



# Coach Information Pack

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### Abbreviations used:

AGC – Age Group Coordinator

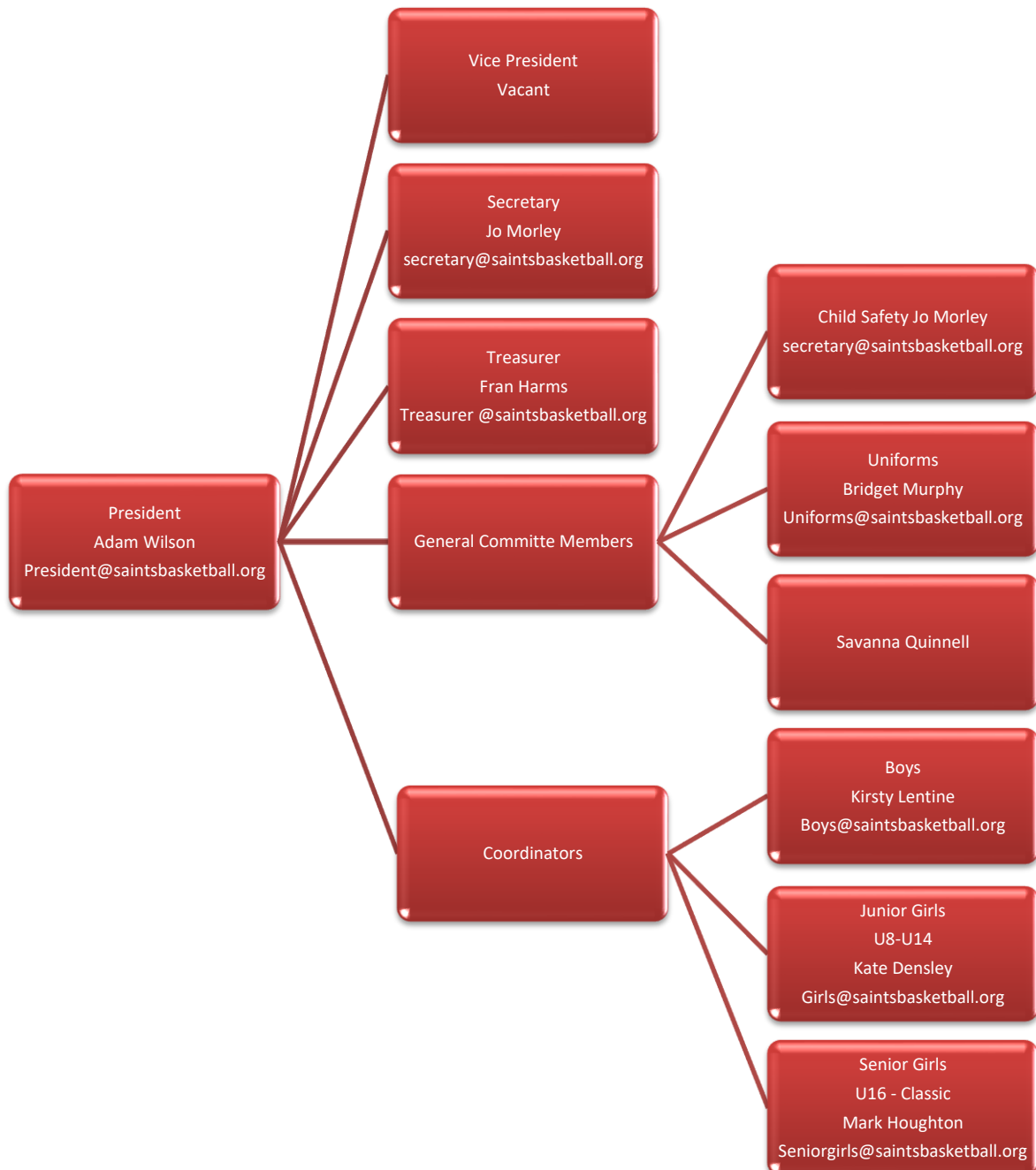
BV – Basketball Victoria

Club – Saints Basketball Club

MBA – McKinnon Basketball Association

If you have any questions about the contents of this document, please contact your coordinator.

## 1. Club Structure



## 2. Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

All coaches have a role and responsibility in relation to child protection. They must all:

- Understand the indicators and risks of child abuse.
- Appropriately act on any concerns raised by children.
- Understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Please refer to the Saints resources at <https://www.saintsbasketball.org/childsafety> and the MBA's Child Safe resources at <https://www.mckinnonbasketball.org/child-safe>

In addition, the Club has compliance requirements which must be completed. Please refer to section 7 in this document.

## 3. Role of the Coordinators, Coaches and Team Managers

### Coordinator: Core Job Function

- Uphold the Club's Child Safe and Volunteer Codes of Conduct.
- Form teams at the beginning of each season and allocate to a division for grading.
- Oversee the general management of teams in each age-group.
- Support the Club's committee in matters relating to complaints about or involving coaches/ players.
- Respond promptly to enquiries from potential new members.
- Introduce new members and provide relevant Club information.
- Recruit and support Coaches & Team Managers.
- Liaise with Team Managers regarding Club matters/notifications.
- Encourage Coaches & Team Managers to register in PlayHQ and finalise their compliance.
- Liaise with Team Managers to receive feedback on grading and advise the President of any grading concerns or requests for re-grading.
- Handle any enquiries from Team Managers and refer to appropriate Club representative as required.
- Assist with resolution of school security issues, as required.

### Coach: Core Job Function

- Uphold the Club's Child Safe and Coach Codes of Conduct and complete required compliance.
- Register as a Coach in PlayHQ.
- Follow the Club's stadium opening and closing procedures.
- Be up to date with the Club's Coaching Philosophy (refer section 19).
- Run weekly training sessions for the team or organise replacement coach as required.
- Communicate coaching strategies with parents (especially in younger age groups).
- Participate in the Club's coaching initiatives to improve coaching techniques.
- Attend weekly games or organise replacement coach as required.
- Remind players and parents of Club Code of Conduct requirements if required.
- Assist with issue resolution on, or post, game day if required.
- If you are a junior coach, liaise with your Team Manager to ensure a roster of parents is developed to ensure 1 adult is present at training to assist as required e.g., opening/closing procedures. If this has not been developed, then the Junior Coaches parent needs to be present at training.

## Team Manager: Core Job Function

- Uphold the Club's Code of Conduct and complete required compliance.
- Register as a Team Manager in PlayHQ.
- Keep team contact lists up to date.
- Communicate training and game day information weekly.
- Maintain a register of player availability and communicate weekly.
- Produce and distribute a scoring roster for the team.
- Remind players and parents of Club Code of Conduct requirements if required.
- Assist with issue resolution on, or post, game day if required.
- Assist coach with team communication.
- Assist with Finals scoresheet fee collection and payment, if required.
- Assist with preparation of end of season presentation, as required.
- Ensure Junior Coaches have an adult present at all training sessions.

## 4. Team Selection

The Coordinators are responsible for forming teams at the beginning of each season and allocating them to a division for grading. To enable them to do this effectively, they rely on honest feedback from coaches about player capabilities. This will enable them to ensure players are in teams best suited to their current skill level and potential.

**Please note**, while we support friends playing together in the younger age groups and will accept 'whole teams', we can't guarantee that the players will stay together throughout their basketball career. Players develop at different rates and may have to be placed in different teams to ensure the enjoyment of all players in the team through equal participation, that the team is appropriate to the player's current or future skill level and development, that all players develop to the maximum of their ability, and that the Club fields competitive teams in all divisions in each age group.

## 5. Coach Discount and Junior Coach Payment Policy

Coaches who volunteer are entitled to a full discount on the **Club Registration** fee for the child they coach or on their own Club Registration fee if they also play. **This is dependent upon completion of compliance requirements (see section 7) and registering in PlayHQ as a coach for the season.**

Discount codes are available for confirmed coaches prior to registration of their child or themselves. Coaches should email [secretary@saintsbasketball.org](mailto:secretary@saintsbasketball.org) for the code.

If a coach is confirmed after registration, they must apply for a refund by emailing [treasurer@saintsbasketball.org](mailto:treasurer@saintsbasketball.org) by Round 4 of the season. After which, no refund will be paid unless approved by the Committee.

## 6. Coach Registration in PlayHQ

All coaches must be registered in PlayHQ so they can be assigned to their team. The MBA can then directly advise coaches of forfeits or fixture changes. This will also assist if there are any claims under BV's insurance.

There is no cost associated with this. Please refer to <https://support.playhq.com/article/74-registering-as-a-player-team-manager-or-coach> if you're unsure about how to do this.

If you need to register after the advertised registration period, please contact your coordinator to get an active registration link.

## 7. Coach Compliance – Child Safety, Coach Code of Conduct & Zero Tolerance

New coaches and non-compliant coaches will receive an email at the beginning of each season outlining the steps need to become compliant. It is important to understand the Club's expectations as there has been an increase in unacceptable behaviour in recent seasons.

Compliance requirements are as follows:

Coach 18 years and over	Coach under 18 years	Team Managers
1. WWCC/Victorian Institute of Teaching registration (VIT) 1. Child Safe 'Play by the Rules' online assessment 2. Coach Code of Conduct 3. Child Safe Code of Conduct	1. Coach Code of Conduct 2. Child Safe Code of Conduct	1. WWCC/ Victorian Institute of Teaching registration (VIT) 2. Child Safe 'Play by the Rules' online assessment 3. Coach Code of Conduct 4. Child Safe Code of Conduct

### Child Safety

As a Junior Club we must comply with the *Working with Children Act 2005* and the *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*.

Saints is a Child Safe club, and we take our obligations seriously. You'll receive a copy of the Saints' Child Safe Code of Conduct which must be signed and submitted to the Club.

Remember that your actions may be well intentioned but unacceptable or misinterpreted by others. We want to emphasise that Coaches **MUST NOT**:

1. Seek to use children in any way to meet the needs of adults.
2. Ignore or disregard any concerns, suspicions, or disclosures of child abuse.
3. Use prejudice, oppressive behaviour, or language with children.
4. Engage in rough physical games.
5. Discriminate based on age, gender, race, culture, vulnerability, or sexuality.
6. Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
7. Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
8. Personally communicate with children outside the requirements of their role.

With respect to physical contact, Basketball Victoria elaborates on this – *“Physical contact between a coach and a player except that which would be considered usual social contact such as the shaking of a hand or a “high five” should be rare. Gestures which can be well meaning, or even considered by some to be acceptable, may be unacceptable to others. Sometimes physical contact can be misinterpreted as sexual harassment or even molestation. Particular care needs to be taken in coaching children. Ensure that if there is physical contact with a player that it is appropriate to the situation and necessary for the player’s skill development”.*

### Code of Conduct Coach

The Saints has adopted the MBA's Coach Code of Conduct and this will be sent to Coaches at the beginning of each season to be signed and submitted to the Club. In summary:

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. Instil 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. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
9. Be prepared to lose sometimes.
10. Act responsibly when players are ill or injured.
11. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
12. Keep your knowledge current.
13. Ensure that any physical contact with a player is appropriate.
14. Avoid personal relationships with players.
15. Respect the rights, dignity and worth of every person.
16. Always respect the use of facilities and equipment provided.

## MBA Zero Tolerance Policy

Coaches must be compliant with the MBA's zero tolerance policy

<https://www.mckinnonbasketball.org/policies>

Coaches must not:

- Approach a referee in a white or green shirt.
- Persistently or wilfully question or challenge the rulings of the referees.
- Berate or abuse game officials i.e., referees and score table personnel.
- Berate or abusive team officials.
- Berate or abuse players.
- Berate or abuse other parents or spectators.
- Berate or abuse any game day official.
- Display conduct which is inappropriate in a sporting environment.
- Wilfully choose to damage/remove MBA or people's property.

## 8. Domestic By-Laws

All coaches and team managers should familiarise themselves with the MBA's Domestic By-Laws as it can often avoid confusion about player eligibility, fill-ins and similar issues and can lead to team penalties.

<https://www.mckinnonbasketball.org/policies>

Some by-laws have changed and will be implemented in the Winter 2024 season. These will be dated March 2024 (current ones are March 2023).

**Fill in by-law 6** - Fill-ins can now come from 2 divisions below in the same age group e.g. U12.1 team can get a fill-in from U12.3 and below teams. They can also come from the age group below as long as the player is no more than 3 division above e.g. an U12.6 team can get fill-ins from U10.3 to U10.8 NOTE: there are exclusions for VJBL 1 players.

**Finals Eligibility by-law 22**- players must have played 50% of eligible games (less 1 to allow for Byes) to qualify for finals. Exemptions can be applied for if the player has missed games due to a medical condition (certificate require).

For any By-Law exemption requests, please contact the Club at [secretary@saintsbasketball.org](mailto:secretary@saintsbasketball.org)

## 9. Coach Polos and Hoodies

We would like to see all our coaches in our fantastic new hoodies and polos. These can be ordered in our uniform shop and are free of charge.

<https://www.impactsports.com.au/club/glen-eira-saints/>

## 10. Ball Sizes

All players are required to bring a ball to training. The ball sizes for each age group are:

Under 8	Born 2016, 2017 Use size 5 ball
Under 10	Born 2014, 2015 Use size 5 ball
Under 12	Born 2012,2013 Use size 5 ball
Under 14	Born 2010, 2011 Use size 6 ball
Under 16	Born 2008, 2009 Boys: size 7 ball, Girls: size 6
Under 18 and over	Born 2006, 2007 Boys: size 7 ball, Girls: size 6

## 11. Coach Compatibilities

The Club can request that the MBA considers coach or player compatibilities when determining the fixture e.g., Coach is coaching 2 teams, Junior coach who plays and coaches on the same day, a player's other commitment such as Saturday school sport.

Compatibility requests must be sent to your Coordinator as soon as possible. The MBA reserves the right to refuse any compatibilities.

## 12. Injuries and Insurance

Basketball Victoria's insurance covers injuries to coaches and players if they are registered in PlayHQ. If an injury occurs:

- During games, the injured player or parent/guardian must submit details via the MBA's injury portal <https://form.jotform.com/210808144391048>
- During training, the coach or Team Manager should advise the Club via their coordinator.

Please note:

- Advising the MBA or Club is for monitoring purposes only. The MBA or Club will not be processing any claims on behalf of the player.
- The player or parent/guardian is responsible for making a claim under BV's insurance. Basketball Victoria's insurance provider is V-Insurance Group (Corporate Authorised Representative of Willis) and details regarding the level of coverage can be found via the V-Insurance Basketball website <https://vinsurancegroup.com/basketball/>

## 13. Game Day incidents

Where possible, game day incidents should be managed between the involved parties. If a satisfactory resolution isn't achieved, then it should be raised with the Club President as soon as possible.

Please refer to the MBA's Complaints and Grievances Policy.

## 14. Training Courts & Opening and Lock-up Procedures

The Club trains at the following venues:

- Glen Huntly Primary School
- South Oakleigh College
- Coatesville Primary School
- Carnegie Primary School
- Bentleigh Secondary College
- Brighton Secondary College
- McKinnon Secondary College

Each venue has its own procedures for usage, opening and closing. A copy of these will be sent to you before the start of the season.

When using school courts for training, **all coaches are responsible for knowing and fully understanding the security & lock up procedures.**

School stadium usage is under contract, and the Club has strict obligations to ensure we look after the stadium and manage the security whilst it is in our care. If we don't meet these obligations, the Club will be at risk of losing access to the venues.

## 15. Player Singlet Numbers

Players must use a **Club Approved Singlet Number** which is issued by the Uniform Coordinator – they must not choose their own number.

If a player is using a second-hand uniform, the singlet number must also be approved by the Uniform Coordinator.

For any uniform queries, please contact the Club's Uniform Coordinator at [uniforms@saintsbasketball.org](mailto:uniforms@saintsbasketball.org)

## 16. Heat Policy

At 9am, the club will check the daily maximum temperature and if extreme heat is predicted, will advise training protocols.

Heat policy for game days is defined by the MBA <https://www.mckinnonbasketball.org/policies>

## 17. Coach Resources

The MBA has some fantastic resources in their coach portal. We highly recommend that all coaches check out these resources.

<https://www.mckinnonbasketball.org/coaches>

## 18. Coach Development

There are a number of Basketball Victoria coaching courses available. The MBA will run these coach courses on behalf of BV and the Club will advise coaches when these courses become available. Alternatively, Coaches can check out courses run directly by BV at <https://www.basketballvictoria.com.au/get-involved/coach/coaching-courses-accreditation> .



## Community Level (formerly Level 0)

Based around those with limited to no understanding of basketball and run for small groups.

## Club Level (formerly Level 1)

Based around those that have been coaching for at least 12 months and looking to obtain further information about planning a season and developing player skills.

## Association Level (formerly Level 2)

Those that have held their Club level accreditation for 12 months and are looking to further their coaching education to incorporate VC level teams, state teams and senior teams.

## 19. Club Coaching Philosophy

Coaching is a rewarding pastime, and we thank you for your support, but it can also be the cause of personal frustration for all parties involved (you, players and parents). We recognise that all our athletes have different incentives for playing, and your role as a coach is to try and ensure all your athletes are involved, engaged and motivated to improve.

Coaching an Under 8 team is quite different from coaching an Under 14 team and we also recognise the added complexity when your children are in the team.

The most frequently discussed question is court time. The current Club policy is all players SHOULD receive equal playing time. We understand that the referee's whistle doesn't always allow for this, but over the course of a season we hope you can even out the playing time.

We recognise that some games are more important than others, however, all players are on the team to learn and develop and everyone needs the opportunity to play and learn from different game situations. Only playing your strongest players definitely helps them develop but doesn't help your weaker players develop.

Your players will focus on winning, therefore, we encourage coaches to focus on development and development opportunities. Remember losing is not a negative, it is a steppingstone to future success. The most successful players are that way as they have learnt from their mistakes and had a diversity of experiences – wins and losses.

We also recognise that in the heat of the moment errors occur, please work with your team managers to help maintain the learning environment.

## 20. Coach Q&A

Over the past several seasons we have received several questions from coaches, below are the most frequently asked questions and some tips and advice on how to respond:

How should I rotate my substitutions?

- Rather than trying to remember who has just been on or off – we encourage you to create a rotation list before the game. Remember, don't always have the same starting 5, all players need to start the game and get a chance to finish the game.

How to manage parents who contradict my coaching?

- If possible, communicate early in the season the approach you will be taking. Encourage your parents to come to training so they can see what you are working on. We recognise that what you do at training may take a few weeks to transfer to the game, so some parents might wrongly assume their kids are not making any progressions. Team Managers are also available as conduits for questions from parents.

How do I manage players who don't pay attention?

- We all struggle with this from time to time. Some kids simply find the artwork or the paint at training or the game more interesting. We recognise that kids will only process small amounts of information at a time, especially during games or time outs. We therefore encourage you to limit your feedback to 1 or 2 key points and get the kids to play it back to you.
- At training, segmenting your sessions will be helpful – for a one-hour training, have 6–10-minute segments each with a single focus. Games at the end of training are always fun but use this time to see how well they have transferred the learning from the rest of the session.

Do players need to come to training to play in game?

- In most instances we encourage players to come to training. We do understand that this is not always possible. Athletes who are playing representative basketball are still expected to come to training.

How do I manage the players who struggle to work with the team?

- Team bonding is an important aspect of the game, having a team BBQ or get-together during the holidays can be useful. Watch out for friends who play on a team together – familiarity should not be confused with favouritism. Friends will naturally pass to friends – this is also difficulty when new players join a team. Best to identify early on and create drills that ensure all players are involved. If you think it is something out of your area of expertise, contact the committee and we have experienced coaches who can give you a hand.
- Encouraging players to pass is essential and will hold them in great stead as they progress through their sporting careers. Superstar players in U10 may become supporting players in U14 before becoming superstars again – So developing team passing skills are essential. Coaches should reward the assist as much as the shot, in some cases over indexing on the assist reward, while minimising the feedback on the shot can be useful.
- Kids don't process being yelled information on the court, there is so much noise they tend to block out all forms of distractions. Shouts of "pass" or "look up" from the bench usually have a low impact – discuss your team goals at the start of the game and re-iterate them during time outs and half time – for those players who are still struggling, a well-timed substitution – quick reminder on the bench – and re-entering into the game may provide enough of a break to enable them to re-focus.

Should I have a captain?

- The Club does not promote the idea of a team captain for a season, however if coaches are looking to develop leadership within teams, we encourage you to consider having rotating leadership roles. This could include a team member running the warmup drill; or taking charge of component of a training drill; or rotating a captain each week, however, clarity of the role is essential.