

Whyalla Basketball Association Inc.

By-Laws

Combined / State Rep Management

This document references:

By-Laws - Administering & Protecting the game

By-Laws – Playing the Game

Whyalla Basketball Association Inc.

PO Box 2383

Whyalla Norrie SA 5608

BYLAW REVIEW HISTORY

These BY-LAWS control the way that the Whyalla Basketball Association Incorporated operates.

Any changes to the By-Laws must be approved at a Management Committee Meeting or Special Meeting as specified by the Constitution.

Changes to By-Laws

Section/ By-Law	Date approved	Reason for change
All	3/11/11	Full review of bylaws to bring up to date to current operating practices after the re-establishment of the Combined & State Representative Committee in 2011.
1.8	3/11/11	Simplified head coach job description in the bylaws but added disclaimer that that points to Attachment 1.
Attach 1	16/11/11	Head Coach Job description was rewritten and added to the Bylaws as an attachment.
4	16/11/11	Review of the Team selection process.
10	28/11/11	Addition of the Canteen Management procedures.
1.3	20/9/12	Team Managers must be 18 y.o.
Full review	19/4/14	Full review of bylaws - Added an introduction and mission statement. Added a process of election of officers. Removed all guidelines from these bylaws and developed separate attachments for this. Added review of remuneration and fees to Treasures role. Reduced the minimum average time a player must get on court from 12 to 10 mins. Added duties of Team manger coordinator and team bag and ball coordinator. Fixed mistaken references to WBA in grievance procedure. Lots of minor additions and amendments throughout.

By-Laws – Combined / State Rep Management

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By-Laws – Combined / State Rep Management

1. INTRODUCTION

The Whyalla Combined Teams and State Representative systems are to be administered by a "Sub-Committee" of the WBA.

The WBA entrusts this subcommittee to enforce these bylaws to achieve the following goal:

"To be the strongest representative association program in the state by developing Players and coaches through recognised basketball systems and Pathways allowing them to reach their full potential"

These Bylaws fall under the jurisdiction of the WBA management committee thus any amendments to these are to approved by the WBA Management Committee. Guidelines (Attachments) may be changed without WBA management committee approval. But significant changes should be informed at the earliest possible opportunity to the WBA.

2. ROLES AND RESPONSIBILITIES

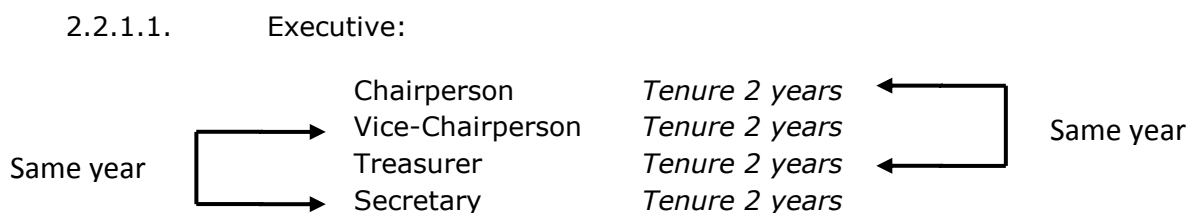
2.1.DUTIES OF WHYALLA BASKETBALL ASSOCIATION INC.

2.1.1. Oversee the management of the Combined & State Representative Committee via feedback from Combined & State Representative Committee representative at the monthly WBA management meeting, finance reports, etc.

2.1.2. Permit free training for all combined teams at WBA Stadium.

2.2.ELECTION OF OFFICERS

2.2.1. The Whyalla Combined & State Representative Committee shall consist of:



In alternate years 2 of the 4 exec positions shall be up for Bi annual renewal.

2.2.1.2. Non Executive Roles:

Uniform / Merchandise Co-ordinator
Canteen Manager
Publicity Officer
Team Manager Coordinator
General Committee Members.

2.2.2. Election of officers shall occur at an AGM to occur between combined seasons. (April – May) to minimise disruption to the combined program.

2.2.3. As the Combined & State Representative Committee is only a subcommittee of the WBA with limited responsibilities, to permit efficiency the max number of members shall be capped at 10 + the Head coach.

2.2.4. AGM quorum shall be 10 members eligible to vote over the age of eighteen (18) years of age.

2.2.5. For all other AGM and general meeting requirements the Combined & State Representative Committee shall be guided by processes laid out in the WBA constitution.

2.3.DUTIES OF THE COMBINED & STATE REPRESENTATIVE COMMITTEE:

2.3.1. Appoint Head Coach *as per attachment Guidelines. Tenure 2 years* once appointed, Head Coach Automatically becomes part of the exec team.

2.3.1.1. Prior to appointment review and amend the Head coach position description document including a salary review.

2.3.2. Nominate one of the WJBC exec as a WBA representative. This person shall have voting rights at the WBA management meetings,

2.3.3. Implement these bylaws and associated guidelines so that the Whyalla Combined Teams and State Representative systems runs smoothly.

2.3.4. Hold a minimum of 6 meetings a year. Any member may be heard at a Combined & State Representative Committee general meeting. Only elected members have a voting right.

2.4.DUTIES OF CHAIRPERSON.

2.4.1. Preside at all Combined & State Representative Committee meetings and ensure that the business of the meeting is properly and expeditiously dealt with.

2.4.2. Must be conversant with the By-Laws, Guidelines and previous policy decisions of the Combined & State Representative Committee

2.4.3. Together with the Secretary, prepare the Agenda for all Meetings.

2.4.4. Shall act as Spokesperson for the Combined & State Representative Committee.

2.5.DUTIES OF VICE CHAIRPERSON.

2.5.1. Act as the chairperson in their absence.

2.5.2. Must be conversant with the Constitution, By-Laws and previous policy decisions of the Combined & State Representative Committee Duties of Chairperson.

2.6.DUTIES OF SECRETARY.

2.6.1. To be responsible for the recording of minutes at all meetings and issue these minutes as soon as is practicable after the meetings. Copy to also be put on the Stadium noticeboard:

2.6.2. To receive all incoming correspondence. To deal with that correspondence as is necessary. To compile and distribute out going correspondence.

2.6.3. Submit nominations to carnivals for combined teams, after consultation with head coach

2.6.4. Maintain all records etc. as required by the WBA.

2.7.DUTIES OF TREASURER.

2.7.1. Shall bank all monies received into an account in the name of the Combined & State Representative Committee as soon as it is practical to do so. All appropriate paper work, including banking receipts will be filed at the earliest possible opportunity.

2.7.2. Major or unusual expenditure must authorised by the Combined & State Representative Committee executive before payment.

2.7.3. Shall issue receipts for all monies received.

2.7.4. Shall prepare financial budgets and statements as required.

2.7.5. Shall keep the following books:

- Cash Receipts and Payment Journal
- Bank Deposit Book
- Bank Cheque Account
- Sundry Debtors Ledger

2.7.6. Report to WBA meetings on the financial position of the Combined & State Representative Committee.

2.7.7. Shall present audited financial reports to the WBA Annual General Meeting.

2.7.8. Prior to the commencement of the 1st Junior carnival of the season review and provide recommendations to the Combined & State Representative Committee on:

2.7.8.1. Nomination fee to charge players.

2.7.8.2. Remuneration for Coaches, Team Managers, Committee, Referee's, etc

2.8.DUTIES OF UNIFORM CO-ORDINATOR.

2.8.1. Uniform coordinator to report to the secretary

2.8.2. Implement a process to supply all Whyalla teams with a uniform, using colours of Navy Blue, Red and White.

2.8.3. Chase down missing uniforms.

- 2.8.4. Order new uniforms, other merchandise, socks, warm up tops, Jumpers, etc with the consent of the Combined & State Representative Committee.

2.9.DUTIES OF PUBLICITY OFFICER.

- 2.9.1. Liaise with Committee and coaches to promote, collate and publish results and reports of carnivals/events/individual player achievements' in the local paper, Facebook and Website.

2.10. DUTIES OF TEAM MANAGER COORDINTOR.

- 2.10.1. Ensure Team managers understand there role and responsibilities.
- 2.10.2. Provide all necessary forms and documentation to team managers.
- 2.10.3. Collate Player nomination monies from Team managers and forward to the Treasurer.
- 2.10.4. Communicate regularly with team managers to ensure they are comfortable in their role.

2.11. DUTIES OF HEAD COACH

See "Head Coach Position Description" document for detailed description.

- 2.11.1. The Head Coach is responsible for the management of the Whyalla Combined junior program in consultation with the Combined & State Representative Committee.
- 2.11.2. Be a role model for all Combined coaches and players.
- 2.11.3. Work with the Combined & State Representative Committee to select coach's for all combined teams. As per the "Combined coach selection Process".
- 2.11.4. Work with Combined coaches and the Committee to select the combined squads for each age group. As per the "Combined Team selection Process".
- 2.11.5. Attend as many combined trainings sessions as possible. Provide support and guidance as to what they need to be teaching individual groups.
- 2.11.6. Attend all Junior Carnivals. Unless excused by the Combined & State Representative Committee Exec.
- 2.11.7. After each carnival meet with Combined Coach & Team for a brief evaluation of the Carnival outlining achievements and developments needed for the next Carnival..
- 2.11.8. At the end of the Combined Season, give a written evaluation of all Combined coaches and Combined Teams. This evaluation to be forwarded to the Combined & State Representative Committee Executive only to maintain confidentiality.

2.11.9. Ensure suitable players participate in DNSP Talent Identification Camps and State Trials in consultation with DNSP program/coordinator

2.11.10. Head Coach may take disciplinary or termination action on coaches or players with consultation from the Combined & State rep exec committee.

2.12. DUTIES OF COMBINED COACH.

2.12.1. To prepare and implement in conjunction with the head coach a suitable training program for the combined season.

2.12.2. To be available for all carnivals for that year. Unless excused by the Head Coach.

2.12.3. To be responsible for the teams basketballs.

2.12.4. Attend any coach's clinics that may be organised.

2.12.5. With consultation with head coach Select a team manager for your teams. Liaise closely with them though the combined season.

2.12.6. Carry out team selection as per the Whyalla Combined "Team selection Policy".

2.12.7. Ensure all players receive consistent and accurate feedback concerning their individual progress. This should be undertaken after each Combined Carnival.

2.12.8. Coaches are required to give a written report to the Head Coach / Publicity after each Carnival giving feedback on player's performances, etc.

2.12.9. Dress in provided WBA attire when attending carnivals or official events.

2.13. DUTIES OF TEAM MANAGERS

As per Basketball Australia guidelines Team managers must be 18 y.o.: Refer to Team manager guidelines for more detailed position description

2.13.1. They must work closely with the Coach and Head Coach in organising the team

2.13.2. Check all player information supplied for correctness.

2.13.3. Distribute Indemnity Forms and medical forms, information sheets, carnival dates and times and other necessary information as requested by the Combined & State Representative Committee. Collect these prior to each carnival

2.13.4. Collect any player nomination fees. These costs are normally covered by the players (unless otherwise advised).

2.13.5. Dress in provided WBA attire when attending carnivals or official events.

2.13.6. .

2.14. DUTIES OF COMBINED PLAYERS.

- 2.14.1. Wear the supplied Steelers uniforms. This includes proper warm-up tops, Steelers socks or white socks.
- 2.14.2. At all times demonstrate sportsmanship and respect to your opponents.
- 2.14.3. Injured/Sick players must not play – consult with the Coach and Head Coach and make the necessary arrangements.

2.15. DUTIES OF PARENTS.

- 2.15.1. Parents are responsible for travel, accommodation and supervision of junior players,
- 2.15.2. Parents of juniors, to replace any lost Association uniforms. Senior players responsible to replace any lost Association uniforms.
- 2.15.3. Parents of juniors required to support combined teams, encourage players to attend trainings and carnivals regularly.

3. MEMBER PROTECTION

As a sub committee of the WBA the Combined & State Representative Committee acknowledges its Coaches and Committee must comply with all elements of Member protection as outlined in the WBA's "Administering and Protecting the Game Bylaws"

4. TEAM/SQUAD SELECTION

- 4.1. Combined Squads/team shall be picked by the relevant Combined Coach in consultation with the Head coach as per relevant team selection guidelines attachment. This is done to prevent accusations of bias during team selections.

5. NOMINATIONS

- 5.1. Combined Players and Coaches committing to the Whyalla Steelers Program will be required to attend the following compulsory Carnivals:

- Whyalla
- Port Augusta.
- Port Pirie Basketball Carnival.
- SA Country Championships.
- And any other Carnivals from time to time as authorised by the Combined & State Representative Committee.

- 5.2. Players must be eligible for age group as at 31 December of current year.

- 5.3. Teams will only be nominated by the WBA for carnivals if the following applies:

- The team has a coach.

- The team has a manager.
- The team has at least seven players attending the carnival.
- The team has regular trainings for the year.
- The team has complied with all rules and conditions for previous carnivals.

6. COACH ACCREDITATION

The Combined & State Representative Committee is responsible for encouraging and promoting participation of all Combined coaches in the National Coaching Accreditation Scheme (Level 1 and Level 2) coaching courses offered by BASA. It is our goal that all coaches achieve Level 1 accreditation within a year of beginning coaching at combined level, and that all coaches strive to achieve Level 2 accreditation. This is subject to availability and access to such training.

7. CANTEEN MANAGEMENT

The WBA Canteen and Bar is operated by the Whyalla Combined & State Rep Committee via a Manager Appointed annually by the Combined & State Rep Committee. The canteen is the primary fund raiser for the Whyalla Combined Program. Philosophy of management is that it should be manned predominately by volunteers e.g. Combined parents/Players. Refer to Canteen management Guidelines

8. COUNTRY STATE REPRESENTATIVES:

- 8.1. Rationale behind promotion of State representation: The experience gained by players and officials being involved with SA Country teams is a benefit to the standard of Whyalla Basketball as well as personal benefit to the player.
- 8.2. SA Country Basketball Council whenever possible makes nominations to participate in Australian Championships. Teams and officials are selected from country associations affiliated with SACBC.
- 8.3. The expense is the parent's responsibility. The WBA grants up to \$100 per player, with a maximum total of \$1,000, in sponsorship for state representation in any one calendar year. To be eligible, this request must be made in Writing
- 8.4. Assistance with fundraising may be given by the WBA if requested.

9. NATIONAL REPRESENTATIVES

- 9.1. National players wishing to receive financial support from the WBA must request this in writing.
- 9.2. The WBA grants up to \$500 in sponsorship for National player/s selection, in any one calendar year.

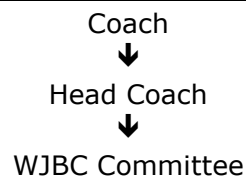
10. GRIEVANCE PROCEDURE

- 10.1. Combined system coaches & team managers are asked to handle parent complaints calmly with diplomacy, as some parents can be difficult to liaise with.

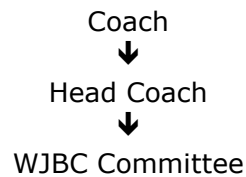
10.2. If after consultation no satisfactory outcomes are achieved, the issue should be referred to the below process:

10.3. Complaints that reach the head coach or WBA level must be writing. As per WBA complaint handling procedures refer Administering and Protecting the game Bylaws.

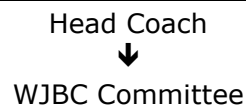
PLAYERS & PARENTS GRIEVANCES:



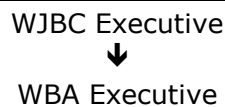
TEAM MANAGER GRIEVANCES:



COACH GRIEVANCES:



HEAD COACH GRIEVANCES:



11. ALCOHOL & SMOKING POLICY:

Whilst the Whyalla Basketball Association (in conjunction with SA Country Basketball) recognises that neither the use of alcohol nor the practice of smoking is conducive to producing elite athletes, we respect the rights of informed adults to engage in such behaviour. HOWEVER we do insist that you do NOT do either in view of any players or parents whilst fulfilling your roles as Coach or Manager.

Furthermore, we insist that if you do either of these in the privacy of your room whilst away for Carnivals, or team has assembled that you use discretion. This stipulation also applies to practice sessions.

The taking of any illegal substances is totally banned.

ATTACHMENTS

1. COACH SELECTION PROCESS GUIDELINES

Head Coach Selection

1. Head coach position is a paid 2 year contract position. In June prior to the expiry and the advertising of or a new head coach, the detailed Head coach job description and Payment must be reviewed by the committee.
2. The Combined & State Representative Committee Secretary shall advertise in the local paper, Stadium, etc noticeboard for coaches to all teams for the following year.
3. Applicants to apply in writing to the Combined & State Rep committee Secretary.
4. Selection to be made at a general committee meeting based on experience, ability, responsibility and enthusiasm.
5. It is preferred that the Head coach does not directly coach a Combined team.
6. Head coach must be made fully aware of the required duties and sign the "Head coach Job Description" contract as a form of acknowledgment of this.
7. All complaints, protests around coach selection are to follow the defined "Grievance process".

It is vital to have head coach in place prior to advertising for combined coaches.

Combined Coach Selection

1. Combined Coach is a paid position. Prior to advertising for new Combined coach's, the Combined & State Rep committee must review and agree on the Payment structure for the new season.
2. The Combined & State Representative Committee Secretary / Publicity officer shall advertise in the local paper and Stadium noticeboard in July for coaches to all teams for the following year.
3. Applicants to apply in writing to the Combined & State Representative Committee Secretary.
4. Coach Selection is to be made by the Head coach with consultation and approval of the Combined & State Representative Committee. Selection based on experience, ability, responsibility and enthusiasm. To prevent bias it is preferred that parents not coach their own child.
5. All complaints, protests around coach selection are to follow the defined "Grievance process".

ATTACHMENTS

2. COMBINED SQUAD AND TEAM SELECTION PROCESS GUIDELINES

Team Selection Process

1. The Combined & State Representative Committee Secretary / Publicity officer shall advertise in the local paper and Stadium noticeboard in Aug that "Combined Tryouts" are to be held in September. As well as this a letter is to be sent to each club notifying them of these tryouts imploring them to send players that they think are worthy to attend. (unofficial tap them on the shoulder)
2. Early Advertising and selection of Combined coaches is to allow the successful applicants to scout for prospective players by watching games.
3. At tryouts Head coach is to attend or at least request specific drills be performed to help access players.
4. Combined teams shall be picked by a Selection Committee comprising the Coach, Head coach and at least one other impartial member of the Combined & State Representative Committee who are all observing the tryout session. This is done to prevent accusations of bias during team selections.
5. In the case of extremely large groups or when many players can't attend a second tryout session may be planned.
6. Notification to players is to be done via email no later than 3 days after tryout. Email notification reduces the emotional impact on the individual in front of their peers.
7. Maximum number of players permitted in a training squad is 12. Unless permission given to do so by the head coach.
8. Coaches must make final team selections for carnivals as earlier as practical and notify players no later than 3 weeks before a carnival. This is to allow parents time to plan and book accommodation etc.
9. Maximum number of players per team for any carnival is 8. Unless permission given to do so by the head coach.
10. As representative teams coaches are required to play their best teams but be mindful that each player is to get a min of 12 minutes game time per minor round game. This is to ensure all those that make the effort to travel get a fair go!!
11. All complaints, protests around team selection must follow the defined "Grievance process".
12. Senior Steelers squads/players are to be selected from players who have regularly played MA and WA within the last year.

ATTACHMENTS

3. COMBINED TEAM TRAINING GUIDELINES

1. Plan Sessions –Coach should arrive at the training facility with a plan for the session, including times, drills and points of emphasis.
2. Punctuality – Coach must arrive at training sessions 10 minutes prior to the scheduled starting time.
3. Attendance – Coach/Managers must keep an accurate attendance record throughout the season, players unavailable to attend any training session must contact the Coach or Head Coach as soon as possible prior to the scheduled starting time.
4. Coach Involvement – Ensure coaches and assistants are involved throughout the training session. All coaches must be on their feet and coaching the entire session (not talking with players, parents and other coaches on the sidelines). Head Coach should specify roles for coaches – i.e. each coach may focus on a particular point of emphasis.
5. Use of Equipment and Rings – The WBA has a variety of training aids and equipment that may be utilised – i.e. blocking bag, agility ladders, dribbling aids and cones. Make the most of available rings when training.
6. Points of Emphasis - Be clear and precise when explaining specific points of emphasis, be strict and disciplined when ensuring that they are followed.
7. Player Involvement – Plan drills that may utilise as many players as possible. Players need to start drills quickly and not waste time chatting or shooting around. We must utilise the time we have on the court effectively and efficiently.
8. Attitude and Intensity- All players must arrive at training with a positive attitude and have a consistently high work rate during the session in order to stimulate game situations and intensity.
9. Feedback – All coaches should be giving constant feedback to all players throughout the session as this is the only way they will improve. This feedback is very important after Carnivals for both coaches & players.
10. Drink Breaks - All players must bring a drink to all training sessions and be given regular drink breaks. This must be enforced.

ATTACHMENTS

4. CARNIVAL / MATCH GUIDELINES

1. Punctuality – Players, Coaches and Managers must arrive at games a minimum of 30 minutes prior to the scheduled start time, for warm up, stretching and pre-game talk.
2. Attire- When arriving at the Stadium and warming up, players, Coaches and Team managers must wear appropriate Whyalla Steelers clothing i.e. uniform, polo shirt, warm-up tops and socks.
3. Team Spirit - Encourage all players to support their team mates, both on and off the court. Don't allow players to be surly, or miserable, particularly after being subbed from the game.
4. Discipline - Do NOT allow players, managers or spectators to talk to officials regarding umpiring decisions during and after the game.
5. Players receiving a technical foul should be immediately benched for the rest of the quarter and any further technical fouls should be brought to the attention of the Head Coach before the next training session.
6. At Carnivals some activities (e.g. swimming) takes a lot of energy and should only be organised after consultation with the Coach, Head Coach and Team Manager.
7. Players are not to take balls into stadiums when we go to any carnivals. Players caught shooting in-between games at carnivals will be penalised by the Whyalla Basketball Association. This is very disruptive and disrespectful of teams trying to warm up prior to their games.
8. Court Time - In all grades to Under 14's, players should receive approximately even court time, although issues such as training attendance, punctuality and attitude may affect this. For higher grades, players need not be given even court time, although players should not be consistently given limited court time. This should happen at all Carnivals, except SA Country Championships so that players' development improves.
9. Feedback – Players must be given constant feedback, both on and off the court. Coach, along with the Head Coach, will sit down with individual players at least twice during the Combined Season and give a one-on-one individual assessment of the player's progress.
10. Under 16/Under 18's – to designate a captain/vice captain for Carnivals.

ATTACHMENTS

5. CANTEEN MANAGEMENT GUIDELINES

The WBA Canteen and Bar is operated by the Whyalla Combined & State Rep Basketball Committee via a Manager Appointed annually by the Combined & State Representative Committee. The canteen is the primary fund raiser for the Whyalla Combined & State Rep Combined Program. Our philosophy of management is that it should be manned predominately by volunteers e.g. Combined parents/Players.

Canteen Manager Responsibilities:

1. Appoint Coordinators for each night that basketball is played.
2. Order stock as required
3. Set prices for food, drinks, etc.
4. Make sure that all Health Regulations are adhered to
5. Supply co-ordinators with any information required to run the canteen in an appropriate manner
6. Supply proper cleaning materials
7. Arrange for time to time helpers for any school carnivals, extra events other than games organised by the WBA.
8. Ensure Bar staff have the appropriate accreditation.
9. Do the weekly banking.
10. Canteen manager is a paid position. Remuneration is determined at an annual review by the Combined & State Representative Committee

Canteen Co-Ordinator Responsibilities:

1. Ensure canteen is opened and closed prior to games starting – closing is to be no earlier than just after drinks are served for last round of games.
2. Ensure that food is prepared in a proper manner
3. Ensure that all food is appropriately labelled and stored as per Health Regulation requirements (in fridge, freezers and cupboards).
4. Deal with customers in a friendly manner
5. Manage volunteers to ensure that all stock is replenished before end of night (i.e. all drinks are restocked, lollies made up).
6. Only allow volunteers with the appropriate accreditation to work behind the bar.
7. Ensure that the canteen is left in a clean condition at end of night – kitchen area floor **MUST BE CLEANED** (all in accordance with Health Inspection requirements)
8. Floor in main area to be cleaned on a regular basis.
9. Ensure that the nights/days takings are handed into bank or to Audrey for banking – banking must be done weekly.
10. Canteen Co-ordinator is a paid position. Remuneration is determined at an annual review by the Canteen manager and must be approved by the Combined & State Representative Committee.

6. HEAD COACH JOB DESCRIPTION

Whyalla Basketball Association Inc.

Head Coach Job Description

This document is an attachment to::

Bylaws - Combined / State Rep Management

Whyalla Basketball Association Inc.

PO Box 2383

Whyalla Norrie SA 5608

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1. INTRODUCTION

The Whyalla Basketball Head Coach is responsible for the management of the junior basketball Program in Whyalla in consultation with the Whyalla Combined & State Representative Committee.

The Head Coach is a member of, and reports to the Whyalla Combined & State Representative Committee.

2. COACHES

The Head Coach along with Whyalla Combined & State Representative Committee is responsible for assigning coaches to all Combined teams to which their qualifications, experience and abilities are most suited as per the "Combined Coach selection process".

These appointments must be finalised prior to the start of Combined Tryouts. For those that aren't, arrangements are made by the Head Coach to ensure that coaching support is provided for all teams in the interim.

The Whyalla Combined & State Representative Committee would prefer that the Head Coach not undertake coaching a Combined team so that he/she is available at all times during a Carnival to assist coaches and players. However under extenuating circumstances this may happen.

2.1. DEVELOPMENT & TRAINING:

The Head Coach is responsible for the development of all Whyalla Combined Coaches. This role includes the following components.

2.1.1. MENTORING

The Head Coach participates in regular meetings with coaches in each age group to discuss trainings, games, players and philosophies.

The Head Coach must attend and sit with each Coach for at least one game per Carnival where applicable.

The Head Coach must always be available to discuss coaching issues with individual coaches, on request or as needed.

2.1.2. ACCREDITATION

Head Coach is responsible for encouraging & promoting participation in the National Coaching Accreditation Scheme (Level 1 & 2) offered by BSA. It is a goal of the Whyalla Combined & State Representative Committee that all coaches

achieve Level 1 accreditation within a year of beginning coaching, and that all coaches strive to achieve Level 2 accreditation.

2.1.3. COACH DEVELOPMENT SESSIONS

Head Coach may be asked to organise coach development sessions throughout the year, which generally involves on court demonstrations of drills. These sessions may be conducted by SA Country representatives (Development Officer) or other guest presenters.

2.1.4. LITERATURE

The Head Coach (at the cost of the WJBC) obtains and distributes coaching literature to coaches, including: Coaching Manuals, DVD'S, magazines and web links.

2.1.5. EVALUATION & FEEDBACK

The Head Coach is responsible for the evaluation of all coaches on their progress throughout the year. A written evaluation of all coaches and Combined Teams is required at the end of the combined season. This is to be forwarded to the Whyalla Combined & State Rep Basketball Committee Executive only to maintain confidentiality.

3. PLAYERS

The Head Coach, is required to be involved with the Combine Team Selection process as defined by the Combined/State rep Committee Bylaws.

Most of this responsibility is undertaken during trials, which are held prior to the start of the Combined Season, and are co-ordinated, by the Head Coach.

3.1. DEVELOPMENT:

The Head Coach is responsible for the continual development of all Whyalla Combined & State Rep Combined Players. This responsibility includes the following areas:

3.1.1. CAMPS

Camps provide an opportunity for players in all divisions to develop their skills, and receive targeted feedback from a variety of coaches, including the Head Coach.

3.1.2. EVALUATION & FEEDBACK

The Head Coach is to ensure all players in the Combined Program receive consistent and accurate feedback from their coaches concerning their individual progress throughout the combined season.

3.1.3. FITNESS TESTING

Throughout the Season, Combined Players may be required to undergo fitness testing. The Head Coach is responsible for co-ordinating these sessions, communicating the results and setting bench marks.

3.1.4. ELITE LEVEL PLAYERS

DNSP (Development Network Squad Program) and the Head Coach should work harmoniously to identify elite-level players within our Association and ensure these players are provided with the fundamentals to play at the highest level possible.

4. GENERAL

4.1. PEP TALK FOR PLAYERS AND PARENTS

It is recognised that a key role of the head coach is to gather all players and parents (by age group) after the initial tryouts and give them all a brief overview of what is required on and off the court to become a Steeler.

4.2. TEAM NOMINATIONS:

Whyalla Combined teams participate at nominated Carnivals, as selected by the Head Coach & approved by the Combined & State Representative Committee. Based on:

4.2.1. The number and standard of players and coaches available.

4.2.2. The number of teams the Committee is willing to nominate at each Carnival

4.2.3. The Carnival best for the development for teams.

4.3. EQUIPMENT

4.3.1. Whyalla Combined & State Rep Basketball Committee will purchase equipment for use at junior training sessions. The Head Coach is responsible for liaising with the Combined & State Representative Committee to determine which equipment should be purchased, and for promoting its use amongst coaches.

4.3.2. This equipment remains the property of the Whyalla Combined & State Rep Basketball Committee.

4.4. GRIEVANCE PROCEDURE:

One of the Head coach key roles is to be an integral part of the Combined & State Representative Committee Grievance procedure as outlined in detail in the Combined State /Rep Bylaws:

4.5. COACHING ATTIRE

The Head Coach is to be supplied and required to wear official Steelers coaching tops. These are to be worn at all Carnivals and official functions that Whyalla attends.

4.6. ALCOHOL/ILLEGAL SUBSTANCES

Under no circumstances are alcohol or illegal substances to be consumed by the Head Coach or Coaches during any Carnival. Alcohol can only be consumed at the completion of the day's games.

4.7. REPORTING TO THE COMBINED & STATE REP COMMITTEE :

The Head Coach is required to give monthly updates to the Whyalla Combined & State Representative Committee on Carnival/player progress, trainings, etc.

The Head Coach is required to report, quarterly in writing, outlining:

- 4.7.1.1. The next quarters program (structure)/ Goals to be reached.
- 4.7.1.2. Outcomes from Coaches meetings.
- 4.7.1.3. Teams / players progress.

4.8. POLICE CHECK

The Head Coach will be required to undertake Police Checks at the expense of the Whyalla Combined & State Rep Basketball Committee.

4.9. HEAD COACH CONDUCT

The Head Coach is a figure head for Whyalla basketball and as such must at all times act in a appropriate manor. Breaches of BA codes of conduct, bringing the game into disrepute or other reportable type behaviour may be deemed a reason for dismissal.

5. REMUNERATION

The Whyalla Combined & State Rep Basketball Committee will remunerate the Head Coach in the following way:

- 5.1. The Head Coach will be paid a fee determined by the Combined & State Representative Committee.
- 5.2. This fee is to be paid in 9 monthly payments over the most time demanding period of the combined calendar, Aug to April. Or as approved by both the Head Coach & Combined & State Representative Committee with no advance payments.
- 5.3. The Head Coach is contracted for (2) years with a right of renewal, by mutual agreement between the Head Coach and the Whyalla Combined & State Rep Basketball Committee, for a further twelve (12) month period without re-advertising the position.
- 5.4. Monthly payments will only be made after the Combined & State Representative Committee has undertaken an appraisal of the Head Coach's monthly performance.
- 5.5. The Combined & State Representative Committee will consider reimbursing the Head Coach for any out of pocket expenses over his monthly payment. Receipts and full explanation of expenses to be outlined in writing to the Whyalla Combined & State Rep Basketball Committee.
- 5.6. The Head Coach will be paid the nominated amount of Coach Payment when attending Carnivals as a coach.

6. TERMINATION OF CONTRACT

By failing to comply or breaching the terms of this signed agreement the Whyalla Combined & State Representative Committee, at any time, by giving thirty (30) calendar days written notice, terminate this Agreement in respect of any part, or the whole, of the Services. Such a termination will be known as "Termination for Convenience". Upon receipt of the said notice of termination, the Head Coach shall immediately cease the part, or the whole, of the Services, as the case requires, and immediately comply with any reasonable directions of the Combined & State Representative Committee.

THIS CONTRACT BECOMES EFFECTIVE FROM THE:

.....day of..... 2.....

AND CEASES ON THE:

.....day of..... 2.....

SIGNED BY: ON BEHALF OF WHYALLA COMBINED & STATE REP BASKETBALL COMMITTEE:

CHAIRPERSON..... Date.....

TREASURER..... Date.....

WITNESSED BY (Name)

.....(Address)

.....

SIGNED BY (Head Coach)

WITNESSED BY (Name)

.....(Address)

.....

ATTACHMENTS

7. JUNIOR CARNIVAL CHECKLIST