

Yarra Eagles Basketball Club



ABN 57 240 324 014
Incorporated Registration A0024882D

Information Handbook 2023



Mission

Statement

To develop player skills so that teams are competitive and successful while providing a child safe, fun and friendly environment.

Contact Us

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Acknowledgment:
[EDJBA](#) for information reprinted in this handbook.

Yarra Eagles Basketball Club INC./ Incorporated Association No. A0024882D / ABN 57 240 324 014

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Yarra Eagles Basketball Club

Mission: *To develop player skills so that teams are competitive and successful while providing a fun and friendly environment.*

The Yarra Eagles Basketball Club (YEBC) is a family orientated basketball club located at Marcellin College, a leading Catholic secondary boys' College situated at 160 Bulleen Rd, Bulleen.

The Club was established in the 1950's and was first registered as an Incorporated Association in 1992 and as Marcellin Eagles, the club underwent a rebrand in 2021 and was renamed Yarra Eagles Basketball Club and trades by the name Yarra Eagles Basketball Club. The Club complies with the legislative requirements of the *Associations Incorporation Reform Act 2012* and the *Associations Incorporation Reform Regulations 2012*.

Since its establishment the YEBC has significantly grown and developed. The YEBC now averages 28 to 30 teams per season with over 200 registered players in almost all age groups for both boys and girls. It participates with 20 other member clubs of the Eastern Districts Junior Basketball Association.

The YEBC aims to develop all players' skill and enthusiasm for the game. The YEBC provides regular training sessions for all teams during each season, to ensure that all teams have the best chance of success.

This Handbook is provided to inform stakeholders of the processes that govern the YEBC to ensure a high quality, efficient and effectively run club. Policies and procedures are implemented to ensure the club operates at a high standard. The Handbook has been written to ensure that all stakeholders are informed about the requirements and protocols, so that everyone involved has a positive and enjoyable experience throughout their association with the YEBC.

The YEBC Committee aim to ensure that each season is run as smoothly and efficiently as possible while maximising every opportunity for success.

Objectives:

- To ensure teams compete at a competitive level while fostering a culture of fun and participation.
- To provide an engaging weekly training program to develop the fundamental skills of all players.
- To enable players to achieve at their full potential, promoting a sense of personal achievement and satisfaction.
- Promote basketball to the community by introducing initiatives to maintain membership numbers.
- Liaise with the EDJBA and its associated clubs to identify opportunities and programs to enhance coaching and player development.
- Provide opportunities for players to participate in referee training programs.
- To promote physical fitness and active healthy lifestyles.
- To provide information for entry into other established levels of basketball competitions.

1. Eastern Districts Junior Basketball Association (EDJBA)

The Eastern Districts Junior Basketball Association (EDJBA) is one of the largest domestic junior basketball competitions in Australia, with over 1,000 teams and close to 10,000 participants. The Association prides itself on providing an exceptional basketball competition, suitable for all playing abilities. Its focus is on participation in a safe and enjoyable environment.

The Association has 20 member clubs, one of which is the Yarra Eagles Basketball Club. Each club varies in size, location and philosophy, with clubs spread from Eltham to Nunawading and Park Orchards to Collingwood. YEBC is one of the Association's smaller club members and is run by a committee of volunteers.

The EDJBA accommodates both boys and girls teams in age groups ranging from under 8 to under 21. Due to the size of the competition, the Association caters for the varying grades and abilities of teams.

Each year consists of two seasons, winter and summer, and every week of competition approximately 400 games are fixtured.

Winter season commences from April to September (excluding school holidays). Teams are comprised of players who are under the age of 9, 11, 13, 15, 17 19 and 21 on the 1st January before the season commences.

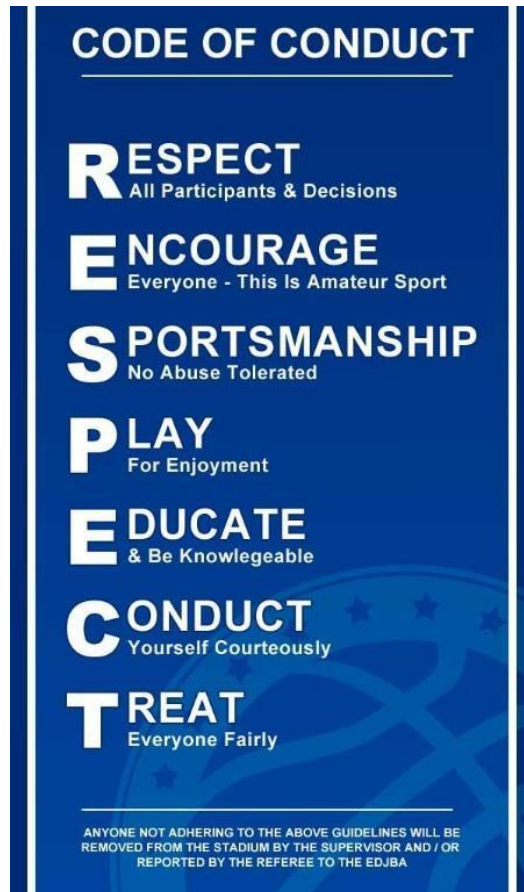
Summer season commences from October to March (excluding school holidays). Teams are comprised of players who are under the age of 8, 10, 12, 14, 16, 18 and 21 years on 1st July before the season commences.

Season dates are available from the Club and [EDJBA](#) websites. Each season consists of 6 rounds of grading matches and up to 10 games of the regular season. At the end of each regular season the EDJBA plays a three round finals series, comprising of Semi Finals, Preliminary Finals and Grand Finals. The teams who participate in finals are:

- all teams in Under 12 and below
- all 'A' grade teams
 - all pools with 12 teams play top 4 and middle 4 finals
 - all remaining pools only play top 4 finals.

All teams in Under 12 and below play finals so that these age groups play as many games of basketball as possible and also giving them an opportunity to play in a final, which is a different experience.

The Club adheres to the policies of the EDJBA. All members of the YEBC community are expected to familiarize themselves with the EDJBA Code of Conduct based on the overarching value of RESPECT.



For a full copy of the Code of Conduct refer to *Attachment 1*. The document includes codes of conduct for; administrators, coaches, officials, parents, players and spectators. It is imperative that all members, in their respective capacity, have read the relevant code.

The following policies and procedures can be located on the [EDJBA website](#).

- Blood Policy
- By Laws
- Code of Conduct
- Free Throw Positions
- Climate Policy
- Insurance Policy
- Mercy Rule
- Social Networking Policy
- Tribunal By-Laws
- Working with Children Information

EDJBA Member Clubs



Yarra Eagles 			
Balwyn Blazers		Greenhill Beavers	
Banyule Hawks		Hawthorn Magic	
Blackburn		Ivanhoe Knights	
Bulleen Boomers		Koonung Comets	
Collingwood AllStars		Mill Park Titans	
Darebin Giants		Mitcham Thunder	
Doncaster Doncats		Park Orchards Steelers	

Doreen Cougars



Warrandyte Redbacks



2. Yarra Eagles Basketball Club Committee

The Yarra Eagles Basketball Club is run by an enthusiastic group of volunteers who are committed to providing a fantastic environment for all players to have fun and achieve their best. This is a testament to the dedication, passion and devotion of Committee members to ensure a successful and efficiently run club. The membership includes the following positions:

- President
- Vice-President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Girls Team Co-ordinator x 2
- Boys Team Co-ordinator x 2
- Trophy Co-ordinator
- Presentation Event Co-ordinator
- Director of Coaching (paid role)
- Social Media & Communications
- Player representatives x2
- General Members

The Committee operates according to the Charter which outlines the ethical standards, values and principles that the Committee will abide by as well as the Terms of Reference, refer to *Attachments 2a & 2b*. The Club relies on each position to be filled voluntarily by people who would like to be involved in the ongoing development of the Club. New committee members are always welcome. The Club will provide support and assistance to encourage new families to join the Committee.

The Act (*Associations Incorporation Reform Act 2012* and the *Associations Incorporation Reform Regulations 2012*) requires a committee member to be a member of the club and if not a member of the club, must apply in writing to become a member of the committee.

The future and success of the YEBC depends on the involvement and contribution of as many people as possible.

Committee members are required to complete a Working With Children's Check, a Basketball Victoria [Statutory Declaration/Member Protection Declaration](#). The Statutory Declaration needs to be completed at least every 2½ years.

For a list of the current Committee membership go to the Yarra Eagles website.

3. Child Safety Standards Policy

On 26 November 2015 the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safety Standards) Bill to introduce child safe standards into law. The Standards came into effect for sporting organisations on 1 January 2017 and further changes were made in July 2022.

The Child Safe Standards aim to drive cultural change in organisations that provide services for children so that protecting children from abuse is embedded in everyday thinking and practice of leaders, staff and volunteers. The Standards are compulsory for all organisations providing services to children. Implementing the Child Safety Standards will assist the YEBC to:

- prevent child abuse
- encourage reporting of any abuse that does occur
- improve responses to any allegations of child abuse.

The 11 Child Safe Standards which govern our standards are:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people.

The Yarra Eagles Basketball Club is committed to protecting the safety of all children associated with the Club. All children who are a part of the Club have a right to feel and be safe. The welfare of all children in the Club's care will always be the Club's first priority. YEBC has a zero tolerance to child abuse. To demonstrate this commitment the YEBC has developed a number of resources to implement the Child Safety Standards. These include the following code of conduct and guidelines.

See Attachment No 2 [‘Child Safety Code of Conduct’](#)

See Attachment No 4 [‘Guidelines on Physical Contact with Children’](#).

Child Safety Person

The Child Safety Person is specifically responsible for responding to any complaints made by a YEBC member or volunteer in relation to a breach of the YEBC Child Safety Standards Code of Conduct and Child Safety Policy.

The duties of the Child Safety Person also include to:

- Be familiar with the Child Safety Standards and the YEBC Child Safety Code of Conduct and Policy.
- Address any concerns, suspicions or disclosures of child abuse.
- Maintain the confidentiality and privacy of all parties involved.
- Communicate complaints to the YEBC Executive Committee.

The Clubs' nominated Child Safety Person is Doctor Margaret Patrice Friars, Clinical Psychologist. Doctor Friars contact details are:

Email: patrice.friars@gmail.com

Mobile: 0405 107 021

4. Annual General Meeting

Annual General Meetings (AGM) are held within one month of the end of each Consumer Affairs Victoria financial year. The YEBC financial statements align with the Consumer Affairs Victoria financial year end date which is 31st March. The actual date of the meeting will be communicated to members via the Club website each year and Sporting Pulse Communications. All Club members are invited and encouraged to attend. An email will be sent to all registered Club members to advertise the upcoming AGM and to invite the YEBC community to attend the meeting.

At each Annual General Meeting Committee positions are vacated and new office bearers are elected and confirmed. Interested persons can self-nominate for a position. This needs to be done at least two days prior to the meeting being held. The person needs to inform the current Secretary that they will be nominating for a particular position on the Committee. Alternatively, a person can be nominated to fill a position by another member of the Club with the member's consent.

All members of the Club who attend the meeting are entitled to vote. If a position is contested, a secret ballot will be held and votes will be counted at the meeting to confirm the incumbent of the position.

Positions are filled for a minimum one year term.

Each role has a position description that outlines the duties and expectations of the role. Refer to *Attachment 2b*.

5. Registration Procedures

In order to be eligible to play with the Club each player must be registered each season. By registering with the Club you become a Club Member, which means that you support the Club and agree to comply with the policies and procedures. Members who are under the age of 15 years are Associate Members. [Registration](#) is an online process. Registration is finalised when the registration fee is paid. It is preferable that the fee is paid at the same time that registration is processed online via electronic funds transfer.

Registration by the due date enables the Club to establish teams for the forthcoming season. Late registrations can be accommodated to balance team numbers however the Club cannot guarantee a place in a particular team.

Once the registrations have been received, the Boys and Girls Team Co-ordinators and Coaches liaise to organise teams. Registration means you have joined the Club, not a particular team.

If you have decided to withdraw a registration once it has been confirmed, the registration will be refunded minus a cancellation fee of \$25 to cover administrative costs.

Since the commencement of the 2022 Winter Season, Game Day Match Fees (including Finals) have been incorporated into Registration Fees.

6. Team Selection

Team numbers will be set at a maximum of 9 players. Ideally, each team will consist of 8 players. In the event that there are too many or not enough players in an age group to make up a team with the ideal number of 8, consultation with coaches and family members will occur where teams are set at 6 as a minimum or 9 as a maximum.

Teams are formed taking into consideration player preference requests (if two players request to play with each other) however the placement of players in a team will ultimately be decided by the Boys and Girls Team Co-ordinators on the basis of the skills development of each player.

The Club has a duty of care regarding players and therefore encourages that all players play within their age group. In keeping with the philosophy of the EDJBA age groups vary for each season. Refer to *Attachment 6 'EDJBA Age Cut Off Information'* for further information. Occasionally it may occur that it is appropriate for a player to play up an age group. For such cases the situation is reviewed by the Boys and Girls Team Co-ordinators and an appropriate decision is made in consultation with families.

Once a player has been placed in a team the player is permitted to fill in for another team in a higher age group in an emergency situation, for example to prevent a forfeit. A player is not permitted to play in the same age group or an age group below. A player cannot play more than 4 times for another team. Playing a fifth game for another team will result in the player permanently belonging to that team in the higher age group for the remainder of that season.

Families are notified of teams by email before the commencement of each season by the Boys and Girls Team Co-ordinators.

See Attachment No 5 'Guidelines for Team Selection'.

7. Venue Manager/Referee Co-ordinator's Role

The Venue Manager/Referee Co-ordinator's Role includes the following, to:

- Open and close the venue.
- Ensure that there is a scoring bench, seating, iPads for stadium scoring, mechanism such as an arrow for alternate possession, electronic control for the scoreboard and player's benches.
- Ensure that a fully equipped first aid kit is available.
- Support parents or carer of a child who has been injured,(e.g. provide ice pack, tissues, band aids etc.)
- Check that the floor is clean and in good condition prior to the commencement of play and throughout day (e.g. water spills).
- Ensure that the 'goal rings' are set for play.
- Supervise the conduct of Players, Coaches and spectators throughout the day.
- Be visible and available to the scorers and Coaches at the start of each game.
- At the conclusion of each game, ensure that players clear the courts in a timely manner, so that the next teams can commence their warm-ups.
- Intervene and mediate when an issue arises.
- Abstain from incidents that appear to likely become out of control. If this occurs ask the offenders to leave the premises. If matters escalate, call the police.
- Document any incidents that may occur and provide to EDJBA and Executive Committee.

- Ensure that the venue is left in a tidy manner.
- Provide the cash sheet summary conclusion of each game day.
- Roster Referees for game day, ensuring the right mix of referee experience and capabilities is aligned to the standard and age group of teams playing
- Monitor Referee Time Sheets and ensure Referee Banking Details are correct in order to facilitate payment
- Ensure Referee Association Membership Fees, Working With Children's Checks and Hobbyist Forms are in order, documented and store in a central repository
- Oversee Referee standards including dress code.
- Ensure the "Stadium Scoring" iPads are fully charged ready for game day.
- Ensure iPads have internet connectivity to allow for upload of results to PlayHq.
- Assist scorers with any changes required to the player list.
- Must have a current Working With Children's Check.

8. Coach's Role

Being a part of a basketball community is a great way to create relationships, develop life skills and give back to the community. For parents it's an opportunity to show support for your children. The Club will support anyone who is interested in becoming a coach. The Club relies on volunteers to coach and provides coaching courses and/or mentoring programs to assist with development in this role. For the best interests of the Club and team, it is important that coaches are committed and abide by the EDJBA/Basketball Victoria's - Code of Conduct.

Coaches are required to register as a coach on the Sporting Pulse database via the Club website. The registration process ensures that coaches agree to abide by the policies and procedures that govern the Club, including the EDJBA/Basketball Victoria Coaches Code of Conduct. Coaches are also required to provide their Working With Children's Check details when registering as a coach and to sign a Basketball Victoria [Statutory Declaration/Member Protection Declaration](#). Registration also enables the YEBC Committee to effectively communicate important information pertaining to coaching issues.

Coaching at the YEBC falls into two categories; senior and junior levels. A senior coach is someone who is 18 years and over. A junior coach is someone who is aged from 14 up to 18 years of age.

To support the development of coaches in our club, playing coaches and playing assistant coaches' home game fee is waived.

a) Senior Coaches

The Senior Coaching Role includes the following, to:

- Provide a Working With Children's Check number.
- Sign a Member Protection Declaration
- Arrange a training time that is suitable for the Club and a majority of players.
- Conduct productive training sessions.
- Arrive 10 minutes prior to the start of a game for a warm-up session.
- Ensure that each player in the team has fair court time.
- Arrange a substitute coach when unable to make games or training sessions.
- Provide each child with positive feedback and constructive criticism to enable the player to improve.
- Liaise with the Boys and Girls Team Co-ordinators with regard to player allocations for teams for

the next season.

- Encourage children to develop a sense of fair play and 'sportsmanship'.
- Nominate two players each season for awards based on the criteria outlined in Section 15 of this handbook.
- Attend the Awards Presentation event and present awards. If unable to attend, arrange for another person to speak on your behalf.
- Be aware of the Club's grievance policy and procedure.

b) Junior Coaches

The YEBC is a family friendly Club that encourages junior coaches. In line with the EDJBA policy the Club relies heavily on parents and older siblings to volunteer to be a coach.

The Club will support Junior Coaches by providing sponsored training and development opportunities.

Age restrictions

The following age restrictions have been determined by the YEBC Committee in order to ensure the safety of players, to create a positive learning environment and to assist in the development of coaches at the club. The age restrictions were created in accordance with the EDJBA by-laws.

- The Club requires a junior coach to be 14 years of age.
- Persons over the age of 14, but under the age of 18 must, at all times, be supported by a responsible adult for example a team manager, assistant coach over the age of 18 or a nominated parent.

Responsibilities of the support person

The support person is to provide guidance only, to the junior coach in the following ways:

- Be present at all matches.
- Oversee proceedings and ensure the junior coach is treated with respect as per code of conduct.
- Ensuring that an appropriate person is present at training sessions.
- Ensure that they have transport to and from all matches/training sessions.

The support person is NOT to provide any coaching.

Responsibilities of the junior coach

Junior coaches are required to be:

- Punctual to all matches/training sessions.
- Ask for help from parents/mentors/the Club should they require any assistance.
- Be aware of the Club's grievance policy and procedure.

All coaches are required to submit team compats to the team Co-ordinators at the beginning of each season.

9. Team Manager Role

The Team Manager provides administrative support to the team, usually acting as a link between the parents and the coach. The Team Manager shall:

- Advise players and coaches of game times.
- Communicate to parents, players and coaches any changes to the training schedule or the published fixture.
- Organise a scoring roster and help train parents who do not know how to score.
- Communicate player availability for training and games each week to the coach.
- Advise the Boys or Girls Team Co-ordinator of the possibility of a walkover or team forfeit if it is anticipated that there aren't enough players to field a team.
- Monitor the Club and EDJBA website for updates and information about the season.
- Arrange fill in players from a lower age group and lower grade by liaising with the Boys or Girls Team Co-ordinators for replacement players when required.
- Communicate any concerns about the team with the Boys or Girls Team Co-ordinators, e.g. grading, player behaviour, parent behaviour etc.
- Promote and encourage a sense of fair play and good sportsmanship amongst players and supporters.

10. Uniforms

Each player must play in the correct Yarra Eagles Uniform which consists of:

- A Yarra Eagles black basketball singlet with yellow shoulder region, maroon trim, yellow numbers and Yarra Eagles insignia, and
- Yarra Eagles black shorts with maroon and yellow trim; the shorts must not have pockets.
- Yarra Eagles hoodies and training tops are also available however this is optional.
- Yarra Eagles sports bags are also optional.

Each child must play with a different number. Singlet numbers can include 0 to 99. When a singlet does not have a number it should be recorded as double zero "00". **All new players must liaise with the venue managers for a number allocation.**

No jewellery, plastic headbands, false nails or charity bands are to be worn during play. Hair should be tied back and no plaits are allowed. Spare uniforms are kept at the Marcellin stadium. These are available as spares for fill in players and new registrations. An 'on loan' uniform register is maintained at the Club so that the Venue Manager can keep track of all stock. All borrowed uniforms must be signed out on the register and signed back in when returned to the Club.

Uniform Supplier

The venue managers have the supply of uniforms for the Club. Contact the Yarra Eagles email to organise a time to pick up the new uniform.

At the time of printing the cost of a uniform is approximately:

- Singlet & Shorts & Number - \$79.75 +GST
- Singlet & Number - \$44 + GST
- Shorts - \$35.75 + GST

Merchandise Supplier

Other merchandise can be purchased from iAthletic: <https://iathletic.com.au/collections/yarra-eagles>

11. Player Commitment

By becoming a member of the Yarra Eagles Basketball Club players commit to the following Club rules, to:

- Represent the Yarra Eagles Basketball Club with pride and a sense of fair play.
- Attend training sessions and advise your coach if you are unable to be present.
- Encourage all of your team mates in a positive manner and be respectful of each player's abilities.
- Attend matches and arrive 10 minutes early for a warm-up and coaching directions.
- Wear the correct uniform when playing.
- Respect all those acting in an official capacity - coaches, scorers and referees.
- Thank your parents for bringing you to training and matches and supporting you in your sport.
- Be thankful to Coaches for donating their time each training session and on game day.

12. Parent Responsibilities

By registering your child as a member of the Yarra Eagles Basketball Club parents commit to the following Club rules, to:

- Maintain registration requirements and pay fees to the club.
- Make sure that your child has the correct Yarra Eagles uniform.
- Ensure that your child attends training sessions and always let the Team Manager and Coach know if your child cannot attend.
- Arrive 10 minutes prior to each game commencement for warm-ups.
- Advise your Team Manager and Coach with as much notice as possible if your child is unable to play in a match.
- Learn how to score and take your turn scoring at games (*see Attachment No 7 'How to score a basketball game'*).
- Applaud all good play during a game and promote fair play and sportsmanship at all times.
- Encourage your child to play, but never focus on the negatives - commend their contribution to the team. The Club encourages positive reinforcement of all its players.
- Be familiar with the EDJBA/Basketball Victoria Parent Code of Conduct, refer to *Attachment 1*.
- Be prepared to take your turn at being the Team Manager for a season - a new Team Manager is required each season.

The Club is aware that players participate in other recreational and school based sports on Saturdays. However, the Club expects that families are committed to playing basketball each week and that every effort is made for players to be available to play at all times.

13. Reporting an Incident

Occasionally during play at home and away venues spectators can experience dissatisfaction during a game. The EDJBA provides comprehensive guidelines for players, coaches, parents and/or spectators.

Examples of dissatisfaction may include:

- Unduly rough play, unsportsmanlike behaviour.
- Obscene language from players or spectators.
- Spectators heckling or being offensive to players on the court.
- Standard of refereeing is poor, inconsistent causing player/spectator exasperation.
- Poor standard of the venue and facilities (rubbish, dirty floor, danger from equipment).

If there is an issue during the course of a game or immediately after, it is recommended that the incident is reported. For instructions on how to report an incident please refer to *Attachment 3* on how to report an incident which includes an Incident Report Form.

14. Grievance Processes

A grievance can be defined as:

- a wrong considered as grounds for complaint, or something believed to cause distress
- a real or imagined wrong or other cause for complaint or protest, especially unfair treatment.
- an official statement of a complaint over something believed to be wrong or unfair.

Occasionally parents may have a concern about some aspect of their child's participation in a sporting team. If this arises and you feel that you would like to address it, the best course of action is to raise it with an appropriate person within the Club and not to discuss it with other parents or players.

The Club has a grievance process and seeks to implement a range of policies and procedures in order to minimise the number of grievances likely to occur. The Club encourages grievances to be resolved as soon as possible as per the Club policy and procedure.

Please refer to *Attachment 4* for the policy and procedure on how to lodge a grievance.

15. Communication

In addition to this handbook more information is available via the [Yarra Eagles Basketball Club](#) website. The website contains a lot more information, some of which includes the following:

- General Information Updates, eg venue availability and dates for presentation nights
- Resources
- Training Schedules
- Competition Dates

- Link to the EDJBA
- Club Contact Details
- Registration Details
- Coaches Link
- Skills Development Opportunities
- How to score

The YEBC Committee also sends out regular information and updates about the Club via email to registered members. Information regarding teams is also available by using the PlayHq website.

16. Awards Presentation

At the end of each season a trophy is awarded to the Best Team Player and there is a Coach's Award for each team. Individual Yarra Eagles Premiers & Runners Up Pennants are also awarded to each player and coach participating in a Grand Final. The Coaches present the awards to the players and recap on their team's performance during the season.

Following is the suggested criteria for each category at the discretion of the coach:

Best Team Player

The Best Team Player trophy is awarded to the player who:

- Sets a good example to others in the team at training and on game day.
- Plays hard at both ends of the court.
- Displays a high level of skill for their age and grade.
- Listens to instructions and applies themselves to the best of their ability.
- Is not necessarily the highest scoring player in the team, but might have the most assists or best defensive effort etc.
- Drives their team to perform best under pressure.

Coach's Award

The Coach's Award trophy is given to the player who:

- Has worked really hard equally or just as hard as the best team player.
- Has improved the most over the season or has done all of the above but isn't the most skilled.
- Always puts in their best efforts both at training and on game day.
- Displays best sportsmanship – sometimes more important than skill come game day.
- Comes to training every week, listens respectfully and participates eagerly.

17. Family Day

Family is held once a year, to celebrate players and their families from both Winter and Summer season. Anyone interested in joining the club is also welcome to attend.

18. Life Membership

Life Membership is the highest award available to recognise the exceptional contribution of individuals to the YEBC. It is therefore only to be awarded in exceptional circumstances.

Any current Member may nominate another member for consideration for the Life Membership award. Nominations must be submitted in writing & must be signed by two current financial members (unrelated members) of the Club.

The nomination should be prepared so as to set out the achievements & activities of the nominee and at a minimum must meet the award criteria (see Attachment 5). Nominations must be received by the Executive Committee.

The Life Membership will be awarded at the Winter Season Awards Presentation event.

Please refer to *Attachment 5* for the Life Membership policy.

Attachment 1

EDJBA and Basketball Victoria Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. These code of conduct has been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

A copy of the code of conduct can be found here: <https://edjba.com.au/wp-content/uploads/2020/05/Code-of-Conduct.pdf>

Yarra Eagles Basketball Club Committee of Management Charter

The Yarra Eagles Basketball Club (YEBC) is an Incorporated Association and trades by the name Yarra Eagles Basketball Club. The Club operates by and complies with the *Associations Incorporation Reform Act 2012* (the Act) and the associated Regulations. The Club is a not for profit organisation. The Committee defers to the Act and the associated Regulations for all matters not specifically outlined in this Charter or the Terms of Reference.

The Club operates by the Terms of Reference which outlines the purpose and structure of the Committee of Management (here after 'the Committee'). The Committee undertakes to ensure that the Club is run efficiently and effectively and to a high standard while striving to achieve the mission of the Club which is; ***to develop player skills so that teams are competitive and successful while providing a fun and friendly environment.***

The purpose of this Charter is to outline the ethical standards, values and principles that the Committee will abide by to ensure open and transparent processes and decisions that are fair and equitable.

Expectations of Committee Members

The Committee will operate as an enthusiastic and collegiate team, drawing on the knowledge and skills of each member working towards common goals that will ensure the Club's success.

Committee Members recognise that all Committee Members take responsibility for committee processes, policies and procedures and are therefore actively engaged. It is critical that committee members demonstrate regular and active involvement. Attendance and participation at meetings is required as is communication via emails.

1. An effective Committee Member shall:

- have a commitment to the mission of the club – *To develop player skills so that teams are competitive and successful while providing a fun and friendly environment*
- be available and devote sufficient time to the Committee
- be willing to accept responsibility
- exhibit tact and discretion at all times
- demonstrate good listening skills and consider all points of view
- communicate effectively, demonstrating good oral and written communication skills
- respect the opinions of other committee members
- ensure confidentiality and privacy of information
- be familiar with the policies and procedures of the Club and the Act and the associated Regulations.
- be responsible collectively as a committee for ensuring that the Club complies with the Act.

- exercise their powers and discharge their duties with reasonable care and diligence and in good faith that is in the best interests of the Club
- shall not make improper use of their position so as to gain advantage for themselves or any other person.

2. Committee Members are expected to:

- attend as many General Committee Meetings as possible, a minimum of three per year
- provide an apology, to the Secretary, prior to a General Committee Meeting, if unable to attend
- reply to general committee emails as required, within a suitable timeframe or by the due date as identified in the correspondence
- contribute to healthy discussions on issues raised at meetings
- vote on issues in order to seek resolution and make decisions so that initiatives can be implemented in a timely and effective manner as required
- support and respect decisions made by the committee.
- assist with duties as required at the awards presentation event
- be aware of the Clubs grievance policy and procedure

3. Inappropriate behavior

Inappropriate behavior by a Committee Member will not be tolerated. Inappropriate behavior is considered to include:

- being disruptive during meetings
- openly criticising or discussing committee matters that are bound by confidentiality
- breaching confidentiality (which includes inappropriately discussing committee matters)
- not complying with the Act (*Associations Incorporation Reform Act 2012* and the *Associations Incorporation Reform Regulations 2012*)

Inappropriate behavior can result in a Committee Member being asked to resign from the Committee. Such an action would require the committee to vote on the matter.

4. Liabilities

In accordance with Part 5 of the Act (Rules, Members and General Meetings) an Incorporated Association receives recognition as a legal entity separate from its members. It offers some protection for office holders from any debts or liabilities incurred by the Club as long as the Club doesn't make a profit for its members.

Attachment 2b

Yarra Eagles Basketball Club Committee of Management Terms of Reference

The Yarra Eagles Basketball Club (YEBC) is an Incorporated Association, No A0024882D. These Terms of Reference outline the purpose and structure of the YEBC Committee of Management which governs the Club. Members of the Committee are elected at the Annual General Meeting. The Club complies with the *Associations Incorporation Reform Act 2012* (the Act) and the associated Regulations. The Club is a not for profit organisation.

1. Purpose of YEBC Committee of Management

The purpose of the YEBC Committee of Management is to provide the overall management, guidance and strategic direction of the Club. The Committee is the key agent that sets the strategic direction to ensure the future viability of the Club and is responsible for steering the Club through changing circumstances.

YEBC operates within the framework of the Eastern Districts Junior Basketball Association (EDJBA) as the competition administrator. The Committee's primary purpose is to ensure that all requirements of the EDJBA are met which enables YEBC to participate in the competition.

2. Committee of Management

Membership of the Committee of Management comprises of:

- President
- Vice-President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Girls Team Co-ordinator x 2
- Boys Team Co-ordinator x 2

- Equipment and Uniforms Co-ordinator
- Trophy Co-ordinator
- Event Co-ordinator
- Coaching Director (paid role)
- Social Media & Communications
- Player representatives x2
- General Members

Ideally 10 members are required for the Committee to operate. Each member is elected at the Annual General Meeting. It is essential that the President, Vice President, Treasurer and the Secretary positions are filled. These positions form the Executive Committee of the Club.

For a detailed position description that details the roles and responsibilities of each position, refer to the *“Office Bearer Roles and Responsibilities”* at Number 11 of this document.

3. Election of Committee Members

Committee Members are elected at the Annual General meeting (AGM).

Membership on the Committee is for a minimum term of 12 months. In order to ensure continuity of the management of the Club it is preferred that members re-nominate for positions for at least three terms. To be a member of the Committee an individual must be 18 years of age or over, however the Player Representatives may be under 18.

A summary of the roles and responsibilities for each position is available at Number 11 of this document.

4. Convening a General Meeting

The Secretary is responsible for organising general meetings. Committee Members will be emailed as soon as a date is fixed for each meeting.

A minimum of five general meetings will be held each year – generally in February, March, June, August and November. Committee Members are expected to attend at least 3 of these 5 meetings. A person ceases to be a Committee Member if he/she fails to attend 3 consecutive meetings without a leave of absence, which is a period not exceeding 3 months.

Committee Members are invited to submit agenda items at least two days prior to the scheduled meeting. A meeting agenda will be emailed to Committee Members at least one day prior to the meeting.

The agenda of a general meeting will include:

- apologies
- acceptance of previous meeting minutes
- President's report
- Treasurer's report
- general business as per agenda items provided
- other business
- agreement on a date for the next meeting

The duration of the meeting should be no longer than three hours.

5. Running/Procedure of General Meetings

The President, or in the President's absence, the Vice-President, shall preside as the Chairperson at each General Meeting.

At least 50% of committee members, including at least the President or Vice-President shall constitute a quorum for the transaction of business at a meeting of the Committee.

6. Voting at General Meetings

All members shall be entitled to one vote. The Chairperson shall have the casting vote if necessary.

7. Out of Session Decisions

Where a decision needs to be made before the next scheduled meeting, the Executive Committee will consider the issue and make an executive decision on behalf of the Committee. The Secretary will communicate the issue and the resolution to the Committee via email once the decision has been made. The decision will be formally minuted at the next scheduled general meeting.

The Executive Committee consists of the President, Vice President, Secretary and Treasurer. The Executive Committee may call upon another committee member to provide expertise in a particular area if required. This person is to remain involved as an Executive Committee member until the issue is completely resolved. In the event that the Executive Committee cannot reach a decision, a special meeting of the full Committee is required.

8. Minutes of the Meeting

The Secretary, or the Assistant Secretary in the Secretary's absence, shall take the minutes of the proceedings including the resolutions at each general meeting. Minutes are to be distributed to Committee members within seven days of the meeting being held.

9. Annual General Meeting

An Annual General Meeting will be held within one month of the end of the Consumer Affairs Victoria financial year. The YEBC financial statements align with the Consumer Affairs Victoria financial year end date which is 31st March. An invitation including the date, time and location of the meeting will be advertised on the YEBC website. An email will also be sent to all YEBC registered members to invite them to attend the meeting. Two parents per team are requested to attend.

All Committee positions are vacated at this meeting.

The members in attendance on the day vote on the nominated person to fill Office Bearer position.

If a position is contested, a secret ballot will be held, votes will be counted at the meeting.

The format of the AGM will include:

- Welcome by the Chairperson
- Confirmation of the minutes of the previous Annual General Meeting
- Confirm or vary the amount of the registration fee
- Ratification of the updated Parent Handbook
- Receive and consider the annual report of the Committee on the activities of the Club during the preceding financial year and the financial statements which includes:
 - President's report
 - Treasurer's report since the previous AGM
 - Girls and Boys Team Co-ordinator reports

- Declaration that all office bearer positions are vacant
- Call for nomination for each office bearer position
- Election of new office bearers
- Confirmation of officer bearers on the committee for the next 12 months
- Meeting closed

10. Resigning from the Committee

If a Committee Member wishes to resign from the Committee before the AGM for any reason, the following process must be followed:

- The resignation must be in writing and addressed to the Executive Committee
- The resignation will be officially noted in the minutes of the next scheduled general meeting.

If the resignation is from a position of the Executive Committee; namely the President, Vice President, Secretary or Treasurer, then a current member on the Committee would be asked or could volunteer to act in the position until a formal appointment is made at the next AGM. If the position of Secretary becomes vacant the Committee must appoint a member to the positions within 14 days after the vacancy arises.

11. Office Bearer Roles and Responsibilities

Each position on the Committee has a specific role and responsibility. These are outlined below.

President

The duties of the President include the following:

- Chair YEBC Committee meetings.
- Liaise with EDJBA Committee as required.
- Attend EDJBA AGMs.
- Attend and or organise someone (preferable a committee member) to attend the EDJBA “Grading Forums” as required.
- Oversee stadium management and availability - liaise with Marcellin College.
- Venue manager liaison – monitor Venue Manager/Referee Co-ordinator role, to ensure required duties are carried out to the expected standard. Provide feedback to Venue Manager to help continually improve the efficiency of tasks and how situations are dealt with.
- Manage and negotiate grievances reported to the YEBC when required.
- Consider the Club’s future and strategic directions within a culture and framework of continuous improvement.
- Network with other Clubs to formulate ideas on improvement processes.
- Write “YEBC President’s Update” regularly to be distributed to players, parents Coaches and Team Managers.
- Always co-sign cheques on any payments made by the Club and co-authorize all EFT with the Treasurer
- Liaise with Marcellin College regarding the opportunity to establish potential relationships between PE Students and the YEBC.

- Oversee Referee development to support Venue Manager/ Referee Co-ordinator to ensure Referee availability and implementation of Referee standards.

Vice President

The duties of the Vice President include the following:

- Chair Committee meetings in the absence of the President.
- Assist and provide support to the Club President as required.
- Act in the President's role when required.
- Undertake a quarterly financial audit with the Treasurer which includes reviewing and signing off all club bank statements.
- Organisation of Uniform stock

Secretary

The duties of the Secretary include the following:

- Co-ordinate and organise General Committee meetings.
- Confirm the agenda for each general meeting.
- Take the minutes at Committee Meeting as required.
- Email reminders for meetings and required deadlines.
- Maintain central administration and documentation required to meet club obligations.
- Be responsible for lodging Club documents with the Registrar of Incorporated Associations.
- Notify the Register of Incorporated Associations of his/her appointment as Secretary within 14 days of the appointment.
- Access all bank statements to review and co-authorize EFT transactions as required.
- Monitor all EDJBA correspondence via email.
- Manage all incoming email correspondence forwarding onto appropriate people.
- Forward correspondence to appropriate committee members as required.
- Forward any fixture changes to all Co-ordinators, Team Managers and Coaches.
- Keep and maintain a register of members in accordance with the requirements specified in the Act.

Assistant Secretary

The duties of the Assistant Secretary include the following:

- Provide assistance to the Secretary.
- Organise general committee meetings and record meeting proceeding in the absence of the Secretary or as delegated by the Secretary.

Treasurer

The duties of the Treasurer include the following:

- Administer and report on the Club's financial accounts.
- Prepare quarterly Profit and Loss Statements for review and approval by one other Executive Committee Member who does not have Club bank account access.
- Prepare the Treasurer's Reports for committee meetings which will include income and expenses.
- Co-ordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the AGM.
- Assist the Secretary with the lodgment of the Club's financial documents with the Department of Justice – Consumer Affairs Victoria.
- Ensure that at least one other Committee Member has access to the Club's accounts and financial records.
- Receive all monies paid to or received by the Club and issue receipts for those monies in the Club name.
- Ensure all banking is up to date for example: Cash Sheets should be received and filled in correctly and all monies received are paid into the Club account within five working days after receipt.
- Liaise with Venue Manager/Referee Co-ordinator regarding the weekly cash sheet
- Issue cheques and payments as required ensuring that:
 - cheques are signed by at least two Committee Members;
 - electronic transfer of funds are processed by the Treasurer and one other Committee Member who has Club bank account access on a predetermined date agreed by the two individuals;and
- Maintain accounts that are outstanding.
- Liaison with Marcellin College regarding payments to the College and any other financial matters.
- Monitor outstanding accounts in relation to registrations via the Sporting Pulse database.
- Generate financial reports from the Sporting Pulse database as required.
- Liaise with EDJBA Treasurer as required.

Assistant Treasurer

The duties of the Assistant Treasurer include the following:

- Provide assistance to the Treasurer.
- Prepare financial reports and attend meetings in the Treasurers absence or as required.

Girls and Boys Team Co-ordinators

The duties of the Girls Team Co-ordinator include the following:

- Player allocation into teams after registration.
- Development of teams.
- Parent liaison.
- Team Manager liaison.
- Track any variations to contact details and update PlayHq
- Monitor player and team development.
- Organise players to fill in for teams that are short on numbers on game day.
- Notify EDJBA by email and/or telephone of any team or player changes.
- Act as the first point of contact for new registrations and liaise with new players/parents.
- Enter teams in the PlayHq database.
- Compile coach and team compats information and ensure that these are provided to Fixtures Coordinator in a timely manner.
- Liaise with the Vice President regarding uniforms
- Liaise with other committee members as necessary.

Trophy Co-ordinator

The duties of the Trophy Co-ordinator include the following:

- Organise the each season.
- Liaise with Coaches to confirm nominations for Awards at the end of each season.
- Provide Coaches with the list of award recipients from the previous two seasons.
- Obtain names of U8 or U9 teams for participation awards.
- Collate names, check spelling.
- Maintain records of award recipients.
- Select the type of trophies and medals for each season and place an order.
- Arrange to collect the awards when ready.

Organise the awards presentation event and trophies/medals/pennants each season.

Event Co-Ordinator

The duties of the Event Co-ordinator include the following:

- Planning of the Family Day Event
- Book the functions Room and microphone for the Family Day Event.
- Organise facilities for a photographic slide presentation, eg a screen projector and computer etc.
- Co-ordinate with the photographer
- Arrange and organise helpers to assist with the set up for the Family Day event.
- Pack up and clean up after the Family Day event.

- Undertake a review of the format and proceedings for each Family Day event to ensure that the expectations of the Committee are met and to identify opportunities for improvement.

Coaching Director (paid role)

The committee will evaluate the coaching director role at each AGM.

The duties of the Coaching Development director include the following:

- Develop coaches to improve their skills and knowledge of how to coach.
- Liaise with Team Co-ordinators to determine coaches performance eg to identify and provide support if required.
- Liaise closely with Team Co-ordinators during the season to determine future coach requirements.
- Provide support for coaches such as training and manuals to assist with new drills and coaching techniques etc.
- Proactively contact current coaches for next season recruitment.
- Develop a “package” of materials, information and documents for new coaches, eg, Information Handbook for Parents and Coaches, useful web sites and team contact list etc
- Ensure all coaching documentation is available on the YEBC website and that it is kept up to date.
- Aim to increase the number of coaches available, particularly to mentor younger coaches.
- Proactively identify and/or organise coaching clinics and follow up registrations with potential participants.
- Coach liaison and support. For example, monitor coaching standards, provide support to coaches when required by sitting on the bench with them during games, attending games to observe and answer any questions coaches may have.
- Monitor stadium standards and availability for training sessions.
- Ensure the stadium is locked at the end of each training session.
- Organise training schedules.
- Order & supply all new coaches with polo tops and/or jackets
- Ensure that all Coaches bags are restocked each season with appropriate equipment eg:
 - Collect bags at end of each season
 - Restock with suitable equipment
 - Maintain a register of coaches bags
- Be responsible for purchasing equipment needed for training and game day as requested by the Boys and Girls Team Co-ordinators.
- Keep up to date with the EDJBA OHS requirements for stadiums, eg blood spill bucket requirements etc.

Social Media & Communications

The duties of the Social Media & Communications role include the following:

- Keep the club social media pages up to date.
- Post new social media content regularly.
- Provide assist with the writing of all communications.
- Send all communications to members via MailChimp.
- Assist with promotion of Events, Finals and Registration.

Player Representatives

YEBC understands how important it is to get regular feedback from players, as they are the reason, we have a club. There is to be no more than 2 player representatives and they must be 14 or over and accompanied by a responsible adult at all meetings. Player representatives are non-voting members of the committee.

General Committee Members

The duties of General Committee Members are to assist as required.

How To Report An Incident

Occasionally during play at home and away venues spectators can experience dissatisfaction during a game. The EDJBA provides comprehensive guidelines for players, coaches, parents and/or spectators.

Examples of dissatisfaction may include:

- Unduly rough play, unsportsmanlike behaviour
- Obscene language from players or spectators
- Spectators heckling or being offensive to players on the court
- Standard of refereeing is poor, inconsistent causing player/spectator exasperation
- Poor standard of the venue and facilities (rubbish, dirty floor, danger from equipment)

If there is an issue during the course of a game or immediately after the following process is recommended.

1. Identify if a Venue Manager is on duty at the stadium that the game is being played. Approach the Venue Manager at an appropriate time in a courteous manner to report the issue.
2. Report the issues that are the cause for the dissatisfaction to the Venue Manager and inform the person that you will be providing a written report to the YEBC Committee for follow up.
3. Provide the Venue Manager with your name, contact details and the details of the team that the dissatisfaction is related to ie, Boys YE2 U15 or Girls YE1 U13.
4. If a Venue Manager is not available at the time that the incident occurs document the issue by completing an **Incident Form** available from the YEBC website and email to yarraeagles@outlook.com Ensure the written report is forwarded to the YEBC Committee within 48 hours of the incident for further follow-up & /or action as deemed necessary by the Committee.
5. Inform the YEBC Team Manager and/or Coach that you will be or have reported an incident.
6. Avoid approaching or discussing the issues with members of the opposing club including their coach or the referees.
7. Please note that the identified issue may not be resolved immediate however the outcome of the reported incident will be advised in due course.

YARRA EAGLES BASKETBALL CLUB

INCIDENT REPORT

Name: _____

Address: _____

Contact Phone Number: _____

Date of Incident: _____

Venue Incident Occurred At: _____

Game Details that Incident Occurred: _____

(Eg: Boys YE2 U15 or Girls YE1 U13)

Type of Incident:

(Please tick an appropriate box)

- Unduly Rough Play Standard of Refereeing Poor Spectator Behaviour
- Obscene Language (Player/Spectator) Poor Standard of Venue/Facilities

Details of the Incident:

Yarra Eagles Basketball Club Grievance Policy & Procedure

A grievance can be defined as:

- a wrong considered as grounds for complaint, or something believed to cause distress
- a real or imagined wrong or other cause for complaint or protest, especially unfair treatment.
- an official statement of a complaint over something believed to be wrong or unfair.

This policy recognises that effective grievance management contributes to an improved environment for all stakeholders of the Yarra Eagles Basketball Club (YEBC). This policy also provides an opportunity for all members associated with the Club to improve their experience by identifying areas of risk and areas for improvement.

The Club defers to the following policy and procedure to resolve a grievance. In order to minimise the likelihood of a grievance the Club undertakes to:

- Be open and transparent about its guidelines and the policies and procedures that it operates by.
- Publish the YEBC Committee of Management Charter and Terms of Reference.
- Communicate information as it pertains to all Club members on the website and in emails.
- Make the grievance policy and procedure available to members in the Club Information Handbook and on the website.
- Ensure that the Club's Codes of Conduct based on the EDJBA/VBA policy is available to members via the Club Information Handbook and on the website.
- Ensure that all grievances are considered to be serious and dealt with in a timely and efficient manner.
- Ensure that members of the Club's Management of Committee handle all grievances within the principals outlined in the Charter for Committee Members. For example, to ensure that all matters are considered with integrity, equity and confidentially etc.
- Seek feedback from members as required for the purposes of continuous improvement.

This policy applies to all members of the YEBC Community. This includes a grievance between:

- a) registered members* (a member and another member and/or an associate member)
- b) a member and a member of the Committee of Management
- c) a member and a volunteer
- d) a member and stakeholders of other clubs within the EDJBA

**Note: An associate member is a member under the age of 15 and a member is a person over the age of 15 who has registered with the Club and paid a fee.*

GRIEVANCE POLICY

The Club grievances to be resolved as soon as possible to mitigate the risk of a grievance escalating into a more serious nature which requires a formal process for resolution. The Club aims to ensure that a stakeholder involved in a complaint or grievance process under this policy and

procedure is afforded procedural fairness and is not subjected to any form of victimisation. In order to resolve a grievance the Club undertakes to ensure that:

- all parties have an opportunity to be heard and present their points of view
- no party with a vested interest in the dispute makes a final decision to resolve a grievance
- any defamatory statements will not be tolerated
- efforts are made to identify relevant evidence
- as much information as is reasonable is obtained in order to resolve a grievance
- ensure that natural justice is accorded to the parties throughout the process

GRIEVANCE PROCEDURE

The process to lodge and resolve a grievance is detailed below. There are two processes. The first process relates to a grievance that is raised within the Club by a Club member, a member of the Committee of Management or a volunteer. The second process relates to a grievance that is raised against the Club by a stakeholder external to the Club or by a representative from another club within the EDJBA. The Club encourages that a grievance is made at an appropriate time that is not disruptive to a training session or game, but as soon as is practical.

Internal Grievance

For a grievance that is raised within the Club the matter will be resolved in the following manner:

1. Attempt to Resolve Directly (Team Coach)

A grievance should be raised directly with the person that the complainant has an issue with in order to resolve the matter informally and as soon as possible. If the issue has been unsatisfactorily resolved the matter should be raised with the team Coach. Both parties, with the assistance of the Coach, must attempt to resolve the dispute between themselves as soon as possible and must be within 14 days of the dispute arising.

2. Notify the Committee of Management (Boys/Girls Team Co-ordinator)

If the matter is still unresolved within the 14 day period the Coach must notify the Committee of Management by informing the Boys/Girls Team Co-ordinator. The Boys/Girls Team Co-ordinator has the next 10 days to consider the issue from the complaint and Coach's perspective in order to resolve the matter. Depending on the nature of the grievance, if there is still no resolution the Boys/Girls Team Co-ordinator will refer the issue to the President.

3. Notify the President

The President shall receive the complaint in writing, confirm that steps 1 and 2 of this procedure have been followed, consider all points of views and gather additional information as required to resolve the matter. The President shall attempt, in good faith, to settle the dispute by mediation. The President may call upon another member of the Committee of Management, who is considered to be independent of the issue raised, to assist with resolving the matter. If possible this person must be chosen by agreement between the parties. All parties involved in the grievance will be informed of the outcome of the dispute in writing.

4. Appointment of a Mediator (President)

If the matter is considered by the complainant to be unsatisfactorily resolved the President will request a formal review of the decision by a nominated EDJBA representative eg the Chair of the EDJBA Grievance Committee.

5. Legal Action

If the mediation process does not resolve the dispute the parties may seek to resolve the dispute in accordance with the *Associations Incorporation Reform Act 2012* or by other legal means.

Following the resolution of the grievance the process and outcome will be considered by the Executive Committee in order to identify any opportunities for improvement and to reduce the likelihood of the same type of grievance occurring. This review process will ensure that confidentiality is maintained at all times and that the identity of each party involved in the dispute is removed.

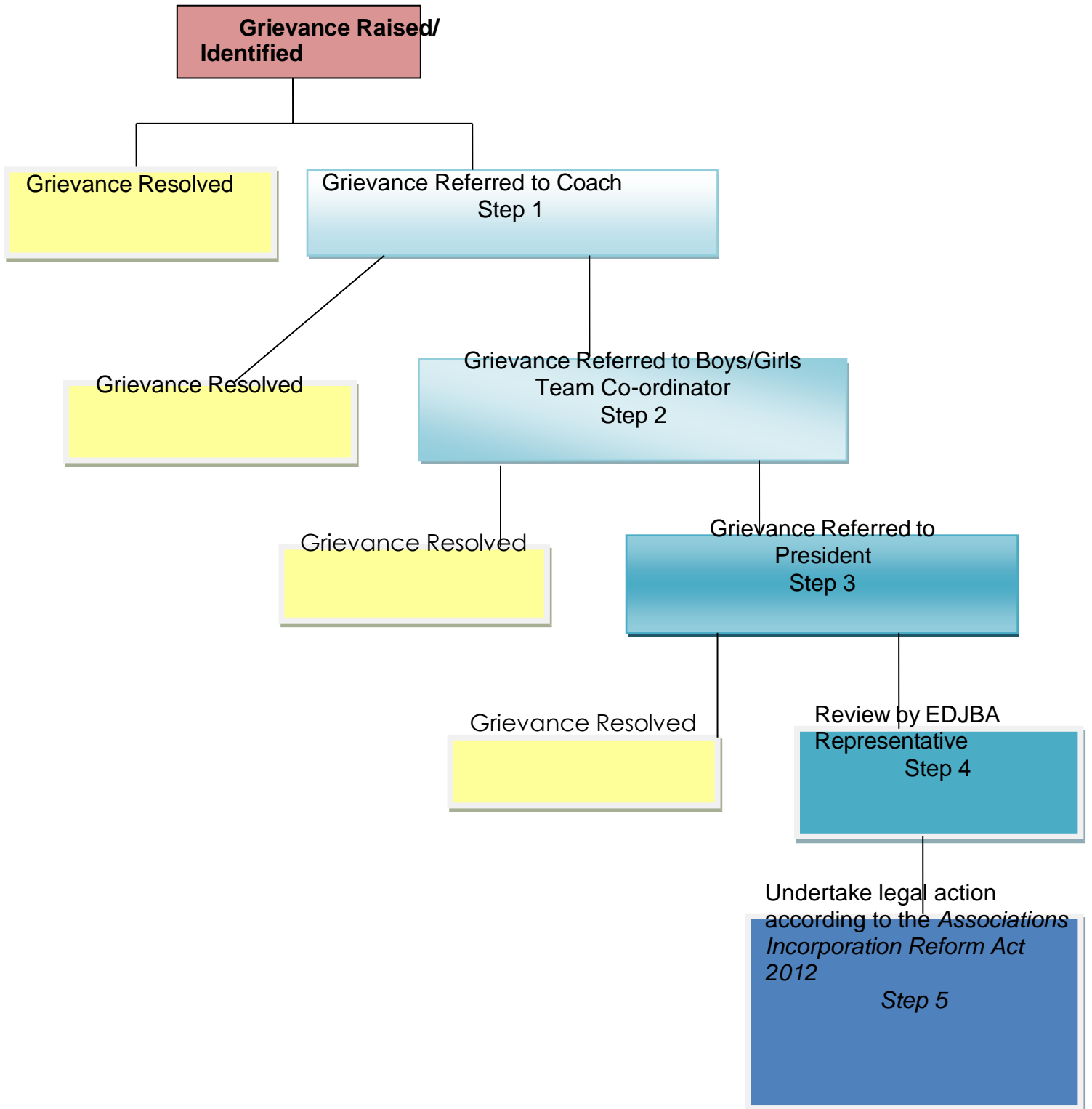
External Grievance

For a grievance that is raised against the Club by a stakeholder external to the Club or by a representative from another club within the EDJBA the grievance will be resolved in the following manner:

The steps to resolve an internal grievance should be adhered to with the following additional requirements:

1. The Coach is to record the incident on the score sheet in consultation with the stadium venue manager. In the absence of a stadium venue manager the Coach is to request the referee to record the incident and attach it to the score sheet.
2. The details to be recorded by the Coach are:
 - a. the date and game time
 - b. the details of the team such as team name, age group and grade
 - c. the name of the stadium including the location of the venue
 - d. the name of the person or club that has raised the grievance
 - e. a summary of the incident
3. The Coach is to provide the details recorded on the score sheet to the President by email.

Flow Chart of Grievance Process



Life Membership Policy

Life Membership is the highest Award available to recognise the exceptional contribution of individuals to the Yarra Eagles Basketball Club (“the Club”). It is therefore only to be awarded in exceptional circumstances.

Nomination for Life Membership

Any current Member may nominate another member for consideration for the Life Membership award. Nominations must be submitted in writing & must be signed by two current financial members (unrelated members) of the Club.

The nomination should be prepared so as to set out the achievements & activities of the nominee & at a minimum must meet the award criteria as set out below. Nominations must be received by the Executive Committee.

Award Criteria

In considering the award of Life Membership an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of Basketball within the Club. The following points will be taken into account when considering any nomination:

- The nominee’s length of service to the Club shall be at least 10 years in either or both an on-field or off-field roles with such service in either role being taken concurrently.
- The general attitude and overall demeanour of the nominee to ensure that their attitude is one that reflects a dedication to the values of the Club.
- The nominee will have demonstrated a high level of commitment to the principles of fair play & good sportsmanship.
- The nominee will have provided valued leadership and/or been an outstanding role model to the members in general.
- The nominees’ service must reflect favourably on and has brought credit to the Club.
- The nominee must be a currently active member.

Important Note

These points apply in whatever role the nominee has participated in during their service in the Club (on or off the field). Achieving the minimum service levels will not in any way automatically guarantee the award of Life Membership.

Process for Assessment of Applications

All nominations must demonstrate attainment of minimum service requirements and other details of exemplary service.

The Executive Committee (a minimum quorum is required) will assess any nominations for Life Membership based on the established criteria. The Executive Committee will discuss & consider the application over two (2) regular meetings. The Executive Committee will assess all nominations put forward that the Committee considers worthy of Life Membership shall be endorsed & put to a vote at the executive meeting.

The final endorsed nomination for the award of Life Membership will be individually voted upon at a committee meeting (a unanimous vote will be required for approval). Life Membership will be awarded.

Retraction of a Life Membership

Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the Club. This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Executive Committee to be enacted. As part of the deliberations, the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership status.

Benefits of Life Membership

In addition to the status of membership of a select group within the Club, Life Membership will be recognised by:

- Award of the Life Membership at the.
- Exemption from membership fee associated with the Club (Registration fees to cover Club costs would apply for on field activities).
- Listing on the Club's Web site and any other official documents.
- Invitations to attend all official Club functions.

This policy is to be reviewed at the AGM every two years.

Guidelines for Team Selection

The Yarra Eagles Basketball Club (YEBC) policy on team selection is that all children registered with the Club are entitled to play in a team which will be nurturing and supportive of their needs. To enable this, these guidelines for selection of teams have been developed to assist with the process.

Playing basketball is for enjoyment and the development of skills, both physically and socially. Teamwork and a sense of belonging and club spirit in competition will be encouraged as a culture within the YEBC.

The Club will strive to encourage team sport as a positive experience for all and therefore will aim to be inclusive of all relevant facts in the selection process.

Criteria for Team Selection

1. All players will be considered for selection in a team once their registration payment has been received by the YEBC on a season by season basis.
2. Selection of teams will incorporate a collaborative approach, which will include input from relevant coaches and the Boys and Girls Team Co-ordinators.
3. Teams will be selected according to each player's level of skill and ability and to facilitate their ongoing skill development. Teams will ideally be comprised of players that are of a similar skill level.
4. If a player cannot be accommodated in a suitable team at the Club the Boys and Girls Team Co-ordinator may assist to find a suitable grade for the player at another club with the aim of ensuring that the player can continue to play at a level that suits the skill of the player.
5. All players will play in their eligible age groups wherever possible.
6. Friendship groups and team balance will be considered , within the limitations of the number of children in the same age section and in accordance with the EDJBA Age Cut Off Information
7. Custom teams may be accepted at the discretion of the Co-Ordinators. Custom teams cannot exclude other players and may have additional players added to the team. Further the team must supply their own coach and team manager when requesting the team.

EDJBA Age Cut Off Information

The EDJBA is a serviced based organisation and our continual goal is to provide a support to all participants during their playing career. We are committed to improving our administration and strive to better our systems in order to deliver a high standard of operation.

Competition Structure

Our competition starts with Under 8's and continues through to Under 21's with a majority of our Member Clubs providing playing opportunities beyond this age. We run our competition all year round (excluding school holidays) and it is broken into two seasons; Summer and Winter. Our Summer season is from October to March (Under 8's – Under 21's) and our Winter season is from April to September (Under 9's – Under 21's).

Alternating Of Age Groups

We alternate our age groups from evens to odds for the following reasons:

1. Fairness And Spreading Opportunities

There has been research that has demonstrated the considerable advantage of being born early in the year "top age" for elite playing levels such as state teams and VC teams in the VJBL competition. This advantage goes down the line to all Saturday Domestic levels as well.

If we did not vary our cut-off dates for age, then you may go through your playing career either always being "top" age or always being "bottom" age. The maturity that comes with age is very important in determining on-court performance. When players have that maturity it gives them confidence which can carry over many seasons.

In order to give all players the opportunity of being "top age" we vary our cut-off dates so that over a two season period every player has the opportunity of being both "top" and "bottom" age. When "top" age you are likely to have the reward of either playing in a higher grade than usual or being the stronger player in their team. When "bottom" age you usually have to battle harder to achieve your accustomed degree of success, ultimately providing you with determination and an understanding that you have to work hard to improve.

2. Variety In Competition

If the cut-off date did not alter between Winter and Summer seasons, then there would be a lot of repetition between two consecutive seasons. While there is no doubt there will be some adjustment of teams with individual players coming in and out, overall the structures of the teams are likely to stay the same. This can result in the same teams continually playing against each other as they move through the competition. If this was to occur, the competition would become stale.

3. Expanding Players' Association With Other Players

If the cut-off dates did not alter then players would play with the same core group of people strictly within their own age. By alternating the cut-off we are helping to expand a player's friendships especially with older or younger players who they may not have crossed paths with otherwise.

Although alternating age cut-offs means that certain "custom" made teams will be split up, the EDJBA believes the benefits outlined far outweigh this situation.

How to Score a Basketball Game

It is the responsibility of all teams to provide a parent to score. Usually the Team Manager will allocate a parent to score each week on a rotational basis at the commencement of each Season. Team Managers can arrange for an experienced scorer to teach and guide a new parent who has not scored before during games. The parent will sit on the scorer's bench along with the scorer from the other team. The standard procedure for scoring is that the home team operates the clock and the away team operates the Stadium Scoring system on the iPad.

It is important to ensure all players names are listed and ticked on the player list. Seek assistance from the Referees and Venue Managers if any details need to be updated.

Refer to the link for a tutorial on how to use the Stadium Scoring System

<https://edjba.com.au/stadium-scoring/>

Please note that timing rules vary for finals and when the heat policy is enforced. Clarification can be sought from the Venue Manager or Referee on these occasions. In most instances the timing rules are displayed on the score bench.

Walkover and Forfeit policy

If you know your team will require fill in players, contact the Team Coordinators as soon as possible. The Team Coordinators will make every effort to source fill in players as required.

YEBC follows the EDJBA Walkover and Forfeit Policy as described in <https://edjba.com.au/wp-content/uploads/2023/02/EDJBA-BY-LAWS-Updated-6-February-2023.pdf>

See sections 13 - Walkovers

See section 14 – Forfeits

Under special circumstances where a walkover or forfeit occurs, the YEBC Committee will review the circumstances on a case by case basis to determine who is liable (either the team or the club) to pay the EDJBA fine

Attachment 10

Child Safety Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps Yarra Eagles Basketball Club (YEBC) staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in YEBC activities, including staff, volunteer committee members, coaches and team managers, officials, and parents.

I MUST:

- Adhere to this Code of Conduct, related policies, and procedures as outlined in the Information Handbook and other [EDJBA/Basketball Victoria] policies
- Take all reasonable steps to protect children from abuse
- Treat everyone with respect, including listening to and valuing their ideas and opinions
- Welcome all children and their families and carers and being inclusive
- Respect cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Model appropriate adult behaviour
- Listen to children and responding to them appropriately
- Report and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect
- Comply with our guidelines on physical contact with children
- Work with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respect the privacy of children and their families, and only disclosing information to people who have a need to know.

I MUST NOT:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to a member of the Yarra Eagles Basketball Club Executive Committee.

This Code of Conduct will be reviewed by YEBC annually.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____ Signature: _____
Role: _____ Date: _____

Guidelines on Physical Contact with Children

Issues surrounding physical contact in sport can be controversial and complex. Some sports require physical contact between adults and children for skill development; others do not.

If physical contact is to occur, it should always be within clear guidelines to reduce the risk of inappropriate touching and to ensure people working with children (e.g. coaches, officials etc. are not placed in situations where they could be accused of abuse).

Physical contact is appropriate if it:

- is used to assist in skill development
- is required for the child's safety
- treat an injury
- prevent an injury or accident from occurring;
- occurs with the player's understanding and permission
- is for the child's benefit, not adult gratification
- occurs in an open environment.

Physical contact is inappropriate if it:

- includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment
- frightens, distresses or embarrasses a child
- destroys their trust
- occurs in a private place.