



Maroondah Basketball Club
PO Box 4023, Croydon Hills, 3136
www.maroondahmagic.com.au
ARBN: 0004890D

Dear Coaches,

Welcome to the new basketball season and thank you for volunteering to coach a team. Volunteers like yourself are vital to the success of our club and we appreciate your time and effort.

You will be provided with a list of players in your team before the start of the school holidays. Please phone all players on the list to introduce yourself and advise them of your training time and venue. This needs to be done ASAP. This is also an opportunity to discuss with parents the role of the Team Manager and potentially find a parent who is able to volunteer for this role.

Additional information you will need for the new season is available on the clubs website at: www.maroondahmagic.com.au. There you will find the following in the documents under the 'Coach/Manger Resources' section:

- Introductory letter for coaches
- Scoring instructions
- Coaches Code of Conduct
- Spectators Code of Conduct
- Parents Code of Conduct
- Players Code of Conduct
- Team payment record sheets
- Team sheet fees guidelines
- Scoring roster
- Introductory letter for Team Managers
- Link to online Registration
- Blank court plans and diagrams
- Encouragement award template
- Various other coaching resources and links

The Kilsyth Basketball Website also has a number of other resources which you may find useful. Familiarise yourself with the Junior Competition Rules.

<http://www.kilsythbasketball.com.au/index.php?id=rulesandpolicies>

Team Manager: Please select a Team Manager ASAP and give that person the team manager's clipboard and introductory letter. Your Team Manager is there to make your life easier, a good choice would be a parent who attends most games, is always early/on time and has a friendly disposition. This person has the potential to bring your team and parents together and help things run smoothly.



Age Co-ordinators: Please keep in touch with your Age Co-ordinator, who can provide you with assistance regarding team issues and organising fill-ins as required.

Coaching Co-ordinators: Coaching Co-ordinators (along with mentor coaches) can provide assistance in planning and running training sessions. They can also assist with attending games and providing support to any coaches who request assistance.

Polo Tops: The club will provide all coaches with a Maroondah Magic Polo Top. We would appreciate it if you could wear these to the stadium when you are coaching, as they will clearly identify you as an official representative of the club. They are available from the Maroondah Magic Uniform Shop at Dorset Primary School during opening hours.

Working With Children: The club is required by Basketball Victoria to ensure that all coaches have a current Working With Children check. Sue McGrath is our club Secretary who co-ordinates this. New coaches need to contact Sue to advise they have applied for the check or to add Maroondah Magic as an additional organisation to an existing check.

First Aid Kits: First aid kits are provided to all coaches and we encourage you to take these to all games/training sessions. You are not necessarily expected to provide first aid to injured players but have these supplies available so that a parent can administer to their own child. As supplies are used you can obtain replacement stock from the Uniform Shop during open hours.

Additional Information: We would also like to bring to your attention a few issues that are regularly raised by officials and/or parents:

1. Equal Court Time. This is probably the most common complaint that coaches, co-ordinators and the committee receive from parents. The club's policy in relation to court time is that all coaches are to attempt to ensure that all players receive equal court time in all games during the regular season. It is the objective of the club to develop all players within each team. During finals this policy may be slightly modified, however please ensure that all players get a reasonable time on the court. If this policy is adhered to, the team is much more likely to run smoothly and all players will feel valued (and therefore parents will be happy too!)
2. Communication. All coaches are encouraged to keep open communication channels with their Age Co-ordinator. If you have an issue with a player or parent that you are unable to deal with, please seek the assistance of your Co-ordinator. If the issue is still not resolved, your Age Co-ordinator will bring it to the attention of the committee with a view of seeking suitable resolution and report back to you.
3. Codes of Conduct. Maroondah Magic Basketball Club signs an agreement with Basketball Victoria, via the KMDBA, to abide by Basketball Victoria's Code of Conducts. There are specific codes that apply for coaches, officials, players, spectators and parents. Copies of these codes of conduct are available on our club website. Please familiarise yourself with them and oversee that all members of your team, including parents conduct themselves in an appropriate manner. If you notice any breaches of the code that you are unable to deal with, please notify your Age Co-ordinator so that issues can be followed up.
4. Team Selection. This is always a contentious point, especially with parents. We, as a committee, try to ensure that this process is rigorous to ensure the best mix of players is selected to represent the club at each age group and within that, each grade. Nearing the end of the current season, Age Co-ordinators will contact coaches within their age group to discuss the skill levels of players within each team which will assist with team selection for the following season.



5. Player Qualification. Please be aware that all players must play at least 50% of all rostered games for the season (excluding byes) to qualify for finals. Please make sure that your Team Manager always checks that the scorers have activated the names of the players who were present at each game. The Kilsyth Association adheres strictly to this policy based on their records.

6. Avoiding a Forfeit : It is important to let your Age Group Co-ordinator know, with as much notice as possible, if you require fill-ins for your team due to lack of players. It is the Clubs policy that we avoid forfeiting games where possible. Forfeiting games is costly and not desirable.

Finally, the club is always looking for volunteers like yourself to take on roles on the Committee, coaching teams or filling the role of Age Co-ordinators.

As you are our key interface with the parents of our players, if you hear of anyone who expresses an interest in undertaking an official function within the club, please contact a committee member who can follow up. A list of committee members and contact details is available on the website.

Regards,

Maroondah Magic Basketball Club Committee.