



## STATEMENT OF PURPOSE

*The incorporated club is the Aberfeldie Jets Basketball Club Inc (in these policy guidelines called "the club").*

*The stated purposes of the Club are;*

- 1. To foster the development of basketball (particularly junior domestic basketball)*
- 2. To create an environment in which children and adults have fun in participation of basketball.*
- 3. To teach basketball skills, rules and strategies to our players.*
- 4. To model and teach competitiveness with an emphasis on good sportsmanship.*
- 5. To develop community involvement and appreciation for the importance of constructive and meaningful activities for the youth of the area. Basketball is intended to be a recreational activity for enjoyment and health. Codes of conduct have been developed by Basketball Victoria to give participants some guidelines 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!!*

*This document provides a brief overview of the policies, procedures and guidelines followed in the administration of the club and its activities. They provide a framework that endeavours to achieve the stated purposes described above, and afford the Committee some direction in administering the club's operations. Ultimately, the club Committee, or sub-committees that are formed from time to time for specific purposes, have absolute discretion over these policies.*

*Related documents include:*

- Codes of conduct as published by Basketball Victoria from time to time;*
- The Keilor Basketball Association ByLaws for Junior Domestic competition;*
- The club's duty statements for the key roles required to operate the club, included herein for Committee and supporting roles, and available as a separate document for coaches and team managers.*

## **GOVERNANCE STRUCTURE OF THE CLUB**

### **Club Committee**

*The Club Committee is elected at the Club's Annual General Meeting which should be held every 12 months. Elected office bearers are:*

- *President*
- *Vice-President*
- *Treasurer*
- *Secretary/Registrar*
- *General Committee Members (the number being determined by the Rules of Association)*

### **President Duty Statement**

1. *Oversee club management and administration.*
2. *Ensure all requirements of Articles of Incorporation are adhered to.*
3. *Chair club meetings.*

### **Vice President Duty Statement**

1. *Perform presidential duties in the absence of the president.*
2. *Attend club meetings.*

### **Club Secretary Duty Statement**

1. *Organisation / notification of club meetings.*
2. *Take / prepare minutes of all club meetings and promptly distribute these to committee members.*
3. *Handle club correspondence.*
4. *Maintain club membership register.*
5. *Maintain a list of financial/non-financial players, follow up non-financial players.*

### **Treasurer Duty Statement**

1. *Manage club accounts.*
2. *Signatory for bank account.*
3. *Keep financial records.*
4. *Pay bills.*
5. *Manage petty cash account.*
6. *Calculate budgets & with committee set fee structure.*

### **Club Registrar Duty Statement**

1. *Maintain current team / player listings (database).*
2. *Co-ordinate the formation of teams each season with the Club Committee. The incorporated club is the Aberfeldie Jets Basketball Club Inc (in these policy guidelines called "the club").*
3. *Organise the registration of teams each season with the KBA*
4. *Maintain a "waiting list" of those players wishing to join the club.*

### **Uniform/Equipment Co-ordinator Duty Statement**

1. *Organise ordering and distribution of uniforms.*

1. *Organise ordering and distribution of coaches kit bags including first aid kits, basketballs, training manuals.*
2. *Maintain a "stock on hand" register to be presented as required at Committee Meetings*

### **Committee Member Duty Statement**

1. *Attend club meetings.*
2. *Duties as required by committee.*
3. *The following duties will also be distributed amongst committee members and other volunteers;*
  - *Point of contact for KBA (Keilor Basketball Association), liaison with KBA.*
  - *Distribution of KBA-generated information (fixtures, player qualification information, notices etc.)*
  - *Point of contact for public / community*
  - *Attendance at KBA meetings.*
  - *Management of team training schedules.*
  - *Organisation of club activities (e.g. annual trophy presentation day).*
  - *Preparation and distribution of club communications.*
  - *Maintenance and management of club web site.*

## **OPERATING PROCEDURES**

### **Grading & Team Formation Policies**

*At all times the primary concern is the happiness, well-being and development of our junior players.*

*Correct placement of players into teams and correct placement of teams into grades will help ensure happy and successful teams.*

*Teams with players of the same age group will ensure that teams are not constantly broken up as players change age groups.*

*Forming teams with players of similar skill / ability levels will make the job of teaching and developing players much easier.*

### **Grading Policy**

*Unless a problem exists, teams should not be disturbed.*

*Coaches, team managers, and parents should discuss grading issues and possible player movements with the Committee in a timely manner as required for management of competition seasons and as specific needs arise*

*Coaches, team managers, and parents should liaise with the club before junior players and interested people outside the club (such as new member candidates) are notified or involved.*

*Primary consideration should be to ensure that players are of the same age group (i.e. top-age or bottom-age). This will allow teams to stay together rather than being broken up every year. This does not preclude players from playing up in a higher age level if their level of ability allows this.*

*Secondary consideration should be that players are of similar playing ability.*

*Often it is possible to run a team with a wide range of skill levels. This will depend upon the age level and grading (e.g. A, B, C) of the team concerned, and the flexibility of the coach.*

*Ask yourself the following questions when considering the players in your team;*

- *Is the grading of the team putting any weaker or smaller players in danger of injury?*
- *Is the grading of the team sufficient to encourage player development and challenging competition?*
- *Are there dominant players who restrict the "ball contact" of the majority of the team?*
- *Are there weaker players who do not receive their fair share of "ball contact" due to the higher skill levels of the rest of the team?*
- *Are some players ready to learn new skills that other players in the team are not capable of?*
- *Is the coach spending significant amounts of time teaching basic skills to some players, to the detriment of the rest of the team who already have these skills?*
- *Consideration can also be given to player friendships, parents requests etc. but these should not be considered if they conflict with the primary and secondary considerations above.*

### **Team Formation Policy**

*The Club Secretary/Registrar must always be involved when adding players to teams, prior to any commitment being made to those players.*

*The Club Secretary/Registrar must always be informed when players leave the team.*

*Players on the waiting list will be placed first in order of entering the waiting list where they are of a suitable age / skill level.*

*Team will be comprised of a minimum of eight players, unless the Secretary/Registrar deems a smaller number is appropriate to the specific circumstances of that team.*

*The committee will appoint players where required and at its discretion to a team that has less than eight players.*

*Where, due to the age group change or players have left a team, and there are less than eight players left in the team, those members should be given the option first to be absorbed where possible into existing teams before new players are added off the waiting list.*

*Where a team has less than eight players, players of the same age group will be placed into that team off the waiting list. Consideration will be made of skill level.*