

2025

Rockhampton Basketball Inc Junior Representative Program
Player and Parent Information Handbook





ROCKHAMPTON BASKETBALL INCORPORATED

Junior Representative Program

This document provides important information for players and parents who have been selected in the Rockhampton Basketball Junior Representative Program.

Please read carefully as the information has been prepared to assist you with your understanding of the requirements for participation in representative basketball.

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 as high as possible 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 NQJBC or CQJBC in their respective age group, and qualify for Division 1 at the Queensland State Championships
- To have all teams finish as high as possible in their respective age group division at the BQ State Championships
- To field at least two teams in each age group at CQJBC or NQJBC and State Championships.
- To have as many players as possible be selected for Basketball Queensland High Performance Programs (FDP, SPP, NPP).
- 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 always represent RBI with the highest standard of professionalism.

RBI Coaches and Managers are volunteers. They are committed to do their best for all players involved in our representative program and deserve respect for their commitment to their roles.

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 the 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 to 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 if required 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 capacity. A copy of this must be provided to the Development Coordinator. 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 a detailed account of all procedures and processes from our governing body’s perspective, Basketball Queensland.

This can be found by visiting the Basketball Queensland website:

[https://cdn.prod.website-files.com/645c35275312c73dfbf7c40a/682bd7a91c4aa70add9a85e6_2025%20State%20Championships%20Rules%20\(as%20of%201st%20May%202025\)%203.pdf](https://cdn.prod.website-files.com/645c35275312c73dfbf7c40a/682bd7a91c4aa70add9a85e6_2025%20State%20Championships%20Rules%20(as%20of%201st%20May%202025)%203.pdf)

Section 3: RBI Junior Representative Program Costs

3.1 Cost Overview

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

Our policy is to provide compensation to the Head Coach, Assistant Coach and Team Manager 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:

- CQJBC/NQJBC nominations
- State Championships nominations
- Referee fees and levy

Cost Exclusions:

- Additional carnival or competitions which teams choose to participate in, such as practice games in other cities.
- Uniform items.
- Travel to and from any tournament.
- Accommodation.
- 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.



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3.2 Player Payments

Upon selection in a Representative team, a non-refundable commitment fee is required to be remitted within the designated time frame that is provided in acceptance offer. This fee covers:

- Development Program
- Training costs
- Equipment levy
- Uniform levy
- Administration levy
- Rep Break Up player cost
- Unlimited casual shooting

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 in the account below. 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 account below.

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.

3.3 Training Players Costs

Training Players may be selected at the discretion of the RBI Selection Panel. These 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 only be required to pay the commitment fee. 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.

3.4 Financial Responsibility Regardless of Participation in Tournament

Any player that withdraws from a team for any reason after selections have been completed is still responsible for all fees unless a replacement player is found. This includes all NQJBC/CQJBC 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.



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Section 4: Logistics

4.1 Accommodation and Transport Policy

CQJBC/NQJBC

Transport, accommodation, and meals will be the parent's responsibility for all age groups participating at all NQJBC's or CQJBC's.

State Championships – All Teams

Transport, accommodation, and meals will be the parent's responsibility at State Championships.

Under the guidance of the Team Manager, 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.

Section 5: Fundraising and Grants

5.1 Fundraising

Teams are encouraged to undertake fundraising activities to help reduce costs for players. However, these activities must not conflict with existing sponsorships or commitments held by Rockhampton Basketball Incorporated (RBI). Any fundraising conducted under the RBI name must be approved in advance by the Development Coordinator Manager, as there are legal obligations that must be met.

Accurate records and receipts must be maintained for all income and expenses related to fundraising. Fundraising will be managed on a team-by-team basis, with all funds raised to be distributed equally among the players in that specific team. For example, if there are eight players, the total amount raised will be divided by eight; if there are nine, it will be divided by nine, and so on.

The Development Coordinator has full discretion as to whether 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 teams must get approval from the Development Coordinator before conducting any fundraising – this must include all details involved with the fundraiser – please submit this via e-mail to the Development Coordinator.
- RBI will provide a template for advertisements and teams must use this.
- The following will not be allowed: engaging RBI stakeholders on your own, sale of food at venue, unapproved fundraising at venue.
- All Fundraising activities need to be reconciled with the applicable paperwork and reconciliations including receipts, parent donations, etc., prepared and submitted to the Financial Officer.
- Individual fundraising ideas still must be brought to the attention of the Development Coordinator and



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will need to use the template provided by RBI.

Because of the potential impact on the Association, any breaches of the above conditions are taken extremely seriously. In the case of a breach the following clauses 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.

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 recommended due to blood rule.

RBI Rep Team Polo shirt.

RBI Rep Reversible training singlet

RBI water bottle.

RBI Warm-up shirt (Grey)

RBI Socks (optional)

RBI bag or backpack (optional).

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

All uniform orders are completed online; a link will be provided to all team members. No uniform items are to be substituted by 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 until the purchase of the RBI rep short can be fulfilled.

*Players are also required to bring the appropriately sized basketball and drink bottle to all training

Games

RBI Playing shorts, RBI Shirt, white socks, can use warm-up shirt during warm-ups.

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 through the office at Rockhampton Basketball. A time will be advised at the beginning of each season when fitting can be conducted to determine appropriate orders.

Contact development@rockhamptonbasketball.com.au for any questions.

Section 7: Carnivals and Calendar Dates

7.1 Calendar Dates – All Carnivals

All dates for all NQJBC/CQJBC Carnivals, and the State Championship will be posted to the RBI Website - <https://www.rockhamptonbasketball.com.au/representative>

7.2 CQJBC & NQJBC

- Rockhampton Basketball participates in a series of carnivals, which form the two leagues. The leagues are contested in Under 12, 14, 16 & 18 age groups, boys and girls.
- Basketball Queensland uses the results from this competition series for seeding teams to the Queensland State Championships. Only 1 team in each age group competing in CQJBC can advance to Division 1 at State Championships. All other teams will be positioned in Division 2 or 3 depending on the ladder position. The top 3 teams from NQJBC will compete in Division 1 unless an exception is made by Basketball Queensland at their own discretion.
- For each age group and gender there will be three (3) scheduled carnival per representative calendar year.
- A round robin system of competition will be played at each carnival. A progressive points system (over all tournaments) will be used to determine placings. Results of all games played count towards final positions.

7.3 Queensland State Championships

- These championships are held once per representative year for the Under 12, 14, 16, and 18 age groups. Teams from all over the state compete, 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.
- All RBI representative teams will be attending State Championships.



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Section 8: Team Selection Process

8.1 Selection Process

Please refer to the Selection Policy as outlined on the RBI website.

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

With that said, a level of subjectivity is unavoidable.

8.2 Selection Of Team

Please refer to the Selection Policy as outlined on the RBI website. Teams will be announced within a few weeks of trials via email.

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 formula below.

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



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games as possible), and on the other hand they are responsible for providing development opportunities for each player on the team.

Coaches will strive 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 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).

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 will be other times across the season where that player receives more equitable opportunities.

In instances where a coach perceives that they may struggle to provide adequate court time opportunities, we encourage upfront communication with players and 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
- 1 Referee (nominated on team's behalf by RBI)

9.4 Formal Complaints

Any individual wishing to make a formal complaint against any issues relating to the Rockhampton Basketball Representative program must deliver this in writing to the RBI Development Coordinator via e-mail.

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. Deliver Formal Complaint in writing to the RBI Development Coordinator via e-mail within 48 hours following the incident occurring.
3. Upon reception of the Formal Complaint the RBI Development Coordinator will assess the complaint and communicate with the appropriate RBI staff and/or committee.
4. If action is required all concerned parties will be contacted and notified by writing through e-mail 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.
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:



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- 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.
- 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 libelous comments.
- Do not use offensive, insulting, provocative or hateful language.
- Do not use obscene, lurid or offensive language.
- Show courtesy and always respect for others and their opinions; 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.

CQJBC/NQJBC

- A group of talent identified referees will be selected to represent our teams at all the CQJBC/NQJBC tournaments.
- Where required a Referee Coordinator will be appointed to provide supervision for Referees.
- Referees will be provided with payments for the games they referee.

State Championship

- Referees are accommodated by Basketball Queensland who will be responsible for all meals and all local transport.
- Referee travel to and from State Championships from the Referee's hometown will be organised by Basketball Queensland.
- Referees are not paid for the games they officiate. RBI will make a one-off payment of \$50 which is to go towards the cost incurred by Referees to complete their State Championships referee uniform.



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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 Development Coordinator and Junior Representative Committee regarding any issue they have not been able to sufficiently resolve.