

ST MARY'S BASKETBALL CLUB COACHING POLICY

PURPOSE

This policy will outline St Mary's Basketball Club's expectations of:

- all Volunteer Coaches
- the committee in relation to Volunteer Coaches
- member parents/guardians in relation to Volunteer Coaches
- players in relation to Volunteer Coaches

POLICY STATEMENT

1. VALUES

St Mary's Basketball Club is committed to:

- ensuring that Volunteer Coaches are supported by the committee with mentoring and development opportunities;
- ensuring that Volunteer Coaches are supported in relation to any necessary intervention/mediation between themselves and parents/guardian and/or players;
- ensuring that parents/guardians and players abide by the clubs' *Codes of Conduct* and respect the time and contribution of our Volunteer Coaches;
- ensuring that Volunteer Coaches abide by the *Codes of Behaviour*, as outlined in this policy;
- ensuring that Volunteer Coaches train and coach players in a fair and equitable manner;
- ensuring that all Volunteer Coaches are provided with this policy and acknowledge having read and understood it.

2. SCOPE

This policy applies to the Volunteer Coaches, committee and membership of St Mary's Basketball Club.

3. RATIONALE

The St Mary's Basketball Club acknowledges that without our Volunteer Coaches, the club would cease to exist. Our Coaches are our most valuable asset and the committee understands and appreciates the considerable time commitment that each Coach dedicates to our players every season.

This policy outlines the processes involved in recruiting coaches for our 45+ teams each season. It also details the expectations of our Coaches in terms of administrative requirements and fair and equitable coaching practices.

At St Mary's we have a dedicated Coaching Development Coordinator on our committee. The Coaching Development Coordinator will support all Volunteer Coaches with advice; by running Coaches' training sessions and providing mentorship when required.

The club consistently asks that all members remain mindful of the fact that St Mary's Basketball Club's teams are coached by volunteers and we expect all members to value the time and contribution of the Coach.

4. DEFINITIONS

The terms defined in this section relate to this policy.

Age Group Coordinators: members of the St Mary's Basketball Club Committee (Age Group Coordinators Subcommittee). At least one person for each sex/age group, who manages team selection and all related matters each season.

Coaching Development Coordinator: a committee member who is responsible for advising and developing the skills of our Volunteer Coaches.

DVBA: Diamond Valley Basketball Association: the basketball association of which St Mary's Basketball Club is a member.

Diamond Valley Basketball Association Junior Domestic By-Laws: The Rules & Regulations, Playing Conditions, General Information and Fee Schedule of the Diamond Valley Basketball Association (DVBA). The By-Laws by which all of the basketball clubs that make up the DVBA are governed.

PlayHQ: is the online platform used by basketball clubs in the Diamond Valley Basketball Association to register and manage players and teams. PlayHQ's registration platform is used by members to enter player details and make payment each season.

Registration: is the process of enrolling and paying the registration fees, electronically, for a child to become a player with St Mary's Basketball Club for any given season. The electronic registration process is managed by PlayHQ.

Volunteer Coach: is a person who gives of their time and skill, with no expectation of remuneration, in the service of coaching junior players to participate in a domestic basketball competition.

Volunteer Coaches' Codes of Behaviour: are the behaviours expected of all Volunteer Coaches who coach players of St Mary's Basketball Club.

Working with Children Check: [visit the Working with Children Check Victoria website](#)

5. SOURCES AND RELATED POLICIES

Sources

- **Diamond Valley Basketball Association**

Junior Domestic By-Laws including Rules and Regulations – visit the DVBA website

Related policies

- *Privacy and Confidentiality Policy*
- *Team Selection Policy*
- *Registration Policy*
- *Playing Up Policy*

6. PROCEDURES

The Committee is responsible for:

- ensuring that Age Group Coordinators actively recruit Coaches ahead of each season;
- ensuring the parents/guardians understand the requirement for all of a team's parents/guardians to rotate training/coaching duties if a Coach cannot be recruited ahead of the commencement of a season;
- ensuring that the Coaching Development Coordinator supports all volunteer coaches;
- ensuring that families are consistently reminded of the importance of abiding by the *Codes of Conduct* that must be read and acknowledged at the time of registration;
- ensuring that Volunteer Coaches are aware of all of the St Mary's Basketball Club Policies including the *St Mary's Basketball Club Team Selection Policy*;
- ensuring that Volunteer Coaches abide by the *Codes of Behaviour*, as outlined in this policy;
- ensuring that Age Group Coordinators seek feedback from Coaches each season, regarding their players, to assist with team selection.

Parents/guardians are responsible for:

- acknowledging the parent/guardians' and players' *Codes of Conduct* during registration for each season;
- respecting the time and effort commitment provided by Volunteer Coaches;
- ensuring that their children are only registered based on the understanding that they will make a commitment to attend all training sessions and games (unless prevented from doing so by injury, illness or extenuating circumstances);
- contacting, in writing via email, the relevant Age Group Coordinator, not the Coach, in relation to any issues that may have a bearing on their child's team selection.

7. THE VOLUNTEER COACH RECRUITMENT AND RETENTION PROCESSES

• Administrative requirements for each Coach

Once a new Coach is recruited to join the St Mary's Basketball Club, they will be contacted by the club's Secretary and advised of the administrative expectations of the role. St Mary's Basketball Club is a child safe organisation.

Each Coach and Assistant Coach is required to:

- **hold a valid Working with Children Check (WWCC)** or equivalent: VIT registration/Police Officer id

Please note: while there is an exemption under the Working with Children legislation that states that parents or close relatives who are involved in working with their own child, who is part of a group or team, are not legally required to have a WWCC to undertake that volunteer work, it is a requirement of the St Mary's Basketball Club that ALL Coaches over the age of 18 hold a valid WWCC or equivalent.

- **read and acknowledge having read the *St Mary's Basketball Club Privacy and Confidentiality Policy***
- **read and acknowledge having read this policy, the *St Mary's Basketball Club Coaching Policy***

The Secretary will provide each Coach with links to the documents listed above. The process will then require each Coach to provide an electronic declaration of having read and acknowledged all of the required policies. Coaches who continue in the role for more than one season will only need to complete this process once, unless there are updates to the policies.

The Secretary will also ask each Coach to add St Mary's Basketball Club to their WWCC profile (or via their Victorian Institute of Teaching profile, if a registered teacher) as an organisation at which they volunteer. Once this is done, the Secretary receives a copy of the WWCC card from the Department of Justice and Community Safety. Coaches must provide a copy of their WWCC card, or equivalent, to the club.

The requirements are the same for any person who is listed as an Assistant Coach of a team.

• Coaches continuing

At St Mary's Basketball Club we are very fortunate to have many Coaches who take on the role for more than one season. Many of our Coaches are parents/guardians of our players; some are past playing members of our club and others have been recruited due to their passion for coaching and basketball.

Our Age Group Coordinators make contact with existing Coaches towards the end of each season to determine whether or not they will return to coach again.

• New Coaches

Our Age Group Coordinators are always actively seeking to recruit new Coaches to the St Mary's Coaching Team. The Age Group Coordinators will often seek assistance from all members of the committee, and ask them to consult their contacts, if they are having difficulty recruiting a Coach via their own network.

- **Age Group Coordinator is unable to recruit a coach – parents/guardians to train/coach players**

Our Age Group Coordinators work tirelessly in both team selection and Coach recruitment processes every season.

There are very rare occasions when a Coach cannot be secured prior to the commencement of a season. If that is the case, parents/guardians of the players in the team are advised that the following will be enacted:

- Age Group Coordinators will continue to seek a recruit for the coaching role and the team's families will be asked to assist by suggesting any willing candidates that they know of;
- The Age Group Coordinator will create a rotating weekly roster, that includes responsibility for training and the match. The roster will include all families;
- Each family will be required to conduct the training session and coach during the game on their designated week. If a swap is required, parents/guardians must facilitate this themselves;
- If the Age Group Coordinator is successfully able to recruit a Coach at any point during the season, the rotating roster will cease to be required.

While this scenario is not ideal, and is seldom required, the key factor is that the players are able to attend their weekly training and have a Coach courtside during every game. In the absence of a Coach being recruited, this is the fairest method for managing the situation.

• **Training times and venues**

Our Training Venue Coordinator, in consultation with Age Group Coordinators, manages the training venue roster for each season. It is a significant task to schedule all teams across our available venues.

Age Group Coordinators will always liaise with Coaches to determine their preferred training day and time. We ask that families understand that the Volunteer Coach's availability is paramount and that is given first priority in creating the training roster.

o **Training cancellations including extreme heat**

All Volunteer Coaches must advise their Age Group Coordinator, as soon as possible, if they will cancel any training session throughout the season. We are required to protect the security of all of our training venues at all times.

On some occasion, at the beginning of the Autumn Season or the end of the Spring Season, there are days of extreme heat when it is too hot for the children to train for basketball. If the temperature is above 35 degrees, particularly if training time is early afternoon, Volunteer Coaches should consider whether or not training should be cancelled and make immediate contact with the team members' parents/carers. **As mentioned above, Coaches MUST advise Age Group Coordinators if they are cancelling training.**

At St Mary's Primary School, they generally do not allow the use of the hall if the outside temperature is above 33 degrees Celsius as the hall becomes very hot. Parents/carers may also make decisions regarding their own children if they believe it is too hot for them to train.

There will be times when the committee will make the call to cancel training at one or more venues due to extreme heat or unavailability of the venue etc. Affected coaches will be emailed directly and members will be notified as soon as possible if a cancellation is to happen.

o **Training venue key holders**

Some Volunteer Coaches will be asked, by our Training Venue Coordinator, to be venue key holders for the purpose of open up or lock up of the venue. Our Training Venue Coordinator will provide all of the necessary information to the Volunteer Coach and keep a log of the key holders.

8. FAIR AND EQUITABLE COACHING PRACTICES

Our aim at St Mary's Basketball Club is to encourage as many children as possible to play basketball.

In the Junior Domestic Competition, all players should expect to get fair court time over the course of the season.

The club acknowledges that participation is the key goal but players and Coaches, alike, will measure success according to wins and losses. Coaches must be able to have some flexibility in player rotations during very close games or in finals matches.

- **Player Substitutions Rosters**

St Mary's Basketball Club has a guide for substituting players (6, 7 or 8 players), during matches of 20 minute halves. Player names can be added to the spreadsheet and the sub roster will be populated accordingly. It is not essential that all Coaches use these sub rosters but they may prove useful.

Volunteer Coaches will be provided with the Substitution Roster template.

- **Starting Line Up**

The Starting Line Up for each game will be determined at the discretion of the Coach.

The starting five will be dependent on: the opposition; achieving a match up balance; the number of players present at the game and other potential variables.

Our *St Mary's Basketball Club Team Selection Policy*, section 7, also states:

It is unacceptable for a child to register as a player with St Mary's Basketball Club and then choose not to attend training. Such a decision may impact on future team selection and a player's starting position and court time during matches.

Please note: as per our *Team Selection Policy*, Age Group Coordinators will work with families to find a solution for those children who have clashes with other activities at their teams' training times.

9. VOLUNTEER COACHES' CODES OF BEHAVIOUR

Volunteer Coaches' Codes of Behaviour are to be followed in order to protect the health, safety and well-being of:

- all St Mary's Basketball Club members and families;
- all opposition players in the Diamond Valley Basketball Association (DVBA) Junior Domestic Competition;
- Referees;
- spectators; and
- anyone else associated with basketball activities in the DVBA.

The St Mary's Basketball Club expects all Volunteer Coaches to:

- Always hold a valid Working with Children Check (or equivalent) and provide evidence of this to the club Secretary.
- Encourage players to participate for their own enjoyment.
- Encourage players to always play by the rules.
- Teach players that effort and team play are as important as a victory.
- Focus on developing skills and playing the game. Reduce the emphasis on winning.
- Treat all players in a fair and equitable manner.
- Show good sportsmanship. Never denigrate the opposition.

- Always accept Referees' decisions:
 - St Mary's Basketball Club will not condone or support any inappropriate or negative behaviour displayed by a Volunteer Coach towards a Referee or Referee Supervisor. Any reports received from Referees regarding poor Coach behaviour will be taken very seriously by the club.
 - Volunteer Coaches must set the example for all players in relation to how Referees should be treated. Many Referees are children. Regardless of the age, sex or decisions made by the Referee, they must be treated with respect at all times.
- Be a positive role model for the players.
- At the appropriate time, call out the poor behaviour of others, witnessed by the players, and explain why it was wrong.
- Ensure that players and parents/guardians abide by the *St Mary's Basketball Club's Codes of Conduct* and liaise with Age Group Coordinators when issues arise or support is required.
- Ensure that the privacy of the players and their families is respected at all times.
- Respect the rights, dignity and worth of every person.
- Show appreciation and respect for fellow Volunteer Coaches and all volunteers.
- Expect the respect and cooperation of the players.
- Respect all training and match venues at all times.
- Be ethical, fair and honest in all dealings with other people.
- Always place the safety and welfare of children above other considerations.
- Comply with all relevant Australian laws (Federal and State), particularly antidiscrimination and child protection laws.
- Read and understand the *DVBA's Junior Domestic By-laws*.
- Read and understand all of the St Mary's Basketball Club's policies.

Volunteer Coaches must always place the safety and welfare of children above all other considerations. St Mary's Basketball Club provides a Child Safe Environment.

If a Volunteer Coach reasonably suspects that a child is being abused, they are advised to contact a member of the club's Executive Committee who will seek guidance on Victoria's reporting procedures.

10. COMPLAINTS AND GRIEVANCES

At St Mary's Basketball Club, it is our expectation that all of our players and parents/guardians abide by the *Codes of Conduct* and the *DVBA Junior Domestic By Laws* and behave in a manner that is appropriate for junior sport. It is also our expectation that all Volunteer Coaches will abide by the *Codes of Behaviour*, as detailed in the policy.

The committee will take very seriously any complaint or grievance lodged against a player, parent/guardian or Coach. The Executive Committee will discuss the details of any complaint or grievance made and will determine the consequences accordingly, seeking advice from the DVBA if necessary.

For serious breaches of *Codes of Conduct* the consequences will be significant and might include, for Volunteer Coaches, suspension from coaching at St Mary's Basketball Club. If issues occur and are reported during matches played under the jurisdiction of the Diamond Valley Basketball Association, the outcome will be in accordance with the reporting process outlined in the *DVBA Junior Domestic By laws* and may result in a tribunal hearing.

11. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Committee of St Mary's Basketball Club will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness;
- monitor the implementation, compliance, complaints and incidents in relation to this policy;
- revise the policy and procedures as part of the club's policy review cycle, or as required;
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

12. AUTHORISATION

This policy was adopted by the Committee of St Mary's Basketball Club on 19 February 2020

13. REVIEW DATE

This policy will be reviewed in March 2021