

Policy Number:	16	Version:	1.0
Author:	EMDBC	Committee Approved:	12 February 2018
Authorised by:	President	Review Date:	September 2020

# **AUSTRALIAN UNDER 14 CLUB CHAMPIONSHIPS POLICY & PROCEDURES**

## **AIM & SCOPE**

Policy to provide clear guidance to Eastern Mavericks District Basketball Club [EMDBC] teams selected and competing in the Australian Club Championships.

## **PREAMBLE**

Australian Club Championships is a national tournament involving Under 14 Club teams from around Australia and managed by Basketball Australia.

Teams qualify based on state qualifications systems. In South Australia, Basketball SA determines the qualification rules for the tournament. The tournaments are held in the school holidays between Terms 3 and 4. They are held in different states for each tournament.

## **PRINCIPLES AND PURPOSE**

Eastern Mavericks District Basketball Club is committed to ensure a supportive, safe and healthy environment for all members at all times and that teams, coaches and players are provided with the opportunity to perform at the best of their abilities whilst representing the EMDBC.

EMDBC key principals for this event is as follows

1. Create a safe environment where players and parents enjoy the experience of being involved in this event
2. Empower parents to determine how funds are raised and spent
3. Empower parents to determine accommodation and travel arrangements for players travelling to, from and during the tournament

The Club and its Sponsors are to be represented in appropriate and responsible manner and approval must be sought when seeking Sponsorship.

The Team Manager of a qualifying Div 1 Under 14 team is required to inform the EMDBC Committee within seven [7] days of receiving an invitation to participate in the Australian Club Championships.

## **AUSTRALIAN CLUB CHAMPIONSHIPS UNDER 14 POLICY**

### **The EMDBC Committee will;**

1. Nominate a Team Liaison Officer to guide and inform the team, via the Team Manager, throughout the process leading up to the tournament to ensure that the correct procedures are implemented.
2. Provide a model for participation – including funding
3. Ensure that legal obligations, duty of care, health and safety requirements are accounted for and that associated risks are mitigated.
4. Ensure that the rights and interests of the club members, players and the committee are protected.
5. Where the nominated Team Manager is not able to complete the mandatory requirements specified in *Roles and Responsibilities – Team Manager* below or is not confident to perform the role, the Team Liaison Officer will support the Coach and parents to identify another suitable Team Manager from within the parent group.
6. Contribute a sum of money which is to be used to attend the Championships. This will be confirmed via the committee and may involve the team contributing to the means of how this sum is raised (i.e. collecting the takings from the team working at a home Premier League game)

### **The Team, Coaches and parent body, including the Team Manager, will:**

1. In conjunction with the Team Liaison Officer, hold a meeting as soon as practicable following the invitation to outline the details and expectations of this policy.
2. Abide by the policy, procedures and conditions contained herein.
3. Consult and liaise with the Team Liaison Officer via the Team Manager.
4. Conduct / participate in fundraising events as outlined in this document. Where parents choose not to participate in fundraising, the provisions noted in *Under 14 National Junior Championships Procedure – Finance Issues* will apply.

### **Players and Parents/Guardians will;**

1. Sign all consent forms as soon as required to confirm commitment to the tour.
2. Agree to the players' or any other relevant codes of conduct.
3. Pay for all costs relating to the tournament as required by this policy.
4. Make any payments as requested by the Team Manager in a timely way so that bookings are not compromised.

### **Non-Compliance**

Any player, parent/guardian, team manager, coach or assistant coach who advises that they will not comply with the core principles in this policy will be excluded from the tournament. The core principles include

- a) Signing consent forms;
- b) Completing all specified accreditation requirements;
- c) Roles and responsibilities of Coaches and Team Managers;
- d) Wearing Club merchandise at the tournament (not parent/ guardian); and
- e) Contributing to financial costs.

Should a player be excluded from attending the tournament through non-compliance, it is at the discretion of the head coach to determine subsequent actions regarding replacement of that player.

## **AUSTRALIAN CLUB CHAMPIONSHIPS UNDER 14 PROCEDURES**

### **1. TOURING TEAM MEMBERS**

The team and support personnel will consist of

- Head Coach [ Minimum Level 1 qual]
- Assistant Coach [ Minimum Level 1 qual]
- Team Manager
- Assistant Team Manager [Optional - If agreed by the coaches, parents and team members]
- Junior Players - who meet all criteria as set down by the tournament organisers.  
[Note that the tournament rules provide for 12 players]

Any variations are to be negotiated with the Basketball Manager in the first instance and are not to be included in the funding model.

### **2. ROLES AND RESPONSIBILITIES**

#### **Head Coach Role:**

Represents Eastern Mavericks District Basketball Club.

Must be accredited as a coach by Basketball Australia (arranged by BSA)

Minimum Level 1 coaching accreditation preferably level 2 [ Recommended by Basketball Australia]

#### **Responsible for;**

Training, conditioning, general organisation of players.

On court, pre-and post-game management of players and assistant coaches.

In consultation with the Team Manager, setting a routine for the tournament.

Regularly consulting with parents from qualification to the end of the tournament.

#### **Assistant Coach(es) Role:**

Represents Eastern Mavericks Basketball Club.

Must be accredited as a coach by Basketball Australia (arranged by BSA).

Minimum Level 1 coaching accreditation preferably level 2

Support the Head Coach as directed by the Head Coach.

#### **Team Manager/s Role:**

Represents Eastern Mavericks Basketball Club.

Must have current police Clearance – DSCI is recommended and preferred

Must have Play by the Rules training for coaches and officials.

Must have current Basic First Aid Certificate.

#### **Responsible for:**

Liaison with the club through the Team Liaison Officer.

Liaison with parents/guardians and Head Coach.

Preparing and managing the team budget in conjunction with the Treasurer [schedule 1] in this policy.

Coordinating fundraising activities [Schedule 2].

All administrative duties relating to the trip [including bookings for accommodation and travel for the team and entourage only]

Liaising with Basketball Australia - attending meetings re tournament rules and regulations, supply official paperwork, other information as required [before and during the tournament]

Organising uniforms and other EMBC merchandise in a timely way

Seeking and maintaining records [consent forms, medical, food etc]

Providing a report at the conclusion of the tournament.

#### **And whilst on tour;**

Washing of team clothing.

Catering and nutrition of team.

Medical care and support as required.

First aid kit preparation and maintenance.

Transportation:

Option A: Responsible for transporting the touring party during the tournament

Option B: Parents transport own child to from tournament

### **3. EMDBC TEAM LIASION PERSON**

Represents the Committee when meeting with the Team Manager/s.

As soon as possible after receiving notification of a team qualifying for an Australian Club Championship tournament the EMDBC Team Liaison Officer is to meet with the Team Manager and outline Australian Club Championships Policy.

1. Check that Team managers/s and Coaches are appropriately qualified to fulfil their roles.  
Liaise with, and support the Team Manager/s at all times. Provide advice and clarification of this policy and refer any issues to the EMBC Committee.  
Support the parent body to identify a suitable team manager if the nominated team manager is unable to undertake the role for the tournament and also a second Team Manager if Option A is chosen.
2. Advise the Team Manager of supplier details and deadlines for the ordering of goods.  
Schedule a date on which the team will be presented with items [i.e. Club merchandise] prior to attending the tournament [during a home Premier League game]

### **4. TRAVEL AND ACCOMMODATION**

There are two options provided and the appropriate option will be decided in discussion with the U14 Div 1 Coach, Club Basketball Manager and Parents.

OPTION 1: Players will travel with a Team Manager and Assistant Team Manager in a purpose rented Minibus for the period of the Australian Club Championships. Players will be at the stadium 90 minutes prior to games and 30 minutes after games. Coaches can determine if they will travel with the team or separate to the team. Coach will be in separate Accommodation to the team.

Discipline and nutrition in regards to meals and care of the players will be managed by the Team Manager and Assistant Team Manager under direction of the Coaches.

or

OPTION 2: Players will be accommodated with their Parents/Carers all at the same venue eg Holiday/Caravan Park or Motel/Apartment Complex. Players will travel to and from the basketball stadium(s) as a group via a mini bus. While at the stadium for games, the playing group will be under the care of the team managers.

It should be noted that any arrangements determined by the Coaching staff and Parents should enable the playing group to focus on the tournament, manage the care and nutrition of the players for tournament conditions, manage injuries and build a strong team ethic. The above arrangements will be advised to the Team Manager and the Team Liaison Officer.

### **5. UNIFORMS**

All players will wear the Club uniform whilst playing games and which comply with the Tournament rules. Playing numbers must be in the range 4-15, 20-25, 30-35, 40-45, 50-55 for National Tournaments. There are no exceptions to this rule.

All players require a home and away top.

All players require Club branded sports bags, drink bottles, socks, warm-up gear and towels.

Coaches and team managers must comply with Tournament rules regarding clothing when participating in the tournament and sitting on the bench at games. The entourage should always look professional and be identifiable as Club officials.

The entourage and team will have an agreed, Club branded outfit which is to be worn whilst travelling.

Uniforms and Club merchandise to be arranged by the Team Manager through the Club nominated supplier as advised by the Team Liaison Officer.

## **6. FINANCE ISSUES**

The Team Manager will manage the finances for the tournament as described

1. Australian Club Championships Team Budget and Funding Model
2. The total cost of the tournament is to be spread equally between parents of players and coaches.
3. Parents and Coaches are to be strongly encouraged to participate in fundraising activities for the benefit of the whole touring party including the coaches and team managers.
4. The proceeds from fundraising activities are to be used to reduce the total net budget amount and reduce the cost to players' families who choose to participate in fundraising activities. The proceeds of the funds are to also be used to cover the cost of the coaches and team manager.
5. Parents who choose not to participate in any fundraising activities will be required to pay the indicative total cost per player [prior to the calculation of a fundraising budget] as described in schedule 1.
6. Sponsorship is to be treated as 'fundraising income'.
7. The EMDBC will provide the team with \$500 upfront to act as a float to get fundraising activities up and running. This must be returned to the club at the end of the fundraising campaign. The Team Manager is not required to use personal funds to pay deposits.
8. It is paramount that all monetary contributions from sponsors are accounted for and used in the first instance. Any surplus funds under \$1000 can be distributed evenly towards team activities whilst at the National Club Championships. Any excess funds over \$1000 must be returned to the EMDBC Australian Under 14 Club Championships Account as a head start for future teams participating in the Australian Under 14 Club Championships.

### **TEAM BUDGET AND FUNDING MODEL**

The development of a budget using the Funding Model is a key aspect of the management of the tournament. It comprises five parts as noted below:

1. Prepare and Indicative Budget – see Schedule 1 below
2. Calculate Indicative Cost per Player – see Schedule 1 below
3. Advise the Team Liaison Officer – see below
4. Consult with Parents – see below
5. Funds Management – see below

### **ADVISE TEAM LIAISON OFFICER AND CONSULT WITH PARENTS.**

Discuss indicative budget with Team Liaison Officer

Team Liaison Officer will advise of Club contribution (may be cash or in-kind). Maximum \$1000.00 per team. Parents are to be advised of indicative budget and fundraising targets.

Any shortfall in fundraising monies is to be funded equally by the players' parents/guardians (i.e. shortfall divided by 10 players).

Parents may be required to pay deposits etc prior to fundraising monies being available. Parents must be advised with reasonable notice when payments are required.



The greater amount of money that can be raised, the less each player's family will have to pay.

Advise parents that money is available as a grant through local councils for children participating in National tournaments. Parents to contact their local council for information. This money should be kept by parents/players as each council has its own terms and conditions.

#### **MANAGEMENT OF FUNDS**

The Team Manager will arrange with the Club Treasurer to open a bank account through which all monies are to be recorded and kept. The Club Treasurer, Team Manager and the Treasurer are to be signatories to operating the account.

The club treasurer will ensure that \$500 is made available at the commencement of the fundraising campaign to assist with 'kick starting' approved fundraising activities

Take into account the need for monies whilst on tour and also for payment of large items such as accommodation when determining the type of account(s) to be opened. Also, be aware of the various fees and charges applied to such accounts. This may need to be included in the budget. All Receipts will be obtained and handed to the Club Treasurer for recording.

Where a parent chooses not to participate in fundraising, refer to– *Finance Issues (paragraph 5)*.

#### **COMPLETION OF TOURNAMENT**

Within four weeks of the tournament ending, the Team Manager will present a report on the tour to the Team Liaison Officer, along with the Club copy of the team photo, any trophies or medals and including a summary of actual versus budgeted expenditure for the trip. The Team Liaison Officer will advise on the requirements of the report.

### Schedule 1

#### U14 NATIONALS TEAM BUDGET AND FUNDING MODEL

##### 1. Prepare an indicative budget

Travel to tournament (Agreed number of adults + up to 10 children)	\$0000
Return travel	\$0000
Accommodation - players	\$0000
Accommodation - coaches	\$0000
Accommodation – team managers	\$0000
Transport at tournament – team bus (12 seater)	\$0000
Transport at tournament – car	\$0000
Petrol	\$0000
Insurance – vehicles	\$0000
Food and consumables	\$0000
Uniforms, Club shirts, bags etc	\$0000
Team photos*	\$0000
	\$0000
<b>Indicative Budget Total</b>	<b>\$0000</b>

\* 1 for each player, 1 for each coach and 1 team photo for the Club

##### 2. Calculate Indicative Cost per Player

<b>Indicative Budget Total</b>		<b>\$0000</b>
<b>Less Income;</b>		
Club contribution	(\$0000)	
Fundraising	(\$0000)	(\$0000)
<b>Total Net Budget</b>		<b>\$0000</b>
Divided by number of players (10)		/10
<b>Indicative Total Cost per Player</b>		<b>\$0000</b>

Note that the cost per player includes a portion of the cost for the Leader group and should be defined when the initial budget is presented to parents.

## Schedule 2

### Australian Club Championships Fundraising

At all times, fundraising activities must be approved via the Team Liaison Officer to the EMDBC Committee.

EMBC Policy 6.0 and Application for Fundraising Activity document is attached.

All parents are encouraged to actively participate in and lead approved fundraising activities in conjunction with the Team Manager.

It is recognised that some parents may choose to not participate. Where a parent chooses not to participate, refer to Policy 6. [5]

The Team Liaison Officer will ensure;

- There is no conflict with existing Club sponsors.
- Any opportunities for new sponsors will be investigated and negotiated from a Club perspective.
- Opportunities for activities within the Club (such as BBQs etc) are advised and managed in a timely way.

The Team Manager will ensure;

- All fundraising activities are 'cleared' by the Team Liaison Officer.
- All activities are clearly identified as being for the purpose of raising funds for the tournament.
- All fundraising expenses are met by the team monies.
- Money is banked in a separate account by the Club Treasurer
- All money is the property of EMBC

Fundraising activity suggestions

- BBQs – Bunnings, Mitre Ten
- Garage Sale
- Wine drive
- Capri Cinema
- Sponsorship
- Chocolate drive
- Quiz night



Policy Number:	6	Version:	1.0
Author:	EMDBC	Committee Approved:	April 2014
Authorised by:	President	Review Date:	September 2020

## FUNDRAISING POLICY

### 1. Fundraising Policy Overview:

All fundraising activities to be approved by the Eastern Mavericks Management Committee prior to the activity taking place.

### 2. Guidelines for fundraising activities

The activity must be for the purpose of raising funds for Eastern Mavericks.

Fundraising that is targeted for a specific team and involvement of this fundraiser is across the wider club membership a nominated % will go to the whole club. Eg: BBQ where both Seniors and Juniors assist but money is targeted to the Seniors.

Use of the club logo/name must be approved in advance.

Issues of liability must also be considered (e.g. Bunnings BBQ) especially where sign off is required by a representative of the club as only nominated club officials can sign off agreements /order on behalf of the club.

Fundraising options must not conflict with Club Sponsorships or fundraising activities already in place for whole of club. Fundraising activities cannot be conducted at club events/activities/games etc without prior club approval.

Please also refer to the Basketball SA Insurance Guidelines. All EMDBC Club Events are covered under this insurance.

#### Approval Process:

Complete an application form a minimum of 8 weeks prior to the activity, which can be found on the Eastern Mavericks Basketball Club website [www.easternmavericks.com.au](http://www.easternmavericks.com.au).

Email completed application form to [admin@easternmavericks.com.au](mailto:admin@easternmavericks.com.au)

If you have any questions about the application form or difficulty meeting the submission timeline, please email [admin@easternmavericks.com.au](mailto:admin@easternmavericks.com.au)

Once submitted, the Management Committee will review each application against a set of criteria at the monthly Management Committee meeting. The outcome of this review will be communicated to the team contact nominated on the application form within 3 working days of the meeting being held. You may Appeal against decision in the instance that your activity does not gain approval it will be because it has not met the fundraising guidelines. If you wish to discuss further, please email [admin@easternmavericks.com.au](mailto:admin@easternmavericks.com.au) and you will be contacted by a committee member.



# APPLICATION FOR FUNDRAISING ACTIVITY

**Under** the policy guidelines of the **EASTERN MAVERICKS DISTRICT BASKETBALL CLUB** you are required to **SEEK APPROVAL** for all fundraising activities.

Details of the Team making application:

Team: .....  
Name: .....  
Position: .....  
Mobile: .....  
Email: .....

Fundraising Activity:

Reason:

Date of Commencement:

Description of activity:

.....  
.....  
.....  
.....

I hereby certify the information I have provided is true and accurate at the time of signing

Print Name .....

Signature .....

Date ...../..... /.....

**EMDBC Committee**