



BENDIGO JUNIOR BRAVES OPERATIONAL POLICIES & GUIDELINES

Reviewed – May 2019
Next review due April 2020

“If each athlete and coach in our program improves, we have been successful.

Success and achievement are a result of developing the individual.

Developing the team requires dedication, commitment and hard work.”

BBA
BENDIGO BASKETBALL
ASSOCIATION

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FOREWORD

This document outlines the standards and operations of the Bendigo Junior Braves program and is designed to provide an overarching perspective of the expectations and responsibilities of everyone associated with the program. The following policies and guidelines have been developed by the Junior Braves Committee (JBC) in consultation with the Bendigo Basketball Association (BBA).

By agreeing to be involved in the Junior Braves program every coach, athlete, parent, committee member and official is expected to adhere to the policies and guidelines in this document and endeavour to always represent Bendigo Basketball and the Junior Braves program to the highest possible standards.

This document does not cover all scenarios and the BBA Board reserves the right to uphold, alter or make any decision in the running of the Junior Squad program. The BBA Board and the Director of Coaching and Athlete Development (DoCAD), in consultation with the JBC (under the boards annex) is the controlling entity.

This document must be read and acknowledged by athletes, parents, coaches, team managers, committee members and any other party that has an interest in the Junior Braves program before taking up any role in the program.

**Please do not refer to any section in isolation.
All sections must be read in conjunction with each other.**



1. JUNIOR BRAVES COMMITTEE (JBC)

The JBC is a group of volunteers who work with the DoCAD and BBA Board to manage the day to day running of the Junior Braves program. The BBA is the controlling body of the Junior Braves program and relies on the JBC to ensure that the program is running efficiently.

The JBC consists of at least 10 active members, including the positions of:

- Chairperson (Directly appointed by the BBA)
- DoCAD (Directly appointed by the BBA)
- Administrator (Directly appointed by the Bendigo Stadium Limited Sports Office)
- Treasurer (Directly appointed by the BBA)
- Bendigo Basketball Association Delegate
- Coaches Liaison Officer
- Media Liaison Officer
- Team Manager Liaison Officer
- Equipment Coordinator
- Grants Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator

Committee members are elected every twelve months, and JBC members must hold an active role. The DoCAD, Administrator and Treasurer are non-voting positions (refer to Election of Committee Members Appendix 2).

The structure of the JBC does not allow for more than one person from the same family to be members at the same time.

2. JUNIOR BRAVES COMMITTEE PHILOSOPHY AND OPERATIONS

- By accepting a position on the JBC you become an integral part of the Junior Squad program. All committee members must be supportive of the program and those involved in it including, athletes, Coaches, Team Managers, parents and other JBC members. It is imperative that committee members do not relay false or misleading information and personal opinions outside of the committee. Confidentiality is to be maintained at all times.

- Operating a junior basketball program of this size can present challenges, the role of the committee and its members is to offer alternatives, solutions, support, assistance and encouragement to all members of the Junior Braves program, including athletes, parents, Coaches, and Team Managers.
- Important operational decisions should only be made with a minimum quorum of committee members (ie:2/3rds of voting members). JBC members should be present at the meeting in which the vote is to take place. Proxy votes are permitted in certain circumstances if a committee member has a valid reason for non-attendance. Proxy votes must be in writing and can be sent by post or email. The format of the proxy is by the approved form (Appendix 3) and must be submitted to the JBC Administrator at least 24 hours prior to the vote taking place.
- Committee members must attend at least 2/3rds of the scheduled meetings during the current squad season. Committee members who do not attend the minimum number of meetings may have their position declared vacant.
- In the event of a deadlocked vote the Chairperson has the deciding vote. If it is still not able to be resolved the agenda item must be referred to the BBA.
- The JBC cannot change policies or guidelines, however can make recommendations to the BBA Board who will review the request at the next available Board Meeting.

3. JUNIOR BRAVES PHILOSOPHY

- To provide all athletes with the opportunity to represent Bendigo at the highest level.
- To become the strongest and most fundamentally sound representative squad program in Australia.
- To provide all athletes with the opportunity to develop their skills in a safe, friendly, productive and enjoyable learning environment.
- To develop a solid foundation of individual skills for the future development of basketball in the region.
- To provide all athletes with a high standard of coaching and instruction.
- To provide all athletes with high quality and well-structured training sessions.
- To provide all Coaches with guidance, opportunities and pathways to improve their skills.

4. AGE GROUP SPECIFIC OBJECTIVES

Under 12 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Country Under 12 Championships.
- To prepare a team for the Bendigo Junior Classic Tournament.

Under 14 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Country Under 14 Championships.
- To qualify for the National Championships.
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or VJL One Division.
- To prepare a team for the Bendigo Junior Classic Tournament.

Under 16 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Country Div 1 & 2 Championships.
- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or VJL One Division.
- To prepare a team for the Bendigo Junior Classic Tournament.
- To prepare athletes for state team selections.

Under 18 Objectives

- To give each athlete ample opportunity to enjoy basketball and develop their team and individual skills.
- To prepare a team for the Basketball Victoria Country Div 1 & 2 Championships.

- To qualify for Victorian Junior Championship League (VJBL) – Victorian Championship Division or VJL One Division.
- To prepare a team for the Bendigo Junior Classic Tournament.
- To prepare athletes for state team selections.

5. APPOINTMENT OF COACHES

On behalf of the BBA and prior to the beginning of the squad season, the DoCAD will call for applications for all Junior Braves Coaching positions. Applications for coaching positions must be in writing, with invited applicants to be interviewed by a Coaching Selection Panel that will consist of;

- The DoCAD
- BBA nominated person
- JBC nominated person

Applicants are to be selected based on criteria determined by the DoCAD.

Applicants should bring a current Working with Children Check and be prepared to sign an authority to release a Criminal History Check at interview.

The Coaching Selection Panel will provide a report with the recommended coaches to the BBA. The BBA will ratify the recommended candidates to the JBC.

Coaches selected for Under 14, 16 and Under 18 age groups must be available to coach in the Victorian Junior Basketball League (VJBL) competition except where special consideration has been approved by the BBA.

6. BUSES

The use of buses to attend tournaments will be decided on an individual team basis, they are not compulsory. If the team decides to utilise a bus, please ensure that you are aware of all associated costs (insurance etc.) prior to making your booking. All teams **MUST** have comprehensive insurance cover when hiring buses. The cost of any damages is the responsibility of the individual teams. The JBC or BBA will not cover the costs of any claims.

7. CLEARANCES

As per the BBA bylaws current squad athletes of ANY team can only apply for domestic clearances during the month of September.

8. CODES OF CONDUCT

Stakeholders involved in the Junior Braves program must always abide by the various Codes of Conduct and be aware of the 'Zero Tolerance Policy'.

There is zero tolerance shown towards any inappropriate or abusive behaviour from athletes, Coaches, Team Managers, parents or spectators.

This includes, but is not limited to:

- Persistently or wilfully question or challenge the rulings of the referees
- Berate or abuse referees
- Berate or abuse players or any team official
- Berate or abuse other parents or spectators
- Display conduct which is inappropriate in a sporting environment

8.1 Athletes Code of Conduct

- Understand and play by the rules.
- Never argue with an official. If you disagree, have your coach, captain or manager approach the referee during a break or after the game in an appropriate manner.
- Control your temper. Verbal abuse of officials or other athletes, deliberately distracting or provoking an opponent is not acceptable or permitted in basketball.
- Work equally hard for yourself and for your team. Your team's performance will benefit, therefore so will you.
- Be a good sport. Acknowledge good plays whether they are by your team or the other team.
- Treat all athletes as you would like to be treated. Do not interfere with, bully or take unfair advantage of another athlete.
- Co-operate with your coach, officials, team mates and opponents. Without them there would be no competition.
- Play for the "fun of it" and not just to please parents and coaches.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race, appearance or impairment.
- Be prepared to lose sometimes. Everyone wins or loses at some time. Be a fair winner and a good loser.
- Listen to the advice of your coach and try to apply it at practice and in games. The instructions from your coach override those given by anyone else.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.2 Parents Code of Conduct

- Encourage participation for the athlete's own interest and enjoyment, not yours. Support their participation and do not force them.

- Encourage athletes to always play by the rules.
- Teach athletes that an honest effort is always more important than a victory.
- Focus on developing skills and playing the game. Reduce the emphasis on winning
- Athlete's learn best by example. Applaud good play by all teams.
- Do not criticise in front of others – including criticism of the athlete, team mates, team officials or referee's. Reserve constructive criticism for more private moments.
- Respect and accept decisions of all referees as being fair and called to the best of their ability. Do not raise issues of disagreement publicly.
- Set a good example by your own conduct and behaviour.
- Do not criticise or provoke opposing team members or supporters by word or gesture.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Show appreciation for volunteer coaches, officials and administrators. Without them, there would be no game.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, YouTube, Twitter, mobile phones etc.
- Parents are not to approach the Coach immediately prior to, or for 24 hours following games or training with the intention of discussing concerns or game/training related matters.
- During training and games, all direction and instructions come from the coach and assistant coach only. Parents are not to coach from the sidelines.

8.3 Spectators Code of Conduct

- Applaud good performances from each team. Congratulate all athletes regardless of the outcome.
- Respect the referee's decision. Do not disagree publicly with a referee's decision.
- Always be positive. Never ridicule or shout at an athlete for making a mistake during competition. Condemn the use of violence, intimidation or dissent in any form, be it by spectators, coaches or athletes.
- Show respect for your team's opponents and for officials, without them, there would be no game.
- Encourage athletes to obey the rules and decisions of officials.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights of others and avoid the use of derogatory language based on gender, race or impairment.
- Always respect the use of facilities and equipment provided.

- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.
- No spectator is to approach a coach immediately prior to, or for 24 hours following a game or training with the intention of discussing concerns or training/game related matters.
- During training and games, all direction and instructions come from the coach and assistant coach only. Spectators are not to coach from the sidelines.

8.4 Coaches Code of Conduct

- Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athletes for making mistakes or losing a competition.
- Be reasonable in your demands on young athletes' time, energy and enthusiasm.
- Teach athletes that understanding and playing by the rules is their own responsibility.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches, and their interaction with the media, parents and spectators.
- Group athletes according to age, height, skills and physical maturity, whenever possible, to promote fair competition and development.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
- Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
- As well as imparting knowledge and skills, promote desirable personal and social behaviours. The coach is an educator and mentor and must be mindful of maintaining appropriate and professional boundaries.
- Stay informed about changes in sport; ensure that the information used is up to date, appropriate to the needs of athletes and takes into account the principles of growth and development of children.
- Ensure that physical contact with athlete's is appropriate to the situation and necessary for their skill development.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.

8.5 Team Managers Code of Conduct

- Remember that basketball should be played for fun and enjoyment and that winning is only part of the motivation. Never ridicule athlete's for making mistakes or losing a competition.
- Assist your coach with teaching your athletes that understanding and playing by the rules is their own responsibility.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches and managers and their interaction with the media, parents and spectators.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
- Schedule time and length of practices and competition that take into consideration the maturity levels of athletes.
- Show concern and take responsibility for athletes who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured athlete is ready to recommence play.
- Be aware of the role of the Team Manager as a mentor, and maintain appropriate and professional boundaries.
- Demonstrate appropriate social behaviour by not using foul language, harassing athletes, coaches, managers or officials.
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, appearance or religion.
- Always respect the use of facilities and equipment provided.
- Respect and be mindful of other basketball participants and officials when using electronic media, e.g. Facebook, You Tube, Twitter, mobile phones etc.
- Team Managers Manual is to be read in conjunction with Junior Braves Operational Policies and Guidelines for further details and allowances.

8.6 Other Codes of Conducts

In addition to the Codes of Conduct mentioned in this document all stakeholders must also abide by the Code of Conducts as set by Basketball Victoria, the Bendigo Stadium and other Stadiums, associations or competitions. It is the responsibility of all people involved in the Junior Braves program to make themselves familiar with these various standards.

8.7 Breaches to any Code of Conduct or Bylaws

For all Codes of Conduct, any breaches will be dealt with according to the Member Protection Bylaws, Junior Braves Operational Policies and Guidelines, and referred to the JBC. Coaching related matters are to be referred to the DoCAD, who will make recommendations to the JBC.

Some circumstances may result in a report being made to the Independent Tribunal.

8.8 Harassment-Discrimination-Vilifications

The Junior Braves program is committed to a policy of sport which is free of harassment, discrimination and vilification as per Basketball Victoria's Member Protection Bylaws.

This includes all Coaches, Team Managers, athletes, parents and spectators.

Any breaches may result in a report being made to Basketball Victoria.

8.9 Basketball Victoria Member Protection Bylaws

All athletes, Coaches, Team Managers, parents and spectators must adhere to the Basketball Victoria Member Protection Bylaws at all times.

Any breaches may result in a report being made to Basketball Victoria.

8.10 Conflict Resolution Committee

Is a Sub Committee consisting of the DoCAD, nominated BBA Member, and nominated JBC member who may, as required consult with the BBA Conflict Resolution Committee for advice and guidance in resolving a matter or conflict.

9. COMMITMENT

9.1 Athletes

The level of commitment for athletes varies with each age group but there are some common expectations. Athletes must commit to being available to play in all tournaments as recommended by the DoCAD. They must also be available for all compulsory training sessions (up to two per week).

It is expected that as part of the Junior Braves program, basketball should be the athlete's priority sport during the Junior Braves season.

Concessions may be made for academic or work-related commitments, however, involvement in other sport may not be a satisfactory reason for failing to train or play when required by the Coach.

9.2 Parents

Each parent of a Junior Braves athlete must be committed to ensuring their child is available for and able to attend all compulsory training sessions and games. Parents must also be committed to the Junior Braves Code of Conduct and have an obligation to understand the Junior Braves Operational Policies and Guidelines.

9.3 Coaches

All Coaches must commit to every aspect of the Junior Braves program for their age group and be prepared to set an example for athletes in the areas of communication, punctuality, commitment, professionalism and attendance. Coaches must read and understand the Junior Braves Operational Policies and Guidelines, abide by the conditions of their Coach's Agreement and the Coaches Code of Conduct and attend all meetings set by the JBC or DoCAD.

9.4 Team Managers

The role of the Team Manager requires a level of commitment often above any of the athletes and sometimes even the Coach. Team Managers take on the bulk of the

organisational work including liaison with the Junior Development Coordinator and the JBC and making tournament travel and accommodation arrangements. Team Managers must read and understand the Junior Braves Operational Policies and Guidelines and Junior Braves Team Managers Manual. Team Managers must abide by the Team Managers Code of Conduct and attend all meetings set by the JBC.

10. COMPLAINTS

All complaints should be directed initially to the Team Manager. If the issue cannot be resolved, the Team Manager should discuss the issue with the Coach and/or the relevant JBC member.

If the issue is related to coaching or playing time this should be directed initially to the Team Manager. Non coaching matters or matters of a serious nature, should be referred to the JBC Team Manager Liaison, who will either resolve the issue, bring it to the attention of the JBC or if required raise it with the BBA. If required, matters may be referred to an external agency for mediation, investigation or resolution.

All complaints must be in writing and include the name of the author. Anonymous letters of complaint will not be considered. If the author would like to have their name withheld this can be arranged.

JBC meetings are held monthly and will review issues and complaints that arise. If required due to the serious nature of an issue or complaint, an additional meeting may be called to address and resolve an issue or complaint.

Grievances, complaints or concerns of a serious nature should be addressed to:

Team Manager Liaison Office, Junior Braves Committee
Amanda Dettmann
teammanagerJBC@bendigobasketball.com.au

11. COUNTRY VICTORIA PROGRAMS

All Junior Braves athletes and coaches are actively encouraged to participate in all Basketball Victoria Country Council (Country Vic) programs. This includes:

- Intensive Training Centre Programs
- Under 12 Skills Days
- Under 14 Academy Programs
- Under 16/18 State Team selections.

- Teams who qualify for Classic Tournaments within reason, are expected to play in State or National Tournaments, unless an exemption is given by the JBC in consultation with the DoCAD and BBA.

12. COURT TIME

Under 12

All Under 12 athletes selected for tournaments must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the match. In an Under 12 1st team an athlete's ability, attendance at training and attitude will be taken into account when determining the amount of court time they receive. An emphasis should be placed on giving athletes every opportunity to play. In an Under 12 2nd and/or 3rd/4th team, athletes will be given fair and reasonable court time with consideration for the above factors and a strong focus on individual and team development.

During the U12 Country Championships, Coaches are expected to have all athletes play at least 25% of each game. The playing time is at the discretion of the Coach.

All athletes and parents must be made aware of this at the start of the Junior Braves season.

Under 14

All Under 14 athletes selected for tournaments must play in every round robin game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Athletes will be expected to play in each half of the match. In an Under 14 1st team an athlete's ability, attendance at training and attitude will be taken into account when determining the amount of court time they receive at tournaments and VJBL. In an Under 14 2nd and/or 3rd/4th team, athletes will be given fair and reasonable court time with consideration for the above factors and a strong focus on individual and team development.

During Basketball Victoria Country Championships and National Championships, Coaches will be able to play individuals as they deem appropriate with no requirement to play every athlete. All athletes and parents must be made aware of this at the start of the Junior Braves season.

Under 16 & Under 18

All Under 16 & Under 18 1st teams the Coach will be able to play individuals as they deem appropriate however an athlete's ability, attendance at training and attitude will be taken into account when determining the amount of court time they receive at tournaments and VJBL. In 2nd teams all athletes must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons.

All athletes and parents must be made aware of this at the start of the Junior Braves season.

13. DE-LISTING ATHLETES DURING THE JUNIOR BRAVES SEASON

Only the BBA Board has the authority to de-list an athlete during the Junior Braves season. Reasons for de-listing an athlete may include (but are not limited to) repeated non-attendance at compulsory training sessions or games, breaches of the athlete and/or parent code of conduct or an irreconcilable breakdown in the relationship between the Coach and the athlete. A lack of form will not constitute grounds for de-listing an athlete.

If a Coach believes an athlete should be de-listed, a written request must be made to the DoCAD. The request must provide adequate reasons and evidence. The DoCAD will inform the JBC of the request, and make a recommendation to the BBA Board for consideration. The final decision will rest with the BBA Board.

14. DISCIPLINARY ACTION

The JBC and the BBA Board reserve the right to take disciplinary action against any athlete, Coach, Team Manager or parent who does not abide by the Junior Braves Operational Policies and Guidelines or the relevant Codes of Conduct, or Coaches who breach their signed agreement.

Minor matters may be managed by the JBC. Minor disputes may include but are not limited to:

- athlete's court time
- financial matters involving tournaments
- accommodation
- travel expenses or financial disputes related to an athlete whilst representing the Bendigo Junior Braves
- Any matter including inappropriate use of social media directed at/or including bullying, intimidation, of any athlete, Coach, Team Manager, parent, spectator or any representative of the JBC.

Moderate matters may be managed by the JBC. Examples of moderate matters may include and is not limited to:

- breaches of the Code of Conduct
- non-game related incidents.

Any moderate matters that cannot be resolved by the JBC, may be referred to the BBA Board and/or an external party for conflict resolution/mediation.

Serious matters may be referred by report, directly to the BBA Board. Serious matters may include and are not limited to:

- game related report/s, of an athlete, coach, parent/guardian and/or spectator.
- any incident/breach/disciplinary action, which potentially has a penalty including, but not limited to, a monetary fine, and/or any suspension, and/or disqualification,

must be referred to the BBA. This includes any serious breaches of the Code of Conduct and/or the BBA By-laws, and/or Member Protection By-laws

- any behaviour that may reflect negatively on Bendigo Basketball.

All disciplinary action must be in accordance with the BVA Members Protection By-Laws and the BVA Tribunal By-Laws. Individuals reserve the right to lodge an appeal or be directly referred to the BBA Board. The BBA Board will decide what action should be taken on a case by case basis.

Disciplinary action to Junior Braves stakeholders may include:

Athletes

- A written warning from the DoCAD may be issued, in consultation with the JBC. If the written warning is ignored, the BBA Board will consider appropriate disciplinary action.
- Athletes may be stood down from participating in Junior Braves training, games or other functions or de-listed from the program.

Coaches

- A written warning from the DoCAD may be issued, in consultation with the JBC. If the written warning is ignored, the BBA Board will consider appropriate disciplinary action.
- Coaches may be stood down from their Coaching position for a period of time or removed from the role.

Team Managers

- Team Manager may be stood down from their position for a period of time or removed from the role.

Parents

- Parents may be banned from attending Junior Braves training, games or other functions.
- Repeat offences may result in the parent's child being de-listed.

Appeals

Any appeals will be referred to the BBA Board.

15. DOMESTIC MATCHES

The BBA extend the courtesy of allowing Junior Braves teams to play in the domestic basketball competition. These games should be treated by all involved as a valuable opportunity for development and not have a focus on winning.

All Junior Braves teams are encouraged to play in the Summer domestic competition only. Junior Braves sides are not to compete in the Winter domestic competition. The game fee for all matches will be \$5 per athlete of which \$1 goes back to the Junior Braves program.

Teams will be entered into an age group and division, as nominated by the Coach and endorsed by the DoCAD. All grading requests are ratified by the Bendigo Stadium Competition Coordinator.

Athletes are expected to play in these domestic matches unless it clashes with their own club game. In this instance the club game takes precedence over the squad game but common sense should be applied, eg: If there are 9 athletes available in your domestic team and only 4 athletes available in your squad team due to clashes then you would play with the squad team. Where possible squad teams should not forfeit domestic matches. Normal forfeit fees will apply to Junior Braves teams. Fines will be paid by the team involved, not the BBA or the JBC.

Junior Braves teams are NOT eligible to qualify for finals in the domestic competition. In the event that a Junior Braves side finishes within the teams eligible for finals, they will be removed. The next team on the ladder will take their place in the finals series.

16. FINANCES

Each Team Manager is required to maintain a Junior Braves bank account. Accounts have already been established for all teams. Money paid by parents in the lead up to tournaments and money left over after tournaments will be kept in this account.

All money paid to Team Managers must be receipted and accurate records kept. Where possible Team Managers should avoid accepting cash from athletes, parents or Coaches to pay for team expenses. A written receipt must be provided for any cash transaction.

Financial details and transactions must be available to the BBA Treasurer when requested.

After each tournament Team Managers are required to forward to the Team Manager Liaison a costing summary of expenses with all associated receipts. Team subsidies will be withheld by the JBC until these documents are provided to ensure transparency and correct accounting of funds.

17. MEDICAL RECORDS

The Team Manager will keep medical records for each athlete using CareMonkey. These records are private and confidential and should not be disclosed to anyone other than the Coach, Team Manager, sports trainer or medical professional. Information contained in the records should only be used for the purpose for which it is provided.

All personal medical information must be collected and stored in accordance with the Privacy Act and the National Privacy Principles.

18. PARENT/ATHLETE BRIEFING

Every parent is expected to attend a Parent Briefing to be conducted by the JBC following final selections of the Junior Braves squads. The meeting will outline the Junior Braves Operational Policies and Guidelines and the Junior Braves structure and philosophy.

This briefing is usually held on the day of the Junior Braves Family Day, and is an opportunity to ask any questions you have regarding the Junior Braves program. The Junior Braves family day will be held on a date to be advised.

THE JUNIOR BRAVES FAMILY DAY IS COMPULSORY FOR ALL SELECTED ATHLETES AND PARENTS.

19. VICTORIAN JUNIOR BASKETBALL LEAGUE

Part 1

Athletes selected in the Under 14,16 and 18 1st teams (both Boys & Girls), will participate in the Victorian Junior Basketball League (VJBL) Grading Phase. After grading, if teams qualify for either Championship or Metro 1 division, it is expected that they will participate for the remainder of the season. If they do not qualify for either of these divisions, in consultation with the JBC and the DoCAD, the team may be withdrawn. Any fees or penalties associated with this decision will be paid by the JBC.

During the VJBL season, eligible athletes are to be a current active member of a Bendigo Junior Braves team. For the purpose of this ruling, 'current' will be defined as the period from squad selection to the next.

Eligibility of non-squad members will be at the discretion of the JBC in consultation with the DoCAD.

Teams will be encouraged to 'car-pool' when travelling to matches during the grading season. During the regular VJBL season, teams will be allocated a travel subsidy to assist with bus hire costs. The amount of subsidy will be determined by the JBC at the start of the VJBL season and will be based on the number of sponsors each team obtains.

Athletes are strongly recommended to seek sponsorship to assist in covering **SOME** of the financial costs associated with playing in the VJBL. Money obtained through sponsorship for teams playing in the VJBL can only assist in offsetting specific costs, including team bus hire and team/game sheets. Money obtained through sponsorship **WILL NOT** cover **ALL** costs associated with playing in the VJBL and parents will be required to contribute financially throughout the season.

Part 2

All athletes selected in the Under 14, 16 and 18 1st Squads who qualify will be required to play for Bendigo in the grading rounds of the VJBL.

If an athlete in the team decides to pursue playing for a Melbourne-based club, that athlete will be withdrawn from the Bendigo Junior Braves program.

If a Bendigo team qualifies and decides to participate in VJBL, no Junior Braves athlete who took part in the grading rounds will be cleared to play for another association. A permit can be issued by the Administrator of the BBA and is issued on the understanding that it is for a period not exceeding 12 months. The permit must be ratified by the DoCAD and the JBC. Athletes may be able to play in some tournaments representing the Bendigo Junior Braves providing that games do not clash with VJBL commitments.

Junior Braves athletes need to obtain written consent from the DoCAD in consultation with the JBC, to try-out and/or train with another team/association before or during the grading rounds on the proviso that if their Bendigo team does not qualify they would be eligible for selection in that side. A permit in this instance would be issued on the understanding that it is for a period not exceeding 12 months.

Any forfeits throughout the MUVJBL season will be paid by the team involved.

20. RECRUITMENT OF ATHLETES FOR JUNIOR BRAVES TRYOUTS

- Invitations to try out for the Junior Braves program can be offered to any athlete who meets the age requirement. Once selected an athlete must play domestic club basketball in the BBA preferably in Division 1. Athletes who do not play in 50% of domestic basketball matches will not be permitted to represent the Junior Braves program. In the event of exceptional circumstances, where the 50% requirement cannot be met, approval must be sought from the DoCAD in consultation with the JBC, to represent Junior Braves.
- Athletes vying for selection in the Junior Braves program must not have any money owing to the JBC. If there are financial issues including financial hardship, the Treasurer or Chairperson may be contacted to discuss the situation. Any issues will be dealt with in the strictest of confidence.
- Tryout dates will be advertised at the Bendigo Stadium, on the Bendigo Basketball website and on Bendigo Braves social media platforms.
- Athletes will only be eligible for selection for their own age group unless exceptional circumstances apply. Approval must be given by the DoCAD, in consultation with the JBC.
- The JBC must refer all coaching and playing issues to the DoCAD.

Athletes from other associations who have a team in the same country division as the Bendigo team for which they are trying out, will not be eligible to play for Bendigo:-

- if requested to play for their home association.
- as directed by Basketball Victoria Country
- athletes who have been selected in the 1st side and that have played in a previous BVC Champs with another association need to obtain a clearance from their previous association. The DoCAD will assist in this process

This is subject to change according to the rules and regulations of Basketball Victoria.

Coaches must not actively entice athletes from other associations to attend Junior Braves tryouts. They may however make athletes aware of tryout dates and times.

Coaches must not entice athletes selected in Junior Braves teams to change their domestic club/team, where it means that either they or another Junior Braves Coach will coach the athlete. Refer to the BBA Bylaws regarding clearances for squad athletes.

21. RECRUITMENT OF ATHLETES DURING SQUAD SEASON

Athletes not selected in the Junior Braves program through the tryout process must not be approached to join the program without the consent of the DoCAD and the coach of the team. The addition of any athlete to a Junior Braves team after selections have been finalised must be ratified by the JBC who will ensure the selected athlete is eligible.

Athletes are permitted to be recruited during the season if;

- it is deemed to be in the best interest of the team into which the athlete would be selected and
- it is in the best interests of the overall program (eg: there are a number of long term injuries or long term unavailability).

When an athlete from a higher grade withdraws from the squad program it is preferable that the replacement comes from the current squad programs unless special circumstances exist.

Any athlete recruited after try-outs MUST

- complete full registration details and pay all fees required and
- be given the Junior Braves online information booklet

If athletes are approached by Coaches or Team Managers without the consent of the DoCAD in consultation with the JBC, that athlete may not be permitted to represent Bendigo in that Junior Braves season and disciplinary action may be taken against the Coach and/or Team Manager.

22. REGISTRATION FEE – TO BE CONFIRMED PRIOR TO THE START OF THE SEASON

The JBC charges a registration fee to assist with the running of the Junior Braves program. Athletes are required to pay this fee prior to being able to participate in any games for the Junior Braves.

Any athletes selected as a training partner, will be required to pay a portion of the registration fee. This fee is outlined in the Information Brochure.

23. TEAM MANAGERS

The role of the Team Manager carries with it a lot of responsibility and is very time consuming. The selection of a Team Manager must be done carefully as the relationship between the Team Manager and the Coach is critical and must involve two-way communication.

A policy of: 'No Team Manager, No Team' will be enforced if a suitable person cannot be found.

Nominations for Team Manager MUST be approved by the JBC.

24. TEAM SELECTIONS

Team selections will be made by Junior Braves coaches and approved by the DoCAD.

The BBA Board and the JBC will support the decision of the Coach and DoCAD regarding team selections. In the event that a written complaint is received that provides valid reasons for disputing team selections, this will be referred to the JBC.

Athletes may at any time during the course of the Junior Braves season be moved between squads as the coaches, in consultation with the DoCAD deem appropriate.

25. TOURNAMENTS

Teams may attend a maximum of 6 (six) tournaments for the season. These must be approved by the DoCAD.

A list of approved tournaments will be supplied to coaches for consideration. The JBC will provide a (pre-determined) subsidy to teams for a maximum of 4 (four) tournaments to assist with covering costs.

Tournaments Nominated by the DoCAD include:

Team	Compulsory tournaments
1st sides	Southern Peninsula
	Shepparton
	Bendigo
	Wodonga (Under 12's only)
	Respective age group BVC Champs
2nd & 3rd sides	National Junior Classic
	Swan Hill
	Shepparton
	Bendigo
	Wodonga

Team	Optional tournaments
1st sides	Nunawading
	Ballarat (Under 12's only)
2nd & 3rd sides	Whittlesea
	Ballarat

If a team is not able to attend a State/National Tournament due to exceptional circumstances the request must be referred to the BBA for approval.

25.1 Costing

Costs for all tournaments are to be kept to a minimum.

Costing sheets (completed by Team Managers) with a detailed breakdown of costs must be supplied to the JBC at least 21 days prior to each tournament. All parents are to be supplied with a copy of the costing sheet.

The cost of accommodation, a travel allowance and meal allowance for the Coach, Assistant Coach (if applicable) and Team Manager is to be built into the costing sheet and paid for by the athletes of the team. The amount of these allowances is determined by the BBA.

All money must be electronically deposited into the relevant team bank account at least seven days before the tournament. Team Managers must provide all receipts from the tournament and/or a record of expenditure to the JBC.

All teams will decide whether athletes stay together as a team or stay with their parents during tournaments. This must be negotiated and agreed upon by coaches, team managers and parents.

If a bus is being used all athletes must travel on the bus. This assists in keeping the cost per athlete to a minimum.

Team Managers Manual is to be read in conjunction with Junior Braves Operational Policies and Guidelines for further details and allowances.

25.2 Supervision/Accommodation

There are 2 options for tournament accommodation and travel:

Option 1- athletes stay together as a team at the same motel

The team pays the cost of the Team Manager, Assistant Coach and Coach's accommodation, meal allowance and travel allowance.

If an individual athlete decides to stay with their family when the team has agreed to stay as a team, the costing sheet must still be **paid in full**. If the family or athlete is not accepting of this the athlete will be ineligible to play in that tournament.

- During tournaments all athletes will be supervised by the Coach and Team Manager of their team.
- Each room of Under 12/14/16/18 athletes must have one adult sleeping in each room (the 'supervising adult'). The supervising adult is responsible for the supervision of the athletes during the night and adequate sleep is encouraged.
- The supervising adult may be the Coach or Team Manager or any other adult appointed for that purpose by the Coach or Team Manager.
- The supervising adult must be of the same gender of the athletes in that particular room and have a current WWC check.
- No other adult, including the partner of the supervising adult, may stay in the room.
- The cost of the accommodation for the supervising adult shall be paid for by the athletes.
- The Coach and/or Team Manager must organise the sleeping arrangements and allocate the supervising adult prior to departure for the tournament.
- The Coach and/or Team Manager must advise the parents of each athlete of the sleeping arrangements for the tournament and the name of the adult who will be responsible for supervising their son/daughter overnight.
- The arrangements for supervision/accommodation may depart from this policy only with the express authorisation of the DoCAD. Such authorisation must be obtained prior to departure for a tournament or if special circumstances arise, during the course of the tournament.
- The authorisation of the DoCAD shall not be provided unless the written consent of the parents of the children affected by such change has been obtained.

- Athletes who withdraw from a tournament after the entry has been paid and the accommodation has been booked may still be required to contribute towards the tournament entry and accommodation costs.

Option 2 - the athletes stay individually with their family

The team is still required to pay the accommodation cost, travel allowance and meal allowance for the Team Manager, Assistant Coach and Coach's tournament costs. Athletes and their families investigate and pay for their own accommodation.

26. TRAINING

Teams will have at least one compulsory training session a week, which should wherever possible be set outside the time of their Domestic team training. Athletes must attend the nominated training session. Non-attendance at training may affect an athlete's selection for tournaments and may be reflected in their court time.

Additional training sessions held outside the Bendigo Stadium will be paid for by the team not the JBC. Teams will be responsible for ALL training costs at venues other than the Stadium. The only exception to this is for VJBL sides, who train twice a week. Where the second training session is held at a venue other than the Bendigo Stadium and is booked by the Junior Development Coordinator, this cost will be paid for by the JBC.

It is the responsibility of the Junior Development Coordinator to book any outside training venues. The Team Manager is to notify the Junior Development Coordinator of all additional training requests outside of Bendigo Stadium.

When Bendigo Stadium is in use and not available for Sunday's compulsory session, the BBA will cover the costs of hiring another suitable venue. The responsibility of booking this venue will be the Junior Development Coordinator in consultation with the DoCAD.

27. TRYOUTS

Tryouts for Junior Braves will consist of no less than three sessions. The JBC with the DoCAD will set the dates for the tryouts.

Athletes must attend a minimum of 2 tryout sessions to be selected and are strongly encouraged to attend all tryout sessions.

Injured athletes will be expected to register and attend tryout sessions. A medical certificate must be provided if requested. Any athlete who has not registered for tryouts before the final session will not be considered for selection.

Extenuating circumstances preventing an athlete from attending tryouts will be considered on an individual basis and must have the approval of the DoCAD, in consultation with the JBC. Any request for an exemption from tryouts must be made in writing to the DoCAD

before the final tryout session and preferably before tryouts commence if reasons are known at that time.

28. UNDER 14 NATIONAL CHAMPIONSHIPS

If an Under 14 team qualifies for the National Championships each athlete involved in the qualifying team would be expected to be part of that team.

The team (as per normal tournaments) will pay for the accommodation costs, meal allowance and travel allowance of;

- the approved Coach
- Assistant Coach (who must have attended the majority of tournaments and VJBL commitments).
- Team Manager.

The JBC will assist teams travelling to the National Championships with advice and guidance on fundraising opportunities. All fundraising conducted must be approved by the JBC.

29. SPONSORSHIP AND FUNDRAISING

29.1 Sponsorship

ALL private and team sponsorship **MUST** be approved by the JBC and endorsed by the Administrator of the BBA and Sponsorship Manager (representing the BBA) before being accepted and promoted in any way.

- Naming RIGHTS sponsor logos must always be larger than any other sponsors logo. All sponsorship in relation to playing uniforms should be referred to the Sponsorship Manager representing the BBA to ensure contractual obligations are met.
- All signage must be provided, including dimensions, to the JBC for approval before final approval by the BSL Sports Office representing the BBA. The BSL Sports Office will also ensure that the advertising cost and signage is within the parameters and is consistent with what other sponsors have paid for signs to be displayed within the Bendigo Stadium or for the Bendigo Braves.
- The JBC reserve the right to approve or deny sponsorship that is to be displayed on all squad uniforms and squad attire for domestic, VJBL, National or International Tournaments or competitions.

- Individual Team Sponsors Logos can ONLY be sewn or printed on to Polo Tops/Warm up tops. NOT PLAYING SINGLETS. A sponsors logo may be placed on playing shorts if;
 - it is a team sponsor
 - all athletes have an identical logo in the same location on the playing short
 - it is an approved sponsor and approved for sponsorship on the teams playing shorts
 - there is already no more than one sponsor logo on the playing shorts. A maximum of 2 sponsors may appear on the playing shorts.

29.1 Fundraising

ALL fundraising needs to be approved by the JBC and a letter must be received by the Team Manager as confirmation that it has been approved before going ahead.

Fundraising must meet all statutory requirements that are required when fundraising. Questions about statutory requirements on fundraising should be referred to the BBA Administrator.

30. WORKING WITH CHILDREN CHECKS (WWCC)

All Coaches, Assistant Coaches, Team Managers and supervising adults will be required to get a WWCC check under the Working with Children Act 2005. It is the responsibility of these individuals to provide this to the JBC Administrator prior to commencing their role. This includes people who have an ongoing role within the Junior Braves program.

The DoCAD in consultation with the JBC, reserves the right to take any previous convictions (including spent convictions) into consideration when offering Coach, Assistant Coach and Team Manager positions.

A record of participants with WWCC checks will be kept and updated as required and all forms from the Department of Justice will be provided to the Administrator of the BBA who will retain these records. Prior to being appointed each Coach, Assistant Coach and Team Manager must:

- supply a current Working With Children's Card;
- be prepared sign an authority to conduct a criminal history check when asked to do so.

If exempted under legislation, documentation must be supplied to the JBC. Failure to do so will result in the selected person being removed from the program by the JBC or BBA.

31. APPENDIXES

APPENDIX 1 - Election of Committee Members

The Bendigo JBC consists of at least 10 members. There are compulsory members as appointed by the BBA, including Chairperson, a BBA Delegate Representative, Treasurer and the DoCAD. The Administrator is appointed by the Bendigo Stadium Limited Sports Office.

Other committee members are elected by the BBA. Appointment of committee positions is by endorsement as nominated and voted on by the JBC.

All applicants are required to have a valid WWCC and may be required to undergo a Criminal History check.

It is expected that all JBC members hold active positions within the JBC consisting of:

- Chairperson
- DoCAD
- Administrator
- Treasurer
- Bendigo Basketball Association Delegate
- Coaches Liaison
- Media Liaison
- Team Manager
- Equipment Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator
- Grants Coordinator

Applicants are expected to nominate a **minimum of two** from the above committee positions.

Process

1. All elected committee positions are to be declared vacant every 12 months, and applications are called for, and must in writing from the 1st of May each year.
2. Applications close at midnight on 18th June and are to be emailed to the JBC Administrator (late applications cannot be accepted).
3. All applications will be collected by the JBC Administrator who will provide these to the BBA Administrator immediately after the closing date.
4. The JBC members are then elected by the BBA Board at their following Board Meeting.

5. The BBA Administrator will advise all applicants of the outcome and the successful applicants will be invited to attend the JBC meeting in July where they will be elected by the JBC to one of the positions listed above, after all previous committee positions are declared vacant.

Any appeals regarding appointment of committee positions must be referred in writing to the BBA Board.

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by current JBC members. If there are insufficient nominations to fill a position, this will be recorded in the minutes. At this point the JBC may approach people with the necessary skills and appoint them to the position.

APPENDIX 2 – Junior Braves Committee Nomination Form

Name: _____

Address: _____

Contact details:

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Working with Children's Number: _____

Expiry: _____

Do you currently have an athlete(s) participating in the Bendigo Basketball Association (BBA) Domestic Competition?

Yes / No

(please circle)

Do you currently have an athlete(s) participating in the Junior Squad Program?

Yes / No

(please circle)

Nomination: You must nominate for at least two of the following positions.
Applications with only one preference will not be considered.

	Media Liaison Officer
	Sponsorship Coordinator
	Fundraising Coordinator
	Coaches Liaison Officer
	Team Manager Liaison Officer
	Equipment Coordinator
	Grants Coordinator

To be eligible for election to the committee **you must be prepared to accept an active position.**

There are times throughout the duration of the Junior Braves Committee season that all Committee members are expected to assist at events. These are, and not limited to, the below times of year.

- Junior Braves selection trials (July/August 2019)
- Junior Braves Family Day (October 13th 2019)
- Bendigo Junior Classic (Australia Day long weekend)
- Basketball Victoria Country Under 12 Championships (Mid-April 2020)
- Basketball Victoria Country Under 16 & 18 Div 1 & 2 Championships (Mid March 2020)
- Basketball Victoria Country Under 16 & 18 Div 3 & 4 Championships (Mid February 2020)

DECLARATION

I hereby nominate for a position on the Junior Braves Committee (JBC), and I accept the position on the Committee with the understanding I may be required to undergo a Criminal History Check.

If approved to the JBC, I agree to abide by the conditions outlined in the Junior Braves Operational Policies and Guidelines to the best of my ability.

I do not have anyone in my immediate family that is a current member of the Committee or is also applying to go on to the Committee.

In the case where there may be a conflict of interest related to an agenda item, I will acknowledge this at each Committee meeting and exclude myself from voting on this item.

I also understand by nominating to the Committee that I may be elected to any of the above positions, and that I will give the time required to perform this position to the best of my ability.

Person nominating <i>Please print name</i>	Signature	Date

Completed nomination forms are to be electronically submitted to:

Att: Administrator, Junior Braves Committee

devin.gordois@bendigostadium.com.au

Applications are to be received by **close of business on Friday 18th June 2019.**

Late applications will **not** be accepted.

All applications will be treated with confidentiality and passed only to the Administrator of the BBA for tabling at the appropriate BBA meeting.

To be completed by the BBA Board

Nomination Accepted by _____

Seconded by _____

For / Against	Carried Yes / No
<i>Please circle</i>	<i>Please circle</i>

Noted by BBA Administrator Yes / No

Name _____

Signature _____

APPENDIX 3 – Form of Appointment of Proxy

Associations Incorporation Regulations 1998 No. 103

I, (*name*)

Of (*address*)

.....
.....

being a member of the Bendigo Junior Braves Committee.

appoint (*name of proxy holder*).....

of (*address of proxy holder*)

.....
.....

being a member of the Bendigo Junior Braves Committee, as my proxy to vote for me on my behalf at meetings of the Committee to be held on (*date of meeting*)

...../...../.....

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution

(insert details of resolution)

.....
.....

APPENDIX 4 – Athlete & Parent Declaration

Athlete Name (legal full name):

Athlete - Birth Certificate Registration Number:

Athlete Date of Birth:/...../.....

Athlete Address:.....

.....

Full Names of Parents/Guardians (1)

Full Names of Parents/Guardians (2)

Home Telephone:

Athlete Mobile:.....

Parent Mobile:

Work:.....

Athlete Email:.....

Parent Email:.....

Has the athlete ever played for another association? Yes / No

If yes, what associationand the year

Declaration:

I do/don't give permission for my child to have their photo taken and be used on the basketball website or used to promote the Bendigo Junior Braves at the Bendigo Stadium.

I have read and understand the Junior Braves Operational Policy and Guidelines and agree to abide by this document.

I understand the importance of the Codes of Conduct, the financial implications, time required, the objectives of each age group or team and all other aspects within this document.

I am aware that participation in the Junior Braves program has significant responsibilities for all stakeholders and athletes and will adhere to these at all times.

Dated/...../.....

.....

Signature of Athlete

.....

Signature of Parent/Guardian

Signature of Parent/Guardian

APPENDIX 5 – Coach, Team Manager (and other) Declaration

Name (legal full name):

Address:.....
.....

Home Telephone:

Mobile:

Work:.....

Email:.....

Role: Coach / Assistant Coach / Team Manager / Other(circle one)

Working With Children Check Number (provide photocopy of card)

(If not already done, it will be a requirement to inform the Department of Justice that you have an involvement with the Junior Braves and the Bendigo Basketball Association so we are notified of any change to your WWC details)

Declaration:

I have read and understand the Junior Braves Operational Policy and Guidelines and agree to abide by this document.

I understand the importance of the Codes of Conduct, the financial implications, time required, the objectives of each age group or team and all other aspects within this document.

I am aware that participation in the Junior Braves program has significant responsibilities for all stakeholders and will adhere to these at all times.

Dated/...../.....

.....
Signature

APPENDIX 6 – Member Protection Declaration

I, (name) of

..... (address)

born on the / /

solemnly and sincerely declare:

1. I am, or wish to be appointed in the position of either a Coach/Team Manager/Committee person (delete those not applicable) within the Junior Braves program for the Bendigo Basketball Association.
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
5. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
6. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
7. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.
8. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of athletes aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
9. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at , in the State of Victoria on this..... day of2019.

Signature

Before me:

(to be witnessed by a person qualified to take statutory declarations see over)

Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives