



Essington Cannons Basketball Club Team Manager and Team Coach Guide

MANAGERS

As a team Manager you are a vital person to the Club as you provide the link between your team, parents, Coach and the Essington Cannons Basketball Club Inc. (Cannons) Committee.

ALL Cannons Managers MUST register as a Manager through DBA link to the SportsTG [Cannons Registration Form](#). The registration is free for Managers.

There are a number of things you need to do for your team, to make sure their competition runs smoothly:

1. Manager Code of Conduct:
 - each Manager has agreed to the Manager Code of Conduct when they register online registration forms (the Code of Conduct for Managers is on page 4).
2. Working with children check – OCHRE CARD NT (refer to DBA By-Laws):
 - working with children checks (Ochre Cards) are required in the Northern Territory when working or volunteering to work with children
 - in the case of Cannons Club, a volunteer Ochre Card is required for the Coaches and Team managers of ALL teams
 - your Ochre Card needs to be obtained by the 3rd game - if your Ochre Card is not obtained you will not be able to participate in your role until your check is done.
 - the application form is available from the [NT Government website](#) and you will need to have this signed by a dignitary from Cannons Committee
 - there is a \$7.00 volunteer fee involved
 - once you have obtained your Ochre Card please send information to the Cannons Committee basketball.ebc@outlook.com.
3. Player Code of Conduct:
 - talk through the player Code of Conduct with your team. Each player has agreed to the Code of Conduct when they register online registration forms (the Code of Conduct for players is on page 4).
4. Keep a List of:
 - your players names
 - your players uniform numbers
 - your players contact details:
 - mobile and email
 - if the player is under 18, then you will require the Parent mobile and email as well.
5. Communication:
 - it is suggested Managers use group communication tools/apps (e.g. Whatsapp) to ensure all members of the team are included in chats/updates
 - all players that are under 18 can be added to the team group chat, however their parent/guardian must be included in the group and must approve any U18 player to be invited. Please note there are some apps which have do not allow particular ages (e.g. must be over 16)
 - as you receive information and emails from the Cannons Committee and Darwin Basketball Association, ensure to pass on to your players/parents/guardians to keep them informed and up to date with current and relevant information.



6. Scoring Roster:
 - organise a scoring roster for the parents in your team. If a parent can't make a week to score they can organise to swap with another parent. If you need assistance please ask the Cannons Committee for advice.
7. Cannons vs Cannons Games:
 - check the games schedule weeks in advance to see if your team is going to be playing another Cannons team or any other issues you can foresee – there may be instances when your team plays against another Cannons team and there will be a clash of uniform colours. If you see a scheduled clash, please contact the Cannons Committee with ample time to make arrangements for the uniforms.
8. Paid Coaches:
 - if you are arranging a Coach that is required to be paid by your team, you will need agreement from each team player/parent/guardian before proceeding and you are required to seek approval from the Cannons Committee.
 - If your team has chosen to pay for a skilled Coach to train/coach your team, please speak to the Cannons Committee about collection of money from team players and the process of payment to the Coach.
9. At Each Game:
 - make sure your bench list is correct and only input players, Coach, Assistant Coach (if have one) and Team Managers name into the scoring tool.
 - no one else is allowed to sit on the bench or approach the bench; all contact is to be made via the Team Managers only
 - parents and other player are NOT ALLOWED to 'hang around' or sit with mates on the bench as it puts the Playing Team at risk of losing game points
 - ensure you collect a 'playing ticket' for all the players you have listed through the score bench. This must be done before half time of your scheduled game to ensure your team will receive total playing points
 - organise water bottle refills and first aid treatment where necessary.
10. Changing Players:
 - any team/player/Manager/Coach that wishes to change a player within teams or within divisions is required to seek prior approval from the Cannons Committee in writing.
11. Forfeits:
 - if your team cannot play for any reason, you will have to forfeit the match. All forfeits are penalised and the forfeiting team will be required to pay a fee. If the other team forfeits there is no fee for your team. If you know you will have to forfeit a game please advice the Cannons Committee immediately and you may be requested to ring the DBA at least 24 hours prior to the game.
12. Finding players so you don't need to forfeit (refer to DBA By-Laws):
 - speak to the Cannons Secretary or Registrar if you are going to use a player from another team for your game so you don't have to forfeit. To be on the safe side it can be easier to borrow a player from a younger age group. Playing an ineligible player will result in premiership point penalties and can affect finals.
13. Sponsorship / Fundraising:
 - if you have an idea for a sponsor for your team or for the Club (whether it be for payment of court hire for training, for a paid coach or for something else), you are required to seek approval in writing from the Cannons Committee before you make ANY sponsorship arrangements.
 - the Cannons Committee secure sponsorship for the Club and there may be restrictions on what sponsorship the Club can have further. For example – a painting business who become a



sponsor may have requested that no other painting business be a sponsor. If sponsorship is arranged without approval, you are in breach of the Code of Conduct (section 16) and may jeopardise other sponsorship the Committee has arranged

- all fundraising will be required to be banked with the Cannons Committee as per the constitution regulations

14. Training Venues:

- the Cannons Committee have a number of options for training venues
- if you are arranging use of courts for training that are at a cost to be paid by your team (e.g. DBA courts), you will need to have an agreement from each team player/parent/guarantian if there is a cost involved from them to pay before proceeding and you are required to seek prior approval in writing from the Cannons Committee.'
- refer to the rules for training venues on page 5.

COACHES

ALL Coaches MUST register as a Cannons Coach through DBA link to the SportsTG [Cannons Registration Form](#). The registration is free for Coaches.

1. Coach Code of Conduct:

- each Coach has agreed to the Coach Code of Conduct when they register online registration forms (the Code of Conduct for Coaches is on page 4).

2. Working with children check – OCHRE CARD NT (refer to DBA By-Laws):

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- your Ochre Card needs to be obtained by the 3rd game - if your Ochre Card is not obtained you will not be able to participate in your role until your check is done.
- the application form is available from the [NT Government website](#) and you will need to have this signed by a dignitary from Cannons Committee
- there is a \$7.00 volunteer fee involved
- once you have obtained your Ochre Card please send information to the Cannons Committee basketball.ebc@outlook.com.

3. Communication:

- ensure you communicate with the team Manager on all aspects of the team
- ensure you communicate with the Cannons Committee.

4. Equipment:

- when you commence as Cannons Coach you will need to speak to the Cannons Committee who will ensure you have basketballs and other equipment that is required for your team. You will be required to return all the equipment at the end of the season.

5. End of Season Cannons Awards:

- every Coach of each team/division is required to follow the 'ECBC Awards and Recognitions Policy 2019-20'
- as part of the policy, the Coach is required to submit their votes for:
 - Most Valuable Player (MVP) award
 - Most Improved Award (MIA). This can be the 'Coaches Award'.
 - consideration of the other options of awards that are in the policy.
- every Coach will receive advice in on how they will need to submit their weekly/season votes
- U10 Coaches and Managers can give weekly certificates out to the players on these teams.



PLAYER CODE OF CONDUCT

Darwin Basketball Association Player Code of Conduct:

1. Play by the rules.
2. Never argue with an official. If you need clarification, have your captain, coach or manager approach the official during a break or after the competition.
3. Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
4. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
5. Show respect to and acknowledge opponents and officials (e.g. shake hands before and after the game and say things like 'good luck', 'thanks for the game', 'thanks ref', 'three cheers for ...').
6. Cooperate with your coach, team mates and opponents. Without them there would be no competition.
7. Participate for your own enjoyment and benefit, not just to please parents and coaches.
8. Play fair - no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
9. Care for and respect the equipment provided to you as part of your program.
10. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

COACH AND MANAGER CODE OF CONDUCT

1. Respect the rights, dignity and worth of every human being.
 - a. Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion.
2. Ensure the athlete's time spent with you is a positive experience.
 - a. All athletes are deserving of equal attention and opportunities.
3. Treat each athlete as an individual.
 - a. Respect the talent, developmental stage and goals of each individual athlete.
 - b. Help each athlete reach their full potential.
4. Be fair, considerate and honest with athletes.
5. Be professional in and accept punctuality, responsibility for your actions.
 - a. Language, manner, preparation and presentation should display high standards.
 - b. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
 - c. Encourage your athletes to demonstrate the same qualities.
6. Make a commitment to providing a quality service to your athletes.
 - a. Maintain or improve your current coaching accreditation.
 - b. Seek continual improvement through performance appraisal and ongoing coach education.
 - c. Provide a training program which is planned and sequential.
 - d. Maintain appropriate records.
7. Operate within the rules and spirit of your sport.

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- a. The guidelines of international bodies governing your sport should be followed.
 - b. The Australian Sports Drug Agency provides By-Laws to operate within.
8. Any physical contact with athletes should be:
 - a. Appropriate to the situation.
 - b. Necessary for the athlete's skill development.
9. Refrain from any intimate relationship or affair with your athletes.
 - a. Even if the relationship is with the consent of the athlete you should avoid them.
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
11. Refrain from any form of personal abuse verbal, physical towards your athletes.
 - a. This includes verbal, physical and emotional abuse.
 - b. Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
12. Refrain from any form of sexual harassment towards your athletes.
13. Provide a safe environment for training and facilities and competition.
 - a. Ensure equipment and facilities meet safety standards.
 - b. Equipment, rules and the environment need to be appropriate for the age and ability of the athletes.
14. Show concern and caution towards sick and injured athletes.
 - a. Provide a modified training program where appropriate.
 - b. Allow further participation in training and competition only when appropriate.
 - c. Seek medical advice when required.
 - d. Maintain the same interest and support towards sick and injured athletes.
15. Be a positive role model for basketball and athletes.
16. All financial decisions are approved by Essington Cannons Basketball Club Committee.



TRAINING VENUES

The following guidelines have been set to ensure that everyone involved with the Cannons enjoy safe and valuable training times in the DBA stadium, the Essington International School Auditorium and any other training venues allocated by the Committee.

PLEASE REMEMBER THAT THE CANNONS HAVE NO RIGHTS OR HOLD OVER THE ESSINGTON SCHOOL AUDITORIUM. IT IS THE SCHOOL'S PROPERTY. IT IS A PRIVILEGE AND BENEFIT THAT THE SCHOOL ALLOWS US TO USE THE STADIUM. AS SUCH WE SHOULD ENSURE THAT ALL CHILDREN, PLAYERS AND NON-PLAYERS BEHAVE AND TREAT THE STADIUM/AUDITORIUM PROPERTY WITH THE SAME RESPECT THAT YOU WOULD TREAT YOUR OWN PROPERTY.

1. Coaches, Managers, players and parents should all make themselves familiar with, and abide by, these guidelines at all times.
2. Teams must be mindful of the fact that they are being allowed to use a valuable resource and will act in a responsible manner.
3. Parents must accompany players to and from the training venues on training days. For their own safety children must not wander around the stadium/school grounds unaccompanied.
4. Coaches are to ensure that all players have been collected by parents before they leave. If parents are collecting other children, please inform the coach of that fact.
5. Teams must vacate the training venues promptly at the end of their session to allow the next team to start their training session on time. If you are the last session of the day you must vacate the venue on time to allow for other groups or cleaners.
6. Teams are not permitted to use any other equipment that may be in the stadium/auditorium.
7. Please ensure the toilets are left as clean as you find them.
8. Children who are not training are only permitted under the strict supervision of their parent or another adult.
9. Under NO circumstances is food or drink to be consumed in the Essington School stadium with the exception of water.
10. There will be no training on days that are unavailable as advised by the Essington School or other venues where they are required for school events.
11. Follow all other rules and signs as per the training venue requirements.

If you have any concerns or queries regarding your training session or these guidelines please do not hesitate to contact the Cannons Committee basketball.ebc@outlook.com.