

# **Policies and Procedures**

## 1. Name of the Club

### **SYDNEY BLAZERS BASKETBALL ASSOCIATION SBBA**

## 2. Our Vision

Make Basketball more popular and widespread in Australia by providing quality training to players at an affordable cost to the community with care and compassion.

## 3. Objectives

a. Give the juniors in Sydney to join Blazers get trained in a safe environment, improve skills and confidence to compete in competitions and tournaments.

b. Build young leaders by giving opportunity to the existing players on the association who display excellent leadership skills

## 4. Registration

SBBA will be registered as an incorporated association.

## 5. Membership

Any parent of a kid training in the association can apply for the membership and once accepted by the committee can become a member.

## 6. Membership fee

A \$10 membership fee to be charged to become a member

## 7. Association Structure

To have a simple structure to achieve the club objectives under Australian legal frame work and accounting standards.

## 6. Committee and Responsibilities

President

Secretary

Public Officer

Treasurer

## 7. Expectations of the Committee

a. In the capacity of committee members everyone expected to give a hand to expand the club with a reasonable amount of effort other than suggestions.

b. Management & coaching are excluded from the normal responsibilities of the committee. Committee is for the purpose of good governance of the association.

c. Management, Accountant Coaches as voluntary or paid workers will carry out the normal day to day activities of the Association in order to achieve the objectives.

## 8. Player Fees

\* Training fees will be \$120 per term starting this term.

This is for 2 hours of Training and the 1-hour competition per week.

This covers coaches, courts, refreshments, other medical equipment's and any other events or activities that need to be done.

\* When there are siblings - the remaining siblings to be given a 50% discount

\* If any friend/relative /colleague is introduced to Blazers by another player a \$20 discount to be given for each player introduced until no cost of training.

\* Due to coaching if the junior coaches miss their training fees to be compensated proportionately.

## 9. Policies for recruitment & Termination of Coaches

- a. The junior players with excellent leadership skills who has the sufficient skills to guide younger kids will be given the opportunity to start coaching as a Junior Coach
- b. To increase the number of coaches can be suggested by Head coach, Senior Coach and to be agreed by the Manager and to be approved by the committee
- c. Players can be nominated by the committee to be recruited but need to be agreed by Senior Coach, Head Coach and Manager
- d. Not to recruit any coaches from outside other than players of Blazers and if players leave Blazers they lose their role as a coach. In exceptional situations if the Manager, Head coach and Senior coach has no objections a coach can be recruited from outside the fill the gaps. This can be in the form of casual or permanent.
- e. Parents not to be in coaching unless for a special situation. This to avoid any conflicts that may happen within the process. If required need to be agreed by the Senior coach, Head coach and the Manager
- f. Any decision to terminate an existing coach to be agreed by the Head Coach & The Manager and to be approved by the committee.

- g. Any coach on violation of association objectives and not performing duties with commitment and care as defined by the role will be notified twice prior to termination. Termination need to follow the step f given above.

## 10. Responsibilities of Coaches

### Head Coach

- a. Lead the coaching program in the association while guiding all the coaches in making achieve the objectives.
- b. Head coach himself can be a responsible coach for a team.
- c. Review each team in terms of training and the competition performance and make amendments as required.
- d. Required to communicate with the manager for agreement and get the approval from the committee or a delegated authority in any decision making other than the skill developments or coaching program.

### Senior Coach

- a. Responsible to lead a team/s in the association.
- b. Work along with the Head coach in making decisions with respect to the coaching programs and skill development for the improvement of the association
- c. Mentor junior coaches

### Coach

- a. Responsible to lead any team independently and is an adult of age 18 above

### Junior Coach

- a. Responsible to lead any team independently with minimum guidance and is a junior

### Apprentice Junior Coach

- a. Responsible to train teams when assigned under guidance

## 11. Coaches Pay

- a. Head Coach - \$40/ hour
- b. Senior Coach - \$30 / hour
- c. Coach - \$20/hour
- d. Junior Coach - \$15/hour
- e. Apprentice Junior Coach - \$10/hour

In the capacity of a coach if they introduce kids to Blazers – they will be compensated \$25 per term until they are in the club as players.

Any changes to the fees to be agreed by the manager and discussed and approved by the committee

Development of junior coaches in terms of the designation to be discussed and agreed with manager, Head coach and Senior Coach

## 12. Resources

- \* To keep at least the minimum resources for the safety of the kids  
First Aid

## 13. Meetings and correspondence

- \* Committee to meet officially once in within a term at an agreed place
- \* All the other communications through FB secret group – Blazers Committee
- \* To have coaches meeting led by the Head coach in a suitable venue
- \* Any cost to be spent on hosting a meeting to be absorbed by the club
- \* AGM to be held if the club is formed as a incorporated association

## 14. Accounts, Banking, Payments

- a. Accounts to be maintained and published as per the Accounting standards if required
- b. Payments need to be authorised by the accountant
- c. To maintain a separate bank account for association. Accountant to be primarily responsible for the account while 2 other committee members to have the access including the manager or nominee in order to facilitate the usual collection of fees and payments
- d. Accountant to suggest the most efficient method of keeping all the transactions of the association cost effectively.

## 15. Method of Advertising

Word of mouth

Social Media

School News Letters

Marketing materials – Flyers & Banner

Video

## 16. Other improvements

- Review the Logo
- Modify the Association webpage

## 17. Blazers Player game time policy

- a. Each player to have reasonable and fair playing time on preliminary rounds of competition games.
- b. Coaches have the right to keep the players whenever they feel required

- c. In critical games semi-finals or finals – coaches may take decisions to play certain kids longer and others less

## 18. Blazers Photo Policy

Initial approval from the parents to take kids photos, to place them in any social media, web pages or any other advertising materials like flyers, banners, videos etc

## 19. Blazers Emergency Process

Collect information on registration, emergency contacts, any medical or other conditions that Blazers need to be aware of for Blazers to provide players a safer environment

## 20 No discrimination in any kind and No bullying

21 Adhere to Basketball NSW policies and to any other organisations Blazers compete in or use the facilities of

## 22 Basketball NSW registration

All kids joining Blazers to be registered with NSW Basketball parallel starting training

23 Any disputes to be discussed in the committee and settled and agreed based on the majority votes

24. Public Liability Insurance to be considered if Blazers need to have this.

## 25. Team Structure and Competition Readiness

### **Age groups**

To Enrol the kids from the age group of 10 and above and to develop the skills.

### **Competitions**

Only when the coaches recommend for the suitability for competition place them in the competitions or tournaments

If the kids joined from the Hornets notice board these kids to be allowed to play in the completion regardless

### **Players per Team**

To have strictly 7 players per team

### **Player Grading's**

Players to be placed in divisions appropriate to the standard of the kids and trained accordingly

## **26. Venues**

All training to be based on a single location minimum requirement to be under covered. With the expectation of going into indoor if there is not much impact on the cost.

Current Home Base – Crestwood High School

## **27. Complains**

- Complains need to be lodged through our website. Go to the Tab – Contacts and send yours complain or any other inquiries.
- Under no circumstances directly accuse or complain to junior coaches regarding any matter.
- You can also email or directly contact the Manager, Head coach or any Senior Coach for any complain.



## 27. Fund Raisings

With the agreement of the committee to have fundraisings events be organised to fund the club when needed or to support the parents to reduce individual costs.

## 28. Other Costs

Club to collect all related costs including Hornets Team registration and competition Costs or any other from the parents and to pay the third party. This is excluding the NSW Player registration where the parents are responsible to register by themselves.

## 29. Refreshments

Blazers to provide kids with lollies, water etc. and the costs are to be absorbed in the term fees.

## 30. Events

Club to host presentation ceremonies or any other gathering or Year-end celebrations with the approval from the committee. Club started this with having a Christmas Party last year and this to be continued.