



Peninsula Bobcats Policies and Procedures

TEAM MANAGERS: Role and Responsibilities

- Keep an accurate running sheet (example given). A copy will be forwarded to your association contact at the end of each season so that we can ensure that all monies collected have been allocated correctly.
- Collect & record game fees from each player weekly.
 - *Excess funds are to be noted. It is up to each individual team to decide how best to use these. They can be used as “free” games, against forfeit fees, end of season team activities, to purchase additional first aid supplies, or an equal refund to each player. There is to be complete transparency regarding money collected.*
- Pay weekly game fees at the venue reception & keep receipt/ receipt number if given.
- Advise association contact of a forfeit. The more notice given the better. Each association has a tier costing for forfeits. Generally any forfeit made within 24hrs is at a higher cost than those made 3+ days in advance. The forfeit fee is to be paid before the next game, generally to reception. However if Bobcats is billed, you are required to liaise with your association contact and agree on a suitable payment arrangement. You are also to notify all team members of a forfeit so they avoid unnecessary travel & disruptions.
- Bobcats Administration on 5908-4909 or email admin@bobcatsbasketball.com.au
- Develop a scoring roster and contact list for your team. A representative person from each family is required to score each game each week. Associations require at least 1 scorer from each team before the game begins to be present. These people are expected to be competent at this role. If there is anyone who does not know how to score, please roster them with someone to teach them for the at least 2 rotations. Most associations offer from time to time, an information session covering scoring. The scorer is to check the game sheet & make sure all details are printed correctly.(team & player names, numbers, coach) It is also vital that it is filled in properly with the winning team & score, clearly recorded.

- Notify players/coach of any changes to game times, training or game venues. Fixtures can be viewed online (Sporting Pulse) and are updated weekly.
- It is expected that the team manager sit with the players & coach on the team bench. You are to assist your team. You may wish to approach your coach at the beginning of the season to see where you can be of assistance.
- As we predominately interact with children, it is our duty to ensure that the children we work closely with are protected. All coaches and team delegates are to have a valid working with children's check. If you don't hold one, it is your responsibility to apply for one and keep your association contact up to date with its progress. It is advisable that until you have been approved, that you take measures that ensure both you and the children you are working with, are not placed in any situation that could be explosive. You are to supply the number and expiry date to your contact and have them sight it. These details are then kept on file as legally required.
- New applications can be made @ <https://online.justice.vic.gov.au> and are free as you are a volunteer.
- As a club, Bobcats pride themselves on providing a safe, knowledgeable learning environment and above all, an inclusive and enjoyable experience. We believe strongly that each child be given the opportunity to participate regardless of skill level, cultural beliefs/traditions or economic standards. We are respectful of individual learning styles. We believe in respecting our children, parents, families, spectators, referees and the game of basketball. We do not condone the use of inappropriate language directed at any official, referee, representative, or player. We do not tolerate violence at any level. Bobcats expect that you be an example to the parents, friends etc of our standards so that our children can learn and have fun without the threat of behaviours that are not acceptable.
- If for any reason there is an issue or dispute which can't be sorted through mediation at a team level first, you are to directly contact your association representative to resolve. Respect the venue. Act responsibly and safely. Do not engage in behaviours that could cause injury, harm or damaged to another or the venue.

COACHES: Role and Responsibilities

- Remember that basketball is to be fun and enjoyable for all those involved. We at Bobcats want every player to have an enjoyable experience. We are not there to crush our opponents and totally humiliate their efforts. Be mindful of ways to foster a positive experience like enforcing the mercy rule voluntarily, setting up defence at the 3point line rather than half court for younger years etc. Give all players reasonable court time, not favouring any particular child. (Prior to your game, think about your starting 5, sub rotations etc.)
- Never ridicule players for making mistakes or losing a competition. See errors or losses as an opportunity to learn in a constructive way. Comment in a way that is positive and designed to create interest, involvement and development.
- Tailor your coaching and development program to suit the venue, children, game knowledge and skill. Arrive on time and be prepared, with a plan and suitable equipment. Be reasonable in your expectations. Ensure that the venue is safe and all venue protocols are being followed.
- Teach children the game rules whilst fostering respect for all those involved. You are the example and many of your players will look to you for guidance and clarification.
- Teach your players that the referees are doing their job & they are an integral part of the game. The referees are there to enforce the rules but they cannot always be right. Teach your players to accept and respect all calls graciously. Abuse of referees is unacceptable behaviour that should not be tolerated. Players who consistently display disrespectful behaviour should be reminded of our guidelines.
- Be gracious in every game. Losing is a natural part of the game and can provide great opportunities to build skills and knowledge. You should at the conclusion of every game, shake each opposing players and coaches hand. This is an acknowledgment of a game well played. Encourage your players to also do this. It is also a great opportunity to thank the referees and scorers as a mark of respect.
- Act responsibly when a player is injured. Assess the situation and injury and react accordingly. If there is a first aid officer in attendance, seek their guidance. Reassure your player and family and assist in ways that are appropriate.
- Engage with your team manager. There should be an open line of communication between you both. You are there to help each other. If you would like your team manager to help with certain roles, ask.

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 - We are respectful of individual learning styles. We believe in respecting our children, parents, families, spectators, referees and the game of basketball.
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 - We do not tolerate violence at any level. Bobcats expect that you be an example to the parents, friends etc of our standards so that our children can learn and have fun without the threat of behaviours that are not acceptable.

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PLAYERS: Role and Responsibilities

- Remember that you are playing for fun and for yourself. This doesn't mean that you don't take the game seriously but you should always be having fun. If you find that basketball is no longer fun, talk to your coach or parents. No longer enjoying the sport can have a negative impact on yourself and your team mates. Notify in advance if possible, if you are going to be absent from either a game or training. This allows for suitable arrangements to be made.
- Be prepared and on time. Bring a water bottle, wear appropriate footwear and clothing and a ball (if you have one) to both training & games.
- Arrive 10-15minutes early to your game and have if possible, the correct game fee. Please ensure that you are in correct uniform as points can be deducted for incorrect attire. This allows the team manager & coach to prepare for the game.
- Make an effort to learn the rules. A good understanding of the rules and game plays will help you to become a better player.
- Respect referees and other officials. These people are an integral part of the game and do make mistakes. If you feel that a mistake is made, please seek out your coach/ team manager for clarification.
- Control your temper. Threats, abusive language or violence is not tolerated at Bobcats. If you do engage in negative behaviour, consequences will follow.
- Be a good sport. Treat others how you would like to be treated. Congratulate the opposing players on good play, be fair and respect others on and off the court. There are times when you are going to lose. Accept the loss with dignity and likewise be gracious in your victory. Remember you are there to play a game and have fun. There are going to be players that are better than you. Be accepting of others strengths and weaknesses.
- Be prepared to work hard for your team. Everyone needs to contribute in order for the game to be played. Practice the things you will learn at training and be prepared to try new techniques. Sometimes your coach will ask you to play in a different position or use a different skill. Give it your best shot. Listen to your coach and talk about both your strengths and weaknesses. This knowledge will help your coach plan better for the team and ultimately help you to become not only a better basketballer and person.

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Parents/spectators: Role and Responsibilities

- Encourage your children to participate for their own interest and enjoyment, not yours.
- Encourage children to always play by the rules. A good understanding of the rules and game plays will help your child to become a better player.
- Teach children that an honest effort is always as important as a victory.
- Focus on developing skills and playing the game. Reduce the emphasis on winning.
- Children learn best by example. Applaud good play by all teams.
- Do not criticise your children or other participants. Each child has the right to play and enjoy the game. Each child is different and develops at different rates. Treat others how you would like your child to be treated.
- Accept the referee's decision as being fair and called to the best of their ability. Teach your children that not everyone is perfect, 100% of the time. If there is a particular call that you feel is not valid, consult your coach or the referees for clarification in a non-threatening way after the game. Everyone has a job to focus on. Penalties can be given if the situation escalates.
- Set a good example by your own conduct, behaviour and appearance.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect the rights, dignity and worth of every person.
- Show appreciation for volunteer coaches. They are giving up their time to help your child become better. They have rescheduled their lives to give their time. They are learning also. If you are able to help, please talk to your coach. Please don't hinder their efforts by sideline coaching. This will only serve to confuse your child as to what is required of them and will ultimately lead to problems.
- Show appreciation for officials and administrators.
- Keep children in your care under control. Please be mindful of the space required for referees to run the sidelines or rebounding balls.
- Respect the venue. Act responsibly and safely. Do not engage in behaviours that could cause injury, harm or damage to another or the venue.

Refund Policy: Registration and Uniforms

Where a player has registered to play at Bobcats we will only refund a players registration on the following grounds.

- There is NO team available.
- There is NO competition available.

In the situation where a player has registered to play with the Bobcats and decided to change their mind, and Bobcats we have place the player into a team. The player will forfeit the rights to a refund.

Where a player has registered to play at Bobcats we will refund a players uniform under the terms of the Delivery and Return Policy