

2019 HILLS HORNETS REPRESENTATIVE HANDBOOK

If each player and coach in our program improves, we have been successful. Success and achievement are a result of developing the individual & the team. Developing the team requires dedication, commitment and hard work by all individuals.



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FOREWORD

The Representative Program at Hills Basketball Association (HBA) is an essential part of development and growth of the sport in our community. As a community organisation, we have aims beyond that of a win/loss record, measuring success by the development of fundamental skills, players understanding of the game and inclusion. There is an expectation that whilst involved in the Hills Hornets Representative Program, every coach, player, parent, committee member and official understands and abides by the policies and guidelines in this document, along with HBA and BNSW Policies and By-Laws.

Where a specific situation is not covered by these guidelines, the Representative Manager will consider the matter in consultation with the Chief Executive Officer (CEO) & if necessary, the HBA Committee of Management (CoM) and make a ruling on a case-by-case basis as required. HBA reserves the right to uphold, alter or make any decision, in the running of the representative program if it is considered to be in the best interests of HBA. This document must be read and acknowledged by players, parents, coaches, team managers and any other party that has an interest in the program before accepting any role.



OUR PHILOSOPHY

If each player 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.

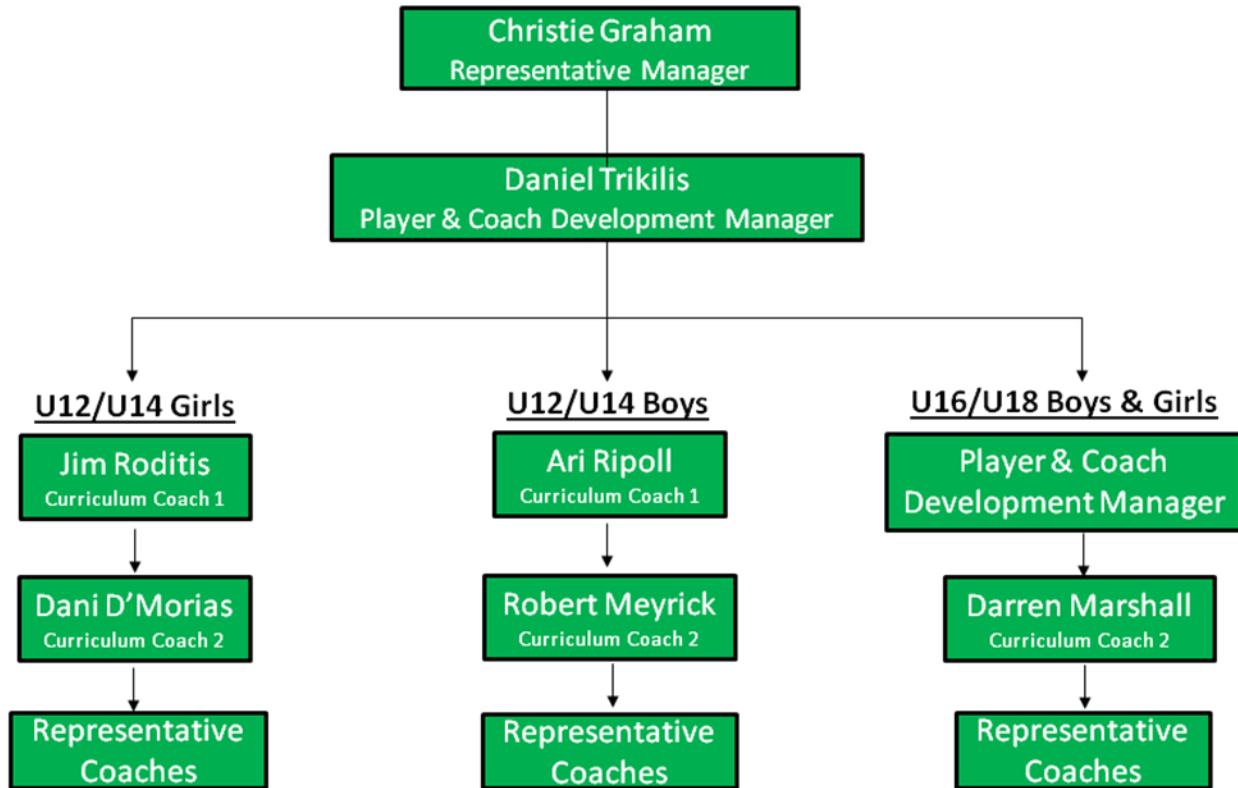
As an association we aim:

1. To provide all players with the opportunity to represent Hills Basketball at the highest level.
2. To establish our commitment towards becoming the strongest and most fundamentally sound representative program in Australia.
3. To provide all players with the opportunity to develop their skills in a safe, friendly, productive and enjoyable learning environment.
4. To develop a solid foundation of individual skills for the future development of Basketball in the region.
5. To encourage our members to compete in the spirit of good sportsmanship & to treat ALL participants with respect.
6. To develop our members as good citizens as well as good basketball players, coaches & officials.
7. To provide all players with a high standard of coaching and instruction.
8. To provide all players with high quality and well-structured training sessions.
9. To provide all coaches with guidance and opportunities to improve their skills.
10. To develop WNBL, NBL and Australian players.



REPRESENTATIVE STRUCTURE

The structure aims to assist pathway, opportunities, network, education and support to improve player & coach development. The following Curriculum Coaches have been appointed for the 2019 season.



Curriculum Coach Selection Policy

The following qualifications will be taken into consideration when appointing Curriculum Coaches for the Hills Hornets Representative Program.

- Current or working towards obtaining Association Coaching (Level 2) accreditation.
- Current Working with Children's Check certification
- Current Coach of a Hills Hornets Representative team
- Member of the Hills Hornets Representative Program as a player or coach for a minimum of three (3) years.
- Knowledge of Hills Basketball Association Rules and Regulations, including 2019 Hills Hornets Representative Handbook



TEAM STAFF SELECTION

Coach Selection Policy

The following criteria will be taken into consideration when appointing coaches for the Hills Hornets Representative Program.

The appointment process is designed to find the most suitable person for the position to give Hills Basketball Association teams the best opportunity to win and to develop its athletes within the HBA playing style and philosophy. It is dependent upon the following factors:

- Number of applicants
- Quality of applicants
- Acceptance by the recommended candidate of the Conditions of appointment
- Acceptance of the recommended candidate by the HBA Committee of Management (CoM)

Coach Selection Qualifications & Requirements

The following qualifications & requirements are essential for selection in the Hills Hornets Representative Program:

- Club Coaching Certificate or ability to obtain prior to the beginning of the season.
- Current NSW Working with Children Check.
- Current registration with Basketball NSW.
- Available to attend HBA Representative trials & selection meetings.
- Available to attend two training sessions per week & game coaching duties throughout the season.
- Ability to follow & implement club development philosophies set by HBA.
- Ability to hold players accountable to Basketball NSW Codes of Conduct.

Coach Selection Criteria

The following must be considered when selecting Representative Coaches:

- The selection of any coach to a position in the HBA Representative Program will be made with the best intentions for the Associations objectives, followed by the best intentions for the individual team, and subsequently the individual coach.
- Should a male and female applicant be ranked equally, the female coach should be selected. This is in accordance with the HBA I Am A Girl Program to provide equal opportunities for women and to address the historic gender imbalance within coaching ranks.
- Representative performance history including development, results & attendance.



- HBA preference is to avoid 'parent coaches' as the Head Coach of each Division 1 team. We understand that this may not always be possible. Decisions regarding the appointment of 'parent coaches' will be made on a case-by-case basis.
- Representative & local coaching experience, including Hornets Academy.
- Local & Representative complaint, breach of Codes of Conduct & tribunal history.
- Involvement in BNSW Development programs.
- Where possible a coach should only be appointed to one junior representative team per season.
- Where possible transferring coaches should not receive a Division 1 team on first appointment.
- Where possible coaches should not coach a group for more than 3 years.
- Excellent communication skills and interaction with players, parents and club delegates.

Head Coach Selection Procedures

The following procedures will be undertaken when selecting HBA Representative Coaches. The selection process will involve Representative Curriculum Coaches, Representative Manager, Player & Coach Development Manager, HBA CEO and HBA CoM. *

**Should any person involved in the selection process have a conflict of interest or personal interest in a particular age group or position, they are required to abstain from participation in the process.*

1. List of applicants provided to HBA Representative Curriculum Coaches.
2. The HBA Representative Curriculum Coaches will rank candidates for roles and provide feedback on reasons for preferences.
3. Where deemed necessary, interviews will be conducted with applicants. The Association reserves the right to appoint an applicant without interview.
4. The Representative Manager and Player & Coach Development Manager will utilise rankings and feedback from Curriculum Coaches, plus other information relating to selection guidelines to make the final decision regarding coaching selection. This may include confidential information including child protection matters.
5. In a situation where votes are tied between Representative Manager and Player & Coach Development Manager, the Chief Executive Officer (CEO) will be asked to provide the casting vote.
6. Full list of HBA Representative Coaches are to be presented & ratified by the HBA CoM prior to announcing.
7. The announcement of coaches for particular teams may be deferred until the trials have concluded to ensure that a 'parent coach' is not allocated to a particular team if their child is not selected within that group. Once selections have been made, the coaches will be appointed to their respective teams.
8. HBA Representative Head Coaches to be announced after presentation night.



Assistant Coach Selection Procedures

1. The selected Head Coach, Representative Manager and Player & Coach Development Manager will discuss Assistant Coach applications & potential candidates.
2. Where it deemed appropriate, interviews will be conducted with applicants.
3. The Head Coach, Representative Manager and Player & Coach Development Manager will make the final decision regarding Assistant Coach selection.
4. Full list of HBA Representative Assistant Coaches are to be presented & ratified by the HBA CoM prior to announcing.

Team Manager Selection Procedure

1. The selected Head Coach, Representative Manager and Player & Coach Development Manager will discuss Manager applications & potential candidates.
2. Where it deemed appropriate, interviews will be conducted with applicants.
3. The Head Coach, Representative Manager and Player & Coach Development Manager will make the final decision regarding Manager selection.
4. Full list of HBA Representative Managers are to be presented & ratified by the HBA CoM prior to announcing.

Support staff will be selected to compliment the skills of the Head Coach.

Position Duration

The position starts upon the HBA CoM acceptance of appointment and concludes at the Annual Presentation night providing the completion of all required duties. (For U14 teams that qualify for the National Championships, the conclusion of appointment will be at the conclusion of the National Championship tournament if later than the Annual Presentation Dinner).

Once HBA CoM have ratified all coach appointments, coaches are permitted to scout and encourage local competition players to trial. Under no circumstances are coaches permitted to contact players from other Associations without the approval of the Representative Manager.

Feedback & Grievance Procedure

All successful and unsuccessful applicants will be informed within 7 days of being ratified by HBA CoM. Should an unsuccessful candidate raise an issue the Representative Manager and Coach & Player Development Manager will meet with complainant and discuss reasons why position not obtained. Should the complainant want the complaint registered further, the CEO will meet and discuss grievance.



PLAYER SELECTION POLICY

Eligibility

To be eligible for selection players must:

- Acknowledge that they & their parents (if minors) are prepared to operate within the policy & guidelines set out in the 2019 Hills Hornets Representative Handbook.
- Be registered with Basketball NSW & registered/affiliated with Hills Basketball Association
- Must attend the full trial process as determined by Hills Basketball Association (Any absences must be explained, communicated in advance & approved by HBA)
- Pay the appropriate trial fees.
- Currently play Local Competition at HBA or acknowledge in writing the requirement to play.
- Complete a BNSW permission to trial form if previously played representative basketball for another Association.

Selection Criteria

The following factors will be considered during the selection process:

- Ability to compete at a Metro or NSW Junior Championships.
- A history of commitment to the Hills Representative Program & Local Competition.
- Player/Parent/Guardian history of behaviour in relation to the NSW Zero tolerance policy/Codes of Conduct.
- Demonstrated high level of performance at selection trials.
- Athletic ability, desire & dedication to become a player at the highest possible level.
- Potential to be socially compatible & display a sense of “team ethic” within a group.
- Receptive to coaching & co-operative within the team coaching environment.
- Demonstrated attitude displaying excellent self-discipline & standards of personal behaviour.
- Outstanding desire & commitment to working hard at improving mental, physical & basketball skills.
- Team needs/balance.
- Place of residence.
- Junior age group guidelines (top/ bottom age players)
- HBA Junior age group Transfer Rule.
- Any other criteria that the selectors see fit to apply in helping them to select the teams that they believe will be best able to represent Hills Basketball.



Selection Procedures

Open selection trials for eligible players, will be held on a date, & at a venue, to be determined & publicised by Hills Basketball Association each year.

Players may only stand for selection in their own age division. A junior athlete that is age eligible (e.g. top age U18s) may also trial for a senior division. Should a junior player be selected in a senior team, all junior representative commitments must take priority.

Team Numbers

Each junior team consists of 10 players. Up to two development players may be selected in each Division 2 or Division 3 team.

Each senior team consists of up to 12 players. Up to two development players may be selected in Youth Divisions or Division 1.

Championship teams can consist of up to 12 players. Additional athletes from Youth League and Division 1 can be named on the roster as per Basketball NSW By-Laws. *These players may be utilised by the Championship Coach at any time during the season however requests should be discussed with the appropriate Coach prior to discussing with the player.*

Recruitment of Players

Coaches must not actively entice players from other associations to attend Hills Hornets tryouts or change clubs. They may however make players aware of tryout dates and times.

Coaches must not entice selected representative players to change local competition team coached by a representative coach.

Exceptions to Procedure

Any player who believes that they have a legitimate reason for being unable to comply with any part of the selection eligibility, selection criteria &/or procedures may appeal in writing to Hills Basketball to be considered in the selection process along with the other players. Hills Basketball reserves the right to consider each case on its merits & the decision of Hills Basketball will be final. Legitimate reason could include such situations as:

- Being unable to trial because of injury/illness. (Medical evidence must be provided)
- Inability to gain release from an elite sports program or school event. (Written evidence must be provided)
- A prior family commitment. Eg Wedding, family holiday.

In the event that special circumstances arise, Hills Basketball will provide selectors with a list of approved players who are unable to attend trials but remain in consideration with others in attendance. Selection will be based on the merits of all eligible players to the best of the selectors' ability & knowledge. It is not intended that being on this list will either enhance or



prejudice players' chances of selection. Additional players may be introduced throughout the trial process should HBA deem their participation to be in the best interests of the team & the program.

Selection Process

The junior selection panel for each team will consist of the Player & Coach Development Manager, Curriculum Coach (for appropriate age group), the Coach of Division 1, 2 & 3 (if selected) as appointed by Hills Basketball Association.

In the case of Seniors, the selection panel will consist of Player & Coach Development Manager, the Coach of Championship, Youth League (all Divisions) & Senior Division 1 as appointed by Hills Basketball Association.

To ensure selection process is transparent and void of potential conflict of interests:

- The Player & Coach Development Manager &/or Curriculum Coach must be an independent selector therefore not related to any player trialing for that age group.
- Where possible, the selectors will attend all selection trials.
- In the case where a choice has to be made between a player transferring from another Association & a player with a history of Hills Local & or Hills Representative Competition, preference will be given to the Hills player.
- Approved Assistant Coaches can be utilised on-floor during trials however they are not included in selection meetings.
- The decisions of the selectors will be final, subject to the appeals process.

The procedure for reduction of players in the squad will be as follows:

1. No announcements will be made on the day of trials.
2. A list of successful squad members will be forwarded to the Representative Manager, who will then publish the list on the HBA website www.hillshornets.com.au by the Tuesday afternoon following each trial. Those successful will be informed of the next squad training, plus any other appropriate information through the HBA website. This procedure will occur for all reductions of the squad as required by the selectors.

The final team will be selected (at the latest) by the conclusion of the fourth trial.

Procedure as follows:

1. Each junior team will be reduced to the ten team players plus a maximum of two development players (Division 2 or 3) at the conclusion of the fourth trial. The team announcement will be made via the HBA website by Tuesday afternoon following the fourth trial. Those successful will be informed of the next training session plus any other appropriate information through the HBA website.
2. Each senior team will be reduced to twelve players plus a maximum of two development players (Youth League Division 2 or Senior Division 1) at the conclusion of the fourth trial.



The team announcement will be made via the HBA website by Tuesday afternoon following the fourth trial. Those successful will be informed of the next training session plus any other appropriate information through the HBA website.

3. Players who do not make the team will be given the option to receive written feedback on the aspects of their game, which, in the opinion of the Head Coach & selectors, they need to improve to enhance their chances of selection in the future. Feedback is designed to help the player to improve & so must be honest, objective, positive & constructive. The Head Coach must ensure that it cannot be construed in any way as a personal attack on the player. A request for feedback is to be sent to the Player & Coach Development Manager & they will liaise between the player/parent & the coach.

Hills Basketball Representative Coaches may apply to Hills Basketball to vary these selection procedures for their team in that year only, where they believe that special circumstances exist which justify a modification. The selection procedures may only be modified with the prior approval of Hills Basketball.

In exceptional circumstances where HBA deem that changes are to the benefit of the program & the team HBA may decide to add additional players to the roster after team selection or additional development players. Hills Basketball Association reserves the right to override any of the rules, regulations, policies & procedures if deemed to be in the best interest of the program.

SPECIAL JUNIOR RULES & REQUIREMENTS:

Top/Bottom Age Rule:

Junior age groups with 2 teams must have a minimum of 8 bottom age players. The Representative Manager & Player & Coach Development Manager will assess any exceptions on a case-by-case basis. Junior age groups with 3 teams must have a minimum of 12 bottom age players. The Representative Manager & Player & Coach Development Manager will assess any exceptions on a case-by-case basis.

Transfer Rule:

A maximum of two transfers are permitted per age group from any other Representative Associations competing in the Waratah Metro Junior League. Where a player has moved into the Hills District or has been playing in the HBA local competition for 2 or more seasons, special conditions may apply.

Local Competition Rules:

All junior representative players are required to play in the Winter 2019 HBA Local Competition. Players will be deemed to have taken part in Local Competition by participating in 50% of games. If there is a legitimate reason a player cannot fulfill this commitment, they will need to apply in writing to the Representative Manager for an exemption. Penalties for non-compliance may include a fine of \$200 & or Player suspension. Senior players are not required to participate



in Local Competition, however when they do participate, they must compete in the highest grade.

As a competitive representative program is only built from a healthy local competition, players are contributing to the development of the association with their involvement. With the above in mind, Local Competition By-laws state that Junior teams will be restricted to a maximum of 3 Rep players, to prevent the dominance of a single team and obstruction of individual improvement.

Player Movement After Selection

Should an additional player be required for any team roster (junior or senior), the matter must be discussed with the Representative Manager and Player & Coach Development Manager prior to any approach to parent or player. The following procedures are to be followed:

- Movement of junior players can only be within selected age group.
- Should a junior Division 1 team need to replace a player (due to injury, withdrawal) a meeting with Representative Manager, Player & Coach Development Manager, Curriculum Coach, Division 1 and Division 2 coach will be held to discuss potential athlete(s). Once confirmed, the Representative Manager will approach parent to discuss.
- Should a junior Division 2 team need to replace a player (due to injury, withdrawal) the following options are available:
 - a meeting will be held to discuss the possibility of a Division 3 player moving to the Division 2 team. Meeting with Representative Manager, Player & Coach Development Manager, Curriculum Coach, Division 2 and Division 3 coach will be held to discuss potential athlete(s). Once confirmed, the Representative manager will approach parent to discuss.
 - one of the appointed Development Players may be asked to join the team. The most appropriate (position & strength) development player in the age group will be selected. Once confirmed, the Representative manager will approach parent to discuss.
- Should a junior Division 3 team need to replace a player (due to injury, withdrawal) one of the appointed Development Players may be asked to join the team. The most appropriate (position & strength) development player in the age group will be selected. Once confirmed, the Representative manager will approach parent to discuss.
- Movement of Youth League players can only be within youth age group.
- Should a Youth League Division 1 team need to replace a player (due to injury, withdrawal) a meeting with Representative Manager, Player & Coach Development Manager, Youth Division 1 and Youth Division 2 coach will be held to discuss potential athlete(s). Once confirmed, the Youth League Division 1 and 2 Coach will approach player to discuss.
- Should a Youth League Division 2 team need to replace a player (due to injury, withdrawal) the following options are available:



- one of the appointed Development Players may be asked to join the team. The most appropriate (position & strength) development player will be selected.
- if a development player is not available, a meeting can be held to discuss the possibility of an Under 18 (top age) athlete with Representative Manager, Player & Coach Development Manager, Curriculum Coach and U18 Division 1 Coach. The athlete must fulfill junior commitments. Once confirmed, the Representative manager will approach parent to discuss.
- Should a senior Division 1 team need to replace a player (due to injury, withdrawal), one of the appointed Development Players may be asked to join the team. The most appropriate (position & strength) development player will be selected.

Should the procedure above not identify a suitable replacement, athletes outside the selected group may be considered.

Once player appointment is confirmed, the Coach must notify the Representative Manager who will advise Basketball NSW of addition to roster.



JUNIOR SCHEDULE 2019

At the time of publication, the following has been scheduled:

U16 Community Referee Course	9 December #	WMJL Round 9	26 May
Rep Camp (Preseason)	14 & 15 January	WMJL Round 10	2 June *
Preseason Tournament 1	2– 3 February	VJBL/Nunawading	8-10 June
Preseason Tournament 2	9– 10 February	WMJL Round 11	16 June
WMJL Preseason Week 1	17 February	WMJL Round 12	23 June
WMJL Preseason Week 2	24 February	WMJL Round 13	30 June
WMJL Preseason Week 3	3 March	WMJL Round 14	7 July
Hornets Club Day	10 March	Rep Camp	15 & 16 July
WMJL Round 1	17 March	WMJL Semi Finals	21 July
WMJL Round 2	24 March	WMJL Prelim Finals	28 July
WMJL Round 3	31 March	WMJL Grand Finals	4 August
WMJL Round 4	7 April	State Cup (Div 2)	10 -11 August
Rep Camp	15 & 16 April	State Champs (Div 1)	30 Aug – 1 Sept
WMJL Round 5	28 April	U14s Club Nationals	30 Sept – 5 Oct
WMJL Round 6	5 May *	Rep Intensive Sessions	8 15 22 29 Sept
WMJL Round 7	12 May	Junior Presentation	Sat 12 October
WMJL Round 8	19 May	Overseas Tour (to be confirmed)	December **

Compulsory U16 player Community Referee Course - Sunday 9 December 10am-2pm (Hills Basketball Stadium)

* Central venue round for U16D1 due to Nationals conflict during Round 14.

** Overseas Tour December 2019. U16 top age/U18 age group. Biennial event.

All Waratah Metro Junior League (WMJL) games are played on a Sunday & tip-off times may range from 8.30am to 4pm. Each game will last approximately 90 minutes and players are required to arrive at least 30 minutes before the game. Away games may involve travel to any of the following: Alexandria, Bankstown, Blue Mountains, Campbelltown, Hawkesbury, Hornsby, Liverpool, Manly, North Sydney, Penrith, Ryde, Springwood, St George & Sutherland.

State Cup (Metro) will be played over Saturday and Sunday. State Championships (Country) will be played over Friday, Saturday & Sunday. The venue and draw format will be released after WMJL regular season. Venues may be in a country or regional area.

Junior Training

- Players must arrive 10 minutes prior to start time & in correct uniform (Hornets reversible singlet).
- Depending on Coach or venue availability, training sessions may be weeknights or Saturdays. All trainings are compulsory. Please note that absence from training may affect players court time.



- The Coach must be contacted directly to be notified if a player cannot attend or is running late for a training session before the session commences.
- Injured players are still expected to attend and observe training sessions.
- If a player has missed games/training due to injury, they must provide medical clearance before resuming training/playing.
- All Elite Camps & HITP sessions are included in the cost of Rep Fees for Junior Representative players only. *

Elite Preseason Camp: 14-15 January 2019*

December – January: Teams train once a week for up to 2 hours.

Elite Camp 2: 15-16 April 2019*

February – September: Teams train twice a week for 90 minutes each session.

Elite Camp 3: 15th – 16th July 2019*

HITP Sessions: 8, 15, 22, 29 September 2019. Preparation for BNSW Development programs/ lead up trials.

SENIOR SEASON SCHEDULE 2019

At the time of publication, the following has been scheduled:

Trial Games (TBC)	16 February	Round 11	25/26 May
Trial Games (TBC)	24 February	Round 12	1/2 June
Trials Games (TBC)	3 March	NO GAMES	8/9 June
Round 1	9 March	Round 13	15/16 June
Hornets Club Day	10 March	Round 14	22/23 June
Round 2	16/17 March	Round 15	29/30 June
Round 3	23/24 March	Round 16	6/7 July
Round 4	30/31 March	Round 17	13/14 July
Round 5	6/7 April	Round 18	20/21 July
Round 6	13/14 April	Round 19	27/28 July
NO GAMES	20/21 April	Round 20	3/4 August
Round 7	27/28 April	Quarter/Elimination	10/11 August
Round 8	4/5 May	Finals Weekend *	16-18 August
Round 9	11/12 May	Senior Presentation	21 September
Round 10	18/19 May	Junior Presentation	12 October

* At time of publication we have not been notified of Senior Finals Weekend schedule and allocation of Friday night games.



JUNIOR DEVELOPMENT VS WINNING PHILOSOPHY

By all means, teach players to compete, to compete hard, to compete to win, but don't have winning be the only measure of success. It is not in the best interest of the players' development to have a schedule where the sole purpose for participation is 'winning'. Individual & team improvement & peak performance should be the measure of achievement, rather than winning or losing.

With sound fundamental, tactical, physical & psychological skills encouraged through a 'process' oriented philosophy, players will develop the necessary tools to maximize their potential. A thoughtful plan based on the level & needs of the players significantly increases the rate of retention, improvement, & enjoyment.

For U14 Division 2 & younger teams, the primary objective of game participation & training is to provide the players with learning opportunities. Teams should "strive to win," but this should not be the focus of any training sessions, half-time talks or player motivations. This philosophy does not necessarily mean equal court time for players, but Coaches should attempt to have players play for patches to allow them to solve their own problems & develop. It's hard but in the long term it should benefit both the player & the team.

At the age of 14 Division 1 & above, careful consideration needs to be placed on balancing instances where in addition to developing as individuals & a team, finding ways to 'win' also becomes part of the overall objective.

Lastly, player & parent education is vital. Although it may be challenging, coaches should try to communicate & explain long term goals & rewards to parents. The technical & tactical ability of the player, player & team improvement during the course of a season, player & team satisfaction, & player matriculation are the best yardsticks for success.

AGE GROUP SPECIFIC OBJECTIVES

In general, Hills Basketball Association will enter two teams of each gender in each age group (U/12, U/14, U/16, & U/18 & Seniors). However, entries will depend on several factors including player availability, talent pool, coaching resources & training venue availability.

In the case where there is sufficient quality of players, coaches & training venues HBA will select 3 teams in an age group. Preference will be given to U12 and U14 age groups to ensure more athletes have the opportunity to develop.

The philosophy behind selection of 3 teams:

- Division 1 Team: The best standard team in the age group.
- Division 2 Team: The next best standard team that can be fielded in the age group
- Division 3 Team: A development team where the focus is predominately on developing players' skills and knowledge of the game.



UNDER 12 OBJECTIVES

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. All players must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players must play in each half of the game to comply with BNSW Competition By-Laws.
- iii. Coaches should aim to play each individual at least 25% of the game to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience, the expectation is that coaches will find meaningful minutes for all players throughout the season. In Finals series games, court time is never guaranteed.
- iv. Reach age group curriculum benchmarks.

UNDER 14 OBJECTIVES

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare and qualify players for the National Championship level.
- iii. Coaches should aim to play each individual at least 25% of the game to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience, the expectation is that coaches will find meaningful minutes for all players throughout the season. In Finals series games, court time is never guaranteed.
- iv. Reach age group curriculum benchmarks.

UNDER 16 & 18 OBJECTIVES

- i. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.
- ii. To prepare players for state team selections. All division 1 players are expected to trial for state team
- iii. Coaches should aim to play each individual at least 25% of the game to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience, the expectation is that coaches will find meaningful minutes for all players throughout the season. In Finals series games, court time is never guaranteed.
- iv. Reach age group curriculum benchmarks.

SENIOR OBJECTIVES

- i. Strive to win where possible, develop when appropriate.
- ii. Playing time is not guaranteed during any game. Court time is allocated at the coach's discretion and players can gain additional minutes by following set rules of attendance, punctuality and behavior or by demonstrating improved ability.



COMMITMENT

There is an expectation that by agreeing to be involved in the Hills Hornets Representative Program you shall abide by the 2019 Hills Hornets Representative Handbook & HBA Policies & Procedures. All documents available at <https://www.hillshornets.com.au/policy-procedures>

PLAYER COMMITMENT

Commitment – Being a part of a team demands that you can carry out your commitment to others. This will mean that you will need to give up some personal wishes & make sacrifices for the group.

Perseverance – When things aren't going your way you must never give up when you are part of a team. Your team will need your total effort even when it is not your day.

Team Work – It is crucial that in sport & life you are able to work in a team situation. Sometimes this means learning your role & doing what is best for everyone & not just yourself.

Learning to Compete – This does not mean to win at all costs but rather to compete to the best of your ability at all times. Competition is present in all aspects of life & it teaches us to value our victories & to be gracious in our defeats.

Respecting Others – In life we must learn to respect everybody regardless of their roles & differences. In basketball we expect respect to be given to opponents, team mates, coaches, referees, spectators & administrators.

Player Disciplinary Action

Technical Foul. On receiving a technical foul, the player will be subbed off the court. The coach will decide whether this player will take any further part in this game depending on the severity of the incident. All incidents will be reported to the HBA Representative Manager.

Poor Sportsmanship. The coach has the option to sub the player off the court. If there is a second offence they will be left off for the rest of the game. Any further incidents will be reported to the HBA Representative Manager.

Training. Non-attendance or lateness to training without communication directly to the coach may result in a coach's decision to limit playing time in subsequent games. Ongoing non-attendance or lateness to training will be reported to the HBA Representative Manager.

Off the Court Incidents. If a player is found to be behaving in a manner that will negatively affect the reputation of the Hills Basketball Representative Program their coach will be informed. This



may result in a coach's decision to limit playing time on subsequent games. Any further incidents will be reported to the HBA Representative Manager.

Player Communication. It is important that you communicate with others. If you have issues (negative or positive) with a team mate then approach your coach or manager.

- You will not argue with referees during a game. If you have any problems tell your coach so that they may approach the referees if necessary.
- You will support your team mates at all times both on the court & on the bench. Negativity toward team members will not be tolerated.

PARENT COMMITMENT

Please support the whole team during games & trainings, not just your son or daughter. The coach is to be the only source of technical feedback to the players. Coaching from the sidelines is never appropriate regardless of your knowledge of the game. This practice confuses players.

Parents also need to be careful about discussing team issues in front of their children. If you speak negatively about a coach, player or referee, your child may adopt the same negative attitude. We are looking for **positive players & positive support** from parents.

We do encourage you to be vocal in your support for our teams. However, do not make negative comments to the opposition, the referees or other team members; as stated earlier in this document, all these parties are worthy of respect.

Parents must understand that all of our **coaches are volunteers**. Parents must also understand that coaches are given the task of making objective decisions in regard to your son or daughter with respect to what is best for the team & club. We do understand that there will be some contentious decisions. Effective communication between yourself & the coach is the key to addressing any issues you may have with the coach's decision.

If you have positive feedback this may be brought up at any time. However, if you have issues that need resolving then please follow the appropriate process (refer to Complaint Procedure).

TEAM OFFICIALS COMMITMENT

HBA recognises the time & effort contributed by our volunteers. Our volunteers are the foundation of our program. HBA calls for open & transparent processes & for loyalty to & support for our program & those who make it happen. It is generally not appropriate for members of our program to be involved with another Association's representative program however the Representative Manager may consider such involvement on a case by case basis.

HBA recognises the difficulty in meeting the expectations of all participants in the program & that much of this responsibility falls to our volunteer coaches. In the event of an issue arising,



players or parents should in the first instance discuss the matter with team management. The approach HBA will adopt to any issue which might arise will be to support & assist participants in our program by way of mentoring advice, additional training & other similar approaches with the intention of finding ways to improve our program.

Support

- HBA will make available training in child protection issue management.
- HBA will endeavor to make available such assistance as it can in the development of coaches through training programs & support from the Curriculum Coaches.
- HBA provides insurance for its appointees.
- HBA will waive representative fees to any senior player who acts as a Head Coach within the junior representative program.
- HBA will reduce representative fees to any senior player who acts as an assistant coach within the junior representative program.
- HBA will provide an honorarium to all Junior and Senior Head Coaches at the conclusion of the season.
- HBA will provide an honorarium to Junior Head Coaches who participate in June long weekend tournaments.
- HBA will provide a Hills Hornets Officials polo shirt to Head Coach, Assistant Coach and Manager at the beginning of the season.
- HBA will provide a Hills Hornets Representative Jacket to any newly appointed Head Coach at the beginning of the season.

Professional Conduct

All coaches should be aware of the Coaches Code of Ethics that has been adopted & endorsed by the Australian Sports Commission. In addition to the Coaches Code of Ethics, HBA has opted to emphasise a number of other points of note in the interests of striving for professionalism in our Representative Program.

Communication - email & telephone

- All coaches & managers will be supplied with team contact details collated from trials. Details include, phone numbers, email addresses for both player & parent/guardian.
- From time to time, the need to communicate with players' outside of training & games will arise & to ensure transparency with all involved in the program, coaches & managers **MUST** cc parents in all email correspondence. This will alleviate breakdowns in communication. Contact by mobile phone is up to team management discretion as determined by necessity. However contact with minors should be avoided.



Social Media (additional to HBA Social Media Policy)

- Coaches & other team officials are **not** friends & or followers with junior players on social media sites. Should a participant request an exemption to this policy it must be in writing from a parent/guardian & be approved by the Representative Manager. Where a team official is a parent/guardian of a child in the program they will be deemed exempt for their child.

Language

- This is covered in the Coaches Code of Ethics but specifically, coaches must refrain from swearing & the use of inappropriate or suggestive language. The Association has adopted a vigilant stance on this issue due to the fact that team management is in charge of the care of minors & young impressionable players. **Any form of foul or derogatory language will not be tolerated.** It has no place in training, games, social activities organised by individual teams & even in an environment where team management may find themselves in the presence of junior players outside of team commitments. E.g. Elite camps, watching other basketball games in the stadium.
- All involved will need to be acutely aware of their environment & the appropriate behaviour warranted by virtue of their position of seniority.

Transport

Manager to ensure all junior players are collected by their parent (or appointed guardian) from each training session. At no point should a player be left at a training/playing venue without adult supervision.

Written permission must be provided by a minor(s) parent/guardian for a coach or manager to provide transport to &/or from training or game.

Supervision

Manager to ensure they (or a suitable adult) are present at each training session. It is essential that at least two adults are present. Should a player require immediate medical attention, the Manager (or suitable adult) may be required to escort the player to an appropriate medical centre.

Under no circumstance is a minor to be left at a training venue, team function or playing venue without adult supervision. The Manager is required to supervise or arrange suitable supervision until minor can be collected.

Professional Attire

HBA desires to project an image of professionalism & excellence. All team management (Coach, Assistant Coach & Manager) are required to wear the following attire at all scheduled representative games:

- HBA Polo top (supplied by HBA)



- Enclosed footwear i.e. no thongs, slip ons are acceptable for female coaches
- Black - pants, shorts or skirt.
- No hats
- Head Coaches are asked to wear the Hills Hornets Representative Jacket (supplied by HBA) in colder weather.

While the association is mindful of personal tastes & identity in relation to personal grooming, team management are asked to consider their image portrayal with the club in mind on matters relating to personal presentation.

Curriculum Coaches

In accepting a coaching position within our Representative Program, coaches must recognise & accept that the HBA Curriculum Coaches have established objectives in the form of curriculum for each age group & that the role of the appointee is to fulfill these objectives.

In accepting this appointment, the appointee recognises & accepts that the appointee should liaise with their age group Curriculum Coach regarding methods for achieving the desired level of team & individual development.

Team Official Role Descriptions

Full role descriptions will be provided with individual paperwork.



FINANCIAL RESPONSIBILITIES 2019

Representative fees do not cover all costs associated with the Representative season. Hills Basketball Association heavily subsidises the program to ensure fees are kept to an affordable level. Please note Representative fees do not cover uniforms other than the playing top which is provided. Fees should be paid through the website at www.hillshornets.com.au or alternatively paid by cheque & sent to Hills Basketball Association.

Junior Representative Player

Position Acceptance fee \$250 (paid 16 December 2018).....	\$250
Player Levy \$200 (paid 20 February 2019).....	\$200
Player Levy \$200 (paid 17 April 2019).....	\$200
TOTAL:.....	\$650 *

* Includes Elite Camps, HITP, Training, Tournament costs as per schedule.

Junior DEVELOPMENT Representative Player

Position Acceptance fee \$215 (paid 16 December 2018).....	\$215
Player Levy \$215 (paid 20 February 2019).....	\$215
TOTAL:.....	\$430

* Includes Elite Camps, HITP and training.

Youth League Player (U22) / Division 1 Player

Position Acceptance fee \$200 (paid 16 December 2018).....	\$200
Player Levy \$200 (paid 20 February 2019).....	\$200
Player Levy \$200 (paid 17 April 2019).....	\$200
TOTAL:.....	\$600

Youth League 2 Or Senior Division 1 DEVELOPMENT Player

Position Acceptance fee \$215 (paid 16 December 2018).....	\$215
Player Levy \$215 (paid 20 February 2019).....	\$215
TOTAL:.....	\$430

Championship League Player

Position Acceptance fee \$200 (paid 16 December 2018).....	\$200
Player Levy \$200 (paid 20 February 2019).....	\$200
TOTAL:.....	\$400 **

Please note that all fees are non-refundable.

**Waratah Championship Leagues Men’s & Women’s teams have had the above fee reduced by sponsorship. In order to receive fee reduction players are required to:

HILLS BASKETBALL ASSOCIATION INC.
 Hills Basketball Stadium, Fred Caterson Reserve, Caterson Drive, Castle Hill
 PO Box 6426, Baulkham Hills Business Centre, NSW, 2153.
 Email: info@hillshornets.com.au Website: www.hillshornets.com.au
 Tel: 02 9894 8944 Fax: 02 9894 8127



- Attend after game functions & participate in team social gatherings.
- Assist with Hills Representative & Local Competition award presentations.

Failure to comply with these requirements will see you forfeit your fee reduction & you will be required to pay the regular fee of \$600.

Sibling Discount

A sibling discount is now available to families with 2 or more representative players. A reduction of \$50 per person will be applied to the 2nd, 3rd or subsequent siblings. Those eligible must submit a written request to the HBA Representative Manager.

Non-payment

The assumption is that all fees will be paid by the allotted time. A 'no pay – no play' policy will apply. Should payment not be received by the specified date, HBA will remind the individual by emailing a statement to the nominated email address of the individual. If payment is not received within 14 days the player shall be deemed 'unfinancial' & may be suspended from all local & representative fixtures.

Commitment by a player is for the ENTIRE season irrespective of later motivation. While fee reduction may be considered on a case by case basis in the event of serious injury, relocation, etc. full fees are assessed upon application.

Hardship

Cases of genuine financial hardship can be brought to the attention of HBA. Requests for fee relief should be sent to the Representative Manager by the participant (if under 18 years of age – the parent of the participant). Any requests for fee relief will be dealt with in confidence & on a case by case basis.

Uniform

It is mandatory to purchase Hornets shorts, Hornets Warm-up top (t-shirt &/or long-sleeve t-shirt), Hornets socks (black OR white) & Hornets reversible singlet (to be worn at all training sessions). All other uniform items are optional. Players entering any basketball stadium to represent the Club must be wearing the approved Hornets uniform.

Development players will only be required to purchase the Hornets reversible singlet. Should development players be required to participate in any representative competition they will then be required to secure playing shorts & warm-up top.



Player Registration/Affiliation

All players must be registered with Hills Basketball Association. Players with other Association primary registration will be expected to affiliate with Hills & then transfer their primary registration to HBA once their existing registration has expired.

It is the responsibility of the player &/or their parents to ensure their registration is current. Registration/affiliation is not covered under representative fees & is an additional cost to participants. All registration & affiliations costs can be found at www.hillshornets.com.au/fees

HBA Funding Assistance

Hills Basketball Association will assist State Players & Coaches with costs involved in attending their respective National Championships. Where the following conditions are met:

- a) the player/coach has been a Representative of HBA for a minimum of 1 season prior to selection.
- b) the player has fulfilled all financial & local competition requirements.

State Players | \$250 Grant to offset travel/accommodation costs associated in attending the National Championships will be paid directly to the individual. Those eligible must submit a written request to the HBA Representative Manager.

U14 Nationals | \$2000 Grant provided to any Hills Hornets U14 team successful in their entry into the U14 National Championships. Those eligible must submit a written request to the HBA Representative Manager.

MELBOURNE TOURNAMENT | \$250 Grant provided to all Hills Hornets Representative Head Coaches attending VJBL Classic or Nunawading Tournament.



TOURNAMENTS

There are several opportunities for players to travel and compete in tournaments throughout the season.

Junior State Championships: Division 1 teams that qualify from Waratah Metro Junior League to play against qualifying Country teams. In 2019 the State Championships will be held in a country venue.

Junior State Cup: Division 2 teams that qualify from Waratah Metro Junior League to play against qualifying Country teams. In 2019 State Cup will be held in a metropolitan venue.

VJBL Classic: Division 1 teams only. Teams are invited by the VJBL if they are in the top 2-4 (depends on number of entries) of their Waratah Metro Junior League division at the cut-off point. This is usually mid-April.

Nunawading Tournament: One of the largest invitational junior basketball tournaments in Australia and attracts teams from Victoria, South Australia and NSW. The tournament is played in various venues in the eastern suburbs of Melbourne over the June long weekend.

All Division 1 teams are encouraged to participate in either the VJBL Classic or Nunawading Tournament. Participation by Division 2 & 3 teams will be considered by HBA on a case-by-case basis. Participation in these tournaments is not a requirement of Hills Basketball & decisions to attend/compete in the tournaments are made by individual teams in consultation with parents, coaches & managers.

Tournament Administration:

- HBA will administer the entry of teams and also the dissemination of information such as update draws and other tournament related administration.
- All players in Hills Hornets teams must be registered, actively participating in Local Competition and up to date with their fees to participate in a tournament.
- Coaches may wish to enter their team into additional tournaments. This will be done only after consideration by HBA, team staff & parents. All fees will remain the responsibility of team members.



HBA TRAVEL POLICY

Whilst all teams are different, HBA have found most success with the following set up when travelling/touring with sporting teams.

Representing the Club:

- As players, supporters and officials, you represent the Hills Basketball Association and thus, our Code of Conduct must be upheld at all times.
- Disruptive behaviour will not be tolerated at any stage, both on & off the court.
- Hills officials (Coaches & Managers) are instructed to be firm but fair to all members in the touring party & report any problems back to Hills Basketball Association &/or parents (minors).
- Hills officials will decide on the course of action if any disruptive behaviour occurs. This may range from game suspensions & notification of parents (minors), through to being sent home. However, consultation must take place with Hills Basketball Management before the final decision is imposed.
- The Team Coaches are responsible for all basketball decisions involving the group or teams at each competition or training venue.
- Where possible, we encourage group support for each of our competing teams. This may mean watching & supporting your fellow touring party members before or after your games.
- It is also important that Coaches, Players & Parents conduct themselves in a professional & sportsmanlike manner at all competition venues & are not to bring the game or Hills Basketball into disrepute.

Uniforms:

- All tour members are required to wear the tour clothing at the competition venues, official functions, & on flights to & from the destination. As a group we need to look & act in a professional manner. Players & officials will be required to wear tour polo shirts in the venue & any further clothing that the Hills officials decide is appropriate.

Accommodation:

- If possible, teams book individual rooms for families and coaching staff at the same hotel.
- Junior Team members should be accommodated with their parent(s).
- Should a parent of a Junior member be unable to attend, another parent within the team can act as guardian. Each player must have their own bed.
- Team management may set room curfews at night. Juniors will be required to stay in their rooms after this time.
- For mixed gender tours, boys & girls are encouraged to mix but must do so only in the common room areas of the hotels. Boys & girls are not permitted in each



other's rooms at any times.

- Any damages or charges incurred at the accommodation will need to be paid for by the person or people responsible.
- Senior Team accommodation will be allocated on a share basis. You will be allocated a room upon arrival. It is imperative that you do not swap rooms, to ensure the Manager knows which room you are located. The Managers may check rooms randomly prior to departure.

Transport:

- Teams rent a bus for the players to travel to and from games together. Players often decorate the buses with Hills colours and it is an excellent way for the team to focus before a game. Please ensure decorations are legal and do not obstruct the driver's view.
- Parents and supporters travel separately to players when going to games.

Expectations:

- It is important for each participant to acknowledge the individual team goals prior to the tournament. Many teams travel for the experience, a placing goal or with the full intention to be highly competitive during the competition. Managing these expectations will ensure that the coaches, players and parents are all attending with the exact same plan and goals.
- At times, a player may not receive as much court time as family members and supporters expect. Whilst we encourage court time that reflects our development over winning philosophy, this is the nature of basketball at a representative level. All players and parents should be aware of this before the tournament and understand the individual role in a Hills Hornets team.

The Law:

- Players or guests under the age of 18 are not to consume alcohol.
- No players or guests are to supply alcohol to minors under any circumstances.
- Taking or supplying illegal substances is not permitted under any circumstances.
- If you break the law be prepared to be sent home. NB the law in a foreign country may be different to Australia.

Costs:

- HBA approved event/tournament game fees will be met by HBA. All other costs (travel, accommodation & food) remain the responsibility of team members.
- HBA will provide funding assistance for each Head Coach of \$250 attending either Melbourne tournaments. Parents will also be asked to contribute towards the cost of travel & accommodation of the volunteer coach. Team managers will liaise with parents on costs & provide a breakdown of the per participant costs.



FUNDRAISING

All fundraising which involves the Hills Hornets Representative Program in any way must be approved by the Representative Manager. This is not designed to discourage members from raising funds for players or teams, but rather to ensure that the interests of the Association & all its members are protected.

For fundraising, the Representative Manager must approve the activity & location as being appropriate & in the best interests of the Association & ensure that there are no potential conflicts / issues which might impact on the Association or its representatives including sponsors. Approval will also ensure that members are covered by the Association's insurance (through Basketball NSW) while fundraising, whether at HBA or other locations.

For **fundraising** activities, the following conditions must be observed:

- The activity must be for the purpose of raising funds for team support & is usually to support attendance at a tournament.
- Any sale items at any fundraising event must be approved by the Representative Manager.
- The purpose for & beneficiary of all fundraising activities must be clearly displayed, including use of the Hills Basketball Association logo on flyers, which can be obtained through the Representative Manager.
- Lottery & Gaming Regulations for Minor Lotteries (including raffles) must be understood & adhered to before running a raffle/lottery.
- Children <15 years old are not permitted to sell raffle tickets or do any door to door selling unless accompanied by an adult.
- Please note that **merchandise sales (clothing, bags etc) are not an approved fundraising activity**. All merchandise sales are done by the Association exclusively.

SPONSORSHIP

All sponsorship enquiries should be referred to the HBA Sponsorship Coordinator in the first instance. In the case of sponsorship for representative tournaments, all arrangements should be covered by a written agreement outlining the agreed provisions by the sponsor & the Association. The HBA Sponsorship Coordinator will ensure that all sponsors / sponsorship deals are appropriate to the parts of the Association being sponsored & that there is no conflict with any existing Hills Basketball Association agreements, policies or philosophies.

Our sponsorship packages can be found at www.hillshornets.com.au



U14 NATIONAL CLUB CHAMPIONSHIPS POLICY

Under 14 Division 1 teams may be eligible to attend the U14 National Club Championships. Information regarding this event will be provided at the initial team meeting with the Representative Manager. Once qualified, all players and parents are required to attend an information session with HBA staff and team officials.

1. Whilst the competition is governed by Basketball Australia rules, all Hills Hornets participants must abide by the HBA Travel Policy and this U14 National Policy.
2. The team is encouraged to select a Tour Manager to manage accommodation, transport, finances, fundraising & sponsorship for Nationals. While this person can be the Team Manager, teams are encouraged to appoint an alternate person to distribute workload.
3. All players must reside at the same accommodation during the duration of the tournament.
 - Special circumstances must receive permission from Representative Manager.
 - Recommended that families stay in individual rooms at the same accommodation.
4. Team members must travel to and from games together.
 - Managers are expected to organise a team bus and driver prior to tournament.
 - Parents and supporters are expected to travel separately.
5. All team officials, players and parents must act in accordance with our policies regarding behaviour as outlined in this document, BNSW Policies and By-Laws and HBA Policies and Procedures.
6. Each player involved in qualifying the team for Nationals is expected to participate in the tournament.
 - in the event of illness, injury or for disciplinary reasons, a replacement of a qualified player should be selected. The Coach & age group Curriculum Coach will meet with Representative Manager, Player & Coach Development Manager and U14 Division 2 Coach to discuss potential player(s) from within the U14 program.
 - The most appropriate (position & strength) player in the age group will be selected. Once confirmed, the Representative manager will approach parent to discuss.
7. While an U14 National Club Championship roster can consist of 12 players, HBA encourages teams to travel with 10 players. The following exceptions apply:-
 - should a Coach feel that 12 players may be required due to athletes carrying injuries, a meeting with Coach, Curriculum Coach, U14 Division 2 Coach, Representative Manager and Player & Coach Development Manager will be held to discuss potential player(s) from within the U14 program.
 - The most appropriate (position & strength) player in the age group will be selected. Once confirmed, the Representative manager will approach parent to discuss.
8. The Tour Manager will manage the finances for the tournament.
 - The total cost of the tournament is to be spread equally between parents of players and non-parent team officials.
 - The head coach's costs of travel and accommodation will be covered by the team members.



- Parents and coaches are to be strongly encouraged to participate in fundraising activities for the benefit of the whole touring party.
 - 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.
 - 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). Any variation to this indicative amount will be advised at the completion of the tournament where a further payment may be required. These parents are not entitled to any surplus fundraising monies which are distributed at the conclusion of the tournament.
 - Sponsorship is to be treated as 'fundraising income'.
 - Association Grant of \$2000 (see HBA Funding Assistance) is not considered as 'fundraising income' and should be spread equally between parents of players and non-parent officials.
 - The Team Manager is not required to use personal funds to pay deposits. Parents who participate in fundraising activities may be required to pay deposits etc prior to fundraising monies being available. They will be given reasonable notice by the Team Manager if this is required.
 - Any surplus funds at the end of the tournament, and when all commitments are met, are to be equally distributed to the parents who participated in fundraising activities.
9. The Association will make a contribution to assist with the costs of team members travel & accommodation (Association grant).
 10. All players must sign a Consent Form to attend the tournament.
 - This will be distributed at the information session.
 11. All parents, players and officials must sign a Code of Conduct before attending the tournament.
 - This will be distributed at the information session.
 12. All fundraising efforts and sponsorship contributions must be approved by Representative Manager.



COMPLAINT PROCEDURE

- Wait 24 hours before talking to the coach or manager. Most problems will seem lesser after some time to think through the issues first.
- Do not approach Coach or Manager in front of other players, parents or supporters, please request a meeting at a suitable time to discuss issue with both Coach and Team Manager.
- If a parent, please ensure you do not discuss complaints or issues in front of your child(ren).
- If a solution can not be reached at the meeting then the matter should be referred to the HBA Representative Manager. Should a suitable outcome not be reached, the issues will be heard by the HBA CEO.
- Please follow the above process. It will ensure that everyone communicates with each other honestly & openly. HBA are unlikely to look favorably on your situation if you have not attempted to follow the correct procedure.
- If a complaint is of a more serious nature, it should always be directed to the Representative Manager.
- Issues directed to the Representative Manager may then be referred to the CEO, or further to the CoM.
- All complaints must be in writing and include the name of the author.
- HBA would prefer to hear about issues as they arise, and therefore encourage constant communication and constructive criticism from patrons.
- **The Representative Manager or Player & Coach Development Manager will express complaints to our governing body should they be required. Parents, players or officials are not to contact Basketball NSW or Basketball Australia directly.**

Member Protection and/or Child Protection issues should be directed to HBA Chief Executive Officer. All matters are confidential.

ASSOCIATION CONTACT DETAILS

Representative Manager:

Christie Graham christie@hillshornets.com.au
02 9894-8944 (ext 3)

Player & Coach Development Manager:

Daniel Trikilis daniel@hillshornets.com.au
9894-8944 (ext 5)

Chief Executive Officer:

Steve Burke steve@hillshornets.com.au
9894-8944 (ext 8)

