

2023

**COACHES
HANDBOOK**



Williamstown Cannons Handbook

OUR CLUB

Williamstown Cannons Basketball Club currently has over 700 junior players. The club was first established in 1991. Our players are males and females who are aged between 4 and 20 years old. The Cannon's players make up Approximately 75 teams who play weekly games at the Altona Sports Centre run by the Altona Bay Basketball Association (ABBA), MSAC run by Melbourne Central Basketball Association and at various venues run by Westgate Basketball Association.

Williamstown Cannons work with local schools and other basketball venues to provide basketball training venues that are local and convenient for our members. We have dedicated volunteers who manage the competitions and needs of our members and our community.

With 30+ years of basketball success Williamstown Cannons is today one of the biggest domestic clubs within the Hobsons Bay and Maribyrnong municipalities.

OUR PURPOSE STATEMENT AND VALUES

Williamstown Cannons Basketball Club seek to provide local children with an opportunity to play basketball within organised teams and competitions. The Club seeks to provide the resources so that all interested children can join a team. The club prioritise player, coach and volunteer development ahead of winning matches and overall competitions.



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1.0 OUR CLUB

As a proud club we expect our team to operate within select code of conducts and reference the Basketball Victoria reference material. As these change regularly, it is noted that these are the current references:

We prescribe to the following

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

Our Code of conducts comprises 4 select groups.

Basketball is intended to be a recreational activity for enjoyment and health. These codes of conduct have 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!

- Player Code of Conduct (section 1.1)
- Coaches Code of Conduct (section 1.2)
- Parent Code of Conduct (section 1.3)
- Spectator Code of Conduct (section 1.4)

The code of conduct for coaches changes from time to time so please keep a look out on Basketball Victoria as our code of conducts replicate BV's and can be found on following link

<https://www.basketballvictoria.com.au/cdn/byuip6j02lssg4ok>

1.1

Cannons Committee

Our Committee is depicted on the website

<https://williamstowncannons.org.au/about-us/williamstown-cannons-basketball-committee/>

We have an Executive Committee comprising of our President, Vice-President, Secretary, Registrar and Treasurer. We are supported by other general committee members who hold various positions.

We have a Player & Coach Sub-committee which is the primary working group to consider all things to do with the basketball club. This sub-committee is the link with our Director of Coaching group and the formal committee.

As a coach, you should consider your our Director of Coaching as your main contact. There are resources for Coaching (material and training drills) available (see [section 2](#)).

We are a community club and only survive with our volunteers and committee members who operate the club. A key part of this is sharing a set of values and alignment to Code of Conduct and community basketball.

1.2

Player Code of Conduct

Our code of conduct is available of our website (and based on Basketball Victoria)

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/BV-Codes-of-Conduct-Players.pdf>

The current player code of conduct is in the following 9 sections

1. Understand and play by the rules.

Understanding and playing by the rules is your responsibility. 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 your lives. Do not ignore or deliberately break any rules. Even if you think that a deliberate foul may give your team an advantage, you should not commit the deliberate foul in the interests of fair play. If you do consistently commit deliberate fouls or break the rules you must accept that there will be consequences for you and your team. Do not let yourself or your team down.

2. Respect referees and other officials.

Referees and officials have a difficult task to perform and you could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, have your coach, captain or manager approach the referee during a break or after the game, in an appropriate manner.

3. Control your temper.

Verbal abuse of officials is a serious offence against the rules of basketball. Verbally abusing other players or deliberately distracting or provoking an opponent are also not acceptable or permitted in basketball. Loss of temper is not only unpleasant for other participants in the game, it can also distract you and have an adverse effect on your concentration and effectiveness on the court. Work equally hard for yourself and for your team.

You owe it to yourself and others involved in your team to train and play to the best of your abilities. Your team's performance will benefit - so will you. If you are half-hearted about your involvement in the sport you will become dissatisfied and lose out on the much of the enjoyment and satisfaction you can derive from giving it your best.

4. Be a good sport.

Acknowledge all good plays whether they be by your team or the other team. Good manners and respect can be infectious. Everyone likes to be praised when they do something well. If you acknowledge the achievements of your opponents it is likely they will follow suit. Part of participation in sport is respect for all participants in the game. Your opponents are entitled to proper courtesy. Always introduce yourself to your opponents on court, congratulate them whether you win or lose and accept a loss gracefully. Remember that the opposition coach is there trying to do the best for their team and is also entitled to respect.

5. Treat all players as you would like to be treated.

Do not interfere with, bully or take unfair advantage of another player. Just because one of your team cannot perform as well as you do does not mean that they are not trying. Everyone makes mistakes. Do not abuse or ridicule another player when a mistake is made. Constructive guidance and encouragement when a player does well will assist a player to improve their game.

6. Play for the "enjoyment of it" and not just to please parents and coaches.

Playing sport, including basketball, should be fun. This doesn't mean that you shouldn't take it seriously, just that at the same time you should enjoy it. If you enjoy an activity you will perform much better and derive far more benefit from it than if it is an unpleasant experience. You may experience pressure from your coach and parents and others to perform outside of your capability or desires. Whilst this can be a positive and their way of showing you support in your activities, you should resist it where it no longer is enjoyable.

7. 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.

8. 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.

Listen to the advice of your coach and try to apply it at practice and in games. Your coach has been appointed to coach your team because they have certain abilities and experience. They have also undergone training to ensure that you get the best coach that you can commensurate with your skill levels. Apart from skills training, your coach can provide you with helpful advice on all aspects of playing basketball. Make the most of the opportunity provided to you to work with your coach to have a happy and successful experience in basketball.

9. **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 do not abuse anything provided for use. Do not engage in dangerous practices such as 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.

1.3

Coaches Code of Conduct

Our Coaches code of conduct is available on our website (and based on Basketball Victoria)

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/BV-Codes-of-Conduct-Coaches.pdf>

The current **Coaches** code of conduct is in the following 16 sections

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. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

1.4

Spectator Code of Conduct

Our Coaches code of conduct is available on our website (and based on Basketball Victoria)

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/BV-Codes-of-Conduct-Spectators.pdf>

The current ***Spectators*** code of conduct is in the following 10 sections

1. Remember that most people play sport for enjoyment.

People are not playing basketball for the entertainment of spectators nor are many of them professionals. You should be watching basketball for your own enjoyment and to show support for those playing. Help the players to enjoy their game. Applaud good performances from each team. Congratulate all players regardless of the outcome.

2. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform. You would not have a game to enjoy without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Spectators who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, accept it graciously – you cannot change it.

3. Always be positive in your support for players.

Never ridicule or shout at a player, particularly a young player for making a mistake during competition. Positive support for players will offer encouragement to them and most likely spur them to better things on the court.

4. Condemn the use of violence in any form.

Never encourage players to engage in violence or engage in it yourself. Violence has no place in basketball and strong action should be taken to discourage it.

5. Respect your team's opponents, officials and spectators.

Without your team's opponents, there would be no game. Their supporters are there to enjoy the game as much as you are. Light-hearted banter with an opposing spectator can add a further element of fun to a game. Conversely, nasty or inappropriate behaviour or remarks will seriously detract from it.

6. Encourage players to obey the rules and to accept decisions of officials.

Often players can get carried away when spectators become enthusiastic or heated over an issue. This can be a positive but it can also be negative when it involves such behaviour as disputing decisions. Always encourage players to obey the rules and do not dispute referees' decisions.

7. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches or officials.

Anti-social behaviour such as foul or abusive language has no place in basketball. If others engage in it, just ignore them – they will soon tire of it if they get no reaction. Alternatively, ask them politely to desist. If it continues and it is serious, bring it to the attention of an official.

8. 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.

9. Keep children in your care under control.

Basketball encourages you to bring your children to games. However, there can be dangers to them in a basketball stadium. They can also constitute a danger to players. You should ensure that children with you at a basketball game are well behaved and do not wander onto or too near to courts. They can easily be knocked down by a player or a player can trip over a child when concentrating on the play and not expecting a small child to be in the way.

10. 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 do not abuse anything provided for use. Do not encourage players to engage in dangerous practices such as hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but also serious injury.

1.5

Parents Code of Conduct

Our Coaches code of conduct is available on our website (and based on Basketball Victoria)

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/BV-Codes-of-Conduct-Parents.pdf>

The current Parents code of conduct is in the following 13 sections;

1. Encourage your children to participate for their own interest and enjoyment, not yours.

Support your children in their participation in basketball but do not force them to play if they don't want to. Sport is played by children for enjoyment and fitness. It is good for their bodies but should also be good for their minds. If they feel too much pressure from you it may make them rebellious or even depressed. It is very tempting for parents who are involved in a sport, or who have children with abilities they wish they had themselves to try and force the children to participate or to participate at a level to which they do not aspire. Resist the temptation.

2. Encourage children to always play by the rules.

Just as responsible parents teach their children to obey the law of the land, so should those same parents encourage their children to play sport by the rules. If your children show no respect for the rules of the game of basketball, they can also come to believe that breaking the law is acceptable too. If you see your children constantly breaching rules you should be prepared to speak to them at an appropriate time.

3. Teach children that an honest effort is always as important as a victory.

Your children will suffer many disappointments in their lives. You should teach them from an early age that whilst a win in basketball will bring them much pleasure, it is not the most important thing. Participating to the best of their abilities is far more important than winning. You can help them learn this, so that the result of each game is accepted without undue disappointment.

4. Focus on developing skills and playing the game. Reduce the emphasis on winning.

If children see that effort is rewarded by an increase in skills, they will derive considerable pleasure and see the importance of striving to improve over the necessity to win every game. Primary responsibility for skills training rests with the children and their coaches but you can assist with their enthusiasm by attending games, encouraging them to practice away from formal training and games and even joining in with this practice.

5. A child learns best by example. Applaud good play by all teams.

Acknowledge all good plays whether they be by your children's team or the other team. Good manners and respect can be infectious. If you acknowledge the achievements of your children's opponents it is likely your children will follow suit. This can assist to create a positive and supportive climate for all

children involved in the game.

6. Do not criticise your or others' children in front of others.

Reserve constructive criticism of your own children for more private moments. Children can be very sensitive and feel strong humiliation if they are criticised in front of their peers.

When you do feel the necessity to speak to your child about something that displeases you, make the effort to explain what the problem is and why you are concerned about it. If you can see some way of avoiding the problem in the future, also explain this to the children. Give your children an opportunity to offer you an explanation. You are not communicating with your children effectively if all the communication is one way.

7. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform and your children could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behavior. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, discuss it with your children in a constructive manner.

8. Set a good example by your own conduct, behaviour and appearance.

Children often learn by example. You are the prime role models for them. Make your parenting rewarding and beyond criticism by leading by example. Do not criticize opposing team members or supporters by word or gesture. Accept loss graciously and applaud the efforts of all playing the game. Do not be one of the "ugly" parents occasionally seen at sporting events.

9. Support all efforts to remove verbal and physical abuse from sporting activities.

Parents have considerable influence in how sports are conducted. Often they are called on to perform volunteer work to help organise their and others' children's activities. Use this rewarding experience, not just to assist in getting the necessary work performed, but also to influence the atmosphere in which your children play the sport. Children not as fortunate as yours whose parents are not willing or able to be involved may need some guidance on what is or isn't acceptable behaviour.

10. 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. Your children will most likely follow your lead in matters of discrimination and vilification.

11. Show appreciation for volunteer coaches, officials and administrators.

Volunteers are necessary for the functioning of sporting activities. Without them, your child could not participate. Whilst many are parents of people involved in the sport, many are also people dedicated to the sport and its development. Show them the respect and appreciation that they deserve.

12. Keep children in your care under control.

Basketball encourages you to bring your children to games. However, there can be dangers to them in a basketball stadium. They can also constitute a danger to players. You should ensure that children with you at a basketball game are well behaved and do not wander onto or too near to courts. They can easily be knocked down by a player or a player can trip over a child when concentrating on the play and not expecting a small child to be in the way.

13. 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 do not abuse anything provided for use. Discourage your children from engaging in dangerous practices such as 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.

2.0 A Cannons Coach

Welcome to being a coach – this manual is put together so that you can determine the “where to, from here?”.

Jamie Cooper is our Director of Coaching (hereafter called “DOC”)

He is supported by two assistants in the DOC team. Currently, the two assistants work between all age groups, divisions and sex – as a guide (changes from time to time), contact

- Tana (under 8-12 age groups) ; and
- Jeremy (under 14 to U20 age groups)

They are your main contacts and should be able to direct you on all technical aspects of the coaching role.

When joining us as a coach, please ensure you complete the Expression of Interest Form which allows us to have a picture of your experience

The EOI is on our website

<https://williamstowncannons.org.au/about-us/coaching/eoi-form/>

Please note that our club does not exist without coaches. However, no coach can claim a right of ownership over any team, player or structure. Often, the coach is one of the players parents however, there are times where coaches may not be from your player portfolio. Our DOC is responsible to ensure all coaches fit a myriad of requirements.

Within the DOC function and Cannons operations, we have a process within cannons that attempts to balance friendship groups and skill levels and offer support to all new/ experienced coaches. There are times that coaches may be selected for reasons not always aligned to parent expectation. Our Code of Conduct outlines minimum responsibilities but the discretion of coach appointment is within our DOC structure.

We have a registrar function who is ultimately responsible to assign players to teams. To assist with this large job, we have appointed Age Group coordinators – please be familiar of who yours is as they will work with Registrar and DOC function on all team compilations. The AGC group help balance teams and ensure we have a good competition in the club. They are also the first people to turn to if you have questions or suggestions relevant to your experience with the Club. They work actively with the registrar and DOC function.

2.1

AGE GROUP CO-ORDINATORS

This is the link to the people allocated to the various age groups:

<https://williamstowncannons.org.au/about-us/age-group-coordinators/>

2.2

RESOURCES

As coaches, there are various resources available to you as follows:

<https://williamstowncannons.org.au/about-us/coaching/>

COACHES CHEAT SHEET (training)

A sample of a training session

<https://williamstowncannons.org.au/about-us/coaching/cheat-sheets/>

Video Practice Drills

A sample of some drills for training

<https://www.youtube.com/@williamstowncannons7427/playlists>

2.3

COACH POSITION DESCRIPTION

You have roles and responsibility – please review the Code of Conduct (**item 1.3**) and be familiar with this.

In addition, all of our coaches must ensure they are aware of the responsibilities they hold in ensuring their behaviours (and those of the spectators and parents) all align.

A successful Coach should have extensive experience in the sport and be able to teach others how to play.

Also please note that the EOI and contact with our DOC and their team prior to and during each season is an important part of finding your ‘purpose’ as a Cannons coach. The club has a wide range of age groups and skill sets, so the DOC and their team will actively seek to tailor the support to the stage you are at in your coaching journey.

There is no guarantee that you will be reappointed to the coach position season on season. We ask that you respect the clubs decision in appointing coaches and implementing consistent

Their main responsibility is to guide the team throughout the sports season with some specific duties and responsibilities, including:

- Upholding the Clubs Code of Conducts
 - Planning and leading practice sessions
 - Creating strategies to lead the team to being successful (not necessarily victory) in competitions
 - Mentoring players to develop sportsmanship and respect for the game
 - Motivating and training players to ongoingly improve
 - Maintaining the equipment and facilities to ensure safe playing conditions
-

PLAYER DEVELOPMENT

Our Basketball program should be focused on the needs of our young participants. It should be a positive and quality experience for them, delivering:

- a coaching framework that improves skills and teaches teamwork;
- the opportunity to keep good friends and make new ones;
- fun, excitement and enjoyment;
- the chance to experience challenge, achievement and personal responsibility; and
- personal satisfaction.

No one child deserves more time on court than another. We are a domestic basketball team and we remind all coaches to view their roles and ensure players are developed at their own level/ ability. If coaches are struggling with any skillset to development, please contact DOC.

2.4

COMMUNICATION

Sign up to team app! It is the main form of communication and an essential part in your role. There are dedicated sections for Coaches and Team Managers and all policies are included on the App. You must become familiar with them and review all news events.

Contact the club anytime at secretary@williamstowncannons.org.au for any general queries. Your first point of call is your DOC or Age Coordinator (AGC). DOC email is doc@williamstowncannons.org.au

See Complaint Handling section for issues related to breaches to code of conduct and child protection issues.

TEAM APP

We use Team App as our main communication tool.

- Reminder of the protocols and reference to resources on how we can use it
- This is the only official communication point for coaches

It's a free App that allows the Club, Coaches and Team Managers to;

- view and manage player availability / RSVPs
- set events and send important reminders about training and match days
- upload photos and engage in team chat
- announce team events i.e end of season dinner
- upload training tips ie. videos, youtube clips etc the App, will be set up by Coaches and players / parents will be able to sign up to the Team App!

<https://youtube.com/@StackTeamApp>

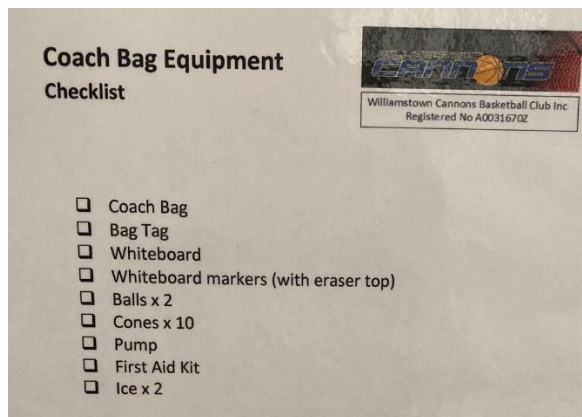
2.5

COACHES BAG

All coaches are entitled to receive a coaches kit which comprise of

- Suitable Coaching Apparel (polo and/or hoodies); and
- Coaches Bag

The Coaches bag should have the following:



Contact uniform coordinator to assist with this. The current Uniform Co Ordinator is Amy Carmont. She can be contacted via email at uniforms@williamstowncannons.org.au

Amy is also the contact for any uniform requirements for your parents/ players with the online ordering form on the club website as follows: <https://williamstowncannons.org.au/uniforms-merchandise/>

You or your team manager can arrange for bag replenishment.

REGISTRATION INQUIRIES

All inquiries to play in your team must be directed to AGC with prospective parents being directed to the PLAYHQ for registration. This is found on the Cannons website.

<https://williamstowncannons.org.au/registration/>

Coaches and team managers are also required to be registered on PlayHQ EACH SEASON. To do this, just use registration link for the association your team in playing at and select “coach”. The AGC or registrar will allocate you to the teams.

3.0 A Cannons Team Manager

Team managers are usually a parent or guardian of a child in the team and play an important role. They support the coach and assist in ensuring the coach can do their job as 'coach' and not have to fuss with the administrative tasks of the team. It is essential that all coaches appoint a team manager.

Team Managers will arrange communication between you and the parents. They can take up the administration side of the role and provide a good conduit for parents and players to enjoy their season.

A team manager responsibility is detailed in the detailed in section 3.6.

3.1

TEAM MANAGERS MANUAL

A Team Manager's Manual outlining the role & responsibilities will be developed shortly. In the meantime, here are some responsibilities your team manager can follow.

3.2

TEAM MANAGERS RESPONSIBILITIES

The Team Manager is to assist the Coach in the general running of the team. They are the middle person to communicate between coach, team families and the Club's Committee.

Prior to Game Day

- Check the on-line fixture and emails for any last minute changes to game times or any forfeits (*this does happen, particularly at the start of the season*)
- Send a weekly text , app message/ schedule and/ or email if needed) to let families know the game time and court and also confirming training. It is beneficial to show the families the link to online fixtures so that they can check themselves as well!
- Assist the Age Group Coordinator and Treasurer to ensure registration and collect fees are completed in a timely manner (most of this is now done via the registration process).

On Game Day

- Using the electronic scoring system, upload the player roster for the game. NOTE: All fill-ins need to be managed closely in line with the clubs "fill-in policy". ***Under no circumstances are you to play any fill-in under a registered player name.***
- Ensure that the coach and team manager are registered on game day ipad/ score sheet.
- Contact registrar for any changes to player numbers so that it is automated week on week
- Ensure Coaches name is written on the paper score sheet if there is one. If the coach is not in attendance someone with a WWC card, can put their name down as coach. If the coach is under 18, there must be an adult's name alongside their name who has a WWC card and supervises the game.
- Set-up a scoring roster and send to the parents so they know when they are scoring.

NOTE: You need to be aware of how to score on game day. Instructions are available as required – please contact your AGC if you need a lesson and a guide is attached as item 3.4.

- If you can't be at the game organise another parent to complete the Team Manager game day duties.
- Control spectators and parents to follow the code of conduct and respect referees. Please note that many referees are only 13-16yo and it is a major breach of conduct to question their decisions or direct any form of negative commentary to them .

Under NO circumstances should a parent contact any of the Associations directly. If there are issues, they must be brought to the committee's attention by the appropriate committee member. This is typically the Committee Secretary who is secretary@williamstowncannons.org.au .

End of Season:

- Nearing end of the season, TM are to contact all parents and provide confirmation to the relevant AGC of continuing or exiting players.
- At the end of season, if you wish, you can organise a team break-up. Some teams also like to take up a collection to purchase a small gift of appreciation for the coach.

Registration:

All team managers must register on PLAYHQ for registration. This is found on the Cannons website.

<https://williamstowncannons.org.au/registration/>

The AGC or registrar will allocate you to the teams you are TM of.

3.3

TEAM MANAGEMENT & COMMUNICATION

Phone apps can help team managers manage their communications better and be more effective. The choice of communication is up to your team with many using whatsapp. At the start of the season, you receive a list of your players parents contract details (email and phone numbers) and you can determine the appropriate way to communicate with your team. The clubs preference is team app.

At a minimum, all team managers must register on TeamApp to receive updates, understand any training venue issues and distribute items to the parents.

3.4

ELECTRONIC SCORING

Some Basketball Associations will be bringing in Electronic Scoring using tablets - it is relatively simple and easy to use.

Attached is a Quick Reference Guide.

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/Electronic-Scoring-How-To.pdf>

3.5

Training Venues

All information and communication is on teamApp. Our training coordinator, a committee member, Georgie can be contacted at anytime on: **training@williamstowncannons.org.au**

Please note that all of our training venues are largely full and there is an allocation system in place. We ask that you are respectful of the complexity of finding 75 teams a training slot across the limited venues and periods. It is not always possible to get the slot you require.

4.0 Complaints Handling

On game day if you are concerned in any way about the conduct of the game, please immediately speak to the Team Manager or Coach. Please do not approach Players (from Cannons or the opposition team), opposition Coaches / Parents or the Referees directly during the game.

The Team Manager will act as the Club liaison in the first instance.

The Team Manager will represent the Team in the Basketball Control Office on the Team's behalf.

If the Team Manager or Coach require further support they are able to contact a member of the Club Committee.

You must keep in mind the various Code of Conducts and the CHILD PROTECTION that is evident in everything we do.

A complaint must be made in writing to Club. The committee will consider and appoint a Complaint Manager, should an investigation be required.

The Complaint Manager should not have a conflict of interest or personal interest in the matter.

When a complaint is received by the Committee it should determine the appropriate process for resolving the problem including:

- Mediation;
- Further evidence collection by the Complaint Manager;
- Referral to an external body (ie tribunal, government agency, external mediator, police, other authority); or
- Another process agreed between the Committee and the parties.

The committee oversees all complaints and liaises with the various associations.

A complaint can be addressed to any of the Cannons Committee noting that the preference would be either the President or Secretary on the following emails:

- President - Shaun (president@williamstowncannons.org.au)
- Secretary – Karen (secretary@williamstowncannons.org.au)

5.0 Association Rules

We play in two competitions - this summary is aimed at assisting Coaches and Team Managers in their knowledge of specific rules applicable to each association. Most are based on Basketball Victoria rules but there are subtleties to be aware of noting that no parent, coach, TM is able to contact the association directly. You must go through the dedicated representative.

- A) the Altona Bay Basketball Association (ABBA) - **item 5.1**
 - The Cannons Secretary is the contact with the association [secretary@williamstowncannons.org.au]
- B) Westgate Association (Westgate) - **item 5.2**
 - The Cannons Registrar is the contact with the association [registrar@williamstowncannons.org.au]
- C) Melbourne Central Basketball Association (MCBA) - **item 5.3**
 - The Cannons Registrar is the contact with the association [registrar@williamstowncannons.org.au]

The traditional club colours are predominately Yellow with Blue Trim/secondary colour. Therefore, when Cannons teams play each other then the team designated the 'Home' team (first named on the draw) should wear the predominate yellow strip with the 'Away ' team in the blue. In the case of matches against other clubs then the predominate yellow should be worn unless it is the case that the oppositions colours are similar and then the blue can be worn.

Please note that some of these rules change so we encourage coaches to keep an eye on the links at the various association

5.1

ABBA (ALTONA)

The ABBA rules are being updated at the present (summer 2023/24) and there are changes to a number of items noting:-

Under 8 competition

- Fall back rule enforced for both halves
- 2 x 15 minutes
- Coaches allowed on court for instruction (typically need to stay on one side and away from the referee)
- At half time, coaches must organise players to have 10 free. The free throws are given by referee and the children line up on each side based on those that were successful and those that were not. If the entire team has had a shot and not exhausted the free throws, those players that were unsuccessful must be lined up. Eg: 10 free throws at half time noting any "extra shots" given to those children that have NOT scored.
- Teams do not play for premiership points and no finals are played in Under 8.

Under 10-14 Age Group

- No Zone Policy (changed in Summer 2023). This rule will not be enforced by Referees (albeit Coaches may be reminded) but is an association requirement. Please direct your concerns to the Altona Rep (the Cannons Committee Secretary) if you believe there is an unfair advantage/ disadvantage experienced on the day from teams playing zone.

A Representative Basketball Point system in place for all players which is monitored. No representative player is allowed compete in Division 3 & below unless an exemption given by the Association.

The new Altona rules have not been published yet but the previous rules are attached as follows:

Some specifics to be aware of:

- Finals Eligibility is typically 5 games during season (excluding grading);
- Clock stops in last MINUTE of second half for all whistles;
- The former “mercy” rule is now called “fallback”;
- Only the coach is permitted to bring a basketball into the stadium during competition – players are not permitted to bring their own basketball and must not bounce any ball during game play unless on the court of pre-game.
- Players are not permitted to wear jewellery, any jewellery which cannot be removed must be taped. No head gear including bandanas, hair clips and combs.
- Under 10/12 have 5 seconds in key, with all other age groups only allow 3 seconds in key.

5.2

WESTGATE (Footscray/ Braybrook)

Please see rules on website

<https://westgatebasketball.com.au/bylaws-%26-codes-of-conduct>

5.3

MEBOURNE CENTRAL (MSAC- Albert Park)

Please see rules on website

<https://drive.google.com/file/d/101Gui45I4mEuYpX7kshoYkpEMicr93JR/view>

5.4

FINALS QUALIFICATION

To qualify for finals each Association will have a minimum number of games rule. This can vary from season to season, sometimes exemption requests are supported for a player to participate in finals when the benchmark hasn't been met, particularly on medical grounds with players returning from injuries.

It is important each Coach/Team Manager familiarizes themselves with these requirements. Assistance can be found via the AGC on where to gather the information as needed.

6.0 GAME DAY

There are specific requirements that may arise from time to time on game day. Here are some of them:-

6.1

Fill-ins

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

- Registered on PlayHQ
- Allocated to the team (some associations do this on the ipad on game day)

The player will need a PlayHQ account to do this and it is coach/ team manager responsibility to have this. There are STRICT rules about the use of fill-in's and it is important that you keep a track of all players for your team.

Where possible, Fill-in players must be arranged prior to the day of the game and the AGC & Registrar can be advised by email that a fill in player is required and whom that fill in player will be. At minimum, the TM/ Coach needs to keep a list so that we can report back to the relevant Association if asked.

If the player is not currently registered with Cannons at the appropriate competition (ie. Altona, Westgate or Melbourne) 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, noting that the maximum number of games any player can play in one season as a fill in is 3 games (this can be waived by exception);

Altona Competition registration Link:

<https://www.playhq.com/basketball-victoria/register/7d1b6c>

Westgate Competition registration Link:

<https://www.playhq.com/basketball-victoria/register/104608>

Melbourne Central Basketball Registration Link

<https://www.playhq.com/basketball-victoria/register/e018da>

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) in a register and complete the relevant Association Paperwork (eg: if on manual sheets, put this 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.

6.2

Forfeits

If after teams have made every endeavour to obtain fill ins for a game however cannot possibly field a team, then the AGC & Registrar must be notified via email and SMS text message that the team will be forfeiting the game. The AGC and/or 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.

6.3

Injuries

Each team is responsible for providing their own first aid supplies (ice and a blood cleaning kit is available from the canteen).

We will provide each coach with a first aid kit and replenishment supplies as required (contact the Coach Equipment Coordinator).

All injured players must complete an Incident Form (can be downloaded from the Williamstown Cannons website under Coaches section) and forward this to the Williamstown Cannons Basketball Club Secretary at secretary@williamstowncannons.org.au.

<https://williamstowncannons.org.au/wp-content/uploads/2021/04/Incident-Report-Form.pdf>

Please ensure that this gets to us within 48 hours of an injury. You also are required to report any injury with the relevant association or venue.

7.0 Working with Children Check

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.

If you have a WWCC you need to ensure that the following organizations 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