



# New Plymouth Basketball Association

## Age Group Representative Policy Manual

### Representative Policy

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# Introduction

This manual outlines policies for New Plymouth Basketball Association Age Group Representatives.

The intention of this document is to be used as a guideline for coaches and management of teams in the U21, U19, U17, U15 and U13 Age Groups.

## Coaches:

New Plymouth Basketball Association will call for suitable applicants on an annual basis using our association and local media.

Advertising for the position will take place from November 1st

Applications will be accepted in writing.

New Plymouth Basketball Association will appoint coaches by December 1st

## Managers:

Suitable applicants will be called for once the coaches have been appointed. It must be recognised that more often than not they are drawn from the parents or supporters of players in the particular age group.

Ideally managers should be appointed as soon as possible to ensure that maximum time could be allocated to ensuring that all systems are in place for the team.

To prepare a budget with help from New Plymouth Basketball Association Treasurer

**All Money raised or collected from players must be banked into the New Plymouth Basketball Association Bank account.**

Managers need to work with the New Plymouth Basketball Association Funding Officer in regards to funding from Funding Agencies etc.

A breakdown of income and expenditure with receipts should be available to NPBA Committee and Parents of the team at the end of the season.

It is recommended that 1 management staff should be conversant in first-aid (e.g. current first aid certificate).

## New Plymouth Basketball Association Payments:

All representative teams will need to self-fund for all tournament expenses to Premiership and National tournaments.

When applying for funding, referees costs will also need to be applied for in funding package.

## Referees:

- New Plymouth Basketball Association must nominate one referee for each age group premiership tournament that is entered.

- If a nominated referee is required, the Tournament Technical Commissioner will contact them and Basketball New Zealand will pay for the referee's travel according to a distance schedule. The Technical Commissioner of the Tournament will liaise with the referees on how best to get to the Tournament e.g., carpooling with other nearby referees. The Technical Commissioner will also arrange accommodation for the referees. The referees will be reimbursed a maximum of \$40 a night so the referees usually share rooms to minimize costs. All referees are also paid a game fee of \$10, paid by the Technical Commissioner at the Tournament.

# Coach Job Description

## **Aim:**

To select and coach a team to compete at the national age group tournaments and to improve the standard and ability of each individual player and team.

## **Qualification:**

Minimum Basketball New Zealand Level 1, in the process of getting this qualification, willing to gain this qualification or Basketball New Zealand Level 2.

## **Staff:**

Each coach shall have at least an assistant coach or manager. In the case of a male coaching a girls' team there must be a female assistant. The male coach will ensure that a female adult will be in attendance for the duration of all practices and games.

## **Assistant Coach:**

The coach can appoint an assistant coach who will also follow the job description in a secondary nature, under the guidance of the coach.

## **New Plymouth Basketball Association:**

Coaches must liaise with the Representative Team Co-ordinator.

- This will include presenting a plan for the season outlining trials, dates, times and venues.
- Provide a season report to NPBA.

## **Selection Process:**

Selection criteria should be transparent and recognized at all times. The object is to provide all players in the association with the opportunity to be selected for a representative team.

New Plymouth Basketball Association encourages all players to play in their own age criteria.

The coach is responsible through the manager for ensuring that all players meet the criteria outlined by Basketball New Zealand.

## **Player Development:**

The coach will provide practices as required to prepare the team in the best possible way for the Premiership and National Tournaments.

## **Personal Development:**

All coaches taking a role at representative level are required by New Plymouth Basketball Association to be registered with Basketball New Zealand.

It is highly recommended that all coaches work toward achieving BBNZ Level One coaching qualifications or higher.

All coaches are encouraged to attend the Basketball New Zealand coaching clinic, which is usually held Labour Weekend.

# Team Manager Job Description

## Preparation Phase:

During the period of preparation of the team the team manager will

- Distribute information to players.
- Establish good working rapport with parents.
- Collect information from players including birth certificates if required. Send this information through to the NPBA Secretary for tournament roster completion with BBNZ. Notify NPBA secretary of Team management details for coach, assistant coach and manager for tournament roster completion with BBNZ.
- Ensure consent forms are completed for each time the team travels away.
- Liaise with New Plymouth Basketball Association and Basketball New Zealand regarding BBNZ registration numbers for cluster camp attendees.
- Prepare a tournament budget (the rep team co-ordinator will help with this if required).
- Organise travel and accommodation for tournament. It will be left to the discretion of the team manager as to whether parents reside at the same accommodation as the team while away at tournaments.
- Be responsible for any fundraising that is deemed necessary.
- Collect any money that is required of players and manage team funds.
- Emphasise the benefits of good nutritious food and hydration for every player.
- Distribute and collect uniforms. (Use the team uniform list to maintain records).
- Collect first aid kit and maintain stock levels.
- Keep New Plymouth Basketball Association informed of all activities.
- Identify parents/volunteers that would like additional training to help with score bench/statistic responsibilities for the team.

## Tournament Responsibilities:

During the period of the tournament, the team manager in conjunction with the coach will

- Allocate rooms and check rooms daily.
- Set curfew and wake up times.
- Monitor use of cell phones especially at night.
- Emphasize quiet waking is essential.
- Ensure daily rest period is observed.
- Monitor player health, injury and fitness levels.
- Make meal arrangements, nutritious food is essential. Arrange a parent/volunteer to assist with this task.
- Arrange food and water drinks.
- Supply first aid, ice and towels for practice.
- Organise daily uniform wash.
- Ensure volunteer/parents are available to perform score bench duties and team statistics, along with any other duties as necessary.

## Game Time:

- Check players are in correct uniforms.
- Have at least 1 spare uniform on hand in case of blood rule enforcement.
- Have alternative set of uniforms on site.
- Provide drinks in own guzzlers and ensure players are constantly hydrating.
- Provide first aid, ice, dry and wet towels.
- Check players have all jewellery off. **Players are responsible for their own jewellery.**
- Keep clothing and team items together.

## **Post Game:**

- Collect score sheets, statistics.
- Be supportive at all times.
- Watch for cliques forming and isolated individuals.
- Monitor parental contacts and the effects of the same.
- Send results to Taranaki Newspaper sports desk.

## **Post Tournament:** Within 4 weeks of end of season tournament

- Provide a season report to New Plymouth Basketball Association.
- Return all uniforms and equipment to NPBA Rep Team Co-ordinator.
- Return all GST receipts and completed Rep Team Expense Reconciliation Form to the NPBA treasurer.

## **Player Selection for Koru or National Team**

- Notify NPBA rep team co-ordinator of any players that have been selected for these teams.

# Coach/Management Code of Conduct

Members of team management will represent New Plymouth Basketball Association in a positive and respectful manner. They will be notified of, and follow the code at all times.

- Management will not smoke or use inappropriate language in the presence of the players.
- Treat all players equal.
- Support all members of the team management by both word and action.
- Observe and monitor player behaviour in relation to Player Code of Conduct.
- Dress in a manner, which reflects well on themselves and basketball.
- Team management must make every effort not to place themselves in a compromising situation with team members.
- In the case of parent complaints or comments, the team manager and coach will discuss the issue before handling the situation with the utmost diplomacy.
- Should such an issue be considered serious, and then the New Plymouth Basketball Association should be called on to assist.
- There is to be no smoking around players.
- **There is to be NO alcohol or drugs consumed during anytime you are representing NPBA with representative teams.**

## When away with a team:

- At least one member of the team management must at all times travel and take meals with the team.
- Team manager is in control of the group apart from practice and games.



# Representative Players Selection Process

Selection criteria should be transparent and recognised at all times. The object is to provide all players in the association with the opportunity to be selected for a representative team.

New Plymouth Basketball Association encourages all players to play in their own age criteria.

Team management must notify the rep. team co-ordinator of trial dates at least two weeks prior to the first trial.

New Plymouth Basketball Association will place advertisements in the Daily news on the Saturday and in the Wednesday Mid Weeker prior to the first trial. NPBA will also notify schools of trial times.

On acceptance of the position to a particular team the coach shall outline a selection process. This process shall include

- At least 2 trial sessions.
- A squad of more than 12 players will be selected where possible.
- **Player selection to be done by a panel of 3, including the coach and 2 others to be approved by the NPBA rep. team co-ordinator.**  
(A committee member will be available to help with this if required)

## Notification

On selection the players will be advised using the player selection form. They will be sent the relevant information about the team including code of conduct, medical forms and specific tournament information.

Forms must be returned to the manager before the last practice. Forms must be signed or players are unable to take part in the tournament.

Notification must be made to the coach / manager if unable to attend practices.

Jewellery will be the responsibility of each player.

# Player Code of Conduct:

All players will be notified of the following, and they and their parents (if applicable) will sign an agreement that they:

- Understand and follow the code of conduct at all times (refer to BBNZ Fair Play Policy).
- Attend every practice and competition/tournament, unless they inform the coach in advance of an intended absence.
- Give support and show respect to their team mates.
- Express themselves intelligently and appropriately
- Work hard at practice
- Practice sportsmanship at all times. Winners don't brag and losers don't make excuses.
- Strive to be a positive influence in the way they talk and listen to their team mates, parents, officials, and coaches.
- At all times team members will travel, eat meals as a team, and never as an individual or in small groups.
- Team members will not consume alcohol, take drugs or smoke while under the jurisdiction of the team management.
- Any personal problems must be discussed first with the team manager.
- All curfews set by team manager must be observed without question.
- All directives issued by the team manager and coach must be observed without question (covering such areas as standard of dress, meal times, rest times, cleaning of accommodation and transport).
- Swearing "talking trash" derogatory remarks, on or off the court will not be accepted.
- Vandalism of any type at player's accommodation will not be tolerated and should it occur, then the player/s responsible will be required to meet replacement / repair costs.
- As a general rule, players will not be released into the care of their parents until the period of the jurisdiction of team management has ended.
- Accommodation and ground transport to be maintained in a neat, tidy and clean condition.
- Failure to adhere to the code may see the player being dismissed from the team and returned to their place of residence at their own costs.

## Medical:

Players must notify the team manager if they are under treatment for any medical condition. The team manager will provide a medical questionnaire, which must be filled in on acceptance of selection for the team.

Players who require medication should provide a typed copy of the prescription, with the generic name of the drug, in addition to an adequate supply of the medication for the tournament. This is to be held by the team manager for U/15 and U/13 teams.

# Basketball New Zealand Fair Play Policy

## Players:

1. Players shall conduct themselves in a manner which brings credit to themselves and the game:
  - Play according to the letter and intent of the rules and regulations of basketball and of the particular game, tournament or league in which you are participating.
  - Play in a spirit of competitive sportsmanship accepting the official's decisions without dissent.
  - Control your behaviour on and off the court and refrain from any violent or abusive actions and language.
  - Co-operate fully with your coach and team mates, remembering that you are participating in a team sport.
  - Respect your opponents and do not participate in any baiting, verbal abuse or intimidating activities.
  - Be humble in victory and gracious in defeat.
2. Players shall accept refereeing decisions with good grace:
  - Questioning referees shall only be by the captain and in accordance with the provisions of FIBA Rules.
  - Court captains (or coaches) are to ask questions in a courteous and reasonable manner.
  - Action contrary to this is will be penalized immediately, initially with a warning.
3. Players should refrain from:
  - Continually following officials to question decisions.
  - Dissenting with decisions, either with words or body language.
  - Gesturing with waves of arms, indecent body language, facial expressions, etc.
  - "Mouthing off" when officials turn their backs or the player turns away from the official.
  - Using rude, offensive and threatening language.

It is not the intention of these instructions to prevent courteous and proper player and coach exchanges with the referees, or to discourage preventative officiating such as a 'quiet word on the run'. However, in instances when the acceptable behaviour has clearly ceased, penalties will be invoked.

## Coaches:

1. Coaches shall conduct themselves in a manner that reinforces their place as leaders and role models, and encourages positive communication between themselves and players, referees, administrators and the general public:
  - Perform your coaching duties on the basis of careful preparation.
  - Ensure that your instruction is current, accurate and appropriate, and that it is based on practices for which you are qualified with acquired knowledge and skills.
  - Remember you have a primary concern for the health, safety and personal welfare of your players and so should take an active role in the prevention of drug, alcohol and tobacco abuse.

- Treat all persons with dignity and respect so providing a model of fair play and sportsmanship.
  - Observe the letter and intent of the rules and regulations of basketball, and of the particular game, tournaments or league in which you are participating, and insist that players and teams under your direction do likewise.
  - Remember that you have undertaken the responsibility of assisting your players to acquire the necessary knowledge and skills of basketball to achieve their potential, as well as promoting desirable personal traits in them.
2. Coaches shall accept refereeing decisions with good grace:
- Questioning referees shall only be by the captain and in accordance with the provisions of FIBA Rules.
  - Coaches [or court captains] are to ask questions in a courteous and reasonable manner.
  - Action contrary to this is will be penalized immediately, initially with a warning.
3. Coaches should refrain from:
- Continually questioning decisions.
  - Dissenting with decisions, whether by words or body language.
  - Gesturing with waves of arms, indecent body language, facial expressions, etc.
  - Using rude, offensive and threatening language.
4. Head coaches shall refrain from encroaching onto the playing floor or moving out of the coach's box too often.
5. Assistant coaches shall refrain from attempting to assume actions reserved for head coaches, given that assistant coaches must normally remain seated on the team bench.

It is not the intention of these instructions to prevent courteous and proper player and coach exchanges with the referees or to discourage preventative officiating such as a 'quiet word on the run'. However, in instances when the acceptable behaviour has clearly ceased, penalties will be invoked.

## **Referees and Officials:**

1. Referees and officials (including score bench personnel) have an important role in ensuring that acceptable behaviour is displayed, by all participants, on the court at all times:
- Be mentally and physically prepared for the entire game or event;
  - Maintain complete neutrality at all times
  - Accept your role as a communicator and role model for fair play.
  - Accept your role as a member of the "officials team," embrace teamwork, co-operate with and assist fellow officials, score bench personnel and others associated with the game or event.
  - Ensure that all players have a fair and reasonable opportunity to perform to the best of their ability, within the rules and regulations of basketball and the particular game or event.
  - Conduct yourself in a professional manner both on and off the court.
  - Attend organised functions as a representative of referees and officials.
  - Remain open to constructive criticism and suggestions from the Technical Committee, or delegated authority, showing respect and consideration to those offering assistance.

## **Parents and Spectators:**

1. Remember that although the basketball at the event may, or may not be at an elite level, it is still sport and often a junior sport, to be enjoyed by all participants.
2. Respect all participating players and officials as you would respect your own children and friends, and applaud good performances by all participants.
3. Demonstrate appropriate social behaviour by not using foul or abusive language or actions, and by not harassing players, coaches, officials or other spectators.
4. Remember that destructive criticism has no place in basketball and especially in junior basketball. It is very hurtful to the recipient and, ultimately, reflects very poorly on basketball.



## New Plymouth Basketball Association Consent Form

Your Son/Daughter..... has been selected in the NPBA Under .....  
age group team to compete in the ..... Tournament at .....from.....

Your son/daughter must abide by the NPBA Code of Conduct at all times – a copy is attached.

I agree to the above conditions and give my consent for ..... to compete in the  
team.

Signed by Parent/Caregiver..... Date.....

Parents / Caregiver Name:.....

Address:.....

Phone: Home..... Cell:.....

Other Contact Name..... Ph:.....

### Medical Consent Form

Player Full Name:.....D.O.B.....

Address:.....

#### Relevant Information & Medication

Diabetic	Y/N	Asthma	Y/N	Migraines	Y/N
Allergies	Y/N (list)	Allergy to Antibiotics	Y/N		
Any other Relevant Information:					

Do you have any objections to treatment being sort for your daughter/son, if required during the above  
tournament and trip? Y/N

Sign By Parent Caregiver.....Date:.....

### Uniform Replacement Consent

I agree to pay NPBA the replacement cost of any part of the uniform my child has damaged or lost.

Signed By Parent/Caregiver.....Date.....

### Van Excess

Should the van be involved in an accident I agree to pay my child's portion of the insurance excess.

Signed By Parent /Caregiver.....Date.....

**Please return completed form to the team manager.**

# New Plymouth Basketball Association Team Management Agreement Form

I agree, as a representative of New Plymouth Basketball Association Inc, to abide by the rules stated in this Age Group Representative Policy Manual.

Coach: .....

Sign: .....

Date: .....

Witness: .....

Assistant Coach: .....

Sign: .....

Date: .....

Witness: .....

Manager: .....

Sign: .....

Date: .....

Witness: .....