior Basketball Tournament.
- To prepare players for state team selections.
- Selection of between 8 and 10 players for each of two squads forming a division one and two team.

## 1. APPOINTMENT OF COACHES

On behalf of the GSBA COM the Coaches liaison prior to each squad season will call for applications for Junior Squad Coaching positions deemed to be available. A position may be held after review by the Coaches Panel by a previously appointed coach and will not be advertised in this case. Applications for coaching positions must be in writing. Applicants will be interviewed by the Coaching Panel, who will provide a report with the recommended candidate to the GSBA COM. The GSBA COM will ratify the recommended candidates to the Junior Squad Committee. Applicants are to be selected based on criteria determined by the Director of Coaching or in his absence the Coaching Panel. **Coaches selected for Under 14 and Under 16 age groups must be available for coaching in the Victorian Junior Basketball League competition if it is determined that there will be teams entered.**

## **2. CLEARANCES**

As per the GSBA current squad players of ANY team can only apply for domestic clearances during the month of September.

## **3. CODES OF CONDUCT**

Stakeholders involved in the Junior Squad program must always abide by the various Codes of Conduct

### **3.1 Players Code of Conduct**

- All players must make themselves available for all tournaments as required by their Squad 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 players, 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 so will you.
- Be a good sport. Acknowledge all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Co-operate with your coach, officials, team mates 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 players, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race 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.
- 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.

### **3.2 Parents Code of Conduct**

- Encourage children to participate for their own interest and enjoyment, not yours. Support their participation and do not force them.
- Encourage children to always play by the rules.
- Remember children are involved in sport for their enjoyment, not yours.

- Focus on developing skills and playing the game. Reduce the emphasis on winning □ A child learns best by example. Applaud good plays by all teams.
- Do not criticise any children in front of others. 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.
- Do not criticise 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 players, 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, your child could not participate.
- Always respect the use of facilities and equipment provided.
- Do not approach Coaches immediately after games if you have an issue you wish to discuss make contact through appropriate channels with the coach for an appropriate meeting time at least two days after any matches.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

### **3.3 Spectators Code of Conduct**

- Children play sport for fun. They are not playing for the entertainment of spectators. They are not miniature professionals.
- Applaud good performances from each team. Congratulate all players regardless of the outcome.
- Respect the referee's decision. If there is a disagreement, follow the appropriate procedure in order to query the decision.
- Always be positive. Never ridicule or shout at a child for making a mistake during competition.
- Condemn the use of violence in any form, be it by spectators, coaches or players.

Show respect for your team's opponents and for officials, without them, there would be no game.

- Encourage players to obey the rules and decisions of officials.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- 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.

### **3.4 Coaches Code of Conduct**

- All Coaches must make themselves available for all meetings as required by the GSBA COM, Junior Squad Committee and or Coaches Selection Committee.
- Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing a competition.
- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players 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 players according to age, height, skills and physical maturity, whenever possible.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- Schedule time and length of practices and competition that take into consideration the maturity levels of players.
- Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured player is ready to recommence play.
- As well as imparting knowledge and skills, promote desirable personal and social behaviours. Be aware of the role of the coach as an educator.
- Seek to keep abreast of changes in sport; ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children.
- Ensure that physical contact with a young person be appropriate to the situation and necessary for the player's skill development.
- Dress appropriately at all times for the position of coach eg, Game day apparel to be worn must be neat and tidy attire, Training coaches should be in coaching attire with appropriate footwear, ( no thongs, inappropriate shorts or dresses should be worn)
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background 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 abide by the Social Media policy of Basketball Victoria etc.

### **3.5 Managers Code of Conduct**

- Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule children for making mistakes or losing a competition.
- Be reasonable in your demands on young players" time, energy and enthusiasm.
- Assist your coach with teaching your players 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 players.
- Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured player is ready to recommence play.
- Be aware of the role of the manager as a role model.
- Seek to keep abreast of changes in sport; ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches, managers or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background 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.

### **3.6 Other Codes of Conducts**

In addition to the Codes of Conduct mentioned in this document all stakeholders must also abide by the Code of Conducts as set by the Basketball Victoria and Basketball Victoria Country, the Shepparton Sports Stadium and other Stadiums, associations or competitions.

### **3.7 Social Media Code of Conduct**

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

2. Do not use social media to be critical of teammates, coaches, officials, administrators, volunteers or spectators. Any comment you make on social media sites has the potential to be seen by millions of

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

3. Always assume the person you are talking/writing about will see what has been said/written. Just because an online chat is between two people does not mean it remains private and nobody else can see it. Social media is accessible to everyone. Even if the person you are discussing does not see it, somebody else may. The result is you rather than the person you are ridiculing will be seen in a negative light.

4. Use social media as a positive outlet to promote players, teammates, teams, clubs and others involved in basketball. Posting results and acknowledging individual and team performances on social media makes many people aware of team and individual achievements. That can have a positive effect for many people and should be used, encouraged and embraced wherever and whenever possible.

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

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

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

8. Be aware that your actions on social media may have serious consequences. Negative comments and images, bullying, criticism and sexist remarks do not only impact negatively on the people they are about. If you are found to have acted improperly on social media regarding a basketball related matter, you are liable to disciplinary proceedings and may be required to face a tribunal hearing to explain your actions. A suspension from basketball could be imposed.

9. Consider social media to be your personal brand. Your Internet presence fuels any perception of your personal brand - whether you like it or not. Does your social media identity match your real identity? Be mindful of the content of photos, status updates, Tweets. Are they truly reflective of who you are and how you want people to see you?

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

For all Codes of Conduct, any breaches of these codes will be dealt with according to the Member Protection Bylaws, or as outlined in these Guidelines, and referred to the Junior Squad Committee who may refer the matter to the Coaching Panel. Coaching related matters are to be referred to the Coaching Panel, who will make recommendations to the Junior Committee and GSBA COM as deemed necessary. Some, circumstances may result in a report being made to the Independent Tribunal.

### **3.9 Harassment-Discrimination-Vilifications**

Shepparton Junior Gators are committed to a policy of sport which is free of harassment, discrimination and vilification as per Part IV of Basketball Victoria's Member Protection Bylaws.

This includes all players, parents and spectators.

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

### 3.10 Basketball Victoria Member Protection Bylaws

All players, Coaches, Team Managers, Parents and Spectators must adhere to the Basketball Victoria Member Protection Bylaws at all times.

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

### 3.11 Conflict Resolution Committee

Is a Sub Committee consisting of a Member of the Coach Selection Committee, Chair of GSBA COM, and Chair of Junior Squad Committee, who may, as required, consult with the GSBA COM for advice and guidance.

## 4. COMMITMENT

### 4.1 Players

The level of commitment for players varies with each age group but there are some common expectations. Players must commit to being available to play in all tournaments as recommended by the Coaching Selection Committee. They must also be available for all compulsory training sessions (at least one hour and half session per week).

It is expected that as part of the Junior Squad program at all levels basketball should be the priority sport during the applicable representative season (VJBL Country Championships) relevant to the particular age group and players must be playing local competition whilst representing the Association.

**Example: Whilst playing VJBL, if applicable, in an extended season then a player will be required to play in a local competition that is being run during the same period as the VJBL competition ie Winter and Summer competition and players must play in a minimum of 50% of the said competition.**

Players who do not try out for the Junior Squad Program or who do not make themselves available for the whole Junior Squad Program as laid out above, (all compulsory tournaments and VJBL as required) will not be eligible and will not be endorsed by the association to try out for any Vic Country events or programs including State teams.

Some concessions may be made for academic or work related commitments however involvement in other sport may not be a satisfactory reason for failing to train or play when required by the Coach or as per these guidelines. All other requests for exemptions from the above rules must be applied for in writing to the Junior Squad committee and must be approved by them, the Coach Selection Committee and GSBA COM.

### 4.2 Parents

Each parent of a Junior Squad player 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 Junior Squad Code of Behaviour as it applies to parents and have an obligation to understand the Junior Squad Policies and Guidelines.

### 4.3 Coaches

All Coaches must commit to every aspect of the Junior Squad program for their age group including attending age specific BVC skills days selections and be prepared to set an example in the areas of

communication, punctuality, commitment, professionalism and attendance for players. Coaches must read and understand the Junior Squad Policies and Guidelines and also abide by the conditions of their Coach's agreement and the Coaches Code of Behaviour.

#### **4.4 Team Managers**

Team Managers take on the organisational work including liaison with the Coaching panel and the Junior Squad Committee, booking training venues in conjunction with the Coach through the Training coordinator and making tournament travel and accommodation arrangements where required. Team Managers must also attend all team manager meetings set by the Junior Squad Committee.

### **5. COMPLAINTS**

All minor complaints should be directed initially to the Team Manager. If the issue cannot be dealt with immediately, the Team Manager should discuss the issue with the Coach.

If the issue is related to coaching or playing time this should be directed initially to the Coach but must not be done so within 48 hours of any game. If not resolved then the matter should be referred to the Coaching Panel. Non coaching matters should be referred to the Junior Squad Committee.

If a complaint is of a more serious nature, it should be directed to the Conflict Resolution Committee. The Conflict Resolution Committee will either resolve the problem or may bring the issue to the attention of the GSBA COM, to an external agency, or other mediation service deemed suitable to assist with a settlement of the matter.

All complaints to the Conflict Resolution Committee, the Coaching Panel or Junior Squad Committee must be in writing and include the name of the author. Anonymous letters of complaint will not be considered by the Conflict Resolution Committee, the Coaching Panel or the Junior Squad Committee. If the author would like to have their name withheld this can be arranged. Junior Squad Committee meetings are held monthly to review such matters and if required due to the serious nature of the issue may be held before this time period.

### **6. COUNTRY VICTORIA PROGRAMS**

All Junior Squad players are to be actively encouraged to participate in all Basketball Victoria Country (Country Vic) programs. This includes:

- Intensive Training Centre Programs
- Under 12 Skills Days
- Under 14 Academy Programs
- Under 16 / 18 State Team selections.
- Teams who qualify for Classic Tournaments within reason, are expected to play in State or National Tournaments, unless an exemption is given by the Junior Squad Committee in consultation with the Coaching Panel and GSBA.

## 7. COURT TIME

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

### Under 12

- All Under 12 players selected for tournaments must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players will be expected to take the court during the match. In an Under 12 A team a player's ability and attitude will be taken into account when determining the amount of court time a player receives. An emphasis should be placed on giving players every opportunity to play. In an Under 12 B and/or C team, players will be given fair and reasonable court time with a strong focus on individual and team development.

During the Future Stars Tournaments, Coaches are expected to have all players play at least 25% of each game. The playing time is at the discretion of the Coach. All players and parents must be made aware of this at the start of the Junior Squad season.

### Under 14

- All Under 14 players selected for tournaments must play in every round robin game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players will be expected to take the court in the match. In an Under 14 A team a player's ability and attitude will be taken into account when determining the amount of court time a player receives. In an Under 14 B and/or C team, players will be given fair and reasonable court time with a strong focus on individual and team development.

During finals in the Basketball Victoria Country Council (Country Vic) Championships and National Championships Coaches will be able to play individuals as the Coach deems appropriate with no requirement to play every player. All players and parents must be made aware of this at the start of the Junior Squad season.

### Under 16 and Under 18

- All Under 16 & Under 18 A teams the Coach will be able to play individuals as the Coach deems appropriate. In B teams all players must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. All players and parents must be made aware of this at the start of the Junior Squad season.

## 8. DE-LISTING PLAYERS/COACHES/MANAGERS DURING THE JUNIOR SQUAD SEASON

Only the Greater Shepparton Basketball Association Board has the authority to de-list a person during the course of the Junior Squad season. Reasons for de-listing a person may include (but are not limited to) repeated non-attendance at compulsory training sessions or games breaches of the player and/or parent code of conduct or an irreconcilable breakdown in the relationship between the Coach and the player.

A lack of form will not constitute grounds for de-listing a player.

In the event that a Coach feels it necessary to request to de-list a player, the coach must provide a written request, stating the reasons for such action, which must be forwarded to the Coaching Panel who will also inform the Junior Squad Committee of the situation immediately.

The Coaching Panel will make a recommendation to the GSBA COM for consideration which may include suspension from games or tournaments as a penalty.

## 9. DISCIPLINARY ACTION

The Junior Squad Committee and, the Greater Shepparton Basketball Association Board reserve the right to take disciplinary action against any player, Coach, Team Manager or parent who does not abide by the Junior Squad Policies and Guidelines or the relevant codes of conduct, or Coaches who breach their signed agreement.

**Minor matters** may be managed by the Junior Squad Committee. Minor disputes may include and is not limited to:

- Children's court time
- financial matters involving tournaments
- accommodation
- travel expenses, such as bus hire, not excluding all reasonable financial commitments involving a player, whilst representing the GSBA, at tournaments, domestic competitions, National Tournaments for all age and squad levels, including VJBL or Metro 1 competitions, or other competitions as agreed by the Junior Squad Committee and is to be prior to attending an approved competition.
- Any matter including inappropriate use of social media directed at/or including bullying, intimidation, of any Player, Coach, Team Manager, Parent, Spectator or any representative of the Junior Squad Committee.

**Moderate matters** may be managed by the Junior Squad Conflict Resolution Committee. Examples of moderate matters may include and is not limited to:

- breaches of the Code of Conduct,
- non-game related incidents.
- any other matter that may not be able to resolved by the Junior Squad Committee, may be referred to the Conflict Resolution Committee, who reserve the right to refer a matter to the GSBA COM, and/or to an external Conflict Resolution organisation.

**More Serious matters** may be referred directly to, by report, to the GSBA Board. These more serious matters may include and are not limited to:

- any game related report/s, of a player, coach, parent/guardian and 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 GSBA COM. This includes any serious breaches of the Code of Conduct and/or the Greater Shepparton Basketball Association By-laws, and/or Member Protection Bylaws.
- any behaviour that may reflect negatively on Shepparton Basketball.

In all matters individuals reserve the right to lodge an appeal or have a matter to be directly referred to the GSBA Board.

In all circumstances, a written warning from the Coaching Panel may be issued, in consultation with the Junior Squad Committee. If the written warning is ignored the GSBA Board will consider what disciplinary action to take. All disciplinary action must be in accordance with the BVA Members Protection By-Laws and the BVA Tribunal By-Laws.

The GSBA Association Board will decide what action should be taken on a case by case basis. Disciplinary action to Junior Squad stakeholders may include:

### ***Players***

Players may be stood down from participating in Junior Squad training's, games or other functions or de-listed from the Junior Squad program.

### ***Coaches***

Coaches may be stood down from their Coaching position for a period of time or removed from their position.

### ***Team Managers***

Team Manager may be stood down from their manager's position for a period of time or removed from their position.

### ***Parents***

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

### ***Appeals***

Any appeals will be referred to the Board of the GSBA Association.

## **10. DOMESTIC MATCHES**

The ability to play Junior Squad teams in the domestic competition is a courtesy extended to the Junior Squad program by the GSBA Association. These games should be treated by all involved as a valuable opportunity for development, not to focus on winning

All Junior Squad teams are encouraged to play in the summer domestic competition. Costs for these matches will be as determined by the GSBA COM from time to time. Teams will be entered into an age group to be determined by the Coach and endorsed by the Coaching Panel in a division that is suitable.

Following the grading request it will be required to be ratified by the Competitions Manager. Players 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 but common sense should be used. e.g. If there are 9 players available in your domestic team and only 4 players available in your squad team due to clashes then you would play with the squad team. Where possible squad teams should not forfeit domestic matches. Normal forfeit fees will apply to Junior Squad teams. Fines will be paid by the team involved, not the GSBA Association Board or the Junior Squad Committee.

All squad teams are NOT eligible to qualify for finals. Any teams wishing to participate in the winter season must apply in writing to the Junior Squad Committee by the closing date of entries as advertised by the Competitions Manager.

## **11. MEDICAL RECORDS**

The Team Manager will keep medical records for each player. These records are private and confidential and should not be disclosed to anyone other than the Coach, Team Manager, sport trainer or medical professional. Information contained in the records should only be used for the purpose for which it is provided. At the conclusion of each squad season medical records will be destroyed by the team manager.

All personal medical information must be collected and stored in accordance with the Privacy Act and the National Privacy Principles.

## **12. PARENT/PLAYER BRIEFING**

Every parent is expected to attend a Parent Briefing to be conducted by the Junior Squad Committee at the first suitable opportunity following the finalisation of Junior Squad selections. The purpose of the meeting shall be to outline the Junior Squad Committee Operational Policies and Guidelines and the Junior Squad structure and philosophy.

Parents will be required to sign and acknowledgement that they have received a copy of the Junior Squad Policies and Guidelines (refer annexure 5) before their child has been selected.

This briefing is usually held on a date to be advised. We will attempt to answer any questions that you may have regarding the squad program.

## **13. VICTORIAN JUNIOR BASKETBALL LEAGUE**

### *Part 1*

Players selected in the Under 14 A & Under 16 A teams (both Boys & Girls), may be offered the opportunity to participate in the Victorian Junior Basketball League.

**Note:** Participation in VJBL will be on a team by team basis. This decision will be made in consultation with the whole group and will require a number of points for consideration including but not limited to parental ability to participate, number of and skill of players to participate, cost analysis of team and individuals to participate.

The move to play VJBL is a serious commitment and therefore will require all participants and committee's to be consulted prior to acceptance to participate. All parents of players will be expected to take an active part in the organisation of a subcommittee for each VJBL team.

After grading, if teams qualify for either Championship or Metro 1 division, it is expected that they will participate for the remainder of the season. If they do not qualify for either of these levels, in consultation with the Junior Squad Committee and the Coaching Selection Committee, the teams may be withdrawn. Any fees or penalties associated with this decision, will be paid by the Junior Squad Committee.

During the VJBL season, eligible players should be a current active member of a Shepparton Basketball Association having registered with the association and paid the appropriate fee. For the purpose of this ruling, current" will be defined "as the period from the current season's squad selection to the next".

Eligibility of non-association members to participate in VJBL will be at the discretion of the Junior Squad Committee in consultation with the Coaching Panel and with such conditions as will be determined on a case by case basis. These conditions must be formalised and agreed in writing prior to commencement with the VJBL group.

Teams will be encouraged to „car-pool when travelling to matches.

## **Part 2**

All players selected in the Under 14 A and 16 A Squads will be required to play for Shepparton in the grading rounds of the Victorian Junior Basketball League if entered.

If a player in the team decides to pursue playing for a Melbourne-based club, that player will be withdrawn from the Shepparton Junior Squad program and will not be endorsed to participate in BVC or State operated pathways or programs.

If a Shepparton Team qualifies and decides to participate in VJBL, no Shepparton player who took part in the grading round will be cleared to play for another association. A permit can be issued by the Secretary of the GSBA, and is issued on the understanding that it is for a period not exceeding 12 months. The permit must be ratified by the Coaches Selection Committee and Junior Squad Committee. Players may be able to play in some tournaments representing the Shepparton Junior Gators and will be expected to commit for all tournaments selected by the Head Coach prior to the age appropriate BVC Country Championship.

Shepparton players need to obtain written consent from the Coaching Panel, in consultation with the Junior Squad Committee, to try-out and/or train with another team/association before or during the grading rounds on the proviso that if Shepparton does not qualify they would be able for selection in that side.

The permit would be issued on the understanding that it is for a period not exceeding 12 months.

## **14. RECRUITMENT OF PLAYERS FOR SQUAD TRYOUTS**

Invitations to try out for the Shepparton Junior Squad Program can be offered to any player who meets the age requirement. Once selected a player must play domestic club basketball in the GSBA Basketball Association preferably in Division 1. Players who do not play domestic basketball will not be permitted to represent the Junior Squad program.

Exceptional circumstances may arise and these matters must be approved by the Coaching Panel in consultation with the Junior Squad Committee. **Players must** be a current registered player in the GSBA domestic competition, and **play for their domestic club team** in the summer season prior to the first tournament. Players must not have any monies outstanding to the Junior Squad Program. If there are financial issues including financial hardship, the Treasurer or Chairperson may be contacted to discuss the situation. Any issues will be dealt with in the strictest of confidence.

Tryout dates will be advertised by the Shepparton Junior Squad Committee, on the Domestic basketball website and on the Junior Squad web page.

Players will only be eligible for selection for their own age group unless exceptional circumstances apply. Approval must be given by the Coaching Panel, in consultation with the Junior Gators Committee.

The Junior Gators Committee must refer all coaching and playing issues to the Coaching Panel

Players from other associations who have a team in the same country division as the Shepparton team, for which they are trying out, will not be eligible to play for Shepparton if requested to play for their home association. As directed by Basketball Victoria Country, players living outside the Shepparton residential zone will be required to obtain permission in writing from their closest association. This permission is required even if they are not currently playing in a competition close to their residential area. This condition is subject to change according to the rules and regulations of Basketball Victoria Country.

Coaches must not actively entice players from other associations to attend Shepparton Junior Squad tryouts. They may however make players aware of tryout dates and times.

Squad coaches must not entice selected squad players to change clubs or teams to play in a domestic side coached by a squad coach.

## RECRUITMENT OF PLAYERS DURING SQUAD SEASON

Players not selected in the Junior Squad program through the tryout process must not be approached to join the program without the consent of the Coaching Panel and the coach of the team before being ratified by the Junior Squad Committee who will ensure the selected player is eligible.

Players will only be permitted to be recruited during the season if it is deemed to be in the best interest of the team into which the player would be selected and in the best interests of the overall program e.g. there are a number of long term injuries or long term unavailability. When a player from a higher grade withdraws from the squad program it is preferable that the replacement comes from the current squad programs unless special circumstances exist. The final selection of that player must be approved by the Coaching Panel, and the Junior Squad Committee advised in writing so the appropriate records can be updated.

Any player recruited after Squad selection MUST complete full registration details and pay all fees required and must be given Information/Welcome pack containing all forms, which MUST be returned to the Team Manager BEFORE the player, can take the court. Breaches are to be referred to the Junior Squad Committee for investigation and if required referred to the GSBA

If players are approached by Coaches or Team Managers without the consent of the Coaching Panel, in consultation with the Junior Squad Committee, that player may not be permitted to represent Shepparton in that Junior Squad season and disciplinary action may be taken against the Coach.

## **15. REGISTRATION FEE – TO BE CONFIRMED PRIOR TO START OF THE SEASON**

The Junior Squad Committee charges a registration fee to assist with the running of the squad program.

Players will be required to pay a fee TBA prior to being able to participate in any games for the Junior Gators.

## 16. TEAM MANAGERS

The role of the Team Manager carries with it a lot of responsibility and can be time consuming. As such 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. We recommend that this process take place in consultation with the Parents of each team.

Nominations for Team Manager MUST be approved by the Junior Squad Committee. The relationship between the Team Manager and Coach is critical and must involve open, two-way communication for this reason team manager coaches related shall be discouraged. A No Team Manager, No Team" policy will be enforced if a suitable person cannot be found.

## 17. TEAM SELECTIONS

Team selections will be made by the squad coaches and ratified by the Coaching Panel.

The GSBA Board and the Junior Squad Committee will support the decision of the Coach and Director of Coaching in regard to team selections, unless a written complaint is received and justifying what they believe are valid reasons, which must be referred to the Junior Squad Committee. Players may at any time during the course of the Junior Squad season be moved between squads as the coaches, in consultation with the Coaching Panel deemed appropriate.

## 18. TOURNAMENTS

Teams may attend a maximum of 6 tournaments plus Championships for Division one and 5 for Division two teams for the season. These must be approved by the Coaches Panel.

**A list of approved tournaments will be supplied to coaches for consideration. As most tournaments are now charging an all-inclusive entry fee the committee will set a subsidy amount per tournament that teams will have calculated into the door entry fee required.**

***Events Nominated by the Coaching Panel include and are Highly recommended:***

- Shepparton Tournament all teams
- Echuca or Swan Hill Tournament
- Geelong, Wangaratta or Southern Peninsula Tournament
- Bendigo Tournament or Eltham Classic
- Wodonga Tournament all Teams
- Benalla Tournament B and C teams attendance only
- Traralgon Tournament for 12's and 14's A teams only
- A, B and C teams - one or more other tournament that the coach will select from a list supplied to them.
- „A" Teams - The relevant Vic Country Championship Event for each age group.
- If a team is not able to attend a State/National Tournament due to exceptional circumstances the request must be referred to the GSBA COM for approval.

## 18.1 Costing

Costings will be advised at the start of each Squad Season by the Junior Squad Committee Treasurer who will also advise the method of payment and deadlines for receipts.

## 18.2 Supervision/Accommodation

Parents are responsible for their own child. Arrangements can be made on a case by case basis however it is preferred that an Adult guardian accompany each individual athlete when away.

It is preferred and to be encouraged that teams stay together where at all possible to encourage team bonding and discourage individualism.

## 19. TRAINING

Teams will have at least one compulsory training session a week, which should wherever possible be set outside the time of their Domestic team training. Players must attend the nominated session. Players must attend the nominated compulsory session as per the coaches' discretion in consultation with the Coaching Panel. Non-attendance at training may affect a player's selection for tournaments and may be reflected in their court time.

Training sessions will be where possible held on Sundays at the Shepparton Stadium or otherwise as directed in consultation with the Head Coach of that age group and approved by the Coaching Panel and Junior Gators Committee.

## 20. TRYOUTS

Tryouts for Junior Squad will consist of no less than three sessions. The Junior Squad Committee with the Director of Coaching will set the dates for the tryouts. Players are encouraged to attend all tryouts but must attend at least two of the nominated tryout sessions to be eligible for selection.

Injured players will be expected to attend tryout sessions and must register and supply a medical certificate. Any player who has not registered for tryouts before the final session will not be considered for selection.

Extenuating circumstances preventing a player from attending tryouts will be considered on an individual basis and must have the approval of the Director of Coaching, in consultation with the Junior Squad Committee. Any request for an exemption from tryouts must be made in writing to the Junior Squad Committee Director of Coaching before the final tryout session and preferably before tryout's commence if reasons are known at that time.

## 21. UNDER 14 NATIONAL CHAMPIONSHIPS

If an Under 14 team qualifies for the National Championships by winning the Gold Star Classic each player involved in the qualifying team would be expected to be part of that team. The cost of the five-day National Championships could be more than \$1,000 per player depending on the location. The team (as per normal tournaments) will pay for the travel and accommodation costs of one Coach and one Team Manager. The Junior Squad Committee will assist teams travelling to the National Championships with advice and guidance on fundraising opportunities.

## **22. SPONSORSHIP AND FUNDRAISING**

### **22.1 Sponsorship**

**ALL** private and team sponsorship up to \$800 **MUST** be approved by the Junior Squad Committee **AND** endorsed by the GSBA COM before being accepted and promoted in any way. Amounts over \$800 must be approved by the GSBA COM.

All signage must be provided, including dimensions, to the GSBA COM for approval. The Manager of the GSBA will also ensure that the advertising cost and signage is within the parameters and is consistent with what other sponsors have paid for signs to be displayed within the Shepparton Stadium or for the Senior Gators.

Individual Team Sponsors Logos can **ONLY** be sewn or printed on to Polo Tops. NOT SHORTS OR PLAYING UNIFORM.

All sponsorship must be applied to the team and not to individuals.

### **22.2 Fundraising**

**ALL** fundraising needs to be approved by the Junior Squad Committee and letter must be received by the Team Manager as confirmation that it has been approved before going ahead with it.

Fundraising must also meet any statutory requirements that are required when fundraising. Questions about statutory requirements on fundraising should be referred to the GSBA Secretary.

## **23. WORKING WITH CHILDREN (WWC) CHECKS**

All Coaches, Team Managers and supervising adults will be required to get a WWC check.

Checks will be done for each new Coach, Team Manager and parent helpers, and it is the responsibility of those individuals to provide, to the Junior Squad Committee, including person/s who continue to be involved in the Junior Squad program, a current Working with Children Check prior to taking on a role or other responsibility within a squad team.

The Coaching Panel, in consultation with the Junior Squad Committee, reserve the right to take any previous convictions (including spent convictions) into consideration when offering Coach and Team Manager Positions. A record of participants with WWC checks will be kept and updated as required and all forms from the Department of Justice will be provided to the manager of the GSBA who will retain these records.

## 24. APPENDIXES

## **APPENDIX 1 - Contacts**

### **Junior Squad Committee**

## APPENDIX 2 - Election of Committee Members

The Shepparton Junior Squad Committee elected members. There are compulsory members as appointed by the GSBA, including a GSBA Delegate Representative and the Director of Coaching if appointed.

Other committee members are elected by the Junior Squad Committee. Appointment of committee positions is by endorsement as nominated and voted on by the Junior Squad Committee.

All applicants are required to have a valid Working with Children Check and may be required to undergo a Criminal History check.

It is expected that all Junior Squad Committee members hold active positions within the Junior Squad Committee consisting of:

- Chairperson
- Coaches Panel delegate
- Secretary
- Treasurer
- Greater Shepparton Basketball Association Delegate (directly appointed by the Junior Squad Committee)
- Coaches and Team Managers Liaison
- Media Liaison
- Uniform Coordinator
- Sponsorship/Fundraising
- Training Coordinator
- Tournament Coordinator

Applicants are expected to nominate a **minimum for three preferences** of the above roles for committee positions and it is preferable that the committee consists of members representing all age groups.

### Process

1. All elected committee positions are to be declared vacant every 12 months just prior to the AGM in May
2. Applications for all positions will then be received in writing.
3. Applications for all positions close at midnight on 30th of April and are to be returned to the GSBA Secretary.
4. The GSBA Secretary will advise the successful applicants and the successful applicants will be invited then to attend the Junior Squad Committee AGM where they will be elected by the Junior Squad Committee to one of the positions listed above after all previous committee positions will be declared vacant.
5. The Junior Squad Committee members are then elected at the AGM and ratified at the next GSBA Board Meeting.

## **APPENDIX 2 - Election of Committee Members (continued)**

Any appeals regarding appointment of committee positions must be referred in writing to the Board of the Greater Shepparton Basketball Association.

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by the current Junior Squad Committee. Where there are insufficient nominations to fill all positions the Junior Squad Committee may minute this, make a decision and then approach persons that hold the necessary skills and appoint them to the position.

**APPENDIX 3 - Gators Junior Squad Committee Nomination Form**

Name: .....

Address:.....  
.....

Home Telephone: ..... Mobile  
:.....

Work:..... (optional)

Email:.....

Do you have a child currently playing in the GSBA Domestic Competition. **Yes/No**

Do you have a child currently playing in the Junior Squad Program. **Yes/No**

**AGE Group of child/children**

**Nomination:** You must nominate for a minimum of 3 positions (1 your favourite, 2 your next favourite, 3 your following favourite). You can nominate 1 to 8 if you wish. To be eligible for election to the committee you must be prepared to accept an active position.

- Chairperson**
- Coaches Panel member**
- Secretary**
- Treasurer**
- GSBA COM Delegate**
- Coaches and Team Managers Liaison**
- Media Liaison**
- Uniform Coordinator**
- Sponsorship/Fundraising**
- Training Coordinator**
- Tournament Coordinator**

**Working With Children Number**..... **Expiry**.....



**APPENDIX 4 – Form of Appointment of Proxy**

Associations Incorporation Regulations 1998 No. 103

I, (*name*) .....

Of (*address*)

.....

..... being a

member of the Shepparton Junior Gators Committee or GSBA COM.

appoint (*name of proxy holder*).....

of (*address of proxy holder*)

.....

.....

being a member of the Shepparton Junior Gators Committee or GSBA COM as my proxy to vote for me on my behalf at

meetings of the Committee to be

held on (*date of meeting*) ...../...../..... and at any

adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution

(insert details of resolution)

.....

.....

**APPENDIX 5 – Player & Parent Declaration**

Player Name (legal full name): .....

Player - Birth Certificate Registration Number: .....

Player Date of Birth: ...../...../.....

Player Address:.....

Full Names of Parents/Guardians (1) .....

Full Names of Parents/Guardians (2) .....

Home Telephone: .....

Player Mobile:.....

Parent Mobile: .....

Work:.....

Player Email:.....

Parent Email:.....

Has the player ever played for another association? Yes / No

If yes, what association .....and the year .....

**Declaration:**

We have read and understand the Junior Gators Squad Committee & Operational Policy and Guidelines and agree to abide by this document.

We 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. Participating within the Junior Squad for the Gators has fairly strict responsibilities within a team environment, which needs to be met by all stakeholders including parents and players. We ask you as stakeholders that you will try to the best of your ability for the Junior Gators.

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

.....  
Signature of Player

.....

Signature of Parent/Guardian

Signature of Parent/Guardian

**APPENDIX 6 – Coach & Team Manager Declaration**

Name (legal full name): .....

Player Date of Birth: ...../...../.....

Address:.....

.....

Home Telephone: .....

Mobile: .....

Work:.....

Email:.....

Role: Coach / Assistant Coach / Team Manager (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 Junior Gators and the Greater Shepparton Basketball Association so we are notified of any change to your WWC details) **Declaration:**

I have read and understand the Junior Gators Squad Committee & 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. Participating within the Junior Squad for the Gators has strict responsibilities within a team environment, which needs to be met by all stakeholders including Coaches and Team Managers. We ask you as stakeholders that you will try to the best of your ability for the Junior Gators.

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

.....  
Signature