

Tamworth Basketball Board Directive to all Managers

Tamworth Basketball members and parents have a real appreciation of the benefit you bring to our Club and the children you come into contact with whilst managing within your various spheres of interest be it playing, officiating, score bench or statistics. We thank you, sincerely.

As a new representative season takes shape, however, the Tamworth Basketball Association's Board of Management respectfully reminds all Managers of the need to retain a degree of professional separation in your dealings with the children you are Manager for. And whilst this directive is to do with the children you manage, it should be the benchmark for all your dealings with all children at Tamworth Basketball.

Please take a few moments to read this communication (which is only an outline and not exhaustive) and bear it in mind during your duties. In doing so, you will be protecting yourself and our Club from issues that may arise from a misunderstanding.

The majority of the advice is common sense. Nevertheless, for the record:

- Any physical contact between yourself and children should be limited.
- All discussions or briefings with your charges will be conducted in the public arena and not in a secluded or private area unless the child is accompanied by their parent.
- You are to limit the occasions when you make contact with children outside the immediate requirements of Managing your team. Transport arrangements that result in you and a child being the sole occupants of a vehicle are to be at all times avoided.
- Likewise, at post activity functions you should be mindful of your role as an adult and not put yourself in a situation where you are the sole adult with a child or children taking refreshments outside the venue.
- E-mail correspondence must be directed to the parent in the first instance. If the parent does not have an email address then correspondence should be addressed to the parent at the child's email address. You should limit such correspondence to the transmission of information required to enable the child to attend the next activity and make every endeavour to ensure that e-mails

are addressed to the parents. Do not use the rep email listings of members for any other purpose, including social or commercial purposes.

- Social networking sites and communication through them is to be avoided and if you have a personal site you should not allow minors to access your site. Be very mindful of what images and content appear on your site and you should not seek to contact your charges via their social networking sites.
- Telephone communication with children should be kept to a minimum; this includes text messages, and must be limited to game or practice logistics. It is recognized that in the fluid circumstances of games and training occasionally alterations to schedules arise, which can only be communicated in a timely manner by telephone or text messaging. Every effort should be made through competent organisation and foresight to keep these instances to an absolute minimum.

In summary do not put yourself in a position where your integrity and good intentions could be misconstrued. In protecting all parties, we have a mutual obligation to manage our child protection and privacy obligations. The Board has asked that we be rigorous in monitoring and managing these obligations and act quickly in reviewing the involvement in the program of anyone who transgresses this directive.

To conclude, we congratulate you on your interest in the game, in seeking to improving your sports qualifications and wishing to impart knowledge to junior participants.

As an Association we can only grow through input from volunteers, people such as yourselves, and this communication is intended to ensure that through the ordinary discharge of your tasks you do not unwittingly become involved in a potentially damaging situation.

WORKING WITH CHILDREN CHECK

Managers need to supply Tamworth Basketball with a Working with Children Check Number. If you don't already have one can you go to below link and apply for one.

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Once you are issued with a number please forward to:

**TAMWORTH BASKETBALL ASSOCIATION INC
PO BOX 5023, SOUTH TAMWORTH NSW 2340
TELEPHONE: 6762 2986**

MANAGERS of REPRESENTATIVE PLAYERS

CODE OF CONDUCT

- That you will abide by the policy and procedures of Tamworth Basketball Association and Basketball NSW sports rage guidelines.
- Remember that children play for fun and enjoyment and the winning is only part of their motivation. Never ridicule children for making mistakes or losing a game.
- Ensure the safety of players in your care.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Be aware of the role of the Manager as an educator. As well as imparting knowledge, promote desirable personal and social behaviors.
- Seek to keep abreast of changes in the sport, ensure that the information used is up to date, appropriate to the needs of players and takes account of the principles of growth and develop children.
- Direct, hostile or negative comments to opposition coaches, spectators, officials or player's is unacceptable. Furthermore, references made to "bait" opposition players, coaches and official's is unacceptable.
- Managers should not make comments of a personally insulting nature about opposition Coaches, Players, Officials or spectators in a public forum.
- It is not acceptable to constantly beseech referees to make favourable calls on every play.
- It is hypocritical to admonish a referee for not allowing the game to flow only when calls go against your team.
- It is not acceptable for a Manager to make indirect comments towards referees, players, coaches or officials that allocate blame or incompetence.
- It is inappropriate for Managers to enlist or incite the crowd against the referees, coaches, players and officials.
- Duty of care.

NOTE: Basketball NSW has in place a Zero Tolerance Policy for inappropriate behaviour by Managers towards official. A breach of this code could result in up to a 12 month ban on attending events conducted by Basketball NSW & Tamworth Basketball

MANAGERS ETIQUETTE

- Profanity is unacceptable.
- Remember you are a Role Model.
- Dress standards should be appropriate and project a positive image.
- Acceptable behaviour by all personnel on the team bench (i.e. Physio's, Assistant Coaches and Managers) is the responsibility of the Head Coach.
- Only one team official at any time should approach the score bench.
- Be registered with Tamworth Basketball Association.
- Be aware of any venue problems that might affect your game and communicate these to the officials and venue personnel.
- Be prepared – have your training and season schedules documented.
- Always give clear and concise instructions that are not ambiguous and understood by all.
- Be aware of the playing conditions and ensure athletes, warm up, recover and have the appropriate amount of fluid to suit the playing conditions.
- Pay attention to the task at hand, don't be distracted.
- Ensure that all injuries are reported on the appropriate form and that the injury is reported to the player's home association's injury book.
- Be able to direct players and parents to the appropriate place to get information regarding Basketball NSW's insurance cover.
- Visit the interactive 'Play by the Rules' website, www.playbytherules.net.au, which offers guidelines, suggestions and case studies on coaching issues.

It is a feature of today's litigious society that we all have to be aware of the consequences of our actions. If reckless or negligent we can expose ourselves to a legal liability that may not be supported by insurance agencies. Whilst your services are heartfelt by the organisations that you support, these services must be offered in a manner that reduces the risk not only to yourself but also to the sporting organisation you represent.

MANAGERS LIST OF DUTIES

- Assisting the whole squad whether Division 1 or Division 2 with organizing home and away weekends. All assistance is appreciated.
- Home Games involve court supervision, light cleaning and communication with parents, get them involved etc. Many hands make light work!
- Make sure your players have completed all paperwork.
- Keeping the First Aid kit up to date by documenting what you have used and email items to the Administrator that need replacing.
- Make sure your team is on time and have all the necessary gear to play.
- Immediately before games commences, score sheets to have all players, Coaches, Assistant Coaches and Managers names and numbers recorded. It is the Coaches responsibility to have the starting five players marked. Please ensure players with Glasses or Contact Lenses are clearly marked on the score sheet (G) or (CL) next to players name.
- Each game requires bench officials (2 from each team home & away), please ensure your game has appropriate bench personal with experience. If your team's parents do not have experience then ensure that appropriate steps are taken to have your parents attend score table course and or request for a score table course to be held from TBA officials.
- Assist Tamworth Basketball Association with communication of information such as flyers, statements and collection of fees.
- Attend meetings as required.
- If you have any problems with a Player, Team, Official, Coach at home or away be aware of protocol.
- First point of contact is the Coach, if issue needs escalation
- Second point of contact Team Leader if away.
- Third point of contact Director of Events. If in the event that a decision cannot be made contact the President.

Tamworth Basketball Association Incorporated

PO Box 5023, South Tamworth NSW 2340

The Tamworth Sports Dome

Lot 5-7 Jack Smyth Drive

Ph: 02 6762 2986

Email: admin@tamworthbasketball.com.au

www.tamworthbasketball.com



TAMWORTH BASKETBALL ASSOCIATION

NCORPORATED ABN 31 530 741 362

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Lot 5-7 Jack Smyth Drive
Phone: (02) 6762 2986

Email: admin@tamworthbasketball.com.au

REPRESENTATIVE COACH, ASSISTANT COACH MANAGER, SUPERVISOR & OFFICIAL AGREEMENT FORM

I acknowledge that Tamworth Basketball Association retains the right to censure, fine, suspend or expel from Tamworth Basketball Association event or any event sanctioned by BNSW, any official (including but not only confined to, Head Coach, Assistant Coach, Manager, Assistant Manager, Referee, Referee's Supervisor, Court Supervisor, Medical Staff) who, being an appointed representative of Tamworth Basketball Association playing in a sanctioned Tamworth Basketball Association or Basketball NSW event:

- a) Willfully refuses, or neglects to comply with the reasonable instructions of Tamworth Basketball Association or Basketball NSW's delegated representative;
- b) Is guilty of any conduct which in the reasonable opinion of Tamworth Basketball Association is unbecoming of an Official or prejudicial to the interests, image, reputation or welfare of Tamworth Basketball Association or Basketball in general; or
- c) Makes statements in public which, in the reasonable opinion of Tamworth Basketball Association, are damaging to the interests, image, welfare or reputation of Tamworth Basketball, its staff and/or the Board.

I also acknowledge that I have made myself aware of the Tamworth Basketball Association's Managers Code of Conduct. I understand that as part of my agreeing to the role of Coach, Assistant Coach, Manager, Assistant Manager, Referee, Referee's Supervisor, Court Supervisor or Medical Staff in a competition under the control of Tamworth Basketball Association, BNSW or NSW Country, that there is a requirement to sign this agreement to acknowledge that I have read the Basketball NSW policies applicable to representative basketball.