

**Rockhampton Basketball
Incorporated
Junior Representative Program**



**Player and Parent
Information Handbook**



Rockhampton Basketball Incorporated Junior Representative Program

Section 1: Program Overview

1.1 Mission Statement

Rockhampton Basketball Incorporated (RBI) is committed to developing a strong junior representative program that fosters the belief that success is achieved when individuals perform to the best of their ability when focusing on team goals.

To help achieve this RBI will provide:

- A sound, safe and caring environment,
- Fun whilst participating in a team based environment,
- Continual development of skills,
- A pathway to higher levels of representative basketball,

Supported by:

- Knowledgeable and accredited coaches,
- Team officials (coaches and managers) who have their “Working with Children” accreditation,
- Ongoing development programs.

1.2 Goals of the Representative Program

Whilst we acknowledge the below are ambitious goals, we believe they set an appropriate standard for our program to aspire to.

- To finish in the top 8 for the Vince Hickey Award which determines the most successful junior Associations based on the combined points and final standings of all rep teams at BQ State Championships
- To have all first teams win the Central Districts Carnival (CDC) in their respective age group, and qualify for Division 1 at the Queensland State Championships
- To have all first teams finish in the top 8 in their respective age group division at the BQ State Championships
- To field at least two teams in each age group at CDC’s and State Championships
- To provide opportunities for players to develop life skills that will assist them in finding success in future endeavours, on and off the court.



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Section 2: Coach, Player & Parent/Guardian Responsibilities

All coaches, players and parents/guardians involved with the RBI Junior Representative program must adhere to the BQ Codes of Behaviour for Coach, Player and Parents as published on the RBI Website, and represent RBI with the highest standard of professionalism at all times.

All parents/guardians and players must understand that all RBI Coaches and Managers are volunteers and are committed to do their best for the children involved in our representative program.

2 Codes of Behaviour

Rockhampton Basketball has Codes of Behaviour in place for all Coaches, Players and Parents/Guardians and these are accessible on the RBI Website. It is a requirement that all Coaches, Players and Parents/Guardians agree and sign the applicable Code of Behaviour before participating in the representative program.

In addition to adhering to the Parents/Guardians Code of Behaviour, Parents/Guardians will also be required to sign and adhere to the Parents Agreement Form provided to players upon selection in the representative program.

2.1 Breaches of Code of Behaviour

Coaches

Rockhampton Basketball may deal with any breach of this code by imposing appropriate consequences, including not participating in remaining competitions and may impose longer term consequences, such as suspension.

Players

Team coaches/managers may deal immediately with any breaches of this code by Players imposing appropriate consequences, including not playing remaining competitions, notification of parents, and being sent home at your parents' cost. Rockhampton Basketball/Basketball Queensland may impose longer-term consequences, such as suspension.

Parents/Guardians/Spectators

Breaches of the parents/spectators Code of Behaviour and/or Parent Agreement Form may result in a player being removed from the RBI Junior Representative Program. Breaches to clauses 10, 11, and 12 of the Parents Agreement Form WILL incur a fine of \$100 which will need to be finalised prior the child participating in any further representative activities. Rockhampton Basketball/Basketball Queensland may impose longer-term consequences, such as suspension.

2.2 Bench Duty

Rockhampton Basketball will conduct a beginner score bench course prior to State Championships. When you decide to involve your child or children in representative basketball, you also agree to attend a score bench course and complete your rostered score bench duty as is prepared by Team Manager at all carnivals in which the team participates.



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2.3 Child Suitability “Blue Card” Information

As is directed by the RBI Management Committee, all coaches and managers over the age of 18 years are required to hold a Blue Suitability Card to be eligible to represent Rockhampton Basketball Incorporated in any official capacities. A copy of this must be provided to the RBI Junior Basketball Committee. There are no exceptions to this policy.

2.4 Basketball Queensland State Championships Policy

An understanding of the Basketball Queensland Championships policy is encouraged for all players and parents. The policy gives you a detailed account of all procedures and processes from our governing body’s perspective, Basketball Queensland.

The policy can be found by visiting the Basketball Queensland website:

www.basketballqld.net.au

Select Competitions, Junior Competitions

Click: State Championships

Select: State Championships Policy

(NB: This may not be available till several weeks prior to State Championships)

Section 3: RBI Junior Representative Program Costs

3.1 Cost Overview

The Rockhampton Basketball junior representative program is a user pays program, and is designed to be completely cost neutral in the larger RBI budget. Over and above this RBI provide significant administrative/coaching support, as well as reductions in court hire for training/tournaments at no cost to the Representative program.

Our policy is to provide compensation to the Head Coach, Manager and Referees to assist with costs incurred when travel is required. This will be determined at the discretion of RBI.

The overall cost will include the expenses for the carnivals:

- Any official Central District Carnival (CDC)– generally 3 carnivals to be played at any of the below locations:
Rockhampton
Gladstone
Bundaberg
Emerald
Hervey Bay
- Rocky/Mackay Challenge – where possible to have this tournament
- State Championships

Cost Exclusions:

- Additional carnival or competitions which teams choose to participate in;
- Uniform items;
- Travel to and from any tournament unless otherwise advised.
- Accommodation not identified in the accommodation policy.



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3.2 Any medical expenses. It is a requirement that all players must be financial with Rockhampton Basketball before participating in any representative programs or associated carnivals. Training Players Costs

Some players may be included in the team squad and invited to continue their development in a training capacity. As these players won't attend carnivals they will have a one off payment of \$150 which will cover their training costs for the season, a contribution to training incidentals (ie. Equipment, first aid etc), and an invite to the end of season Representative breakup. Please note, training players will still be required to adhere to RBI uniform policy at all trainings. Parents/Guardians of training players will still be required to complete a Parent Agreement Form.

3.3 Player Payments

A budget and corresponding payment schedule will be set prior to the first carnival, which will be provided to all players prior to the commencement of the representative season.

Payments are to be deposited to the below account. NO payments will be accepted through other means. If you are unable to arrange direct debit payments, please deposit monies visiting a Capricornian bank branch.

Parents may wish to pay the costs of the season upfront, in which case full payment can be made directly into the below account.

Please ensure when making any payments to use your child's surname, initial and team: eg JONESBU12B – being Bob Jones, Under 12 Boys, SMITHTU14G – being Trish Smith, Under 14 Girls.

BSB: 813 049
Account Number: 100048648
Account Name: Rockhampton Basketball Inc

All payments must be paid by the designated time. Cases of genuine financial hardship can be brought to the attention of the RBI Representative Financial Controller. Any requests and subsequent payment arrangements will be dealt with in confidence.

3.4 Financial Responsibility Regardless Of Participation at Tournament

Any player that withdraws from a team for any reason after selections have been completed are still responsible for all fees unless a replacement player is found. This includes all CDC carnivals and State Championships. Should a replacement player be found, then fees payable will then be worked out on a pro rata basis with the fees being split from the day the replacement player joins the team. It is not the associations responsibility to find the replacement player.



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Section 4: Logistics

4.1 Accommodation and Transport Policy

CDC's

Transport, accommodation, and meals will be the parent's responsibility for all age groups participating at all CDC's held both in Rockhampton and at other associations.

State Championships U12 & U14

Transport, accommodation, and meals will be the parent's responsibility for U12 & U14 teams at State Championships.

Under the guidance of the Team Manager, U12 & U14 teams may decide to stay as a group at the same accommodation, however families have the freedom to stay at alternative options if that better suit their circumstances.

State Championships U16 & U18

Teams will be accommodated together, with the team staff responsible for ground transport at the Championships, and preparation of all food. Unless otherwise arranged transport to the State Championships will be the responsibility of parents.

**Parents are asked to find accommodation at an alternative venue to team accommodation. Parents will have limited access to children, directly after games only. This approach is taken to replicate the standards set by Basketball Queensland's State programs and to ensure our teams stay focused on the main objective of the Tournament. Manager's will be encouraged to organise a team dinner on one of the nights which all families are invited to attend*

Group Accommodation Policy For U16 & U18 Players

- The coaching group will be responsible for children in a room and that unless rooms outweigh coaching group, then consideration needs to be given as to what athletes are accommodated in a non-supervised room.
- The coaching group set strict guidelines around appropriate behavior, whilst also performing frequent room checks.
- When booking accommodation Dormitory or large houses sleeping 12-13 people will be considered as an option to motel accommodation where possible.
- On arriving at any accommodation when travelling with RBI representative team, all rooms should be checked for damages, with any damages being reported to appropriate contacts;
- Always keep your room tidy;
- Under no circumstances are athletes to leave the premises without permission from the team manager or coach;
- If toilets/showers/laundry facilities are not located in your room it is recommended you travel in pairs;
- Players are not permitted in any room other than their own without permission from the coach or manager;
- Any damage to the accommodation venue will be the responsibility of the player, or players' Parent/Guardian;
- Under no circumstances are male athletes allowed in female athletes rooms and vice versa.



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All Team Bus Policy

Due to the high excess involved with renting 12 seater buses, in instances where rental vehicles are required for ground transport RBI's policy is to rent an 8 seater vehicle (ie. Hyundai Imax), with a car utilized for the remaining team members (preferably one belonging to the coaching team to keep costs down).

Section 5: Fundraising and Grants

5.1 Fundraising

Teams are encouraged to fundraise to alleviate cost of players. This however cannot be to detriment of other sponsorships or proposals RBI may have. Fundraising under the Rockhampton Basketball Incorporated banner must be approved by the General Manager, as there is particular laws around fundraising that has to be met. Appropriate receipts and records must be made/kept of all revenue and expenditures. Fundraising will be done as mentioned previously on a "team by team" basis, and the funds raised will go to all members of that particular team (if there are 8 members on the team then the funds are divided by 8, if 9 then 9, and so on).

All receipts must be deposited into RBI bank before disbursements to individuals can be made.

The General Manager has full discretion as to whether or not approval will be given..

5.2 Fundraising Guidelines

- All team members are to be given the opportunity to be included in all activities - no players are to be excluded.
- All Fundraising activities need to be advised in writing to the RBI General Manager for approval before the commencement of the fundraising activity. This is to include, the type of fundraiser, location and the people involved.
- No fundraising activities can be conducted at Hegvold Stadium where other basketball parents are seen to be harassed – ie. no selling of chocolates at the stadium, no selling of money boards on fixture nights, no BBQ's located at the front of the stadium...unless these activities are facilitated by RBI as part of a wider fundraising approach for the Junior Representative Program.
- All Fundraising activities need to be reconciled with the applicable paperwork and reconciliations including receipts, parent donations etc prepared and submitted to the Financial Controller.
- A final date that all fundraising activities must be concluded by will be provided. Fundraising after this date must NOT take place.

Because of the potential impact on the Association, any breach/es of the above conditions are taken extremely seriously. In the case of a breach the following ramifications will most likely apply.

- The team will not be allowed to participate in any further fundraising activities for the season.
- All fundraising activities already undertaken will be forfeited and apportioned across the Junior Representative program.



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5.3 Young Athletes Travel Subsidy

Applications for the Young Athletes Travel Subsidy are open at various times throughout the year. The travel subsidy allows up to a maximum of \$1,200 in financial assistance over the 3 event tiers, once every 2 calendar years.

- State or state school event - \$200
- National or national school event - \$400
- International event - \$600

For further information please contact your nearest Sport and Recreation Services office on 1300 656 191 or head to <http://www.qld.gov.au/recreation/sports/funding/athletes/yats/>

Section 6: Uniform Policy

6.1 Uniform Items

The Rockhampton Basketball Junior Representative Uniform consists of the following compulsory items:

- RBI Rep Playing short – 2 pairs;
- RBI Rep Team Polo shirt;
- RBI Rep Reversible training singlet
- RBI bag or backpack;
- RBI water bottle;
- RBI Warm-up shirt (optional).

All uniform items are supplied under agreement directly from Power Jam. A time will be advised at the beginning of each representative season when fitting can be conducted to determine appropriate orders.

No uniform items are to be substituted from other suppliers for any of the compulsory or optional items.

6.2 Uniform Requirements

Training

RBI Rep Reversible Training singlet (blue), RBI Rep Playing shorts or plain black shorts, and white socks.

*Players are also required to bring an appropriate sized basketball and drink bottle to all trainings.

Games

RBI Playing shorts, RBI Polo or RBI Warm-up shirt, white socks.

Team Functions/Events

RBI polo, neat bottoms (pants or shorts), closed in shoes.



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6.3 Uniform Ordering

All uniform items are ordered directly from Power Jam (contact details below). A time will be advised at the beginning of each season when fitting can be conducted to determine appropriate orders.

Power Jam
Shop 10, 23 Denham Street, Rockhampton.
Phone: 4921 3773
Email: sales@powerjam.com.au

Power Jam order forms can be located on the RBI Website under the 'Want To Play'/'Representative' section.

Section 7: Carnivals and Calendar Dates

7.1 Calendar Dates – All Carnivals

All dates for all Central District Carnivals, and the State Championship will be posted to the RBI Website under Want To Play/Representative as the dates become available.

7.2 Central District Competition (CDC)

- Rockhampton Basketball participates in a series of carnivals, which form this league. The league is contested in Under 12, 14, 16 & 18 age groups, boys and girls.
- Basketball Queensland uses results from this competition series for seeding of teams to the Queensland State Championships.
- All Basketball Queensland Associations in the Central Queensland region are eligible to compete. The Central Queensland region includes Rockhampton, Gladstone, Bundaberg and Emerald and Hervey Bay, with other Associations potentially entering invitational teams.
- For each age group and gender there will be three (3) scheduled meets per representative calendar year.
- A round robin system of competition will be played at each meet. A progressive points system (over all tournaments) will be used to determine placing's. At tournaments where teams play a balanced draw (ie. Play all teams twice) all results shall count towards final positions. In tournaments where teams play an imbalanced draw (ie. Play some teams once and others twice) only the first game shall count towards final positions.

7.3 Queensland State Championships

- These championships are held once per representative year for the Under 12, 14, 16, 18 age groups. Teams from all over the state compete at these, vying for State Championship honours as well as striving to gain Queensland representation. (U16, U18 & U20 only)
- A minimum of 9 healthy players will be required at time of Nomination for RBI to enter team a State Championships.
- RBI's intention is to have both first and second teams attend State Championships in the relevant divisions. The RBI Development staff will work with Representative coaches to determine whether attending State Championships is appropriate for individual teams.



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Section 8: Team Selection Process

8.1 Selection Process

The aim of the RBI Rep Team Selection process is to be:

- Fair to all players.
- Transparent and thorough, and
- Objective to the best of the panel's ability.

With that said, a level subjectivity is unavoidable.

8.2 Selection Of Team

The Head Coach will select the team, typically in consultation with an Assistant coaches and RBI Development staff. The final team will be announced prior to the first tournament of the season.

Section 9: Program Policies & Forms

9.1 Player Eligibility

All players, coaches and managers must be active and registered RBI members to be eligible to participate in the RBI junior representative program.

A player must participate in the local club competition preceding their State Championships (ie. Summer season for teams who have State Championships in January). The player is required to participate in 6 games to be eligible for State Championships based on the below formula.

$X = ((\text{number of available games before State Championships})/3) + 1$ rounded up.

For example, if there are 8 available games in the lead up to State Championships the player must have played in at least 4 games.

$(8/3)+1 = 3.66$ rounded up to 4.

In situations where there are not enough Rockhampton players to fill a team, permission may be provided for players from other Associations to join our Representative program without being required to participate in our club competition.

9.2 Court Time

PARENTS AND PLAYERS SHOULD NOT EXPECT EQUAL COURT TIME FOR ALL PLAYERS AT REPRESENTATIVE LEVEL.

The coaching staff have the difficult responsibility of balancing two potentially competing objectives. On one hand they are responsible for obtaining the best results for the team (which often involves winning as many games as possible), and on the other hand they are responsible for providing development opportunities for each player on the team.

Good coaches will be able to simultaneously achieve both objectives, however it is important for parents/guardians to understand, this does not mean all players will receive equal court time. The harsh reality



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is, there may be some games in which players do not hit the court at all (although we expect these situations to be few and far between if at all ie. playing for a gold medal in Division 1).

We ensure that all players receive an opportunity to develop by ensuring that EVERY child is coached (both in games and in training), and that EVERY child has a role so that they feel like a valued member of the team.

In situations where a player may have limited opportunities due to the circumstances of a specific game, it is hoped that there would be other times across the season where that player receive more equitable opportunities.

In instances where a coach perceives that they may struggle to provide adequate court time opportunities, we encourage upfront communication with that players parents to ensure correct expectations are set.

9.3 Coaching Staff

RBI representative staff for each Junior Representative team shall consist of the following:

- 1 Coach
- 1 Manager
- 1 Assistant Coach (Optional)
- 1 Referee

9.4 Formal Complaints

Any individual wishing to make a formal complaint against any issues relating to the Rockhampton Basketball Representative program must complete fully and sign the RBI Rep Program Formal Complaint Form and return to the RBI General Manager. These forms are available on the RBI Website.

Process for making a formal complaint:

1. Complainant is not under any circumstances to approach or communicate with the individual or concerned party/s involved in the incident.
2. Complete the RBI representative program Formal Complaint Form in full and return to the RBI Manager within 48 hours following the incident occurring.
3. Upon reception of the Formal Complaint Form the RBI Manager will assess the complaint and communicate with the appropriate RBI committee.
4. If action is required all concerned parties will be contacted and notified in writing of the outcome of the complaint. A formal hearing may be required in this case.
5. If no action of the complaint is required, the complainant will be notified in writing on the outcome and the reasoning behind the decision of the RBI committee.
6. No action will be taken on any complaints unless the process outlined above is followed.

9.4 Social Media Policy

Purpose

Basketball Queensland (BQ) Policy when engaging with social media has set out the following guiding principles:

- The web is not anonymous, BQ members and staff should assume that everything they write can be traced back to them;
- The boundaries between Participant's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think and say in their capacity as a volunteer for BQ, their club or RBI;



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- When using the internet for professional or personal pursuits, all members, staff and Directors must respect the BQ brand and follow guidelines in place to ensure BQ's intellectual property or its relationships with sponsors and stakeholders is not compromised or the organisation is brought into disrepute;
- Protect your personal privacy and that of others by not including personal information about yourself or others in your posts;
- Represent Participant's own views and not impersonate or falsely represent any other person;
- Ensure you are not abusive and do not harass or threaten others;
- Do not make defamatory or libellous comments;
- Do not use offensive, insulting, provocative or hateful language;
- Do not use obscene, lurid or offensive language;
- Show courtesy and respect for others and their opinions at all times; and
- Always use social media network forums to add value and promote basketball in a positive way.

Please refer to RBI Website for full Policy details.

Section 10: Referees

Referee development is a vital component of the Rockhampton Basketball Representative program. Just as players are talent identified and selected to represent our Association, with the possibility of progressing through the Basketball Queensland and Basketball Australia development pathways, so too are Referees.

CDC's

- A group of talent identified referees will be selected to represent our teams at all of the CDC's and QNJBC's.
- Where required a Referee Coordinator will be appointed to provide transport and supervision for Referees.
- Referee's will be provided with transport, accommodation, and a meal allowance, on top of payments for the games they referee.

State Championships

- Referees are accommodated by Basketball Queensland who will be responsible for all meals and all local transport.
- RBI's policy will be to fly all referees to State Championships unless the referee has a family member already driving to the city in which the titles are held. Referee transport costs will be the shared responsibility of RBI Junior Representative program with cost equalized across the program.
- Referees are not paid for the games they officiate. RBI will make of payment of \$50 which is to go towards the cost incurred by Referees to complete their State Championships referee uniform.

Section 11: Questions and Further Information

If you have any questions in relation to the administration of the RBI representative program, your first point of contact is your Team Manager who will then liaise with the Junior Representative Committee regarding any issue they have not been able to sufficiently resolve.