



# Riddells Creek Basketball Club

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## TEAM MANAGER'S GENERAL INFORMATION

### Prior to the season commencing

**Working with Children Card:** It is a requirement by Basketball Australia that you must have a Working with Children Card and nominate 'Riddells Creek Basketball Club' as your Club. If you do not have one you can apply for one at no cost at any Post Office. Once you have your Working with Children number you need to email this to the Club's Welfare Officer: [welfareofficer.rcbc@gmail.com](mailto:welfareofficer.rcbc@gmail.com) You are also required to complete a Member Protection Declaration. The Club Welfare Officer will contact you regarding this. When completing the nomination online you will need the below details: Riddells Creek Basketball Club - PO Box 9, Riddells Creek VIC 3431 - [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com)

**Contact your team:** Once you receive the team lists you should contact each player/parents through email and text to introduce yourself and the coach and confirm that you have their correct contact details. You will also need to advise them of your teams allocated training time when this becomes available. Many of our Team Managers find that using 'WhatsApp' is the most effective method to communicate with families.

**Uniforms:** Each player will have their own uniform. Please ensure that any new players to your team do not have clashing numbers. Each team has a spare uniform in the team bag if needed due to the blood rule. If you have any uniform queries, please contact our Uniform Coordinator: [uniforms.rcbc@gmail.com](mailto:uniforms.rcbc@gmail.com)

**First Aid Kit:** Ensure that the team has a fully stocked first aid kit. The first aid kit must be at training and the game each week. If you need supplies, please contact our Equipment Coordinator: [equipment.rcbc@gmail.com](mailto:equipment.rcbc@gmail.com)

**Scoring Roster:** The parents of each child in the team will be required to score 1-2 times each throughout the season. You will need to prepare a scoring roster and send it to each family.

**New Players:** Any new player to the club must email a copy of their birth certificate to the Club: [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com)

**By Laws:** Everything that you need to know about what is and what is not allowed within the Sunbury Basketball Association is contained within the By Laws:

[file:///C:/Users/mishl/Downloads/SBA%20By%20Laws%20&%20Attachments%20-%20Issue%201%20\(September%202023\)%20\(1\).pdf](file:///C:/Users/mishl/Downloads/SBA%20By%20Laws%20&%20Attachments%20-%20Issue%201%20(September%202023)%20(1).pdf)

### Game Day

**Players:** There must be a minimum of 4 players for the team to begin the game.

Notify the coach immediately if a player is unable to play that day.

If your team requires a fill in player, please contact Fill In coordinator on [fillinplayer.rcbc@gmail.com](mailto:fillinplayer.rcbc@gmail.com) or if within 24 hours of game day please call or text the Fill In Coordinator. Under no circumstances can you organise a fill in player without consulting with the Club - there are By-Laws in place which may affect your team or the fill-in player if these are not followed.

If a player is late to the game they can be substituted into the game at any time as long as their name and number are on the electronic score sheet prior to them taking the court.

**Team contact:** It is the Team Managers responsibility to text the team each week (preferably on the Friday as game times can often change) with the details for the upcoming game.

Notify parents if there are any changes to game or training times and to be a contact person that parents can notify if their child is unable to play or train and then forward this information on to the Coach.

**Player MVP votes:** After consulting with the Coach please email your teams MVP votes to [trophies.rcbc@gmail.com](mailto:trophies.rcbc@gmail.com) and [president.rcbc@gmail.com](mailto:president.rcbc@gmail.com) (see attached guidelines)

### General

**Grand Final:** If your team reaches the Grand Final then you will need to organise parent helpers from your team to do 1 hour duty at Boardman stadium on the day of the Grand Final in conjunction with the Club. (This may differ depending on which type of duty the Club has been allocated)

**Complaints / Concerns:** Under no circumstances are Coaches / Team Managers / Parents or Players allowed to contact the Sunbury Basketball Association with complaints or concerns.

All complaints or concerns must be put in writing to [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com) and our Junior Delegate will then have this tabled for discussion at the monthly S.B.A Junior Delegate Committee meeting or if urgent he/she will contact the SBA Junior Delegate Committee immediately.

If the complaints or concerns relate to your team/coach/parent please email the club: [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com) and the club will follow this up.

**Communication:** Any email that is sent to anyone within the Riddells Creek Basketball Club or involving the Riddells Creek Basketball Club must also be sent to the Club [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com) and [president.rcbc@gmail.com](mailto:president.rcbc@gmail.com)

**Electronic Score Sheets:** Please take a photo of the scoresheet each week as human error or technical issues sometimes occur when the SBA upload the game results to the database.

**Fill in Team Manager:** If you are unable to attend a game or training, please organise another team Parent who holds a current Working With Children Card to act on your behalf for game day/training and notify all Parents and the Coach of this.

**Coach support:** The Team Manager is the 'Buffer' for the Coach. If you have any Parent or Player complaints regarding your team Coach and you are unsure how to respond please contact the club via [rcrbasketball@gmail.com](mailto:rcrbasketball@gmail.com) and we can discuss the best possible way to deal with the situation.

Example: Sometimes Parents may feel that 'Little Johnny' is not getting much court time. Most of the time there will be a legitimate reason for this, ie: injury that the Parents may not be aware of, no opportunity to

substitute due to game flow, 'little Johnny' received extra game time the week before etc. These are issues that you can discuss with the Coach at or before the next training session.

Please note that there must be at least 2 parents present with players at all times (this includes before and after training). Under no circumstances can an adult be left on their own with any children.

**Training:** It is the Team Managers responsibility to ensure that the stadium is correctly locked after training. We ask that you ensure that the stadium is left in the same condition it was when you walked in. If you notice that there are any cleanliness/maintenance issues please advise the Club as soon as possible and take photos if able to.

**Training Bookings:** This will be sorted at the beginning of each season between the Coaches and the Club Committee. If your team cancels a training session, please email the clubs Training Coordinator immediately - training.rcbc@gmail.com

**End of Season Expectation:** Team Managers must liaise with players and parents to provide a list of players confirmed to return/re-register for the upcoming season **no later than 3 weeks prior to the end of season**. This is to allow the construction of new teams and to provide the SBA an updated list of returning players.

**Coach & Team Manager polos:** It is expected that all Club officials will wear an RCR polo during games. Our Equipment Officer will organise a polo for you to loan for the season. These are to be returned at the end of the season, unless you are continuing in your role.

**Coaching courses:** If you find any coaching courses that you would like to attend, please contact the club as we can usually cover the financial cost of these.

**Zero Tolerance Policy:** The Sunbury Basketball Association have adopted a 'Zero Tolerance Policy' aimed at reducing and penalising poor behaviour. The policy can be found on the SBA website: - Information - Policies & Procedures.

**Sunbury Basketball Association Policies & Procedures:** Please familiarise yourself with all of the policies & procedures on the SBA website: <http://www.sunburybasketball.com.au/information/policies>

**RCR Website:** Most information you will need can be found on our website:

<https://www.riddellscreekbasketballclub.com.au/>

For a full list of RCR's polices, please refer to the website. We ask that all Team Managers send the links to the Codes of Conduct to all families.

Lastly, if you ever have any questions/concerns please do not hesitate to ask for help. Whilst this may seem a daunting task it is actually very rewarding and fulfilling so, please enjoy the journey and from the Club and players we Thank you.

# Riddells Creek Basketball Club Inc.

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## RCR Most Valuable Player Award Trophy

The MVP will be awarded to the player who has been the best and fairest player throughout the season for the team. Each week the Coach in consultation with the Team Manager will award points to the best and fairest on court for the Club to keep a record of these points for the season.

At the end of the season the player with the most points will win.

The following process would be - award 3 points for the best player of that game, 2 for the 2nd best player and 1 for the 3rd best player. If a player has been found to be guilty of any misconduct by either the RCR committee or Sunbury Basketball Association at any point throughout the current season, they will no longer be eligible to receive this award.

If a draw in the total vote count occurs there will be a count back on which player scored the most 3 votes to be the MVP. If this is also a draw on 3 votes it will be a count back on how many 3 votes and 2 votes attained to become the MVP.



Point submission must be sent via email to the Trophy Coordinator and President by the end of actual game day by the preferred Coach or Team Manager.

Trophies Coordinator email: [trophies.rcbc@gmail.com](mailto:trophies.rcbc@gmail.com)

President email: [president.rcbc@gmail.com](mailto:president.rcbc@gmail.com)

**\* Please note: All votes must remain confidential\***

# Riddells Creek Basketball Club Codes of Conduct

## ADMINISTRATORS CODE OF CONDUCT

1. Involve others in planning, leadership, evaluation and decision making related to basketball.
2. Give all people equal opportunities to participate.
3. Create pathways for people to participate and develop through the sport not just as players but as coaches, referees and administrators.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
5. Provide quality supervision, instruction and a safe environment for all players.
6. Remember that basketball is for fun.
7. Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
8. Assist all participants in basketball to know and understand the rules.
9. Give a copy of the codes of conduct to spectators, officials, parents, coaches, teachers, players and the media and encourage them to follow it.
10. You set an example. Your behaviour and comments should be positive and supportive.
11. Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
12. Respect the rights, dignity and worth of every person.
13. Always respect the use of facilities and equipment provided

## COACHES CODE OF CONDUCT

1. Remember that basketball is for enjoyment.
2. Be reasonable in your demands.
3. Teach understanding and respect for the rules.
4. Give all players a reasonable amount of court time.
5. Develop team respect for the ability of opponents including their coaches.

6. Instill in your players respect for officials and an acceptance of their judgement.
7. Guide your players in their interaction with the media, parents and spectators.
8. Group players according to age, height, skills and physical maturity, whenever possible.
9. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
10. Be prepared to lose sometimes.
11. Act responsibly when players are ill or injured.
12. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
13. Keep your knowledge current.
14. Ensure that any physical contact with a player is appropriate.
15. Avoid personal relationships with players.
16. Respect the rights, dignity and worth of every person.
17. Always respect the use of facilities and equipment provided.



## PARENTS CODE OF CONDUCT

1. Encourage your children to participate for their own interest and enjoyment, not yours.
2. Encourage children to always play by the rules.
3. Teach children that an honest effort is always as important as a victory.
4. Focus on developing skills and playing the game. Reduce the emphasis on winning.
5. A child learns best by example. Applaud good play by all teams.
6. Do not criticise your or others' children in front of others.
7. Accept decisions of all referees as being fair and called to the best of their ability.
8. Set a good example by your own conduct, behaviour and appearance.
9. Support all efforts to remove verbal and physical abuse from sporting activities.
10. Respect the rights, dignity and worth of every person.
11. Show appreciation for volunteer coaches, officials and administrators.
12. Keep children in your care under control.

13. Always respect the use of facilities and equipment provided.

### PLAYERS CODE OF CONDUCT

1. Understand and play by the rules.
2. Respect referees and other officials.
3. Control your temper.
4. Work equally hard for yourself and for your team.
5. Be a good sport.
6. Treat all players as you would like to be treated.
7. Play for the "enjoyment of it" and not just to please parents and coaches.
8. Respect the rights, dignity and worth of every person
9. Be prepared to lose sometimes.
10. Listen to the advice of your coach and try to apply it at practice and in games.
11. Always respect the use of facilities and equipment provided.



### SPECTATORS CODE OF CONDUCT

1. Remember that most people play sport for enjoyment.
2. Accept decisions of all referees as being fair and called to the best of their ability.
3. Always be positive in your support for players.
4. Condemn the use of violence in any form.
5. Respect your team's opponents, officials and spectators.
6. Encourage players to obey the rules and to accept decisions of officials.
7. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches or officials.
8. Respect the rights, dignity and worth of every person
9. Keep children in your care under control.
10. Always respect the use of facilities and equipment provided.