
BEARCATS BASKETBALL

WEST ADELAIDE BASKETBALL CLUB POLICIES & PROCEDURES

PLAYER & PARENT INFORMATION HANDBOOK

Available on our website:

www.westbearcats.net

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1 Introduction

1.1 Status of this Handbook

The policies and procedures outlined in this Handbook have the effect of Regulations made under the club's Constitution and apply to both junior and senior club players.

1.2 Club Description

Based in the western suburbs of Adelaide, the West Adelaide Bearcats Basketball Club competes in South Australia's premier junior and senior basketball competitions. We are one of just 10 Premier League clubs in Basketball SA's competitions.

The club offers opportunities across the whole player pathway, from starter programs (Aussie Hoops, Domestic Basketball) to junior and senior district basketball.

The club fields teams (boys and girls) in Basketball South Australia's district junior competitions in Adelaide, in the under 10, under 12, under 14, under 16 and under 18 age groups. Bearcats junior teams generally train twice a week and compete weekly against other district clubs and in various metropolitan, country and interstate carnivals throughout the year. We have regular junior and senior State representation.

Our top senior men's and women's teams compete in Basketball SA's elite Premier League, while our other senior teams represent the club across Basketball SA's senior district men's and women's competitions and in Basketball SA's 'Youth League' competitions (U20/23).

1.3 Brief History

The West Adelaide Basketball Club commenced in name in 1951 as a progression of the Kingston Basketball Club, which was established in 1946. The 'Bearcat' name was taken because of an association with the University of Cincinnati in the USA. After occupying various stadiums over the years (including Forestville, Bowden and Athol Park), in 1994 the club relocated to the current Port Adelaide Stadium.

The club has a proud tradition as the State's most successful senior club, winning many Men's and Women's championships now displayed proudly as banners inside our stadium. Our Men's team was a foundation member of the National Basketball League and gave the club its finest moment when it won the NBL title in 1982. Our team still has the best win/loss record in NBL history! Our Women's team was also a foundation member of the Women's National Basketball League. The club has produced many Australian and Olympic players, many of whom are in our Hall of Fame.

The Hall of Fame members and more historic information can be found on the club's website.

1.4 Stadium

The Bearcats play our home games at the Port Adelaide Recreation Centre (50 St Vincent Street, Port Adelaide). The three-court indoor Stadium is owned by the Port Adelaide-Enfield Council and leased to Basketball SA, who rent it to West Adelaide. The stadium is used seven days a week for basketball of all sorts - from Premier League to junior training to social basketball. You'll always find a game or training on at Port Adelaide so come in and have a look.

1.5 Club Office

The club has an office in the Port Adelaide stadium. Staffed by volunteers, the office is normally open on Sunday mornings from 9.30am – 11.00am. Payment of fees and purchase of merchandise can be made at the Office.

For urgent advice or attention contact your Team Manager or locate other contact details on the club's website.

1.6 Club Website

For club contacts, the latest news and game information visit the Bearcats' website: www.westbearcats.net

1.7 Club Structure & Volunteering

The West Adelaide Bearcats Basketball Club is a not-for-profit incorporated association. The club's Constitution can be found on the website.

The club invites all parents to volunteer their time and skills to assist in the running of activities and various organisational functions of the club. The club is run and administered by parents just like yourselves who have stepped forward to take on this responsibility, help is always required and any spare time you have to assist would be considered valuable and appreciated.

The activities of the club are overseen by a volunteer committee of management ('Executive Committee') which is elected at the Annual General Meeting. The committee of management then appoints the club President, club Secretary and club Treasurer, while other areas of club operations are allocated to other committee members. Some of those positions are described later in this Handbook.

The Executive Committee is responsible for the setting of club policy and making various coaching appointments, as well as overseeing the day-to-day running of the club and its programs, from the youngest juniors through to Premier League.

More information about the Executive Committee is available on the club's website.

2 Club Statements

2.1 Our Intent

We strive to create a positive, fun environment for our players, coaches and parents, while teaching basketball fundamentals and teamwork in a positive and competitive atmosphere. The club is committed to the development of motivated, intelligent and well-rounded children, young people and young adults. We use responsibility to foster a sense of community and competitive basketball to enhance each player's potential. As a club, we endeavour to develop and educate coaches to play a positive brand of basketball. Within the club, we endeavour to have a strong volunteer and administration network that is supported by the club.

2.2 Our Vision

The club strives to offer one of the most dynamic basketball programs in the state with a structured approach which builds confidence in each player and acts as a positive stepping-stone in developing successful people in the community.

2.3 Our Values

The club strives to uphold the following values:

- integrity and responsibility
- a child safe environment
- fun while training and playing
- diversity, acceptance and inclusiveness
- collaboration and teamwork
- persistence
- open communication, and
- respect and honesty.

2.4 Our Objectives

The club has the following objectives:

- formation and development of highly competitive teams
- selection of quality coaches, administrators and volunteers
- provision of high quality induction processes for coaches, players and families
- provision of support for our volunteers, coaches, players and families
- fostering improved health and fitness of all players
- creation of safe environments for children and young people to thrive
- continual development of skills for players, coaches, volunteers and managers
- preparation of athletes for ongoing representation at the club and representative level
- to provide enjoyment for all participants including players and spectators
- to foster good sportsmanship at all times, and
- implementing policies and procedures which protect our committee, volunteers, coaches, players and most importantly, the families who share the game of basketball with us.

2.5 BEARCAT Habits of Excellence

Achieving excellence requires a strong, consistent and predictable framework that all members of the West Adelaide Basketball Club follow.

Solidarity

Club, Tradition, Program & Team

Dedication

Hard Work, Discipline & Extra Work

Attitude

Desire to Improve, Selfless Behaviour & Never Give Up

Preparation

Attendance, punctuality & focus for all trainings & games

Fun & Play

When we train and play, we're having fun

Respect

Of Self, Players, Coaches, Officials & Supporters of all clubs

3 Player Pathways

It is the club's intent to support young players in finding future pathways through the sport of basketball and to demonstrate to our players that the HABITS OF EXCELLENCE can also lead to positive pathways in sport, education, employment and ultimately life. The following basketball pathways are available to players:

3.1 Starter & Under 10 Program

- Aussie Hoops & Domestic League
- Representing the West Adelaide Basketball Club in District Basketball and Carnivals
- Bearcats Tournament

3.2 Under 12 Program

- Representing the West Adelaide Basketball Club in District Basketball and Carnivals
- Bearcats Development Program
- Basketball SA (BSA) State Championships (Div 1 & 2)
- Bearcats Tournament (Div 2 and below)
- Talent Identification (TI) Camp Representation

3.3 Under 14 Program

- Representing the West Adelaide Basketball Club in District Basketball and Carnivals
- Bearcats Development Program
- BSA State Championships (Div 1 & 2)
- National Championship Representation (Div 1)
- Melbourne Classics (Div 1)
- Bearcats Tournament (Div 2 & below)
- Interstate Tournaments e.g. Mildura (Div 3 & 4)
- SAPSASA Representation
- Talent Identification (TI) Camp Representation
- National Intensive Training Program (NITP) Representation

3.4 Under 16 Program

- Representing the West Adelaide Basketball Club in District Basketball and Carnivals
- Bearcats Development Program
- BSA State Championships (Div 1 & 2)
- Eltham Tournament (Div1)
- Melbourne Classics (Div 1)
- Bearcats Tournament (Div 2 & below)
- Interstate Tournaments e.g. Mildura (Div 3 & 4)
- Talent Identification (TI) Camp Representation
- State Metro Team representation
- NITP Representation
- Australian National Championships (SA Representation)
- Australian U/17 team

3.5 Under 18 Program

- Representing the West Adelaide Basketball Club in District Basketball and Carnivals
- Bearcats Development Program
- BSA State Championships (Div 1&2)
- Eltham Tournament (Div1)
- Melbourne Classics (Div 1)
- Bearcats Tournament (Div 2 & below)
- Interstate Tournaments e.g. Mildura (Div 3 & 4)
- NITP Representation
- Australian National Championships (SA Representation)
- Australian Institute of Sport (AIS) Scholarship
- Australian U/19 team
- Studying basketball as a subject (available some western suburbs secondary schools)
- College Scholarship (USA)

4 District Competition

The West Adelaide Bearcats field numerous boys and girls teams in Basketball South Australia's junior district competitions, across the under 10, 12, 14, 16 and 18 age groups. Bearcats junior teams train twice a week and compete weekly against other district clubs, as well as in various metropolitan, country and interstate carnivals throughout the year. We also field Senior teams in Basketball SA's senior District competitions.

4.1 Who do we play against?

The 10 first grade district clubs in Adelaide are (home court in brackets):

- West Adelaide Bearcats (Port Adelaide)
- Central Districts Lions (Starplex, Evanston Gardens)
- Eastern Mavericks (Mt Barker)
- Forestville Eagles (Wayville)
- North Adelaide Rockets (Hillcrest)
- Norwood Flames (Marden)
- South Adelaide Panthers (Marion)
- Southern Tigers (Morphett Vale)
- Sturt Sabres (Pasadena) and
- Woodville Warriors (St Clair)

A full list of Stadium addresses can be found later in this Handbook.

The program of junior fixtures and results can be found via links on the club website.

4.2 When do we play?

A typical year in junior district basketball includes:

- Summer season – weekly games from October to March, with a break over Christmas school holidays. This is regarded as the 'minor' season and is often used to grade teams and make any adjustments of players in divisions.
- Winter season – weekly games from March/April to August/September. Our aim is to develop teams to a point where they can be successful in this season which is regarded as the major season.
- State Championships – Held every May with all 10 Division 1 clubs playing. Each team competes for the overall Boys Club, Girls Club and Combined Club Awards. This is the most important tournament for our basketball club to ensure we create pathways for our players beyond South Australian borders.
- Game days - in Summer and Winter seasons will vary depending on the grade and age group. These are the competitions days for the following age groups:
 - Thursday night – U16 Divisions 3-6
 - Friday night – U12/14/16 Divisions 1 & 2; all U18 Divisions
 - Saturday morning – all U10 Divisions; U12 Divisions 3-5; U14 Divisions 3-6
- Carnivals – Part of the fun of being involved with the Club is the opportunity to be involved in one or more of the many carnivals which occur during the year. The decision to attend any of these carnivals will depend on your coach and the parents. Listed below are the major carnivals and approximate dates for each, to help with planning for the year:
 - Australia Day Long Weekend (Starplex or Eltham/Dandenong)
 - Easter Long Weekend (Norwood)
 - State Championships (May)
 - Interstate Carnivals (Melbourne Classics, Nunawading, Mildura) – June Long Weekend
 - Mid-Season Bearcats Carnival – middle weekend of July school holidays
 - St Clair Carnival (December)

Carnival details can be found on the club's website throughout the year.

On Game Days players must be at the game venue at least 30 minutes prior to the scheduled game commencement time.

4.3 How do I try out for the Bearcats?

Formal trials for each junior age group are held in August/September every year, ahead of the summer season.

All new players who trial are required to complete an Intent to Play form (Form W01 – Intent to Play – New Player), which is to be signed by their parent or guardian.

At the start of the summer season all current and new players are required to register online through the links provided on the club website.

All players are required to trial or to register their intent to play if unable to attend the trial. Any existing player who is un-financial will not be named on team lists for the new season and will not be permitted to play until financial.

Players who aren't able to attend the trials or looking to switch clubs to West Adelaide mid-season, will be required to attend at least three trainings prior to allocation to a team.

Following the trials initial squads will be selected and displayed at the club and on the club website. Over the first weeks of training players will be graded and allocated to different teams, which they will then begin summer season with. Players can often move between grades during summer season.

Non-selected players will be provided with feedback as to why they were not successful in gaining selection to a team and given advice on the areas they need to develop.

4.4 Clearances

If you are transferring or have previously registered with another District club in SA you will need to be cleared to play with the Bearcats.

4.4.1 Normal Clearance Request

A player who has played for a club in BSA Junior or Senior Competition and who wishes to play for another club in those competitions must firstly apply for and receive a Clearance from the club where they are registered. Please check the Club website (Player Registration and Fees section) for the most up-to-date process and contact details.

In general, the following steps should be taken:

- apply in writing to the Club Secretary of the club from which you are seeking a clearance, stating the name of the Club to which you wish to transfer and dating the letter
- send a copy to the Basketball SA Competitions Department
- return any club property
- ensure that you are financial (i.e. subscriptions have been paid)
- pay any clearance administration fees (several clubs have these for clearances, including West)
- allow a reasonable period of time for the old Club to respond, and
- upon receiving the clearance, show the clearance to the Secretary of the new club.

You are eligible to play for the new club on receipt of a copy of the clearance approval by Basketball SA.

The old club must respond within 14 days, either granting the clearance, or providing a reason why the clearance cannot be granted. The only legitimate reason for not granting a clearance is if the player is not financial with the club (including fee payment) or holding club equipment. If the club has not responded in writing to your request within one month of the lodgement of the application, contact Basketball SA, seeking clarification and advice.

4.4.2 Mid-Season Clearance Request

The following is taken from the Basketball SA By-laws:

A player may only play for one club during any given season, unless prior approval has been granted by the Committee. The process required before the Committee will consider such application is:

- The player requesting a clearance shall have a meeting with their current club (designated club coach or officers) in an effort to resolve any issues that may enable the player to remain at the Club.
- A response in writing (email or post) is to be sent to Basketball SA by the player outlining the results of this meeting.
- A response in writing (email or post) is to be sent to Basketball SA by the Club indicating the outcome of this meeting and their approval or disapproval of the player changing clubs and any relevant information to justify their disapproval.
- Only on receipt of all the above shall the Committee then consider the player's request for permission to play for another club/team within the same season.
- In cases where a clearance has been granted by a club, it shall become effective on receipt of a copy of the clearance approval by Basketball SA. The responsibility for lodgement of the clearance rests with the player being cleared. If the clearance is during a current season and the player has already played for the clearing club then the player, though cleared, is not permitted to play for their new club until approval granted by the Committee or a new season has commenced.

4.5 Team Selection

Choosing members of each team is a shared responsibility of the Junior Coaching Coordinator (JCC) for the age group and coaching staff for all divisions of the program. The task is to select the teams of players that will best represent the club playing in the game style desired by the club and coaches.

Talent identification principles require evaluation of basketball specific skills, attitudes and work ethics. The selection process will include assessment against, but not limited to the following selection criterion:

- Basketball experience
- Ability to follow drills and plays as instructed by the team of coaches
- Skill
- Athletic ability
- Potential
- Attendance at trainings or additional conditioning sessions, and
- General attitude towards the team and coaches.

Coaches will be objective by:

- demonstrating an even-handed approach to every player
- stating clearly the selection process and the qualities they are looking for in the players, and
- detailing clearly the commitment and expectations required before the commencement of the program.

Subjectivity is an unavoidable element of selections and any selection concerns should be first directed to the JCC or Division 1 Coach of the program.

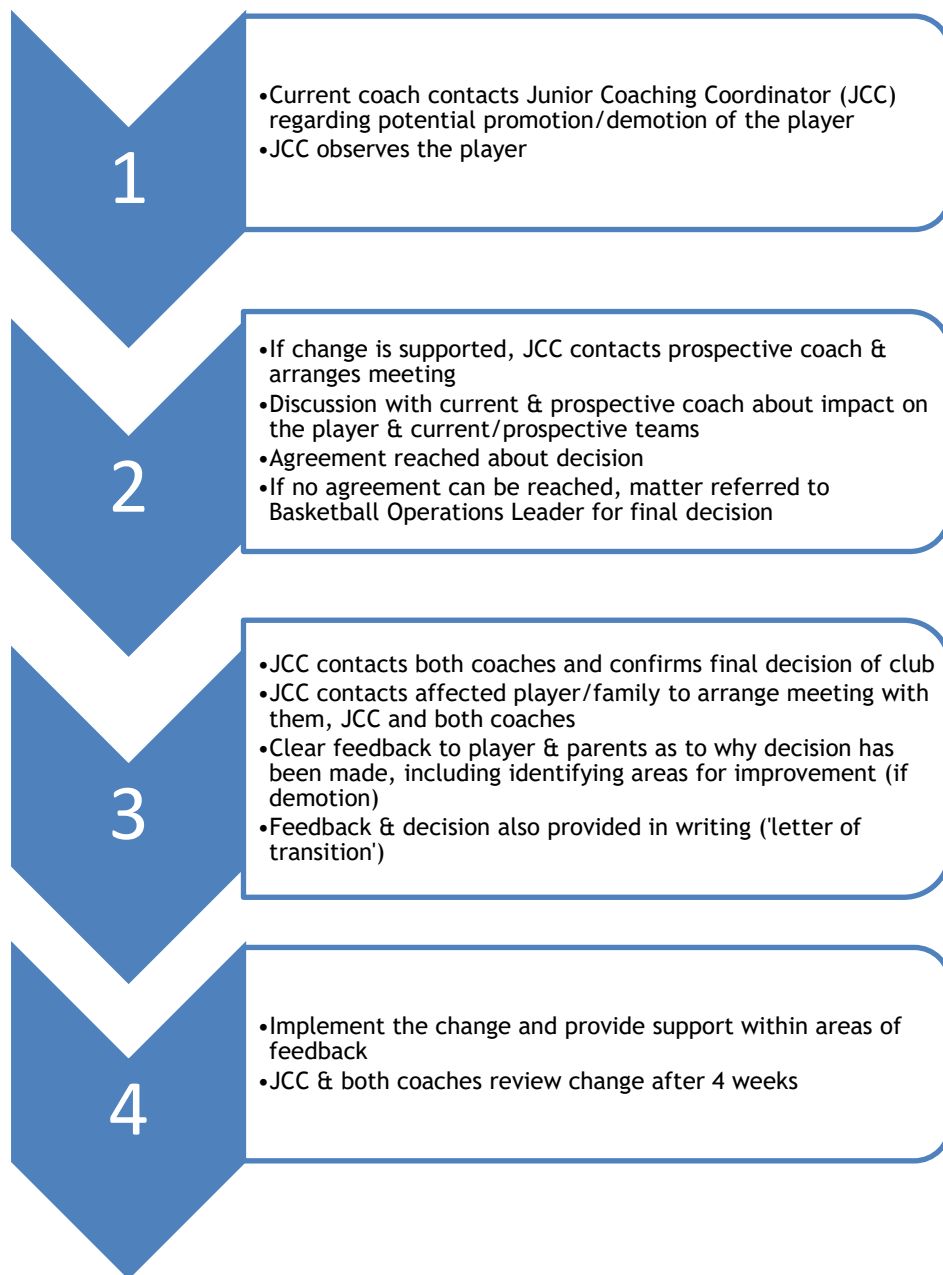
4.5.1 Internal Player Movement Processes

The following processes allow the JCC a framework to performance manage their team of coaches ensuring coaches are more accountable for their decision(s).

The intent of the process is to provide a fair, equitable and transparent process of promotion and demotion for coaches, players and their families.

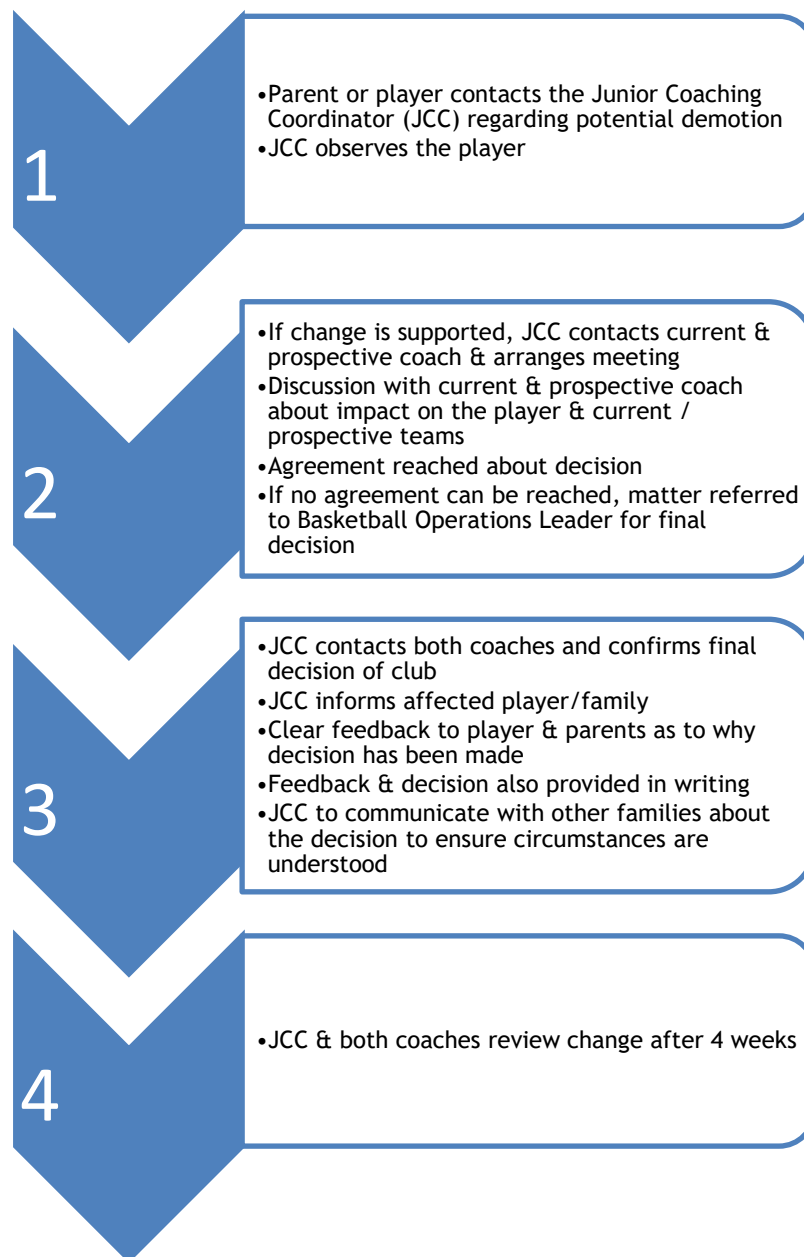
4.5.2 Coach Initiated Player Movement

On occasions players will be directed to play in a higher division due to high skill levels in their current grade or asked to play in a lower division to provide an opportunity to develop their skills ready for higher divisions. The following is a process flow that outlines how we as a Club will operate to ensure the decision is sound, communicated clearly and the player is fully supported in their transition.



4.5.3 Parent Initiated Request for Player Movement (to a lower division)

In some cases parents may feel their child is best suited to playing in a lower division. The Club will endeavour to ensure the best interests of the player are taken into account and how we will communicate the impact to other teams.



4.5.4 Letter of Transition

Where a coach initiated promotion or demotion occurs, a letter of transition will be sent to the family involved to commence the communication and transition process (Form W02 – Letter of Transition).

4.6 Playing Uniforms and Numbers

Numbers are allocated to new players by the Club. **Numbers must be allocated prior to uniforms being ordered.** This process will avoid players in the same age group being allocated the same number.

Contact bearcatnumbers@gmail.com for the allocation of player numbers providing the player's full name, age group (e.g. Under 16 boys, Under 12 girls) and date of birth. A number will be provided within 2-3 days.

Playing uniform (see 4.7 below for training uniform)

Once you have your number you can order your playing uniform from the Club.

Playing & training uniforms are available for purchase via the club. Uniforms can be sized and ordered most Sunday mornings and Wednesday afternoons in the club office, and the club will also have special sizing days from time to time.

The playing uniform (singlet & shorts) is \$120 and the training uniform (reversible red & black singlet) is \$70. Payment is upfront on the day of order – payment can be by credit/debit card, cash, or EFT.

For uniform queries please contact:

Roselyn Brown via text message on 0401747631 or email at roselynbrown.wabc@gmail.com

Other club apparel such as training gear, hoodies, socks etc. is also available from the club office on Sunday mornings and Wednesday afternoons.

When on court players represent the West Adelaide Bearcats. As such, when on court, even during warm-ups, players must only wear the official Club uniform, or warm-up apparel. During warm-up time, only club approved apparel is to be worn. During the colder months, t-shirts are not permitted to be worn under singlets nor are bike pants to be showing beneath shorts. All singlets must be tucked into shorts for both girls and boys.

4.7 Training & Training Uniforms

All junior teams are required to train twice each week. Club fees cover training and it is important and beneficial that each player attends. Training sessions are generally 60-90 minutes each session.

Reversible red-and-black training tops are required for training sessions to help allow the training squad to be divided into easily identifiable 'offence' and 'defensive' teams for drills. **Training tops are available for purchase from the Club Office (see above).** These tops may also occasionally be used at carnivals where colour clashes occur.

Venues for training sessions include:

- Port Adelaide Recreation Centre (Club home stadium)
- Findon High School, 44 Drummond Avenue, Findon
- Seaton Park Primary School, Squires Avenue, Seaton
- Flinders Park Primary School, cnr. Holbrooks Road & Hartley Road, Flinders Park
- Henley High School, Cudmore Terrace, Henley Beach, and
- Le Fevre Community Centre, 541 Victoria Road, Osborne

Teams will be advised at the beginning of each season locations and times of training sessions. If a player is unable to attend training it is important that the coach be notified so that the session can be appropriately planned.

4.8 Training Equipment – Basketball Sizes

Players require a ball for practice. The Spalding brand is the official brand of Basketball SA. Basketballs come in different sizes, which are used by different age groups.

- Under 10 grades (boys and girls) use a size 5 or 27 inch circumference basketball
- Under 12 and Under 14 grades (boys and girls) use a size 6 or 29 inch circumference basketball
- Girls/Women: Under 16, 18, Youth League & Senior Women's grades use a size 6 or 29 inch circumference basketball
- Boys/Men: Under 16, 18, Youth League and Senior Men's grades use a size 7 or 30 inch circumference basketball.

4.9 Player Insurance

All players are requested and advised to have their own player insurance.

Additionally, players are insured through a national Basketball Australia scheme:

www.vinsurancegroup.com/basketball

Families are required to first contact the Club Secretary in order to access this scheme.

4.10 Fees

The club is a “not for profit” organisation, and strives hard to keep fees at an acceptable level to ensure that the opportunity to play basketball with our club is available to everyone.

The fees charged are reflective of what the club is charged for each player to participate and includes Basketball SA nomination and insurance fees, court hire, and administration costs.

Player fees are set by the Executive Committee. Full or periodic payments can be made online using the links on the club website. Additionally payments can be made through the club office every Sunday from 9:30am to 11:00am.

Should the required fees not be paid by the due date, then the Club reserves the right to deem the player ineligible to play until all payments have been met. Un-financial players will not be named on team lists following any trials.

Player and spectator entrance fees for games are set and collected by Basketball SA. These fees do not go to the West Adelaide Basketball Club.

4.11 Codes of Conduct

The club has Codes of Conduct. These are available as attachments to this document and must be filled out, signed and returned to the club.

Form W10 – Player & Parent Code of Conduct

Form W11 – Coach, Volunteer & Support Staff Code of Conduct

4.12 Internal Tribunal

Any player reported in any district game will also be requested to attend an internal club Tribunal to answer a possible breach of the Player Code of Conduct.

5 Junior Program & Teams - Roles and Responsibilities

The club has assigned the following roles and responsibilities regarding our junior program and teams.

5.1 Junior Basketball Operations Leaders

Junior Basketball Operations Leaders are specific positions on the Executive Committee that oversee the running of the Junior Basketball Program for particular junior age groups within the club (current age groups are: 'Starter Programs & U10'; 'U12/14'; 'U16/18'; and 'Youth League/Senior'). The nominated Basketball Operations Leaders will act as a chairperson on their respective sub-committees to oversee basketball operations within the specified age groups.

Basketball Operations Leaders are responsible for:

- the oversight of the junior basketball program within specified age groups (including development of both players & coaches)
- the development of sub-committees to run & improve the basketball program (sub-committees include Coaching Coordinators and Age Group Coordinators)
- acting as a conduit for communication of information from Executive level through to sub-committee and subsequently out to club members via Coordinators
- resolution of issues within each age group
- improvement initiatives within each age group, and
- input to planning of junior club events.

5.2 Junior Coaching Coordinators (JCCs)

There are JCCs for various age groups at the club who oversee both the boys and girls programs within the respective age groups. Their main responsibilities include:

- selection and recruitment of coaches
- development of coaches and players
- assistance with grading and selection of players
- co-ordination of training times and venues
- involvement with developing initiatives for recruitment of new players, and
- mediation on issues arising with coaching or breaches of conduct.

5.3 Age Group Coordinators

There is a volunteer Age Group Coordinator for each junior age group. Coordinators are usually parents of players. The club appreciates the work put in by this large number of volunteers. By assisting the club in the role of Age Group Coordinator, you form a vital link in the chain of providing children with the opportunity to play and enjoy basketball, plus also help to ensure that the Bearcats remain a major part of district basketball in Australia.

The main objective of each Age Group Coordinator is to be a liaison between the relevant Basketball Operations Leader and Team Managers/Coaches. It is imperative Age Group Coordinators:

- attend relevant meetings
- ensure club communications are received by their designated teams
- collate team lists from team managers and advise the Secretary of any changes during the year
- ensure any new players are registered through the club and Basketball SA, noting that players may not play for the club until registered
- ensure all team managers are aware of the club approved apparel to be worn by players
- communicate with Team Managers regularly regarding any problems that may arise
- assist, as required, during Basketball SA State Championships in setting up the stadium office.
- refer any coaching problems to the JCCs or Basketball Operations Leader who will then resolve, and
- collect all basketballs and bags plus keys to other stadiums from each coach at the end of the season in order that they can be passed on to the following coach for the new season.

It must be stressed; Age Group Coordinators are not to become involved in coaching decisions. All issues must be raised to the JCC or Basketball Operations Leaders whether that issue has been solved, or not. All complaints are to be handled in accordance with the club's Complaints Policy.

Additionally it is not the responsibility of Age Group Coordinators to become involved in matters of fee payments. This is a matter for the Club Treasurer to handle, so please direct the third party to the Treasurer, or make the Treasurer aware of any issues.

5.4 Team Coach

Coaches are appointed via an application process and must re-apply each year. The club expects each coach to:

- provide the club with a police check as requested by the club secretary
- adhere to the Coaches Code of Conduct
- adhere to all policies and procedures developed by the club
- take responsibility for team selection in conjunction with the relevant JCC
- agree the program with the JCC and Basketball Operations Leader
- motivate and challenge players to give their best
- teach the technical skills of basketball and be fair and consistent
- attend team practices, meetings and tournaments
- know and abide by all FIBA rules
- encourage and teach ethical, competitive and fair play
- promote good sportsmanship at all times
- display conduct that reflects positively on the club
- be responsible for the proper use and care of equipment owned by the club, and
- attend the club's coaching meetings, forums and any professional development opportunities.

5.5 Team Manager

All teams representing the club must have a Team Manager. The role of Team Manager is a volunteer role seen as vital to ensure we provide a positive and inclusive experience for all players and families. You will be the focal point for communication, contact and arranging activities for your team.

The Team Manager is there as a support for the team. Under no circumstances are Team Managers to be making any coaching decisions on or off the court.

The following headings describe the responsibilities of the Team Manager.

5.5.1 Team Lists

Before the beginning of each season, the Team Manager is asked to check the information players have registered online by promptly confirming the team list sent out by the Club Secretary.

A copy of the list is to be supplied to the Age Group Coordinator with changes during the year to be confirmed in our online database.

5.5.2 Games & Trainings

Team Managers are asked to attend all games and, wherever possible, training sessions and consistently communicate with your coach as there may be assistance required. The club recommends that you be present at all team meetings, including team talks before and after games and trainings as an observer.

Ensure that players are attired in club uniform when on court, i.e. player's shorts and singlet and only an approved warm-up top.

Fill in the score sheet in numerical order at least 20 minutes prior to each match and collect tickets from each player to be handed to the bench before half-time. It is helpful to mark each player's number on the back of each ticket as a quick check. Try not to fall into the trap of having to chase parents for tickets. Players should be responsible for handing in their own ticket to the Team Manager.

5.5.3 Scoring Rosters

A scoring roster will be organised for all parents to take their turn at scoring. A multi coloured pen should be available for scoring (4 quarters, 4 colours). Begin scoring in black, finish in blue. Not all parents have scored before and so may need initial assistance from other parents. Written instructions on how to score are also available. For fully timed games (with shot clock) it is necessary to have two parents rostered for each home game.

5.5.4 Drink Bottles

Players must provide their own drinks (they must NOT share) and towel. These are to be given to the Team Manager for distribution during the game. All players are to carry all their gear in a bag to the team bench, so as to avoid any gear being lost. Stadiums are full of lost clothing, etc. Players are responsible for removing the bags from the bench at the end of each game, but Team Managers should check the area to try and ensure items are not left behind.

5.5.5 Mediation

The club asks Team Managers to act as a passive mediator whenever a problem arises between players, parents and/or coach. Your Age Group Coordinator should be the first person you contact regarding any team or Club matter that can't be resolved with the coach. If parents need to follow up coaching issues for their child's team, they are asked to forward their issues in writing to the JCC or Basketball Operations Leader.

5.5.6 First Aid

A basic first aid kit should be available courtside at all games and training. This would include band-aids, tissues, sterile pad, disposable gloves and a clean old towel. Most stadiums will have ice available on request. If a child is injured, and you are not confident to assess the situation seek advice. For any serious injury inform parents and recommend they seek medical advice.

The following rule is good advice for limb injuries:

R – REST
I – ICE
C – COMPRESSION
E – ELEVATION
R – REFER

Quick action to ice an injury can often reduce a player's injury time off court. However never ice a head injury and never place ice directly on an eye.

Rigid tape can be expensive and players should supply their own especially if they have a continuous nagging injury.

BLOOD RULE: If a player is bleeding whilst on court, that player **MUST** be removed. All signs of blood must be removed before that player is allowed to return on court. Tops must be changed if soiled. A spare playing top is ideal. Refer Infectious Disease Policy

5.5.7 Carnivals

The Team Manager organises entry nomination into carnivals, co-ordinates payment of carnival fees and co-ordinates travel and accommodation arrangements where required.

Division 1 teams are automatically nominated into the State Championships in May. Division 2 teams are also expected to enter the championships and only exceptional circumstances should prevent them from doing so.

There may be occasions when your team is planning to enter carnivals and travel interstate or to the country. On these occasions it is important you know the coaches plans and offer to assist in the organisation of these trips. This assistance could come in the form of booking accommodation, arranging/booking travel and collecting money. Team Managers should seek help from their Age Group Coordinator if they need help or advise on the planning of trips, as there are several parents who have done this type of thing before.

Permission slips and Medical Information forms need to be filled in by each player for carnivals where travelling is required. The medical forms should then stay with the team manager during the duration of the carnival. Permission slips can be found on the club website.

Division 1 teams may be invited to the National Classics Tournament, dependent on State Championships performance. All registration of teams, players and coaches for this tournament are processed by the Club Secretary.

5.6 Player responsibilities

Club personnel, team managers and coaches should demonstrate the utmost respect to every player and this should be reciprocated. All players must adhere to the Players Code of Conduct as well as club policies. Players should abide by Coaches and Managers directions as these people have the best interests of not only the individual, but the team in mind. Players should:

- adhere to the Players Code of Conduct
- arrive to training a minimum of 15-20 minutes early
- start warming up before the commencement of training
- be dressed in approved club uniform or training apparel
- have drink bottles filled prior to all trainings and games
- attend all trainings, tournaments and games
- advise the coach in advance in the event of unavailability or illness
- treat all teammates, coaches, managers, other parents, game officials and opposition players with respect
- be prepared to be challenged and step outside their 'comfort zone' to develop, and
- be at games a minimum of 30 minutes prior to start time.

5.7 Parent responsibilities

The club understands parents want to do everything possible to ensure their children enjoy a positive basketball experience. The club requires assistance to ensure this can be achieved. Parents can facilitate this by:

- adhering to the Parents Code of Conduct
- performing team score table duty as rostered
- being respectful of the role of referees
- encouraging your child to take responsibility for their performance
- encouraging your child to discuss any concerns directly with their coach
- promptly paying of fees in accordance with schedule
- providing other assistance, such as fundraising activities
- using good nutrition principles to improve your child's diet
- being a 'shining example' of verbal self-control, and
- using positive phrases and not coaching your child or other players from the sideline
- demonstrating positive, enthusiastic support of all players during a game.

It is natural that parents form opinions about the program and their child's development.

IMPORTANT: Parents should never approach the coach or player's bench during a game unless asked by the Coach or Team Manager.

If for any reason parents have concerns about any aspect of the program, they should:

- talk to the coach before or after a training session. We ask parents not to raise their concerns before or after games
- approach the Team Manager or Coach in a respectful manner at an appropriate time to discuss their concerns, and
- if the concern has not been resolved to their satisfaction, parents are encouraged to address their concerns in writing to the Junior Coaching Coordinator.

5.8 Parent / Coach Relationship

Both parenting and coaching are very difficult. By establishing an understanding between coaches and parents, both are better able to accept the actions of the others and provide a more positive experience for everyone. Parents have the right to know and understand the expectations placed on them and their child. We do ask that you never approach a coach or player's bench during a game unless asked to do so by the Coach or Team Manager.

Communication parents should expect from their child's coach:

- messages communicated in a respectable and appropriate manner for young people
- expectations the coach has for your child, as well as for other players on the team
- discussion on deviations to above expectations for your child and plans to rectify
- team requirements (i.e., special equipment needed, team rules, team expectations), and
- carnivals to be attended during the year.

Communications coaches expect from parents include:

- prior or at the conclusion of training/s, parents are encouraged to communicate with their child's coach
- notification of any schedule conflicts well in advance, and
- notification of any health issues that may affect your child during training or games.

Appropriate concerns to discuss with a coach:

- the language and communication your coach provides your child in games and in training
- the mental and physical treatment of your child
- what your child needs to do to improve, and
- concerns about your child's behaviour.

Issues NOT appropriate for discussion with your child's coach:

- how much playing time each player is getting
- team strategy
- play calling, and
- other players performance and development.

It can be very difficult to accept that your child is not playing as much as hoped. Coaches make decisions based on what they believe is in the best interest of all players participating.

The coaches of the program are always willing to sit-down and discuss any concerns you may have with our program at the designated times outlined in this handbook. Should you feel the concern is not appropriately addressed after the meeting, you should address your concerns to the Junior Coaching Coordinator in writing.

6 Health and Wellbeing

The club is committed to improving the overall health and wellbeing of all players. The club offers the following guidelines for nutrition and rules for the use of the club gymnasium equipment contained in the senior change rooms:

6.1 Gymnasium Rules of Use

- Anyone using the gym equipment must be a member of the club
- Users must submit a program to the club, written by a qualified instructor, before using the equipment
- Members must use the gym equipment as per their written program
- Equipment must not be used if a member has an injury
- Shoes must be worn when exercising
- Each person must warm up before exercising
- There must be at least 2 people in attendance, i.e. no working out alone
- Weights must be used in a safe manner
- Weights/bars must be placed safely in their correct areas after use
- Lifting bars must not be left with heavy weights on them
- A towel must be used to wipe equipment clean of perspiration, and
- Any injuries incurred during a work-out must be reported to the club.

6.2 Nutrition Guidelines

Fluids

Fluids should be consumed before, during and after a game. Cool water is the best, however sports drinks (e.g. Gatorade) can be useful during prolonged competition. Thirst is a poor indicator of dehydration, by the time you feel thirsty it's too late, you are already dehydrated.

Fluid Replacement Routine

- Drink 500ml (2-3 glasses) ½ to 1 hour before a game
- Drink 200ml (1-2 glasses) every 20 minutes during a game
- Drink 500ml to 1 litre (5-6 glasses) after a game

Assess Your Fluid Requirements

- Assess your fluid requirements by weighing yourself before and after exercise or sport
 - 1 kg lost = 1 litre of fluid lost
 - 2 kg lost = 2 litres of fluid lost, etc.
- If you lose weight, increase the amount you drink throughout the game the next time you play
- If you lose 5% of your bodyweight serious injury can occur (e.g. if you lose 3 ½ kg when you weight is 70kg)

What Should I Eat Before a Game?

It is important to top up your fuel stores before a game and make sure you are ready to perform your best. Be careful not to eat too closely to a game otherwise you may feel sick.

Pre-game meals should be eaten approximately 3-4 hours prior to the game. The meal should be high in carbohydrate, contain some protein and be low in fat. If you are experience stomach upsets choose something low in fibre.

| Carbohydrates | Proteins | High Fat |
|-----------------------------|-----------------------|--------------------|
| Breads & Cereals | Meat, Fish or Chicken | Avocado |
| Rice & Pasta | Eggs | Nuts & Seeds |
| Potato, Sweet Potato & Corn | Legumes | Margarine & Butter |
| Legumes | Nuts & Seeds | Oils |
| All Fruit | Dairy Products | Junk Food |
| All Dairy except Cheese | | Cheese |

Examples of good pre-game meals are:

- Cereal with low fat milk & fruit
- Toast, muffins or crumpet with jam or honey
- Toast with baked beans
- Soup with toast or bread roll
- Pasta with tomato based sauce
- Creamed Rice
- Baked potato with low fat topping
- Fruit with low fat yoghurt, or
- Salad sandwich with banana.

Recovery Meal

You have a 30 minute window to get a recovery meal in to maximise the body's ability to recover quickly. Your recovery meal should be high in carbohydrate to refuel your muscle glycogen stores, contain some protein to repair muscle tissue and include fluid to replace losses.

Examples of recovery meals are:

- Meat and vegetable stir fry
- Toast with baked beans
- Grilled meat with vegetables
- Pasta with lean meat in a tomato based sauce
- Chicken curry with rice, or
- Grilled burgers with salad on wholegrain bread rolls.

7 Stadium Addresses

The following are the addresses for the 10 District Clubs and Basketball SA headquarters ('the Dome'):

WEST ADELAIDE:

Port Adelaide Recreation Centre
50 St. Vincent Street
Port Adelaide
Telephone: 8241 0655

BASKETBALL SA:

Adelaide Arena ('The Dome')
44A Crittenden Road
Findon
Telephone: 8231 6711

EASTERN MAVERICKS:

Adelaide Hills Recreation Centre
Howard Lane
Mount Barker
Telephone: 8391 0222

NORTH ADELAIDE:

Hillcrest Stadium
483 North East Road
Hillcrest
Telephone: 8369 1212

SOUTH ADELAIDE:

Marion Stadium
Norfolk Road
Marion
Telephone: 8296 5832

SOUTHERN TIGERS:

Morphett Vale Stadium
Wilfred Taylor Reserve
States Road
Morphett Vale
Telephone: 8326 2008

NORWOOD FLAMES:

MARS
43 Lower Portrush Road
Marden
Telephone: 8363 2966

STURT:

Pasadena Sports Centre
Cnr Goodwood & Daws Road
Pasadena
Telephone: 8374 4818

CENTRAL DISTRICT LIONS:

Starplex Sports Centre
Alexander Avenue
Evanston
Telephone: 8522 0622

WOODVILLE:

St Clair
109 Woodville Road
Woodville
Telephone: 8445 8344

FORESTVILLE:

Wayville Sports Centre
142 Rose Terrace
Wayville
Telephone: 8231 6711

8 Basketball SA By-laws

Basketball SA's by-laws are available for download at:

http://www.sportingpulse.com/assoc_page.cgi?c=0-3-0-0-0&SID=151214

9 Club Policies

9.1 Purpose of Policies

Club policies are put into place to ensure ethical and informed decision-making and responsible behaviours within our club. They outline our commitment to providing a safe environment and our commitment to each person's right to be treated with respect and dignity and to be safe and protected from abuse.

The policies have been endorsed by the Executive Committee and will operate until replaced.

As part of this commitment, the club will take disciplinary action against any person bound by these policies if breached.

9.2 Who Policies Apply to

Policies apply to the following people whether they are in a paid or unpaid/voluntary capacity:

- Persons appointed or elected committees and sub-committees of the club
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers) for teams and squads that represent the club
- Coaches and assistant coaches appointed or elected to teams that represent the club
- Players selected to teams that represent the club
- Members, including life members of the club
- Players, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by the club, and
- Any other person or organisation including spectators, parent(s), guardian(s) and sponsors.

9.3 Responsibilities of the Club

The club must:

- Publish, distribute and promote all policies and the consequences of breaches to whom these policies apply
- Promote and model appropriate standards of behaviour at all times
- Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner
- Apply all policies consistently
- Recognise and enforce any penalty imposed under these policies
- Identify people to receive and manage complaints and allegations, and
- Monitor and review these policies at least annually.

9.4 Individual Responsibilities

Individuals bound by these policies are responsible for:

- Making themselves aware of the policies and complying with its standards of behaviour
- Complying with any screening requirements and any state/territory Working with Children checks
- Placing the safety and welfare of players above other considerations
- Being accountable for their behaviour
- Following the procedures outlined if they wish to make a complaint, and
- Complying with any decisions and/or disciplinary measures imposed under these policies.

1. General

The Club aims to provide a procedure for complaints based on the principles of procedural fairness.

- a. Any person (a Complainant) may report a complaint about another person or group of people (Respondent(s)) bound by our policies. Such complaints are to be reported to one of the following Complaint Handlers:
 - the Age Group Coordinator for that age group;
 - a Basketball Operations Leader; or
 - another appropriate person within the organisation (e.g. Executive Committee member or Junior Coaching Coordinator).
- b. All complaints will be dealt with promptly, seriously, sensitively and confidentially in accordance with the Complaint Handling Process contained within.
- c. A complaint may be dealt with informally or formally. The Complainant usually decides this unless the Club considers that the complaint falls outside the policy in question and would be better dealt with another way and/or the law requires the complaint/allegation to be reported to the police or other appropriate authority.
- d. The Club may also choose to refer matters to BSA and in that case, complaints may be initially reported, or referred, to BSA directly.

2. Improper Complaints & Victimisation

The Club aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation against the person making the complaint.

- a. If at any point in the complaint process the Club considers that a Complainant has knowingly made an untrue complaint or the complaint is malicious or intended to cause distress to the Respondent(s), the matter may be referred for appropriate action, which may include disciplinary action against the Complainant.
- b. The Club will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.
- c. Every person bound by our policies will recognise and enforce any decision of a Tribunal or Appeal Tribunal.

3. What Constitutes a Breach of Policy

- a. It is a breach of policy for any person or organisation to which the policy applies, to do anything contrary to that policy.
- b. The Club also views the following as a breach of policy:
 - breaching the Club Codes of Conduct;
 - bringing the sport and/or the Club into disrepute, or acting in a manner likely to bring the sport and/or the Club into disrepute;
 - failing to follow BSA policies;
 - victimising another person for reporting a complaint;
 - verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
 - making a complaint they knew to be untrue, vexatious, malicious or improper;
 - failing to comply with a penalty imposed after a finding that the individual or organisation has breached a policy; or
 - failing to comply with a direction given to the individual or organisation during the complaint process.

4. Disciplinary Measures

- a. If an individual or organisation to which a policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:
 - be applied consistent with any contractual and employment rules and requirements;
 - be fair and reasonable; and
 - be based on the evidence and information presented and the seriousness of the breach; and
- b. If a finding is made by a Tribunal that an individual has breached policy, one or more of the following forms of discipline may be imposed:
 - a direction that the individual make a verbal and/or written apology;
 - a formal written warning;
 - suspension of the individual's membership or participation or engagement in a role or activity;
 - termination of the individual's membership, appointment or engagement;
 - in the case of a coach or official, a direction that the relevant organisation deregister the accreditation of the coach or official for a period of time or permanently; and/or
 - any other form of discipline that the Tribunal considers appropriate.
- c. If a finding is made by a Tribunal that an organisation has breached policy, one or more of the following forms of discipline may be imposed:
 - a formal written warning;
 - a direction given to suspend or terminate use of that organisation; and/or
 - any other form of discipline that the Tribunal considers appropriate.
- d. The form of discipline to be imposed on an individual or organisation will depend on factors such as:
 - Nature and seriousness of the breach;
 - If the person or organisation knew or should have known that the behaviour was a breach;
 - Level of contrition;
 - The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
 - If there have been relevant prior warnings or disciplinary action;
 - Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
 - Any other mitigating circumstances.

5. Exclusions

This policy does not cover complaints of child abuse. Refer to the Member Protection Policy in this instance.

6. Applicable Forms

- Form W03 - Confidential Record of Informal Complaint
- Form W04 - Confidential Record of Formal Complaint

7. Complaint Handling Process

The Complaint Handling Process is outlined below. All complaints will be kept confidential and will not be disclosed to another person without the Complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Procedural fairness (natural justice) means that Club is required to provide the Respondent(s) you have complained about with full details of the complaint so they have a fair chance to respond.

7.1. Discuss With the Other Person

In the first instance the Complainant should try to sort out the problem with the Respondent(s) where this is reasonable, safe and appropriate.

7.2. Contact a Complaint Handler

- a. Talk with a Complaint Handler if:
 - the first step is not possible/reasonable;
 - you are not sure how to handle the problem by yourself;
 - you want to talk confidentially about the problem with someone and obtain more information about what you can do; or
 - the problem continues after you tried to approach the person or people involved.
- b. The Complaint Handler will:
 - take confidential notes about your complaint;
 - try to find out the facts of the problem;
 - ask what outcome/how you want the problem resolved and if you need support;
 - provide possible options for you to resolve the problem;
 - act as a support person if you so wish;
 - refer you to an appropriate person (e.g. Mediator) to help you resolve the problem, if necessary; and
 - maintain confidentiality.
- c. After talking with the Complaint Handler you may decide:
 - there is no problem;
 - the problem is minor and you do not wish to take the matter forward;
 - to try and work out your own resolution;
 - to seek a mediated resolution; or
 - to lodge a formal complaint.

7.3. Investigate a Mediated Solution

- a. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation allows those involved to be heard and to come up with mutually agreed solutions.
- b. Mediation may occur before or after the investigation of a complaint. If a Complainant wishes to resolve the complaint with the help of a Mediator, they can request the Club appoint an appropriate person to mediate.
- c. If mediation is chosen, the Complaints Handler will, under the direction of the Basketball Operations Leader and in consultation with the Complainant and the Respondent(s), arrange for a mediator.
- d. The Mediator's role is to assist the Complainant and Respondent(s) reach an agreement on how to resolve the problem. The Mediator, in consultation with the Complainant and Respondent(s) will:
 - choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator;
 - conduct the mediation confidentially and without prejudice to the rights of the Complainant and the Respondent(s) to pursue an alternative process if the complaint is not resolved; and
 - prepare a document at the end of a successful mediation that sets out the agreement reached which will be signed by both the Complainant and Respondent(s) as their agreement.
- e. If the complaint is not resolved by mediation, the Complainant may request in writing that the complaint proceed to the Complaint Tribunal.
- f. Mediation will not be recommended if:
 - the Respondent(s) have a completely different version of the events and will not deviate from these;
 - the Complainant or Respondent(s) are unwilling to attempt mediation;
 - due to the nature of the complaint, the relationship between the Complainant and the Respondent(s) or any other relevant factors, the complaint is not suitable for mediation; or
 - the matter involves proven serious allegations, regardless of the wishes of the Complainant.

7.4. Make a Formal Complaint

- a. If the complaint is not resolved informally, then a formal complaint may be lodged with the Complaint Handler who will forward the complaint to a Tribunal Chairperson.
- b. The Tribunal Chairperson will:
 - appoint a person to investigate (gather more information on) the complaint;
 - implement any interim arrangements that will apply until the complaint process is completed; and
 - refer the matter to the police or other appropriate authority where required

In making the decision(s) outlined above, the Tribunal Chairperson will take into account:

- whether they have had any personal involvement in the circumstances which means that someone else should handle the complaint;
- your wishes, and the wishes of the Respondent, regarding the manner in which the complaint should be handled;
- the relationship between you and the Respondent(s); and
- the urgency of the complaint, including the possibility that you will be subject to further unacceptable behaviour while the complaint process is underway.

7.5. Investigate the Complaint

- a. The Investigator appointed by the Complaint Tribunal will:
 - interview the Complainant and record the interview in writing;
 - convey full details of the complaint to the Respondent(s) so that they can respond;
 - interview the Respondent(s) to allow them to answer the complaint, and record the interview in writing;
 - obtain statements from witnesses and other relevant evidence to assist in a determination if there is a dispute over the facts;
 - make a finding as to whether the complaint is substantiated (there is sufficient evidence to support the complaint), inconclusive (there is insufficient evidence either way), unsubstantiated (there is sufficient evidence to show that the complaint is unfounded) and/or mischievous, vexatious or knowingly untrue; and
 - provide a report back to the Tribunal Chairperson.
- b. The Investigator will not:
 - seek to resolve the matter;
 - decide independently whether any breach of policy has occurred; or
 - impose any penalty.
- c. Any decision about policy breach will be made by an assembled Tribunal Panel.
- d. A Tribunal Panel will be constituted by the appointment of:
 - a tribunal chairperson; and
 - two other persons who will conduct any tribunal hearing along with the Tribunal Chairperson.
- e. The Tribunal Panel may include, but is not limited to:
 - the Basketball Operations Leader;
 - the Age Group Coordinator;
 - the relevant Junior Coaching Coordinator;
 - the Investigator.
- f. The Tribunal Panel will not include any person who has any actual or perceived conflict of interest, or bias regarding the matter.
- g. The Tribunal Panel will:
 - review the Investigator's report and decide if a tribunal hearing is required or not; and
 - refer the complaint to the police or other appropriate authority where appropriate and to provide all reasonable assistance required by the police or other authority.

7.6. Prepare for a Tribunal Hearing

- a. The Tribunal Chairperson shall provide the Tribunal members with a copy of all the relevant correspondence, reports or information received relating to the complaint/allegations.
- b. The Tribunal hearing will be scheduled as soon as practicable, but must allow adequate time for the Respondent(s) to prepare their case for the hearing.
- c. The Tribunal Chairperson will inform the Respondent(s) in writing that a tribunal hearing will take place. The notice will outline:
 - that the Respondent(s) have the right to appear at the tribunal hearing to defend the complaint/allegation;
 - details of the complaint, and details of all allegations and the clause of any policy or rule allegedly breached;
 - the date, time and venue of the tribunal hearing;
 - that the Respondent(s) can make either verbal or written submissions to the Tribunal;
 - that the Respondent(s) may arrange for witnesses to attend the Tribunal in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Tribunal);
 - an outline of any possible penalties that may be imposed if the complaint is found to be true;
 - that legal representation will not be allowed; and
 - if the Respondent is a minor, that they should have a parent or guardian present.
- d. A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the Respondent.
- e. The Respondent(s) will be allowed to participate in all Club activities and events, pending the decision of the Tribunal, including any available appeal process, unless the Chairperson believes it is necessary to exclude the Respondent(s) from all or some Club activities and events, after considering the nature of the complaint.
- f. The Tribunal Chairperson will notify the Complainant in writing that a tribunal hearing will take place. The notice will outline:
 - that the Complainant has a right to appear at the tribunal hearing to support their complaint;
 - details of the complaint, including any relevant rules or regulations the Respondent(s) are accused of breaching;
 - the date, time and venue of the tribunal hearing;
 - that Complainant can make either verbal or written submissions to the Tribunal;
 - that the Complainant may arrange for witnesses to attend the Tribunal in support of their position (or provide statutory declarations from witnesses unable to attend);
 - that legal representation will not be allowed; and
 - If the Complainant is a minor, that they should have a parent or guardian present.
- g. A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the Complainant.
- h. If the Complainant believes the details of the complaint are incorrect or insufficient they should inform the Chairperson as soon as possible so that the Respondent(s) and the Tribunal Panel members can be properly informed of the complaint.

7.7. Conduct Tribunal Hearing

- a. The following people will be allowed to attend the Tribunal Hearing:
 - the Tribunal members;
 - the Respondent(s);
 - the Complainant;
 - any witnesses called by the Respondent(s);
 - any witnesses called by the Complainant; and
 - any parent / guardian or support person required to support the Respondent(s) or the Complainant.

- b. If the Respondent(s) are not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been met.

If the Tribunal Chairperson considers that a valid reason for the non-attendance of the Respondent(s) has been presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal will be rescheduled to a later date.

In such a case the Tribunal Chairperson will organise for the Tribunal to be reconvened at a later date.

- c. The Tribunal Chairperson will read out the complaint, ask the Respondent(s) if they understand the complaint and if they agree or disagree with the complaint.
- If the Respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures (penalty).
 - If the Respondent disagrees with the complaint, the Complainant will be asked to describe the circumstances that lead to the complaint being made. Reference may be made to brief notes. The Complainant may call witnesses and the Respondent(s) may question the Complainant and witnesses.
- d. The Respondent(s) will then be asked to respond to the complaint. Reference may be made to brief notes. The Respondent(s) may call witnesses and the Complainant may ask questions of the Respondent(s) and witnesses.
- e. Both the Complainant and Respondent may be present when evidence is presented to the Tribunal.
- f. Witnesses may be asked to wait outside the hearing until required.
- g. The Tribunal may:
- consider any evidence, and in any form, that it deems relevant;
 - question any person giving evidence;
 - limit the number of witnesses presented to those who provide any new evidence;
 - require (to the extent it has power to do so) the attendance of any witness it deems relevant; and
 - act in an inquisitorial manner in order to establish the truth of the issue/case before it.
- h. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
- i. If the Tribunal considers that at any time during the Tribunal Hearing there is any unreasonable or intimidating behaviour from anyone, the Chairperson may deny further involvement of that person in the hearing.
- j. After all of the evidence has been presented the Tribunal Panel will make its decision in private. The Tribunal Panel must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated.
- k. The Respondent(s) will be given an opportunity to address the Tribunal on disciplinary measures which might be imposed.
- l. Disciplinary measures imposed must be reasonable in the circumstances.
- m. All Tribunal Panel decisions will be by majority vote.
- n. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed, or may advise those present that the decision is reserved and will be handed down in written form at a later time.
- o. Within 48 hours, the Tribunal Chairperson will forward a letter to the Respondent(s) confirming the tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal.
- p. Where the matter is of unusual complexity or importance, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.
- q. The Tribunal does not need to provide written reasons for its decision.

7.8. Appeal

- a. Respondent(s) may lodge an appeal to an Appeal Tribunal in respect of a tribunal decision on one or more of the following bases:
 - that a denial of natural justice has occurred;
 - that the disciplinary measure(s) imposed is unjust and/or unreasonable;
 - that the decision was not supported by the information/evidence provided to the tribunal; or
 - that new evidence that was not reasonably available at the time of initial investigation or hearing is now available and that evidence is likely to have a material bearing upon the decision in the matter.
- b. A person wanting to appeal must lodge a letter setting out the basis for their appeal with the Tribunal Chairperson within seven days of the relevant decision.
- c. If the letter of appeal is not received by the Tribunal Chairperson within the time period the right of appeal lapses.
- d. The letter of appeal and notice of tribunal decision will be forwarded to the Club Executive Committee to review and decide whether there are sufficient grounds for the appeal to proceed.
- e. The Club Executive Committee may invite any witnesses to the meeting it believes are required to make an informed decision.
- f. If the appellant has not shown sufficient grounds for appeal in accordance with clause 7.8.a the appeal will be rejected and the appellant notified in writing.
- g. If the appeal is accepted an Appeal Tribunal with a new panel will be convened to rehear the complaint at the absolute discretion of the Club Executive Committee.
- h. The outlined within for conduct of a Tribunal shall be followed for the appeal.
- i. The decision of an Appeal Tribunal will be final and binding on the people involved.

Signed:

Mark Williamson – President

Date:

1. General

West Adelaide Bearcats Basketball Club (the Club) is committed to providing an environment that is pleasant for club personnel to be in and that is conducive to good welfare, and club relations, by ensuring that club personnel are not subjected to any form of harassment.

Players, spectators, coaches, parents and club administrators and officials shall be known as "Club Personnel".

2. Harassment

The Club recognises that harassment (including sexual harassment) may involve comments and behaviours that offend some people and not others. The Club acknowledges that individuals may react differently to comments and behaviour which is why a minimum standard of behaviour is required of Club Personnel that is respectful of all other personnel, club or otherwise. That standard of behaviour will be the Club Codes of Conduct.

- a. Harassment by or towards any Club Personnel, officials, administrators and any other personnel associated with the sport of basketball involved in any club related context will not be tolerated under any circumstances.
- b. Club Personnel who aid, abet or encourage other persons to harass can also be held responsible.

3. Cyber Bullying

Given the emergence of telephone and internet-based social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on Twitter or Facebook, for example, when the writer may be upset or vulnerable.

Examples of cyber bullying include but are not limited to:

- teasing and being made fun of;
- spreading rumours online;
- sending unwanted messages or "friend" requests; or
- making threats or defaming.

The use of threatening, abusive, defamatory or derogatory language in any social media outlet pertaining to a referee, Club Personnel, the Club, opposing clubs and their members will not be tolerated.

4. Bullying

The use of threatening body language, intimidating actions, actual physical abuse or derogatory language pertaining to a referee, Club Personnel, the Club, opposing clubs and their members will not be tolerated.

5. Complaints

If any Club Personnel feel that they have been harassed in any form, they are encouraged to come forward with the allegation using the complaint process as outlined in the Complaint Policy.

6. Disciplinary Action

Any Club Personnel found guilty of perpetrating or permitting harassment in any form will be subject to a club inquiry, and may, in appropriate cases, have their club membership/relationship terminated.

Signed:

Mark Williamson – President

Date:

1. Policy

Currently BSA has a heat policy in place. The Club has taken this policy on board with regards to training and playing games:

- a. in respect to training, if the morning Advertiser reports an expected top of 38 degrees or above all trainings involving players Under 18 and below are cancelled for that day. The only exception is for training that will be held at air conditioned stadium and the air conditioning is turned on during the training session; and
- b. in respect to Games, the decision is made by BSA and communicated to Coaches & Team Managers as soon as practical. Managers and Coaches should check the Sporting Pulse website and/or the scheduled stadium.

2. Guidance

Playing or training in hot weather will result in extra fluid loss (dehydration). Even small degrees of dehydration will cause a decrease in performance and this will occur in the late stages of a training session or match when performance is most important. Dehydration contributes to fatigue and may make you more susceptible to cramps, heat stress and heat stroke. Children are at greater risk of heat stress.

To avoid the effects of heat stress the Club recommends:

- wearing of appropriate clothing and protection whilst training outside
- the adoption of a fluid replacement regime for all players, i.e. do not wait until you are thirsty before having a drink
- education of players to assess their individual fluid requirements
- taking extreme care when exercising for more than 30 minutes in conditions above 34 °C

The following advice is offered by:

Sports Medicine Australia (SA Branch)
27 Valetta Road
Kidman Park SA 5025
Phone (08) 8234 6369
Facsimile (08) 8234 6352
Web site: www.smasa.asn.au

PROTECTIVE CLOTHING

What to Wear

- Wear light clothing – light in colour & in weight
- Wear a hat or visor
- Wear a 15+ sunscreen to prevent skin damage and skin cancer
- Wear sunglasses to protect your eyes

DO NOT WAIT TO FEEL THIRSTY BEFORE YOU DRINK

Fluid Replacement Routine

- Drink 500ml (2-3 glasses) ½ to 1 hour before a game
- Drink 200ml (1-2 glasses) every 20 minutes during a game
- Drink 500ml to 1 litre (5-6 glasses) after a game

Drink Plenty of Water

- Sweat is mainly water and very little salt; salt tablets are not necessary and can make dehydration worse
- Drink cool water – it is absorbed more rapidly than warm water. If exercise is going to continue for more than 1 hour use a sports drink (a carbohydrate drink of 5-10% concentration with the addition of a small amount of sodium)
- Thirst is a poor indicator; it is a late signal of severe fluid loss

ASSESS YOUR FLUID REQUIREMENTS

- Assess your fluid requirements by weighing yourself before and after exercise or sport
 - 1 kg lost = 1 litre of fluid lost
 - 2 kg lost = 2 litres of fluid lost, etc.
- If you lose weight, increase the amount you drink throughout the game the next time you play
- If you lose 5% of your bodyweight serious heat injury can occur (e.g. if you lose 3 ½ kg when you weight is 70kg)

SYMPTOMS OF HEAT INJURY OR STROKE

- Fatigue
- Nausea
- Headache
- Confusion
- Light-headedness

These indicate you should stop, drink more fluids and cool down. Seek medical treatment if these symptoms don't improve rapidly.

Also remember to keep an eye on your partner or team mates who may not realise they are suffering from dehydration or heat stress.

EMERGENCY PLAN

- Lie the victim down
- Loosen and remove excessive clothing
- Cool by fanning
- Give cool water to drink if conscious
- Apply wrapped ice packs to groins and armpits
- SEEK MEDICAL HELP

Signed:

Mark Williamson – President

Date:

1. General

A number of blood-borne infectious diseases can be transmitted during body contact and collision sports. The more serious include hepatitis and HIV (AIDS) infections. These diseases may be spread by contact between broken skin or mucous membranes and infected:

- blood
- saliva (not for HIV)
- semen and vaginal fluids.

There is no evidence that sweat, urine or tears will transmit Hepatitis B or HIV.

2. Policy

To reduce the risk of transmitting infectious disease the Club requires:

- all open cuts and abrasions to be treated immediately;
- the practices of spitting and urinating in team areas not to be permitted;
- all clothing, equipment and surfaces contaminated by blood to be treated as potentially infectious. Household bleach in a 1:10 solution may be used to wash contaminated areas and white clothing should be soaked in 1:10 solution bleach for 30 minutes before washing. Bleach should be rinsed off after use. Coloured clothing should be soaked in disinfectant for 30 minutes then washed at high temperature on a long cycle; and
- sharing of towels, shaving razors, face washers and drink containers not to occur.

3. Guidance

The Club also recommends that:

- all members maintain strict personal hygiene as this is the best method of controlling the spread of these diseases;
- all players be vaccinated against Hepatitis B;
- all participants with prior evidence of these diseases to obtain confidential advice and clearance from a doctor prior to participation;
- communal bathing (e.g. Spas) should be discouraged; and
- all personnel working in contact/collision sports team areas should be vaccinated against Hepatitis B.

Signed:

Mark Williamson – President

Date:

1. General

The West Adelaide Basketball Club will endeavour to provide a safe environment for our players to participate in. Coaches through their program will additionally endeavour to implement programs that provide players the opportunity to stay injury free. Injuries however are inevitable, therefore all players are requested to have their own insurance.

2. Policy

- a. The Club will not be liable for any injury a player sustains outside of the games, training sessions, or activities designated by the Club.
- b. Each player is responsible for notifying their Coach or Team Manager as soon as possible after an injury has occurred or if they have an illness.
- c. All players must:
 - take precautions to reduce injuries and limit the spreading of illness;
 - wear appropriate clothing and footwear;
 - acquire an appropriate level of fitness for basketball; and
 - use a mouth-guard to protect teeth.
- d. All treatment considered necessary for an injury must be attended to as quickly as possible. If an injury is such that the player cannot be treated by the Club he/she must consult a registered practitioner.
- e. Dislocations must only be treated by a medical practitioner.
- f. For an insurance claim to be valid, it requires the player to be a registered financial member of the Club, and treated by a recognised practitioner, otherwise a claim may not be honoured.

Signed:

Mark Williamson – President

Date:

1. General

The West Adelaide Basketball Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times.

We also support the rights and wellbeing of coaches, support staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants by following the policy guidelines herein.

2. Applicable Forms

- Form W05 - Member Protection Declaration
- Form W06 - Confidential Record of Child Abuse Allegation

3. Policy Guidelines

3.1. Screening of Members

- a. All coaches are to be screened via the BSA screening process.
- b. All coaches, support staff and volunteers are required to complete a Member Protection Declaration.
- c. South Australian laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. This is done by checking certain criminal history and other matters.

3.2. Images of Children

- a. Permission is to be obtained from a child's parent(s) or guardian(s) before taking an image of a child that is not their own and ensure that the parent(s) or guardian(s) know the way the image will be used.
- b. Use of camera phones, videos and cameras inside changing areas, showers and toilets is not permitted.
- c. If the Club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers.
- d. The Club will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport.

3.3. Anti-Discrimination and Harassment

- a. The Club will not tolerate treating or proposing to treat someone less favourably because of a particular characteristic.
- b. No club member is to impose or intend to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic.
- c. Behaviour that is offensive, abusive, belittling, intimidating or threatening whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers will be tolerated.

3.4. Sexual Relationships

- a. Sexual relationships between adults and junior players are prohibited.
- b. Sexual relationships between coaches and adult players that they coach should be avoided.
- c. Sexual relationships between coaches and the parent or guardian of players that they coach should be avoided.
- d. Should a sexual relationship exist between an adult player and coach, the Club will consider whether any action is necessary. Factors that may be relevant in this consideration are:
 - the age and maturity of the player relative to the coach, the financial or emotional dependence of the player on the coach, and
 - the likelihood of the relationship having any adverse impact on the player and/or other players.
- e. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the player. Action may include a request for resignation or dismissal from coaching duties.
- f. In the event that a player attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches.

3.5. Alcohol

- a. Alcohol is only made available in the Club bar to those persons over 18 years of age.
- b. Responsible service and consumption of alcohol applies to alcohol to be consumed, including:
 - light alcohol and soft drinks always being available;
 - wherever possible, food being available to be consumed; and
 - responsible members being in attendance to ensure appropriate practices are followed.

3.6. Smoking

- a. No smoking shall occur within the venue of any sporting event or competition involving persons under the age of 18.
- b. Social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas.
- c. Coaches, support staff, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for any team, on and off the court.

3.7. Coach Protection

- a. Protecting the welfare of our coaches is also important to the Club. In doing this the Club takes the position that coaches:
 - will not use inappropriate language when in contact with our players;
 - will not engage in any physical contact with players that is not related to and appropriate for demonstration or teaching purposes;
 - should ensure another adult is present when addressing a player or players, especially if done in change rooms; and
 - will not invite unaccompanied players into their car or their home unless they are in immediate danger.

3.8. Complaints Procedure

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. It is not the responsibility of anyone in the Club to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate authorities.

The following outlines the key steps to follow. More information can be obtained from State government agencies.

3.8.1. Receipt of an Allegation

If a child or young person discloses an allegation involving harm or abuse to them or another child, then it is crucial that you:

- stay calm;
- listen, be supportive and do not challenge or undermine what the child says;
- reassure the child that what has occurred is not the fault of the child;
- be honest with the child and explain that other people may need to be told in order to stop what is happening;
- ensure you are clear about what the child has said but do not elicit detailed information, ask leading questions or offer an opinion;
- act promptly to accurately record the discussion in writing;
- do not discuss the details with any person other than those detailed in these procedures; and
- do not contact the alleged offender.

3.8.2. Report Allegations

Immediately report any allegation or disclosure of child abuse or situation involving a child at risk of harm to a Club Child Protection Officer (CPO)

Our Club CPOs are:

Tim Brenton
0423 159 440

Tania Madigan
0418 235 740

3.8.3. Protect the Child

The CPO will assess the risks and take interim action to ensure the child's/children's safety.

Action the Club may implement includes:

- supervision of the alleged offender; or
- removal/suspension from their duties until the allegations are finally determined.

The CPO and the Club will consider the kind of support that the child/ren and parents may need (e.g. counselling, helplines, support groups).

The CPO and the Club will address the support needs of the alleged offender.

The CPO and the Club will also put in place measures to protect the child and the person against whom the complaint is made from victimisation and gossip. If the person is stood down, it should be made clear to any persons aware of the incident that this does not mean the Respondent is guilty and a proper investigation will be undertaken.

3.8.4. Internal Action

Where there is an allegation made against a person to whom this policy applies, there may be three types of investigations:

- criminal (conducted by police)
- child protection (conducted by child protection authority)
- disciplinary or misconduct (conducted by Club)

Irrespective of the findings of the child protection and/or police inquiries, the Club will assess the allegation to decide whether the person should be reinstated, banned, have their membership terminated or any other action.

The decision-maker(s) will be the Club Executive Committee and it will consider all the information, including the findings of the police, government agency and/or court, and determine a finding, recommend action and explain its rationale for the action. This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police.

If disciplinary action is to be taken, the Club will advise BSA and provide a report to the relevant government authority should this be required.

3.8.5. Reporting Requirements

Volunteers who work with children are mandated notifiers and have a legal obligation to report any suspicion of child abuse and/or neglect that they may form in the course of their volunteer activity based on reasonable grounds.

Reports are made to the CHILD ABUSE HELP LINE 13 14 78

A reasonable suspicion must be based on facts, for example:

- a disclosure of abuse by a child; or
- a judgement, based on the notifier's experience and observations.

The Club has an obligation to make each affected person aware of this legal obligation.

There is no obligation that recreation or sporting organisations require mandated reporters to undertake formal external training in the recognition of child abuse.

The law also stipulates that no person shall threaten or intimidate, or cause damage, loss or disadvantage to another person because that person has made a notification or proposes to make a notification pursuant to the Children's Protection Act 1993.

For more information: www.families.sa.gov.au/childsafe.

Signed:

Mark Williamson – President

Date:

1. General

The West Adelaide Basketball Club (the Club) acknowledges the emergence of new technology and communication mediums (new media), and wishes to enable such new media to be used to benefit the sport, its participants, and to applaud achievements. This can occur via communication to a wide audience using channels such as Facebook, Twitter, and SMS.

However, participants within the sport need to be very mindful of a few key matters that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to take back.

2. Policy

The use of threatening, abusive, defamatory or derogatory language in any social media outlet pertaining to a referee, Club members, the Club, opposing clubs and their members will not be tolerated.

Club coaches are not to accept or initiate friend requests through any social media outlet from any player under the age of 18.

Applications such as Teamstuff, TeamApp or Teamer may be used for team communications, however accounts must be set using the e-mail address of the parents.

3. Guidance

The Club recommends:

- not to include personal information of yourself or others in social media channels;
- not to use offensive, provocative or hateful language;
- using your best judgment, i.e. do not publish something that makes you the slightest bit uncomfortable. A good rule of thumb is whether you would be comfortable seeing your comments as a headline in a newspaper;
- never writing or publishing if you are feeling emotional or upset (or are intoxicated);
- to always ask for a person's permission before posting their picture on a social networking forum;
- to never comment on rumours, i.e. do not deny or affirm them or speculate about rumours; and
- to always use social network forums to add value and promote the sport in a positive way.

4. Complaints

If any Club members feel that they have been attacked in any form through Social Networking Websites they are encouraged to come forward with the allegation using the complaint process as outlined in the Complaint Policy.

5. Disciplinary Action

Any Club members found guilty of perpetrating or permitting a social media attack in any form will be subject to a club inquiry, and may, in appropriate cases, have their club membership/relationship terminated.

Signed:

Mark Williamson – President

Date:

1. General

The West Adelaide Basketball Club (the Club) recognises that Teams may be required to travel inter or intra state to attend events during the course of the season. Due to circumstances this may mean that players are travelling independently of their parent(s) or guardian(s). This policy covers the permissions that are required and behaviours expected for the Club members whilst travelling to represent the Club.

2. Applicable Forms

- Form W07 - Travel Consent Form
- Form W08 - Travel Notification Form
- Form W09 - Medical Consent Form

3. Policy

- a. All tournament nominations are to be made through the Club Secretary.
- b. All travelling teams are required to complete a Travel Notification Form.
- c. Where players are travelling without a parent or guardian a Travel Consent Form must be completed, signed, kept by the Team Manager and taken to the tournament in case of emergency. The names of all players travelling without a parent or guardian must be notified to the Club Secretary.
- d. All players must have a completed and signed Medical Consent Form. A copy is to be lodged with the Club Secretary and a copy kept by the Team Manager and taken to the event in case of emergency.
- e. It is the responsibility of the Team Manager to ensure that all team members are made aware of the following as soon as possible after the nomination to a tournament has been accepted.

When representing the Club at a tournament players shall:

- adhere to the Players Code of Conduct;
- obey all instructions and accept any disciplinary measure issued by their Coach or Team Manager;
- inform their Team Manager and Coach immediately of any health problems or injuries received;
- refrain from consuming alcohol and smoking whilst under the jurisdiction of the Coach and Team Manager;
- realise they are under the jurisdiction of their Coach or Team Manager at all training periods prior to and during the tournament, whether at home or interstate;
- be punctual for all training and any other appointments set down by their Team Manager or Coach;
- realise that they are under obligation to attend all training and other meetings deemed necessary by their Coach or Team Manager and that only under the most extreme circumstances will excuse him/her for non-attendance;
- not take illegal drugs;
- notify the Team Manager of any prescription drugs being taken; and
- not leave the place of accommodation unaccompanied by an adult or another team member, and shall inform the Team Manager or Coach of their intended destination and time of return.

Signed:

Mark Williamson – President

Date: