



Williamstown Cannons Basketball Club

Coaching Manual

Updated: April 2019



Dear Coach,

Thank you for volunteering your time to coach a Williamstown Cannons Basketball team. Your support is greatly appreciated by the Williamstown Cannons Basketball Club Committee, families and players.

The purpose of this document is to provide basic information and guidelines to assist you as a coach throughout the season. As a coach, your points of contact will be:

Team Selection/Player Registration Issues

Your Age Group Coordinator – please find their contact details on the Williamstown Cannons Basketball Club website.

Training Venue Issues

The Training Coordinator – please find their contact details on the Williamstown Cannons Basketball Club website.

Coaching Equipment Issues

The Coaching Equipment Coordinator – please find their contact details on the Williamstown Cannons Basketball Club website.

www.williamstowncannons.sportingpulse.net

Assistance with Coaching, Drill Ideas, Coaching Resources

Director of Coaching: Christopher Herreich	herreich@bigpond.net.au
Coaching Mentor: Troy West	troy.west@pegs.vic.edu.au
Coaching Mentor: Mark Petherick	mark.petherick@iinet.net.au



Williamstown Cannons Basketball Club Committee

President: Shaun Huntington
Vice President: Darren Knight
Secretary: Lauren Dittmar
Treasurer: Samantha Ladd
Registrar: **Kim Hoy (Vacating)**
Assistant Registrar: **Vacant (Westgate)**

Committee Member: Chris Herreich
Committee Member: Georgie Evanson
Committee Member: Loretta Laudato
Committee Member: Leon Suslov
Committee Member: Jeremy Barnes

Training Coordinator
Georgie Evanson

Training Venues

Coaching Programs

Uniforms and
Merchandise Coordinator
Lucy Francis

Clash Top Coordinator
Karen Mathers

Uniforms & Merchandise

Strategic Planning

Events Coordinator
including Team Photos
Loretta Laudato

Events

Communications & Social Media

Coach Equipment Coordinator
Vacant (Temp Kim Hoy)

Coach Equipment

WWCC Coordinator
Vacant

Working with Children Checks

Team Selection

Sponsorship & Marketing

Lauren Dittmar
Jeremy Barnes
Shaun Huntington

Registrar – Kim Hoy
Registration Administration - Valeria Suslova

Age Group Coordinators:
U8 Mixed - **Vacant (Temp Kim Hoy)**
U10 Boys – Jeremy Goldin
U10 Girls – **Vacant (Temp Kim Hoy)**
U12 Boys – Mark Ward
U12 Girls – Lucy Francis
U14 Boys – Darren Knight
U14 Girls – Liz Dragovic
U16 Boys – Shaun Huntington
U16 Girls – Rebecca Woltsche
U18 Boys – Penny Milhe
U18 Girls – Rebecca Woltsche

1. INTRODUCTION

Welcome to the Williamstown Cannons Basketball Club – a domestic youth basketball club designed to develop fundamental skills, sportsmanship and a love of the game for basketball.

Your role as a coach at the Williamstown Cannons will give you an opportunity to mould character and develop young athletes. Even though you may only see them once or twice a week, you have the opportunity to have a major impact on their development; mentally, socially and physically.

Our coaches are entrusted with the responsibility of giving our young players every opportunity and resource available so that they can continue to develop both mentally and physically. As coaches, we must instil proper fundamentals and life skills so that our players possess the tools required to reach their potential.

1.1 MISSION

"To provide and promote a safe and fun recreational basketball program for children between the ages of 6 and 18. To encourage good sportsmanship and teamwork. To develop playing and athletic skills, and to promote friendly relationships among the players, coaches and parents."

1.2 PHILOSOPHY

A good coach can be described as very loud and vocal while another could be calm and quiet.

Ultimately, good coaches are not restricted to just one particular style of coaching. However, there is a wrong way to coach, especially when dealing with children and youth. As competitive as coaches sometimes are, being negative and disrespectful towards players, other coaches or officials is unacceptable and can set a bad example for your players to follow.

Your goal is to make playing basketball an enjoyable physical, social, and mental experience for your players. This is a time when kids should learn to work as a team in a positive and encouraging environment.

Regardless of your coaching background, your responsibility is to create a positive and safe learning environment in which kids can challenge each other and themselves to become better players and people.

Kids must feel as though they can make mistakes, as this is how they learn best. Encourage them to make as many mistakes as possible, and push themselves to improve. Without this kind of determination and without kids feeling as though it is alright to make mistakes, it will be difficult for them to improve.

Children are not good at judging their own ability, they depend on others to tell them how well they are doing in developing skills and how they compare with their peers. As such, coaches play an important role in shaping children's perception of themselves. The way in which a coach corrects a skill, reinforces a behaviour, or highlights an error plays an important role in either developing or impairing the self-esteem of young athletes. Good coaching is based on a positive approach and raising the confidence of young children through building on strengths rather than weaknesses.

DEVELOP THE WHOLE CHILD

Be an educator who promotes learning over outcome.

Teach the five core values:

- >Fundamentals
- >Learning
- >Activity
- >Success
- >Respect

Promote inclusion and belonging.

Move with purpose and speak with passion.

1.3 ROLE OF THE COACH

A coach is...

- A teacher, a friend and a role model for children, parents and other coaches.
- Organized, prepared, flexible and resourceful enough to meet goals.
- Fair and sensitive to everyone's needs.
- Patient and enjoys helping others learn and grow, not just in sport, but as a whole person.
- A teacher of the core values of the program.

A good coach communicates clearly. A picture is worth a thousand words. New skills should be clearly introduced with a demonstration.

A good coach makes encouraging comments to the group. Coaches should encourage their players by praising their efforts. Children like to be told they are doing a good job and working hard.

A good coach provides specific instruction to individual children. Coaches should recognise the individual differences of each child and addresses them differently/appropriately.

A good coach provides opportunities for feedback and questions from the children. Children should never be discouraged from asking questions.

A good coach has happy children. Children who enjoy working with a good coach leave practice sessions and games happy and satisfied, ready to come back the next time.

1.4 COACHES CREED

As a coach at the Williamstown Cannons, I will...

- Teach and promote the club's philosophy and core values: Fundamentals, Learning, Activity, Success and Respect.
- Ensure a safe learning atmosphere for the children at all times.
- Make basketball participation fun and enjoyable for all children.
- Act in a professional manner pertaining to dress, language and behaviour.

- Strive to learn the game, its concepts and its rules.
- Lead by example in demonstrating fair play and sportsmanship to all players.
- Be organized and prepared to teach, by dedicating the necessary time to training preparation.
- Ensure that all activities undertaken are suitable for the children's: age and experience; ability; fitness level.
- Respect and foster the uniqueness of each child while developing realistic expectations that are based on individual abilities.
- Place the emphasis in all activities on active involvement with a CHILD FIRST philosophy.
- Encourage and include the support of parents.
- Be a positive role model for the children, parents/guardians and other volunteers

1.5 PLAYER SAFETY

Our number one priority when coaching is the safety of our players physically and mentally. When you are coaching your team at training or during games, you must be aware of any objects or threats that could harm players, i.e. water on court or dangerous play. We must keep our players safe at all times

1.6 COMMUNICATION

To be successful in coaching, you must be able to effectively communicate with your players, team manager, parents, other coaches and officials. Good communication skills arise from constantly making an effort to become a better communicator.

The keys to becoming an effective communicator are being able to communicate openly, positively and clearly.

Communicating openly depends on you being honest with your athletes. It relies on you being sensitive to their needs and responding to their needs. It relies on you listening in a non-judgmental fashion, to what they have to say, both as individuals and as a group. Then you can make judgments where you deem necessary. It is very important to communicate openly with parents as well.

Communicating positively, especially with young athletes, is extremely important. We must remember why children participate in sports – to have fun and be with their friends. Everything else is secondary. When corrections are made (and there will be many), it should be done in a very non-threatening manner. For example, the sandwich effect – “You had a great follow through on your shot, but you must use your legs more, and it was great to see your feet squared to the basket.” In this technique, a negative is sandwiched between two positive and encouraging statements.

Communicating clearly involves getting to your point in a simple, precise manner. It is a good idea to speak a little louder than normal to get the attention of wandering ears. In order to keep everyone focused when you are talking, be sure to make eye contact with each person.

When communicating with your players:

- Make eye contact at all times
- Use non-verbal communication
 - High 5's
 - Thumbs Up
 - Clapping
- Provide each player with genuine and deserved praise.
- Make statements in a positive manner and praise them.
- Use the child's name whenever possible.
- Use humor where appropriate.
- Encourage each player to do their best.
- Emphasize fun and fairness.
- Teach players to respect their teammates, their opponents and the officials.

When communicating with your parents:

- Be clear with expectations around timely attendance at training and games
- Outline the team goals for the season
- Determine the best time and method that parents can make contact with you to discuss the progress of their child
- Refer to the sample letter to parents at the start of a season

2. PLAYER DEVELOPMENT

Williamstown Cannons Basketball Club's number one coaching goal is player development. We must make this our highest priority in order for the players to succeed at higher levels.

We are trying to develop every player, to the best of their ability. One of our goals has to be to limit each player's weakness as much as possible.

Identify the strengths and weaknesses of the players and develop good fundamentals to improve the weaknesses and enhance their strengths. There are times where repetition is the order of the day, so be patient!

Some of the fundamentals we need to enhance are:

- Dribbling Left & Right Hand
- Shooting Left & Right Hand
- Closing out on Shooters
- Boxing out on Rebounds
- Denying Passes
- Defensive Pressure on a Ball Carrier.

2.1 AGE GROUP BREAKDOWN

There must be a focus on individual development as well as team concepts. (See Skills Matrix.)

2.2 SETTING GOALS

As a team you decide what you are trying to achieve for the season. What are your team goals for the season? We need to set long term and short term goals. Set high but attainable goals so the players can see success.

Eg: Long Term Goals - Make our division finals, Win a tournament final

Short Term Goal- Win our next two games and keep the opposition to 25 pts.

You must set individual goals within your team goals; eg: become a stronger rebounder, improve throwing technique, learn how to use the post.

Players who have personal goals and see improvements are more likely to keep working hard during the season.

2.3 SEASON/TRANING PLANNING

'If you fail to plan, you are planning to fail!'

Plan your season then break it down. Have a plan of what you want to achieve during the season. Where do you want your team to be in week 4? What do you want to have mastered by week 9 and week 12? We have limited time to help our players grow their game. You ask them to come prepared, so you as coach must also come prepared. We ask our players to work on their craft, as a coach we must work on our craft also. Be prepared for the whole season. Refer to the sample season plan.

2.4 TRAINING

As coach, we need to show up to training on time and be prepared. We must have a training plan (See example attached) with us to action at each session. What are we going to work on today? Is this session geared towards offense or defense?

These are some of the questions you should be thinking about while preparing for your training session. You should move quickly through training, trying not to let the session lag. If you talk too much, players will get bored and restless. Remember, a child's attention span is far less than that of an adult.

Don't spend too much time on one drill. Engage more than one player at a time. Have the players moving and working hard and your session will move quick and the players will stay focused. Don't be afraid to leave a drill if it is not working and move on. Get a feel from the players on how the drill is going. Do you need more time? Can you add a drill or take a drill out?

Talk to your players before and after training. Ask them how they enjoyed the session! That way you will know what is working and what is not.

Remember, players are still children and also have a lot going on in their lives. They will have good days and bad days.

Be aware of any player with injuries and rest them if need be from training. If they have suffered a major injury requiring a long period off from training, then ask the parent for a Doctor's certificate which gives the player the all clear to resume training.

If the injury is only minor, then the player is still expected to attend your session, even if only to watch what is happening, so they won't be left behind.

2.5 COURT TIME

Court time is very important to a player's development. The responsibility of a domestic coach is to try and give your players as much court time as you can. Williamstown Cannons Basketball Club has the expectation that coaches will try to give almost equal court time to their players, particularly in the Round games. During finals, the focus can shift a little towards achieving team success and winning finals. This may mean that not all players will get equal court time in finals.

Refer to the Club website for rotation templates which can assist you in planning your rotations.

Many coaches plan rotations in advance of the game so that they can focus on the game rather than be distracted by working out substitutions.

It can also be a good idea to enlist the assist of a suitable parent or your Team Manager to help manage the bench and talk to players about the forthcoming substitutions – ie who they are taking off and what position they will play.

2015/2016 Summer – Under 12 Girls

Dear Parent and Players,

After a reshuffle of the teams, I have been given an opportunity to coach the Under 12 Girls team in which your child is playing. I am excited at the opportunity to coach the team and further develop your child's individual skills and the team play strategies as a whole.

This team is a development team with a mixture of skill and experience – some girls have played up to 4 seasons and for others this will be their first season! Success of the team will be judged by individual and team development and not necessarily by wins and losses.

What is my basketball and coaching experience?

As a junior I played representative basketball for Ballarat in Under 12, Under 14 and Under 16 level. Whilst studying at University, I coached several school teams at the National Junior Volleyball championships which gave me experience in coaching school aged children. I have also recently completed the Basketball Australia Club Coaching course.

What can you expect from me to support your child?

I am committed to further developing your child's individual skills in basketball and developing the team's game play strategies whilst ensuring that the children are having FUN!

I will be carefully planning and preparing for each training session and game. Initially, I will focus on teaching some fundamental skills of basketball which include footwork (pivoting, jump stops and defensive footwork), passing, dribbling, shooting, court movement and learning the rules of the game (as more of the specialised rules will be enforced in Under 12 such as Key Time Violations).

Equal court time for all players in games will be a priority in the round games however should our team be in a position to compete in finals, then the focus of the team will shift to achieving finals success as a team.

I will provide you as a parent with a number drills and teaching points to help you to correctly practise some of the individual skills at home; improvement will happen more quickly if your child is practising at home!

What can I expect from you to support your child?

In order to support your child in their basketball endeavours, I expect that you will try to get your child to trainings at least 5 minutes prior to the training start time (with water bottle, basketball and training top) and at least 10 minutes prior to the game start time (with water bottle, no jewellery and in uniform). Can you please let me know as soon as possible if you know your child will not be able to make it to training or a game?

Practise individual skills at home and on weekends; as little as 10 minutes of passing/catching and shooting practise a day can make a huge difference! It also shows your children that you are interested and involved in their basketball and it can be a lot of fun to spend time together.

Open Communication

It is essential that there is open communication between myself and parents. I am more than happy to discuss your child's progress individually or team play strategies if you have any questions and the best time to do that is straight after training. Alternatively you can give me a call to arrange a catch up. It is often difficult to have lengthy and detailed conversations directly after the games so these are best left for after training.

What is the season plan?

The first four weeks will be spent covering some of the fundamental individual skills:

- body movement - pivoting, jump stops, defensive footwork
- passing/catching and dribbling – reinforcing some of the skills already developed
- shooting, lay ups, power lay ups - working on correct technique

The first four weeks will also focus on key team play strategies/team rules and game rules:

- effective zone defence – explanation of roles and how the zone defends the basket
- court movement – basic court positioning and moving into open space
- team rules – look ahead/inside and pass to those in a better position
- game rules – explanation of the Key Time Violations and Cross Court rules

During this first four week period, it would be ideal if parents were able to attend and be prepared to actively observe on court and help out at training in order to learn the correct technique of some of the skills so you can assist/correct your child when they practise at home; perfect practise makes perfect!

The aims for the team in the longer term are to teach:

- Rebounding and Boxing Out
- Running patterns for transition
- Full court and half court press and press breakers
- Man to Man defence

Forming a great team bond and developing good sportsmanship

As this is reshuffled team with a mixture of girls who already know each other and new girls, it is essential that everyone (both girls and parents) makes an effort to introduce themselves and get to know each other. I will be ensuring this takes place for the girls at trainings however for those families who know each other well, please make an effort to make the new families feel welcome by introducing yourself at trainings and in the stands at games. Whilst it's good to have a competitive spirit, it is also essential that we are modelling and teaching good sportsmanship towards our fellow team mates, opponents and the referees.

As I mentioned, this team is a development team and the focus will be on skill development whilst competing and having fun! If you have any questions or wish to discuss this any further, please feel free to give me a call.

Go Cannons!

Kim Hoy

0458 304 202

SEASON PLAN

TEAM:	Williamstown Cannons
DIVISION:	U12 Girls Div 3
SEASON:	Summer 2015/2016 – 14 Rounds



Short Term Objectives – Individual Skills	Short Term Objectives – Team Skills
1. Body movement - pivoting, jump stops, defensive footwork, close out technique	2. Effective zone defence – explanation of roles and how the zone defends the basket
3. Passing and catching – fast and over distance	4. Offensive court positioning and movement – basic offensive court positioning and moving into open spaces and creating space
5. Dribbling – speed vs protection	6. Team rules <ul style="list-style-type: none"> - look ahead/inside and pass to those in a better position - forwards pass the ball in after goals, check feet and quick pass - experienced players to help out others on court especially in zone set up and free throw set up - use your voice!
7. Shooting, lay ups - working on correct technique	8. Game rules – explanation of the Key Time Violations and Cross Court rules
Long Term Objectives:	
• Rebounding and Boxing Out	• Running patterns for transition including outlet pass
• Man to Man defence	• Full court and half court press and press breakers

SEASON PLAN

TEAM:	
DIVISION:	
SEASON:	



Short Term Objectives – Individual Skills	Short Term Objectives – Team Skills
Long Term Objectives:	

3. TRAINING PLAN

The following is a sample training plan that contains all of the recommended components with appropriate time allocation. The internet or Youtube is an invaluable resource for drills to add to your training plans and also check out the Cannons website – Coaches and Team Managers Section – for drill ideas and more coaching resources.

Under 12's Sample Practice Plans - Week One Focus: Body Control, Dribbling, Shooting Technique					
Time	Drill	Fundamental/Skill	Points of Emphasis	Notes	
(5mins)	Intro			explain your rules, expectations and any goals you would like to achieve for the season	
(5mins)	UCLA Line Running	Stopping, Pivots, Stance & Change of Direction (C.O.D)	Stopping: Balance Pivots: Stay in stance C.O.D: push off outside foot	4 - 5 lines on baseline. Run to other end. Jump & stride stops on lines add in pivots. Zig zag change of directions (C.O.D.)	
(5mins)	Ball Magic	Ball Handling, Dribbling, Coordination, Balance, Body Movement	Basketball stance, eyes and chin up.	See Ball Handling Section for Ideas	
(5mins)	Partner Passing	Passing	Fully extend arms with finger pointing to target	Chest, Bounce & Push Passes	
(5mins)	Catch & Square Up (CSU)	CSU and Triple Threat Position (TTP)	Outside hand on catch. Pivot to face hoop in stance	Teach off a straight lead from block. Use forward and reverse pivots	
(5mins)	1 v 1 Slice the Defender	Driving past a defender	Shoulder to hip, knee to chest and big first step & dribble.	From the top of key. Defence starts stationary, build up to live.	
(5mins)	Form Shooting	Shooting	Shoot with one hand from basketball stance	Shoot from set point, all out action, hold follow through	
(10mins)	Sideline Basketball	1 v 1 Play	No double dribbles or fouls	Split group into two and line up on opposite sidelines. Number players off and when coach calls a players number, those two players run out and play until a basket or the coach calls "time"	
NOTES/REVIEW:					

Practice Plan - Week

of

Focus:



<i>Time</i>	<i>Drill</i>	<i>Fundamental/Skill</i>	<i>Points of Emphasis</i>	<i>Notes</i>

NOTES/REVIEW:

WILLIAMSTOWN CANNONS SKILLS MATRIX



I = Introduced R = Reinforced M = Mastered

Fundamentals

	U8	U10	U12	U14	U16
Running - Change of pace / direction	I	R	M	M	M
Stopping – jump stops & stride stops	I	R	M	M	M
Pivoting – forward & reverse	I	R	M	M	M
Court terminology	I	R	M	M	M

Passing / Receiving

	U8	U10	U12	U14	U16
Catching / receiving ("ten fingers")	I	R	M		
Move to ball	I	R	M		
Chest pass	I	R	M		
Bounce pass	I	R	M		
Overhead pass		I	R	M	
Baseball pass		I	R	M	
Pass fakes		I	R	M	

Shooting

	U8	U10	U12	U14	U16
Lay-up – strong hand	I	R	M		
Lay-up – weak hand		I	R	M	
Reverse lay-up		I	R	M	
Set shot		I	R	M	
Jump shot			I	R	M
Foul shots	I	R	M		
Power lay-up		I	R	M	
Catch & shoot		I	R	M	
Dribble & shoot		I	R	M	

Individual Defence	U8	U10	U12	U14	U16
Defensive stance	I	R	M		
Maintaining position	I	R	M		
Footwork – shuffle / drop-step	I	R	M		
Use of hands	I	R	M		
Turning the dribbler		I	R	M	
Channelling the dribbler		I	R	M	
Man-to-man – guarding the ball handler	I	R	M		
Man-to-man – one pass away, two or more		I	R	M	
Defensive triangle ("pointing pistols")		I	R	M	
Jumping to the ball		I	R	M	
Close out		I	R	M	
Defending cutters			I	R	M
Defending screens			I	R	M
Defending post players			I	R	M

Team Offense

	U8	U10	U12	U14	U16
Court spacing	I	R	M		
Ball movement, ball reversal		I	R	M	
Pass, cut & replace		I	R	M	
Give & go		I	R	M	
Dribble entries		I	R	M	
Screen the ball & roll			I	R	M
Screen away			I	R	M
Skip passes			I	R	M
Back screens			I	R	M
Down screens			I	R	M
Cross screens			I	R	M
Offensive alignments		I	R	M	
Fast break		I	R	M	
Motion offense principles			I	R	M
Zone offense principles				I	R

WILLIAMSTOWN CANNONS SKILLS MATRIX

Out-Of-Bounds Plays	U8	U10	U12	U14	U16
Offensive baseline		I	R	M	
Defensive baseline		I	R	M	
Offensive sideline		I	R	M	
Defensive sideline		I	R	M	

Rebounding	U8	U10	U12	U14	U16
Stance, Positioning		I	R	M	
Protection of ball		I	R	M	
Positioning		I	R	M	
Offensive – power layup			I	R	M
Defensive – outlet pass / power dribble		I	R	M	

Rules	U8	U10	U12	U14	U16
Scoring	I	R/M			
Double (illegal) dribble	I	R/M			
Travel	I	R/M			
Backcourt violation	I	R/M			
Jump ball – start of each half	I	R/M			
Jump ball – held ball	I	R/M			
Fouls – hands	I	R/M			
Fouls – blocking	I	R/M			
Fouls – on shooter	I	R/M			
Five fouls on a player	I	R/M			
Eight team fouls	I	R/M			
3 seconds in key		I	R	M	
5 seconds guarded		I	R	M	
8 seconds in backcourt		I	R	M	
Jump balls – held ball	I	R	M		
Out of bounds	I	R	M		
Free throws – positions and rules	I	R	M		

Jump Ball	U8	U10	U12	U14	U16
Positioning (offensive & defensive)	I	R	M		
Technique	I	R	M		
Plays		I	R	M	

Dribbling (strong and weak hands)	U8	U10	U12	U14	U16
Speed dribble	I	R	M		
Control dribble	I	R	M		
Power dribble		I	R	M	
Retreat dribble	I	R	M		
Change of pace / hesitation dribble		I	R	M	
Crossover dribble	I	R	M		
Reverse (spin) dribble		I	R	M	
Behind back dribble		I	R	R	M
Between legs dribble			I	R	M

Team Defence	U8	U10	U12	U14	U16
Half-court man-to-man	I	I	R	M	
Full-court man-to-man		I	R	M	
Rotation principles			I	R	M
Zone press			I	R	M
Run and jump			I	I	R/M
Zone defence (2-1-2, 1-2-2, 1-3-1)				I	R/M
Fastbreak defence		I	R	M	
Trapping			I	R	M

Working with Children Check

Information for Coaches and Team Managers



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

The Williamstown Cannons are committed to providing the safest possible environment for our children to participate in the game of basketball. It is now a legal requirement that all Coaches and Team Managers have a "Working with Children Check" card (WWCC). There is NO CHARGE to apply for and obtain a WWCC card for volunteers.

If you DO NOT have a WWCC

- Go to <http://www.workingwithchildren.vic.gov.au/> then select "Apply for Check"
- Fill in the application form and verify your identity online
- Ensure that you add the organisations below as organisations whom you volunteer with
- Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application at Australia Post
- Attend a participating Australia Post outlet, have your photo taken (at no charge to you for volunteer cards)

If you have a WWCC you need to ensure that the following organisations are listed in your WWCC file

- Go to <http://www.workingwithchildren.vic.gov.au/> then select "Update my details"
- Add the following organisations (as applicable – you MUST add Williamstown Cannons then add whichever Basketball Association your team is competing at)

Organisation details

Organisation name	ALTONA BAY BASKETBALL ASSOCIATION
Postal number and street	PO BOX 273
Suburb	ALTONA
State	VIC
Postcode	3018
Phone	03 9360 9288

Organisation name	WILLIAMSTOWN CANNONS BASKETBALL CLUB
Postal number and street	PO BOX 872
Suburb	WILLIAMSTOWN
State	VIC
Postcode	3016
Phone	0458 304 202

Organisation name	WESTGATE BASKETBALL ASSOCIATION
Postal number and street	PO BOX 405
Suburb	YARRAVILLE
State	VIC
Postcode	3013
Phone	03 9919 6344



CODES OF CONDUCT

Basketball is intended to be a recreational activity for enjoyment and health. These code of conduct has been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

COACHES CODE OF CONDUCT

1. Remember that basketball is for enjoyment.

Remember that basketballers play for fun and enjoyment and that winning is only part of their motivation. Always make sure that participants are made to feel welcome whenever they attend for training or a match.

Ensure that activities are carefully planned, well structured and varied to provide opportunities for individual and team development. Be willing to depart from the plan to take advantage of an unexpectedly high interest in a particular activity.

Never ridicule players for making mistakes or losing a competition. See errors or losses as an opportunity to learn in a constructive way. Comment in a way that is positive and designed to create interest, involvement and development.

2. Be reasonable in your demands

In scheduling training and playing times and days, be reasonable in your demands on players' time, energy and enthusiasm, taking into account their age, level of play and other commitments such as school and employment.

Young children are likely to have more time but short attention spans. They may have plenty of energy but are likely to need more guidance on how best to look after their bodies. The differences in physical and mental maturity can be quite marked in younger children of the same age group. All these factors need to be considered in coaching young children.

Older children have greater demands from their studies and many of them need to work to assist their schooling. They also have many social demands. Try to assist them in achieving a good balance between the various demands on them.

Adults should in most cases be capable of making their own decisions on priority between basketball and other demands such as work, family and social engagements. Respect those decisions.

3. Teach understanding and respect for the rules.

Teach your players that understanding and playing by the rules is their own responsibility and that the rules exist for the safety, proper order and enjoyment of all people involved in basketball. The lessons to be learned in this respect in basketball are lessons that can and should be carried over into all aspects of their lives. Do not encourage players to ignore or deliberately break any rules.

4. Give all players a reasonable amount of court time.

All players need and deserve reasonable court time. Avoid over-playing the talented players. It is unfair to both them and those who are not so talented. Players cannot improve without the opportunity of a reasonable amount of match practice. Talented players can burn out. Having no or little time in court can cause players to suffer from morale problems and they can lose interest in the sport altogether.

5. Develop team respect for the ability of opponents including their coaches.

Part of participation in sport is respect for all participants in the game. Encourage your players to accept that their opponents are entitled to proper courtesy. This means introducing themselves to their opponents on court, congratulating them whether they win or lose and accepting loss gracefully. Teach them that the opposition coach is there trying to do the best for their team and is also entitled to respect.

6. Instil in your players respect for officials and an acceptance of their judgment.

Players should be taught to understand that officials have a very difficult task to perform and that without them games could not be played. They are there to enforce the rules of play but they cannot always be right. Teach your players to accept bad calls graciously. Abuse of referees is unacceptable behaviour that should not be tolerated. Players who consistently dispute decisions or do not accept bad decisions should be singled out for counselling and guidance.

7. Guide your players in their interaction with the media, parents and spectators.

It is sometimes very difficult for players to concentrate on the game when there is the distraction of the presence of friends and relatives as spectators. Coaches have a difficult role to play in teaching players respect for their parents and other spectators but also teaching them to maintain concentration on the team plan if spectators become over-enthusiastic.

Parents sometimes make demands on their children's time which interferes in their basketball activities. Respect this and try to structure your coaching and their training and playing times and obligations to take those demands into account. There are many other factors which need to be balanced, including venue availability and requirements of administrators. The coach's task is not easy.

The presence of media at a basketball game can lead to a temptation by some players to "show off" or otherwise act differently from how they would act normally. Encourage your players to not be awed by the presence of the media. Also teach them that if they are approached for an interview after a game they are representing the whole sport and should behave accordingly.

8. Group players according to age, height, skills and physical maturity, whenever possible.

Uneven competition can lead to a loss of enthusiasm. Coaches should always try and group players of reasonably equal ability. In coaching children it is important to remember the different maturity rates for children of the same age. A player in their early teenage years may be the tallest in their team and yet because they have matured early, be one of the shorter players in only a brief time. Coaches must be ever vigilant to ensure that changes in height and other physical characteristics are noticed and acted upon.

9. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

In our increasingly litigious and accountable society, all those involved in sport have a responsibility to take all reasonable steps to ensure the safety and well being of participants. Coaches are in a unique position to control many of the factors which can have an effect on this welfare. Coaches should be aware of the dangers factors such as heat and dehydration, wet floors and other potentially hazardous environmental situations can cause. A coach has a responsibility to avoid putting players into dangerous conditions.

10. Be prepared to lose sometimes.

Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing. Not everything in life can be a winning situation. Losing can be an important learning experience for your wider life goals. Guide your players to accept a loss in this spirit.

11. Act responsibly when players are ill or injured.

Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured or ill player is ready to recommence play. If a player is injured on court, make sure that there is no danger of further aggravation of the injury by prompt removal of the player if this is appropriate. Qualify yourself to administer first aid so that you can recognise the seriousness of an injury or illness and act accordingly.

12. As well as imparting knowledge and skills, promote desirable personal and social behaviours.

Be aware of the role of the coach as an educator. Particularly with young people, the way they perform in their lives is influenced by many factors. An important influence is the person they see as a role model. Coaches often take on the part of role model for many young people. It is therefore important to ensure that the influence from coaches is seen in a positive light rather adversely. What you say and how you act can be most important in modelling the behaviour of players.

13. Keep your knowledge current.

Seek to keep abreast of changes in sport. Ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children. Players cannot learn from you if your skills and knowledge are inadequate.

14. Ensure that any physical contact with a player is appropriate.

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.

15. Avoid personal relationships with players.

Personal relationships with players can often be misinterpreted as something sinister. Friendship with players is essential to building trust between a coach and players. However, the power imbalance in a coaching situation can make it unwise for a relationship to develop beyond friendship. Particular care must be taken when coaching children.

16. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

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

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you and your players do not abuse anything provided for use. Discourage players from hanging off hoops or "slam dunking". Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

Training Venues

Coach Responsibilities



Williamstown Cannons are fortunate to have access to three training venues locally. This document outlines the responsibilities of Coaches and Team Managers in their use of the training venues hired by Williamstown Cannons Basketball Club for the benefit of members. ***Please ensure that we take care of the training venues and do not jeopardize our venue hiring agreements as training venues in Williamstown are highly sought after by other clubs!***

Securing the Venue

When you have finished training and you are not normally the last team to train, then you cannot leave the venue until the next Coach or Team Manager has physically arrived for training. Do not simply leave the venue unlocked. If no team arrives within a reasonable time, then you must secure the venue prior to leaving.

- Ensure that all doors are closed and bolted (including the side access doors which use a bar to lock the doors).
- Turn off the lights.
- Activate the alarm.
- Close and lock the front doors and return the key to the key safe located outside the venue.

Advising other coaches and the Club that you are not training

If you decide that you are not training on a particular week, please advise the coaches who train at your timeslot and also prior to and following your timeslot on the schedule so that they can use the whole court for their training or lock and unlock the venue if training prior to you and after you.

- Coach contacts and the training schedule are located on the Williamstown Cannons website under the Coaches section.
- You must also advise the Training Coordinator - contact details are also on the Williamstown Cannons website under the Coaches section – as there may be a number of teams not training. In that case, Williamstown Cannons would advise the school that the venue is not being used on that particular night and will not be charged for the venue hire for that night.

Care of the venue

- Ensure that the venue is left in a tidy manner and that any rubbish left around is placed into a rubbish bin.
- Do not give the key code out to any players, parents or others – this key code is only for use by Coaches and Team Managers. (It has been observed that there are people using the gym for basketball practice late at night and also on weekends when Williamstown Cannons has not hired the courts).
- Return the key to the Key safe as soon as you have opened the venue and deactivated the alarm – it can go missing if you leave it lying around.
- Take care of the surface, do not allow kids to use scooters, skateboards or bikes on the wood floor on or surrounding the courts.

Courtesy to other coaches

- As a courtesy to other teams and coaches, please ensure that you vacate your training court at the scheduled time and also request that players do not enter the court prior to their allocated time.

Training Timeslots

Policy, Principles, Priorities



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

Policy

The Williamstown Cannons Basketball Club endeavours to allocate training timeslots to the best of their ability given the restricted availability of training venues and the availability of coaches. The Williamstown Cannons Basketball Club will use the following principles and priorities in the allocation of training timeslots.

Principles

- Teams are allocated between 45 minutes and 1 hour for training
- Teams are allocated a half court for training
- Where there is a shortage of training timeslots, older age group teams such as U18 teams will not be issued a training timeslot
- Teams will only be allocated a 2nd training timeslot once all teams are allocated a timeslot

Priorities

Priority in the allocation of training timeslots shall be given in the following order:

1. Existing Timeslot

The first priority shall be given to coaches who are already coaching and utilising an existing timeslot. Existing coaches should be first asked whether they are wishing to retain their existing timeslot prior to the timeslot being deemed as vacant and available to be allocated to another coach. Coaches should confirm in writing to the Training Coordinator their preference in regard to their training timeslot at the time when teams for the next season are being formulated.

2. Coaches with Multiple teams

The second priority shall be given to coaches who are coaching multiple teams as they may wish to have their teams coaching at the same venue and same timeslots (utilising full courts) or adjacent timeslots at the same venue.

3. Younger Age Groups are given earlier timeslots over Older Age Groups

The third priority shall be given to teams of younger age groups over older age groups. Where possible, after taking into consideration the availability of the coach, teams of younger age groups shall be given the earlier timeslots before teams of older age groups.

4. *Teams of the same age group and gender shall share the court*

The fourth priority shall be given to teams of the same age groups and gender when allocating half courts. For instance, where possible it is ideal to have U10 Boys both allocated a half court at the same timeslot and venue which enables coaches to work together and utilise the full court for drills and scrimmage matches.

5. *New Coaches and New Teams*

The fifth priority shall be given to new coaches and new teams.

Training Timeslots

Procedure



Williamstown Cannons Basketball Club Inc
Registered No A0031670Z

Procedure

1. The Training Coordinator is to email all existing coaches requesting that they confirm back in writing by a specified date their preference for retaining their existing training timeslot or requirement to be allocated a new timeslot – approximately Round 10 of current season.
2. Continuing timeslots are confirmed which will reveal vacant timeslots.
3. Requests for timeslots are received and then filled using the priorities outlined in the Policy statement.
4. Any new coaches and teams are offered any remaining timeslots.
5. Any U18 teams are offered any remaining timeslots.
6. Any teams requesting a 2nd training time are offered any remaining timeslots.



Rules at a Glance

as of 1/10/16

Competition/Rule	Under 8	Under 10	Under 12	Under 14	Under 16	Under 18	Seniors
Sex	Mixed	Boys	Boys	Boys	Boys	Boys	Men's
		Girls	Girls	Girls	Girls	Girls	Women's
							Mixed
Ball Size	5	6	6	6	Boys 7	Boys 7	Men 7
					Girls 6	Girls 6	Women 6
Time in Key	5 Sec	5 Sec	5 Sec	3 Sec	3 Sec	3 Sec	3 Sec
Free throw line	Top Netball Arc	Short	Short	Normal	Normal	Normal	Normal
Cross Court	No	Yes	Yes	Yes	Yes	Yes	Yes
8 Second Count	N/A	N/A	Yes	Yes	Yes	Yes	Yes
No Press	1st Half	1st Half	N/A	N/A	N/A	N/A	N/A
20 Point Mercy Rule	Yes	Yes	Yes	Yes	Yes	Yes	N/A
Time Out Duration	30 Sec	50 Sec	50 Sec	50 Sec	50 Sec	50 Sec	50 Sec
Time outs per half	2	2	2	2	2	2	1
Game Time	15 Mins	20 Mins	20 Mins	20 Mins	20 Mins	20 Mins	20 Mins
Uniform Penalty	5 Points	5 Points	5 Points	5 Points	5 Points	5 Points	5 Points
No Scorer Penalty	Required	Required	Required	Required	Required	Required	10 Points
3 Point Line	Purple	Purple	Purple	Purple	Purple	White	White
Semi Circle	N/A	N/A	N/A	N/A	N/A	Yes	Yes
Clock Stops	Please refer to timing rules on each score bench for rounds and finals timing						

Fill Ins and Forfeits

Information for Coaches and TMs



Fill Ins

From time to time, a team may require a fill in player for a game. In order to fill in, the player must be:

- a) Registered on Sporting Pulse
- b) Allocated to the team

Fill in players must be arranged prior to the day of the game and the Registrar must be advised by email that a fill in player is required and whom that fill in player will be.

If the player is not currently registered with Cannons at the appropriate competition (ie. Altona or Westgate) then the player must register using the registration link before or on the day they play – fill in players do not need to pay fees unless they play enough games to qualify for finals where pro-rata fees will apply.

Altona Competition registration Link:

<https://membership.sportstg.com/regofrm.cgi?formID=19837>

Westgate Competition registration Link:

<https://membership.sportstg.com/regofrm.cgi?formID=42899>

Once the fill in player is registered with Cannons, the Registrar will then allocate that player to the team. Depending on when this takes place, the player's name may or may not be printed on the scoresheets (as scoresheets may have already been printed). If the name does not appear on the score sheet, the team manager MUST write their name in full (first name + last name) on the front of the score sheet. If electronic scoring is being used, add the player to the player list at the game if their name does not appear on the player list.

Fill Ins can only be obtained from:

- lower age groups and only one age group lower (ie U12 can fill in for U14 but not U16)
- players of the same age group who are not playing at your competition (ie Westgate players can fill in at Altona in the same age group and vice versa), but must still register for that competition.

If you're unsure on who can fill in, contact your Age Group Coordinator for advice.

Forfeits

If after teams have made every endeavour to obtain fill ins for a game however cannot possibly field a team, then the Registrar must be notified via email and SMS text message that the team will be forfeiting the game. The Registrar will send back a message that the notification of a forfeit has been received - **be sure to confirm that the Registrar has received the message and if you have not received a reply confirmation, contact the Registrar again.** Include the following details in the email:

- Competition, Gender, Age Group and Division of your Team
- Date, Time and Court of the Game

Forfeiting a game is the last option as the Club is fined for every forfeit which in turn costs all the members of the Club.

Qualifying to play finals Altona and Westgate Competitions

To qualify for finals:

- Altona – players must play and be recorded for at least 5 games – BYES do not count towards the number of games played. If scoresheets are being used, then players must write their name (first and last name) and sign the back of the scoresheet to signify that they have played the game – this must be done for at least 5 games. If electronic scoring is used, players no longer need to sign the scoresheet however must be present at the game at half time when the umpires will mark of players attendance.
- Westgate – players must play at least 50% of the games played in the season. In the case of an uneven number of games played, the number required will be rounded up – BYES count towards number of games played)

How to check the number of games recorded as being played Altona and Westgate Competitions

1. Go to the Competition Fixtures and Results tab of the Williamstown Cannons website

The screenshot shows the Williamstown Cannons Basketball Club website. The top navigation bar includes links for Home, Competition Fixtures & Results (which is highlighted with a yellow background), Contact Details, About Us, Club Information, Coaches and Team Managers, Club Committee, Trophy Room, and Cannons Merchandise. Below the navigation bar, a banner for the Altona Basketball Association is visible. The main content area is titled 'Competition Fixtures & Results' and features logos for the Altona Basketball League and Westgate Basketball. A sidebar on the right contains an advertisement for business-grade broadband and mobile backup services.

2. Select your competition and then your team – on the fixture, results or ladder page, click on your team name

The screenshot shows the Westgate Basketball Association website for the Summer 2017/18 U14 Girls Div 1 competition. The page displays a fixture table for Round 12. One row in the table is circled in red, highlighting the team name 'WILLY CANNONS HOY'. A red arrow points from this circled text to a callout box containing the instruction 'Click on your Team Name'.

Summer 2017/18 U14 Girls Div 1		2017/18	
Fixture	Results	Ladder	Season Stats
NORMAL SEASON ▾			
<	ROUND 12	▶	>
Sat Feb 24 2018			
 WILLY CANNONS HOY	46	FINAL	17
		Westside Suns (Ross) 	

3. View your team and the number of games played – click on View All to see the full list of players

PLAYER NAME	M	FGM-A	2PM-A	3PM-A	FTM-A	PFS	PTS	PTS
Annabelle Tamblyn	10	0 - 0	0 - 0	0 - 0	0 - 0	4	0.4	
Caitlin Hoy	10	0 - 0	0 - 0	0 - 0	0 - 0	6	0.6	
Charlotte Dragovic	1	0 - 0	0 - 0	0 - 0	0 - 0			
Denali De Jager	10	0 - 0	0 - 0	0 - 0	0 - 0	6	0.6	
Evelyn Trinh	11	0 - 0	0 - 0	0 - 0	0 - 0	4	0.36	
Isabella Falzon	11	0 - 0	0 - 0	0 - 0	0 - 0	2	0.18	
Jenna English	10	0 - 0	0 - 0	0 - 0	0 - 0	4	0.4	

Last 5 Games			View All	Next Game			View Game
03/03	@	Westside Suns (Andy)	10	-	16		
24/02	vs	Westside Suns (Ross)	46	-	17	1	

This will show the list of players registered to the team. Under “M” for matches will be the total number of qualified games per player.

4. For more details of qualified games, click on the player name and then scroll down to the “Game Log” for the date of counted games

DATE	OPPOSITION	FGM	2PM	3PM	FTM	PFS	PTS
18 Nov	Footscray Hawks (Jo)	0	0	0	0	0	0
25 Nov	Westside Suns (Ross)	0	0	0	0	0	0
2 Dec	Westside Suns (Andy)	0	0	0	0	0	0
9 Dec	Westside Suns (Sean)	0	0	0	0	0	0
16 Dec	Footscray Hawks (Tess)	0	0	0	0	0	0
3 Feb		0	0	0	0	0	0
10 Feb	Wembley Wondergirls	0	0	0	0	0	0
24 Feb	Westside Suns (Ross)	0	0	0	0	0	6
3 Mar	Westside Suns (Andy)	0	0	0	0	0	0
17 Mar	Westside Suns (Andy)	0	0	0	0	0	0

Previous Seasons

COMPETITION	SEASON	M	FGM-A	2PM-A	3PM-A	FTM-A	PFS	PTS	PTS
Summer 2017/18 U14 Girls Div 1	2017/18	10	---	---	---	---	6	0.6	
Summer 2017/18 U14 Girls	2017/18	2	---	---	---	---			

How to lodge a query

Altona and Westgate Competitions

In the event that there are queries, inform your Team Manager and get them to send an email to the Club Registrar and cc the Club Secretary with the following details:

- Player Name
- The Team Name
- Age Group, Grade and Gender
- Details of the reason for the query – ie dates played but not recorded

Players names cannot be added to the scoresheets in finals.

Club Registrar registar@williamstowncannons.org.au
Club Secretary secretary@williamstowncannons.org.au



WILLAMSTOWN CANNONS BASKETBALL CLUB INC
Registered No A0031670Z

CONCUSSION MANAGEMENT POLICY

Williamstown Cannons Basketball Club (Cannons) is committed to providing and maintaining a safe and healthy environment for everyone. A critical element of this commitment remains player welfare, both in the short and the long term. Therefore, this policy has been developed to emphasise concussion management for children.

Concussion is caused by trauma to the brain, which can be either direct or indirect (e.g. whiplash injury). When the forces transmitted to the brain are high enough, they can “stun” the nerves and affect the way in which the brain functions. Common symptoms of concussion include: headache, blurred vision, dizziness, nausea, balance problems, fatigue and feeling “not quite right”. Other common features of concussion include confusion, memory loss, and reduced ability to think clearly and process information. You don’t have to lose consciousness to have a concussion.

Memory function - if a player cannot answer the following questions correctly this may suggest concussion:

“Which venue are we at today?”

“What quarter/half is it now?”

“Who scored last in this game?”

“Which team did you play last game?”

“Did your team win their last game?”

If a medical professional or trained person is available then a Standardised Concussion Assessment Tool (SCAT) Card should be used to evaluate players for concussion.

The most important steps in the initial management of concussion include:

- 1. Recognising the injury**
- 2. Removing the player from the activity**
- 3. Referring the player to a medical doctor for assessment**

Cannons members should adhere to the following guidelines whilst undertaking approved Cannons activities, when attending any functions, or participating in and/or watching training and games:

- Any player visibly suspected of being affected by: loss of consciousness or responsiveness, lying motionless on the ground/slow to get up; unsteady on feet/balance problems or falling over/incoordination; grabbing/clutching of head; dazed, blank or vacant look; confused/not aware of plays or events must be IMMEDIATELY REMOVED FROM THE PLAY AND COURT.

CONCUSSION MANAGEMENT POLICY

- Due care of the neck/cervical spine must be given when removing any player after a head knock.
- Initial management must adhere to the basic principles of first aid - Danger, Response, Airway, Breathing, and Circulation.
- **Any player who has suffered a concussion must not be allowed to return to play in the same game.** Do not be swayed by the opinion of the player, coaching staff, parents or others suggesting premature return to play.
- In all cases of suspected concussion, the player should be referred to a medical professional for diagnosis and guidance as well return to train/play decisions, even if the symptoms resolve.
- In unconscious players, the player must only be moved by qualified health professionals (except where required for airway support). If no qualified health professional is on site, then do not move the player – await arrival of the ambulance.
- Regarding follow up management, a concussed player must not be allowed to return to school or return to play before having a medical clearance. Return to learning and school should take precedence over return to sport. Children require a different approach from adults because their brains are developing, and they need to continue learning and acquiring knowledge. As such, the priority is not just player welfare and return to play, but a critical element is return to school and learning.
- Players should not return to train/play until they have successfully returned to school/learning without worsening of symptoms.
- In every case, the decision regarding the timing of return to train/play should be made by a medical doctor.
- An Incident Report Form must be completed and forwarded to the Cannons Secretary in all cases.

For the avoidance of doubt, Williamstown Cannons Basketball Club reserves the right in all cases to request a player, having sustained a concussion injury, to undergo medical assessment conducted by a medical doctor with experience in concussion injuries and to be medically cleared prior to returning to train/play.

Supporting resources and documents

Basketball Australia: www.basketball.net.au > About BA > Policies & By-Laws > Guidelines

Sports Medicine Australia: www.sma.org.au > Resources & Advice > Concussion

Revision History

Revision Ref. No.	Issue Date	Description	Originator	Approver	Document Reference
Initial release	26 May 2014	Concussion Management Policy	Frank Schobben	Williamstown Cannons Basketball Club Committee	WCBC-Pol-001



WILLIAMSTOWN CANNONS BASKETBALL CLUB INC
Registered No A0031670Z

INCIDENT / INJURY REPORT FORM

This form will need to be completed by the injured person, or their guardian, or by the coach or team manager. Please ensure all sections are fully completed before submitting to the club secretary (secretary@williamtowncannons.org.au or PO Box 872, Williamstown VIC 3016) as soon as possible after the incident. If there is insufficient space to answer a question, or should you wish to provide supplementary information, please attach additional sheets. Inclusion of the names of people and their details in this report will be treated in accordance with the Australian Privacy Principles found in the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

FULL NAME OF INJURED:		ADDRESS:	
		SUBURB:	POSTCODE:
TELEPHONE HOME:		DATE OF BIRTH:	SEX:
TELEPHONE MOBILE:		NAME OF TEAM/AGE GROUP/DIVISION:	
DATE OF INJURY:/...../.....	TIME OF INJURY: am/pm	PLEASE PROVIDE THE ADDRESS OF WHERE THE INJURY OCCURRED:	
UNDER WHAT CIRCUMSTANCES DID THE INJURY OCCUR: <input type="checkbox"/> Officially organised competition <input type="checkbox"/> Officially organised practice <input type="checkbox"/> Sanctioned social/fundraising event <input type="checkbox"/> Other (state what you were doing)			
DESCRIBE YOUR INJURY:			
DESCRIBE IN DETAIL HOW THE INCIDENT HAPPENED/INJURY OCCURRED:			
STATE THE NAME OF ANY ONE WITNESS TO THE INCIDENT/INJURY:		ADDRESS OF WITNESS AND CONTACT NUMBER:	
PROVIDE A BRIEF SUMMARY OF TREATMENT/ACTION TAKEN AT THE TIME OF THE INCIDENT/INJURY:			
WAS MEDICAL TREATMENT REQUIRED BY A DOCTOR/OR HOSPITAL:		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PLEASE ADVISE THE NAME OF THE PERSON/HOSPITAL WHO GAVE YOU TREATMENT:			
ADVISE WHEN YOU DID (OR EXPECT TO): CEASE SCHOOL/NORMAL ACTIVITIES..... CEASE TRAINING/PARTICIPATING IN BASKETBALL..... RESUME SCHOOL/NORMAL ACTIVITIES..... RESUME TRAINING/PARTICIPATING IN BASKETBALL.....			
DESCRIBE HOW THIS INCIDENT/INJURY CAN BE PREVENTED IN THE FUTURE:			
NAME OF PERSON COMPLETING THIS REPORT: / /			

Personal Accident Insurance

- Coverage taken out by Basketball Victoria which covers affiliated Clubs
 - Also covers all Registered Members, Players, Voluntary Workers, Umpires and Referees, Coaches, Trainers, Officials and Employees, Members of Boards of Management and Executives
 - Scope of cover:
 - a) Playing in official club matches
 - b) Participating in organised training or practice sessions
 - c) Travelling between matches or training and your residence/place of work
 - d) Staying away from home during a tour/tournament for the purpose of participating in basketball matches or training
 - e) Engaging in administrative or organised social activities or fundraising activities
 - Benefits and Sums Insured

Section A – Capital Benefits	Accidental Death, Para or Quadraplegia
Section B – Weekly Benefits Injury	Loss of Income – does not apply to juniors
Section D – Injury Assistance Benefit	Domestic Home Help/Parents Inconvenience
Section E – Non Medicare Medical Expenses	

Important Exclusions

The Insurance Company will not pay for any claim under any section of the Policy if the claim arises directly or indirectly out of any of the following:

- social matches
 - activities involving parent/child competition

Notification to coaches:

- *Stress that parents cannot participate in scrimmage matches, parents who are deemed to be Coaches and Assistant Coaches can provide on court instruction and would be covered in the event of an injury to child or adult at training*
 - *Insurance also extends to travelling to and from matches and training*
 - *Insurance does not cover MRIs, braces, mouthguards, glasses*
 - *Injury from repetitive movements is not covered*

Additional policies that Coaches and Team Managers need to be familiar with and are published on the Cannons website

www.williamstowncannons.sportingpulse.net

- **Team Selection Policy and Process**
- **Waitlist Management Policy**
- **Child Protection Policies**
- **Complaints and Grievances Policies**