

# HKBA Association By-Laws 2024

The Hornsby Ku-Ring-Gai Basketball Association is governed by a Board of directors who appoint a General Manager to direct the operations of the Association. The board guides the strategic direction and is a point of communication to further the profile of the Association and liaise with Local Government leaders to further the Sport.

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## Definitions

**HKBA:** Hornsby Ku-ring-gai Basketball Association

**STG:** Sports Technology Group

**BNSW:** NSW Basketball Association

**AGM:** Annual General Meeting

**FIBA:** Federation International Basketball Association

**MPIO:** Member Protection Officer

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## Definitions of Membership:

- a) Financial per Sports TG (thus having signed codes of conduct)
- b) Life Member: approved at an AGM for long service
- c) Official of HKBA registered by the Association: Codes of conduct signed per activity

Members sign codes of conduct when registering to play. All staff and Officials agree to abide by the codes of conduct nominated in the first paragraph upon taking up any role with the Spiders. Anyone attending games (spectators, parents, relatives) also are bound by codes of conduct to be able to remain at a court or venue hired by the HKBA (Codes of conduct can be found on our website under competition tab) HKBA reserves the right to refuse entry (using BNSW no tolerance policy from early 2019) courtside of anyone violating principles which impede or hinder the conduct of a game or safe; enjoyable atmosphere.

## Public image:

The Association wants all patrons to be mindful of the community they are part of and uphold standards of proper attire and communication which includes any social media posts. Venues being hired have their own protocols for correct behaviour and all participants must abide by the rules of any institution or council facility which provides courts for the conduct of activities.

# HKBA Local Competition Guidelines

All competitions are governed by the **Competition Committee** consisting of; the **General Manager, one Senior Supervisor, one Senior Referee Coach**, and an experienced **Office Staff Member**.

## 1. PAYMENTS

### 1.1 Nightly Fees

**ALL COURT FEES MUST BE PAID PRIOR TO THE GAME<sup>a</sup>** either; online<sup>b</sup> or in person to the office. Failure to do this will incur a \$10 late payment fee. It's the *team's* responsibility to ensure any outstanding fees are paid by 11:15 P.M. on the day otherwise, a late fee will be applied without exception. Teams that have outstanding fees may be withheld from playing unless fees are paid under the discretion of the nightly court supervisor.

<sup>a</sup> Exceptions may be given for genuine reasons but must be *immediately* reported to the office/supervisor.

<sup>b</sup> Online payment details are on the Spiders homepage. Teams must email an invoice of the receipt to the office and ensure to include the following;

- a) Team name
- b) The game date being paid for

*Please note*, any online payments for overdue games must include the additional \$10 fee.

### 1.2 Season payments

Teams who wish to pay for the entirety of the season may do so *after* the completion of final draws. Teams will be notified how to make season payments via email after the release of draws. These can be paid to the Cashier on the team's Game night or paid prior by emailing [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au) to arrange for a direct deposit. Season payments DO NOT include prior overdue fees; they are upfront payments for future games. Vouchers can be used for season payments if the team is paying the entire season in one transaction and vouchers are the original notation from the Service Centre.

### 1.3 Refunds

Refunds for games not played are attributed as a credit for another week of play or a subsequent competition if there was a season payment. Any team requesting a refund to a season payment should email; [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au) for the refund on behalf of the entire team.

## 1.4 Managers

All teams **MUST** have a nominated manager to oversee the team and liaise with the office.

### Requirements:

- [1] **MUST** be an adult
- [2] **MUST** be a registered member
- [3] **MUST** provide a valid Working with Children Check Number for Primary and Junior competitions and any Senior competition which has players under the age of 18
- [4] **MUST** ensure an adult is present for every Primary and Junior game
- [5] Organises scorers (if required)
- [6] Ensures the team is financial
- [7] Is the **point of contact** to ensure Association rules are followed by the team

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## 2. INDIVIDUAL PLAYER GAME RULES AND RESTRICTIONS

### 2.1 General player:

All Players must hold current individual player registration with BNSW before playing

Teams require a minimum of 6 players to be eligible to enter a competition. Players can only be on **ONE TEAM LIST** for the evening<sup>a</sup>

However, to avoid forfeits, an eligible player from another team may be used. Permission needs to be given to allow this, contact the office 99806255 and email [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au) as soon as the need is identified. Any late additions to the team that do not have prior permission as mentioned above will need to see the venue supervisor before playing.

Teams are not allowed to *borrow* players from the **same division as their own**, a violation of this rule may result in forfeiture of the game. Once grading is finalised for primary and junior teams, players cannot play a lower division for the same age group however, lower division players can play for higher divisions<sup>bc</sup>.

Players listed for one Team in a division who wish to change and play for another Team in the same division must change Teams by week 3 of competition and notify [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au) of their intent to do so.

All Players added to a Team list after week 3 of competition (including grading games) must first be cleared by HKBA to check Individual registration status and eligibility. Players will then be added to Team sheet.

<sup>a</sup> With the exception of players competing in grade 7 or 8 girls competitions who are also listed on a boys team for the same evening

<sup>b</sup> If playing for more than one team there will be no special consideration from the office to schedule games at different times.

<sup>c</sup> Players competing above their age group are exempt from this rule. For example; a grade 2 child playing in a year 4 team can play for both the year 2 competition and any division for year 4. *Players are still however, restricted to one team on any given night.*

## **2.2 Representative players in local teams<sup>d</sup>**

The grade the player is in at school is considered their correct grade for competition regardless of the year they were born.

If Rep players wish to play in their school grade at the local competition, a **MAXIMUM** total of **TWO** rep players are allowed in any one given team<sup>e</sup>.

A team with three Rep players in the same school grade will need to play up one school grade. Teams with more than three Rep players will need to play up two school grades. 2 Development players may be used instead of 1 rep player, for example a team of grade 4 players may play with 1 rep player and 2 development players total when playing in the grade 4 competition

When the rep players in the team are of different school grades we apply a point system with **the total points allowed for a team = 6.**

All rep players are considered as equal for this system however we will place a team in an appropriate division taking into consideration the level of the rep players and the competition that they have entered.

A rep player playing in their school grade = 3 points

A rep player playing up one school grade = 2 points

A rep player playing up two school grades= 1 point

A development player playing in their school grade = 1.5 points

A development player playing up one school grade = 1 point

A development player playing up 2 grades is not counted in the calculation.

Rep players who are part of BNSW State performance programs (SPP) or Teams (State/National) are considered one grade older than their school grade and can only play in their school grade if they are the only Rep player in that team.

For HKBA Local competitions a Rep player is defined as a Player who plays in or trains with an HKBA Spiders team, or are part of a Representative program from any other NSW association. i.e Rep players from other Associations are to be counted in total number of Rep players for the team. For Local competitions a Player is considered as a Rep player for both seasons 1 and 2 in the year they play in a Representative team. Please notify ASAP if a players Rep status changes

<sup>d</sup> Supervisors and Senior officials **are not provided** a list of representative players and a player's status changes as the year commences with some players leaving the rep program and others joining. Any parents' inquiries regarding team rep player must be directed to office administrators on [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au).

<sup>e</sup> Note, this number two is not for players on the court, but total number *allowed in the entire team*. For example; if one rep player is sick/injured then only the remaining rep can play. **Teams cannot substitute for a second rep player**, only the *original rep players* at the start of the season may play.

### 2.3 Playing under a false name

Any players discovered to be playing under a false name will be immediately removed from the game. The **win will be given automatically** to the opposition (regardless of outcome). The offending player will then be banned from playing in that particular competition for the remainder of the season<sup>f</sup>. Please be advised both team/manager and the offending player will be held accountable for any future violations of this rule, with a second infraction resulting in:

- 1) A **three month ban** from all competitions **for the player** and
- 2) **The team** will be **moved to the bottom of the ladder**

**The Competition Committee will decide if the team can re-enter for future competitions.**

<sup>f</sup> Example John Smith plays under Bob Jones on a Tuesday night, they will not be allowed to play on a Tuesday until a new season starts.

**Teams can register a player for a SINGLE game for a \$10 fee. Teams are required to check with the Supervisor if the additional (i.e. new) player is eligible to play.**

### 2.4 Age of those Able to Participate

**No player in primary school is allowed to play in a Senior competitions<sup>g</sup>.**

**Players in school grade 3 or 4 (including Rep players) are not allowed to play in High school competitions.**

For high school Students: Boys aged 15 and girls aged 14 are permitted to play in senior local competitions, parents must discuss the ramifications of allowing their child to play in a physically demanding competition with office staff – **AND** sign a permission form to allow the child to participate in an adult competition. **Adult players should not have to alter their game style if a younger teenager participates.** The parent of the teenager must consider and consent to risks. **Competition supervisors can refuse a younger player to participate until they see a signed permission form from a parent.** Minimum age for u21 Men is 15.

The grade the player is in at school is considered their correct grade for competition regardless of the year they were born.

<sup>g</sup> Unisex competitions are included as senior competitions

## 2.5 Male and Female competition

Competitions are advertised as either male or female or unisex. In the adult competitions the gender as advertised will be the gender of those participating. Competitions of years 1 and 2 can have ALL male teams/ALL female teams and MIXED teams. The girl's competitions will remain as advertised. Girls are permitted in the years 3 to 8 boys competitions due to school teams which need to be combined and so girls who want to advance their basketball can do so at a more physically demanding level. However, **NO ALL GIRL'S** team is allowed in the boy's competition and any team entered must have the majority of boys. i.e, 4 boys 3 girls, 5 boys, 2 girls to comply with the advertised competition genders. Any girl who participates in an all boy competition in grade 7 or 8 must do so with permission of parents who will acknowledge via a signed waiver.

## 2.6 Players Arriving Before Games

Any player arriving for their game must be respectful of the game in progress

- 1) No one on end lines
- 2) No dribbling near game
- 3) No bouncing of balls on walls
- 4) Safe distance away
- 5) If a Senior Team, and the previous game is a primary, junior one stay in the foyer or canteen until the whistle sounds
- 6) Junior Teams should also remain in the foyer or canteen until primary games are completed

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## 3. Regular season

### 3.1 Draws

The association posts workable draws based on the knowledge available. We welcome *opinions* for suitable division recommendations however, we reserve the right for the final say on exact positions of teams<sup>a</sup>. We *always* try to balance the draws and construct the best competition possible. Occasionally we may create competitions that differ to those advertised. The association does not cater to requested times or venues<sup>b</sup>. Draws are changed after week 3 of competition if there are major issues or new teams. Changes can occur again, at the halfway mark if additional teams wish to enter or major issues arise. Teams that enter or change divisions after week 5 of competition are not eligible to play in semi finals.

Competitions are based on School grades, Teams are not permitted to have players from older school grades than is specified in the competition they have entered e.g If a Team enters a grade 7 competition they must not have players who are in grade 8 or above.

<sup>a</sup> When considering changes the wishes of the team are considered however, the effect on changes of times and venues on the additional 5 to 12 teams could be an overriding factor in not making a change.

<sup>b</sup> Unless the teams are keen to play at either 5 or 10:15 p.m., the least preferred time slots.

### 3.2.1 Forfeits

Teams must be ready to play at the time specified. Forfeits are officially declared after 12 minutes if a team is unable to provide the required number of players<sup>c</sup>. The opposition will gain one point for *each minute* late. **Note all forfeits are DOUBLE the court fee.**

<sup>c</sup> Forfeits will not be declared if there are issues with surrounding traffic and/or natural occurrences such as pouring rain/wind. In this case the game will be played with the remaining time left on the court to no disadvantage to either team with the office reducing court fees. Games cannot be delayed due to evenings tight scheduling ending at 11:15 p.m. or set finishing times at away venues.

### 3.2.2 Forfeit costs

Scenario	Outcome
Before draws are released (or released under a week's notice)	<b>NO CHARGE</b>
Not participating in a play-off, semi-final or grand-final	<b>NO CHARGE</b>
<b>After draws are published to website: Before 24hour game time (regular season)</b>	<b>REDUCED</b> admin cost: Seniors: \$75 Juniors: \$70 Primary: \$60
<b>Under 24 hr notice (confirmed by office) with draws having been published for a week or more on website.</b>	<b>REGULAR</b> season court fee
No show or refusal to play	<b>DOUBLE</b> court fee

### 3.3 Uniforms

**All players must wear the same basic matching colour with properly numbered singlets.** Black (or same matching colour) shorts are to be worn. Penalty for incorrect uniform is the loss of five points for each singlet and shorts that are not the same basic colour. *Uniform penalties are applied per the discretion of court supervisor **ONLY**.* If a team can show a receipt for the purchase of uniforms the supervisor will loan a set of uniforms. Senior referees can

refuse entry of players to the game, until the player either attains the correct attire or seeks the court supervisor (**NOT** the cashier)<sup>d</sup>.

<sup>d</sup> **ALL** players not wearing the correct attire will undergo the standard registration check to ensure their eligibility.

While Covid 19 restrictions are in place, no singlets or bibs can be loaned by the association so players are advised to have a spare singlet.

### 3.4 Timing

Division		Primary	Junior/U21	Senior
Game time		34min running clock	44min running clock	
Half-time		18min (≈1min)	22 min (≈1min)	
Min. number of players required to start		3		4
Time outs	No.	1 per half		
	Length	30 seconds (running clock)		
Last two minutes		No time outs allowed*		
Last minute		No substitutions allowed		

\*Exception for **Over 30s**, no T/O's in the last **THREE** minutes.

### 3.5 Specific to Primary Teams:

Year 1-2	Year 3-4	Year 5-6
Play with lowered rings	Play with normal height rings	
<ul style="list-style-type: none"> <li>Shoot free-throws from the dotted line with <b>NO</b> line-up</li> <li>Throw in after free throw goes to the opposing team from halfway</li> <li>Ball is taken from half-way after field goal</li> </ul>	<ul style="list-style-type: none"> <li>Shoot free-throws from a position halfway between the main line and dotted line</li> <li>Referees encouraged not to call cross-court and timing violations</li> </ul>	All rules apply
<b>THREE POINTERS DO NOT COUNT IN PRIMARY COMPETITIONS</b>		

### 3.6 Bench duty (Exclusive to Over 30s)

Upon agreed terms, the over 30 men's teams are rostered to do duty either before or after their delegated games for another team. Only **ONE** person is required to do scoring duty and

must be ready to score two minutes before the delegated game commences as referees/supervisor will not delay games to find a scorer. The association runs 2 to 3 bench courses a year at no cost. Instruction sheets on how to fill out scoresheets or operate a courtside system (if being used) are available. Due to sources of infection, the association may appoint scorers who are the only ones responsible for the scoring table to avoid undue contact.

### **3.7.1 Disputes regarding scores**

In the event of a score dispute the SCOREBOARD<sup>e</sup> will be deemed correct at the conclusion of the game **UNLESS**, an official corrects it per the rules **PRIOR** to leaving the court.

<sup>e</sup> Reasoning: All players and spectators can view the scoreboard and may *politely* query the score during the game. It is difficult with changing scorers to ensure they have properly filled out the sheet/courtside screen hence, in all local competitions the FINAL score will be based on the scoreboard unless the officials overrule.

Note further protests of a result must be put in writing by the team representatives (ONE MAX from each team) within 24h of finishing the game to be resolved by the Competition Committee. However, referees on the game as per FIBA rules have the authority to make a decision at the conclusion of the match.

### **3.7.2 Complaints**

**Complaining to the officials and asking for rule clarifications is STRICTLY PROHIBITED on ALL PRIMARY and JUNIOR games.**

Any complaints on **ALL GAMES** that are not satisfactorily resolved can be submitted to the Competitions committee WITHIN 24h. Only ONE submission per team is allowed<sup>f</sup>. Referees and Supervisors will be required to report<sup>g</sup>.

Issues that cannot be resolved on the night within the competition and/or basketball rules will be referred to the Competition Committee by the discretion of the Court Supervisor<sup>g</sup>. Once this decision is made all should leave the court or the game WILL be called off until a resolution is made<sup>h</sup>.

<sup>f</sup> Complaints must come from one senior player who has signed the score sheet (senior teams only) or from the manager/coach who is registered as a team manager/coach (junior, primary teams). No other personal, whether it be a spectator or parent etc. is allowed to lodge an official complaint.

<sup>g</sup> Once all paperwork is received, the association will make a determination **within three working days**. Issues on court (if applicable) may be resolved by the prescribed BNSW Tribunal System in place for all competitions and this will take precedent if referees and/or supervisors

charge the person with infractions per tribunal rules. Any matter requiring the police will not be heard until the police make a full investigation and resolution.

<sup>h</sup> Staff are entrusted with the safety of the courts and cannot be involved in discussion requiring more than a few minutes to resolve.

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## 4. Semi-Finals and Finals

### 4.1 Qualifications

Players must play 40%<sup>a</sup> of the rostered season games to qualify **OR** provide a written request in email to the office for exceptions at least, 24h in advance for consideration. Players absent due to injury will qualify if either the office has a recorded injury report on file and/or a medical certificate is provided 48h prior to the office<sup>b</sup>.

<sup>a</sup> This includes forfeits against the team **BUT NOT BYES**

<sup>b</sup> This applies only for players who are listed on the team registration at the start of the season or have been a fill in player for the team during the current season and numbers are needed to be able to play a Semi final or Grand Final with 5 Players. In such a case the team is not allowed subs who do not qualify.

### 4.2 Timing rules

Semi-Finals			
Division	Primary	Junior	U21/Senior
<b>Game time</b>	Same as regular season		
<b>Half-time</b>			
<b>Min. number of players required to start</b>			
<b>Time outs</b>			
<b>Last minute</b>	Same as regular season		Clock stops for 6pts or less
<b>Overtime</b>	3 minutes		

**Clock: Does not stop** in last minute **after baskets**

**Bench:** Parents/players **UNLESS** Referees are available.

**Injuries:** *Significant game delays* caused due to blood and/injury, at the discretion of the supervisor will be given *an extra 5 minutes* to determine an outcome.

<b>Grand Finals</b>			
<b>Division</b>	<b>Primary</b>	<b>Junior</b>	<b>U21/Senior</b>
<b>Game time</b>	15min halves	20min halves	
<b>Half-time</b>	2 min		
<b>Min. number of players required to start</b>	3		4
<b>Time outs</b>	<b>No.</b>	2 per half	
	<b>Length</b>	Stops for 30 secs	
<b>Last minute</b>	Same as regular season		Clock stops for 6pts or less
<b>Over-time</b>	3 minutes		

**Clock: Does not stop** in last minute **after baskets**

**Bench:** Referees are assigned as bench scorers.

**Injuries:** Clock will stop for serious injuries where player requires medical attention or there is significant delay for them to leave the court (includes blood)

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## **5. Codes of Conduct of Participants**

### **5.1 General conduct**

**FIBA rules apply unless otherwise stated.** The Codes of Conduct of BNSW, Basketball Australia & the Australian Sports Commission "Play by the Rules" have been ratified as HKBA Codes of Conduct.

Codes of conduct apply to players, coaches, referees, spectators, parents, and anyone in attendance at any competition or skills venue when HKBA activities are in place.

To ensure a safe and enjoyable environment HKBA has adopted BNSW policies for Member protection, Zero tolerance and rage, Heat and concussion. As well as adhering to the necessary NSW government legislation for Working with Children checks. These policies can be found on our Website (competition tab) and the website of BNSW

Participation in any role within any HKBA activity requires each individual to abide by these by-laws, codes of conduct, zero tolerance policy and any other HKBA policy. Observe the codes of conduct as posted throughout the building and on the website of BNSW. For the safety and enjoyment of all, spectators and players should be seated in the chairs provided.

## 5.2 Spectator conduct

Observe the codes of conduct as posted throughout the building and on the website of BNSW. For the safety and enjoyment for all, spectators and players should be seated in the chairs provided. **Only a coach can stand in the area to the right and left of the score bench. Coaches are to be 2 metres from the bench and behind the edge of the bench, so scorers have a clear view of baskets being scored.** All participants are to be two metres from the bench scoring area, so the scorers can have a clear view of the game. Spectators should be seated if chairs are available to allow a clear view for others and for the safety of being able to see across courts. **Parents, Players, and Coaches are not to approach U18 officials except to Thank them for the Game. CALLING THE GAME FROM THE SIDELINES IS UNACCEPTABLE IN ALL LOCAL COMPETITIONS<sup>a</sup>. Any questions regarding the game or rules should be directed to the Court Supervisor on duty or to the fulltime office staff.**

<sup>a</sup> If individuals are found to be violating these rules, they will be asked to leave the venue by the court supervisor with a formal zero tolerance report written-up across their name. Any future violations may escalate to tribunals. If individuals refuse to leave a court, the game will be stopped until a resolution is met.

## 5.3 Standard protocol for unruly people

- [1] Get the Court Supervisor and the Stadium Manager ASAP
- [2] If a person refuses to leave when asked, the game will be stopped and/or cancelled until there is a resolution
- [3] Anyone acting in a unseemly manner in front of minors will be removed from the vicinity
- [4] Anyone deemed to be influenced by drugs and/or alcohol will be removed from the premise
- [5] If the safety of patrons/players are at risk, the person will be asked to leave, and the police will be contacted
- [6] Either Tribunal or No Tolerance principle will be applied to the perpetrator.
- [7] If police are involved:
  - a. Those deemed unruly (by the association) will be suspended indefinitely
  - b. A resolution of the matter must be concluded police first before,
  - c. An official Tribunal and/or penalty is passed from the association
- [8] If the Competitions Committee deems an individual a risk of re-offending, they will be referred to the Board to offer a resolution of the individual attending.

## 5.4 Glory league /filming of games.

Glory league has been implemented at the Brickpit to enhance the experience of those playing in our competitions. This automated video platform provides professional grade full game videos and highlights to those listed with a Team. Full Glory league information including Privacy rules can be viewed on our website and by visiting: [gloryleague.basketball](http://gloryleague.basketball)

HKBA reserves the right to 'Block' videos if deemed necessary.

For other competition venues where Glory league is not in place, games may be videoed. **NO LIVE STREAMING allowed.** Where Teams/individuals do not wish to be filmed on the basis of child protection the game cannot be videoed.

PARENTS WHO DO NOT WISH THEIR CHILD TO BE FILMED **MUST** CONTACT [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au) so that this can be accommodated.

Any videoing must be according to safety requirements of the court rules i.e.:

- 1) No filming on the baseline
- 2) Two metres from the court sidelines **including** tripod legs
- 3) Not obstructing the view of the referees or bench personals scoring the game
- 4) Not within two metres of the scoring bench

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## 6. Safety

Reference on all safety items are noted on the safety pamphlet available courtside and on the website.

### 6.1 Fashion accessories

Jewellery, hair bands/combs and wristbands are not allowed. Fingernails must be trimmed and safe. Please refer to the FIBA Rules in regards to the full list of items that cannot be worn in games.

### 6.2 Spectators

Spectators and incoming/outgoing players are to be diligent to not cross into courts while games are in progress and/or just commencing or concluding<sup>a</sup>.

<sup>a</sup> NO CASUAL SHOOTING is allowed during breaks.

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## 7. Injuries

All participants are a committee to help keep the players, visitors, and spectators safe to prevent accidents and further the enjoyment of all.

**ALL supervisors/ref coaches must have a valid senior first aid certificate and be trained in first aid.** The Defibrillator (if a suspected heart attack) is located with the cashier on the grey cupboard closest to the window counter. The Brickpit stadium supervisor also has a defibrillator and one is kept at Loreto. **In case of doubt no one should be moved.** It is the decision of the person (or their parent) if they are moved and those moving the person should be a close family member or teammates.

### **Procedure for injuries (administered by supervisor)**

- 1) Ask if they want an ambulance
- 2) Ask if a close relative should be called
- 3) Obtain ice and any first aid padding/wipes/bandages which are needed and or a wheelchair. It is recommended (unless no one else is available) that supervisors to not wheel the person out in the wheelchair as best the strongest teammate available or parent does this or the Brickpit Council officer
- 4) **ALWAYS** get the assistance of the **Brickpit stadium supervisor** who also trained in first aid
- 5) Yell out if any doctors, nurses or physios are present to help calm & reassure the person
- 6) **NO ONE** should touch the individual or attempt to treat
- 7) No other spectator (other than a parent) or a guardian or if the child has been driven to the venue by someone else (whoever that person is) be allowed to go near the child or attempt to calm.

As per usual basketball rules, no other individual can enter the court to assist with an injury other than a coach and/or doctor – or in the case of a child the people noted above. Supervisors must ask anyone to leave the area who are not closely related in some way to the injured person.

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## **8. CASHIERS AND STAFF**

### **8.1 Cashiers**

The staff in the front office (behind the window) are hired as a point of contact and to collect fees for the competition games. It is important for the efficient flow of operations that these cashiers do not leave the office as they are a point of contact in case of an emergency to notify staff and to make calls. Any inquiries to the cashiers will be directed to the court supervisor or to any permanent staff present regarding the borrowing of uniforms and/or the need for first aid equipment including ice.

### **8.2 On court staff**

**Court Supervisors and Referee Coaches are identified with fluorescent vests.** Referee coach or court supervisor are authorized to help with first aid and the collection of necessary items such as uniforms or run errands, except for the cashier (**see section 7.1**) who must remain in the office. Referees on games are always required to stay with the courts in order to maintain the safety of the participants on court. Regular office staff are often on hand and can assist with inquiries as well as the Brickpit Stadium Manager whose office overlooks court 2. **At away venues, the court supervisor is the point of contact for all questions.** We ask that all managers get to know the supervisors at away venues, so they are well known for a point of

contact. These supervisors carry equipment needed including; ice, first aid supplies, and bibs and spare uniforms.

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## 9. Representative By-Laws

**Refer to the rep Handbook which is updated prior to the season (found under Representative Tab on website) FIBA rules apply UNLESS otherwise stated or revised by Basketball NSW or Basketball Australia for various levels of representative basketball. All Codes of Conduct are per the BNSW website**

The HKBA Board confirms each year the number of teams being put into the representative competition. Sometimes the number of teams is governed by having enough qualified players to take the court in the Division one and two competitions. **It is a board discretion to run teams in divisions three and four.** The Board approves Coaches after recommendations are received from the Representative Director.

It is our goal to have both Division one and two teams in both the girls' and boys' U12s, U14s, U16s, U18s based on suitably qualified players trialling. The Senior teams are also based on the same criteria but have the added burden of the Association being able to meet the high financial costs of a senior team. If finances are able to sustain the costs, then the association will have a Youth Men's and Youth Women's team. Higher level teams will be financed if the Association Directors ascertain the teams as a value-added product which provides a feeder system for Spiders Players.

Representative Coaches are required to have a valid WWC and must hold and/or be obtaining the Community course certificate. It is recommended either they or the assistant coach have a valid first aid certificate.

For all information, Policies and Procedures for our Representative program see Program handbook (Representative tab on website)

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## 10. Camps; Skills classes; School Gala Days; School visits; Coach courses/clinics

All HKBA Coaching staff are required to possess the following:

- [1] Club Coach” Coaching Accreditation (or be in the process of obtaining this)
- [2] A valid Working with Children Check
- [3] A current “Provide first aid” certificate (workplace first aid compliance)

## **10.1 Venues**

- HKBA hires courts for programs at the Brickpit Sports Stadium and various local schools.
- Users must respect the venue’s facilities and equipment and abide by the code of conduct set down for use of these facilities
- Careless or wilful damage may result in disciplinary action
- Participants are required to use venues only within scheduled program times

## **10.2 Participants**

- Follow directions and participate in activities as directed by HKBA coaches and staff
- If presenting with any pre-existing injuries, follow the advice of a medical professional and advise HKBA coaches and staff prior to activity
- Avoid use of any inappropriate language and physical contact with fellow participants, HKBA coaches and staff
- Apply themselves seriously to provide an enjoyable experience for themselves and fellow participants (no reckless behaviour)
- Wear appropriate attire for activities (including injury prevention measures – e.g. correct footwear, mouthguard, ankle tape etc.)
- Participants unable or unwilling to adhere to the points listed above may be asked to leave the program

## **10.3 Spectators**

- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches and staff
- Where required, parents are to manage instances of unsuitable behaviour from their child/ren
- Respect and support the efforts of the coaches and officials

**10.4 Refund Policy** – Enquiries about refunds should be directed to [info@hkbaspiders.com.au](mailto:info@hkbaspiders.com.au)