

# ***HORSHAM HORNETS***



**HORSHAM AMATEUR BASKETBALL  
ASSOCIATION Inc.A0007106X**

## **GENERAL BY-LAWS**

**Revised June 2026**

## TABLE OF CONTENTS

|                                                                                            |    |
|--------------------------------------------------------------------------------------------|----|
| GLOSSARY OF TERMS .....                                                                    | 2  |
| 1. INTERPRETATION OF BY-LAWS .....                                                         | 3  |
| 2. AMATEUR LAWS.....                                                                       | 3  |
| 3. COMPETITION GRADES .....                                                                | 3  |
| 4. REGISTRATION.....                                                                       | 4  |
| 5. CLEARANCES.....                                                                         | 5  |
| 6. UNIFORMS – DOMESTIC COMPETITION .....                                                   | 6  |
| 7. PLAYING REGULATIONS .....                                                               | 6  |
| 8. SCORING.....                                                                            | 9  |
| 9. TIMING .....                                                                            | 10 |
| 10. FORFEITS .....                                                                         | 10 |
| 11. PREMIERSHIPS/FINALS .....                                                              | 11 |
| 12. ASSOCIATION TEAMS .....                                                                | 12 |
| 13. SKILL DEVELOPMENT.....                                                                 | 14 |
| 14. HEALTH AND SAFETY OF PLAYERS .....                                                     | 14 |
| 15. SCREENING OF OFFICIALS .....                                                           | 15 |
| 16. SUBSIDIES – PLAYERS AND GAME OFFICIALS.....                                            | 15 |
| 17. PARTICIPATION & SPECTATOR FEES .....                                                   | 15 |
| 18. COACHES .....                                                                          | 15 |
| 19. AGE GROUP COORDINATORS .....                                                           | 16 |
| 20. REFEREES.....                                                                          | 16 |
| 21. AWARDS .....                                                                           | 16 |
| 22. SPONSORSHIP .....                                                                      | 16 |
| 23. INTERNAL COMMUNICATIONS .....                                                          | 16 |
| 24. EXTERNAL AND INTERNAL COMMUNICATIONS .....                                             | 17 |
| 25. COMMITTEES .....                                                                       | 17 |
| 26. PROTESTS .....                                                                         | 18 |
| 27. TRIBUNALS .....                                                                        | 18 |
| 28. HABA FINANCIAL MEMBERSHIP FEE.....                                                     | 18 |
| 29. OCCUPATIONAL HEALTH & SAFETY (OH&S) .....                                              | 18 |
| 30. REGULATIONS DEALING WITH THE CONDUCT OF PLAYERS, COACHES, SPECTATORS AND PARENTS ..... | 18 |
| 31. UNUSUAL SITUATION.....                                                                 | 19 |
| Appendix 1 – Age Group Coordinator Job Description.....                                    | 20 |

## **GLOSSARY OF TERMS**

### **DISCLAIMER**

Because sentences using “he/she” become cluttered and difficult to understand, “he” has been used to represent both sexes. What is said applies equally to both He, and She.

### **DEFINITIONS**

**HABA** – Horsham Amateur Basketball Association

**BV** – Basketball Victoria

**BVC** – Basketball Victoria Country

**BA** – Basketball Australia

**AGM** – Annual General Meeting

**CBL** – Country Basketball League

**Member** – A Member of the Association, either a junior or senior player or person who has paid a membership fee and been endorsed by the Association Board.

**Junior Player** – A player aged between 6 and 18 years (individual applications can be submitted to the Competition Manager for approval for players to start at the age of 5).

**Senior Players** – A player who turns 19 years of age or older in the year of competition, also including junior players playing in the senior competition.

**Casual Player** – A player who does not play five (5) or more games with any one team.

**Summer Competition** – Domestic Competition held during the months of the year (October to March).

**Winter Competition** – Domestic Competition held during the months of the year (April – September).

**Year of Age for each competition** – The age that the player turns before 31<sup>st</sup> December in that particular year.

**Age Group Coordinators** – a nominated member by the Competition Director and a current financial member of HABA. The Age Group coordinators will be responsible for assisting the organisation of teams, setting scoring rosters and to assist the Competition Director where necessary, in coordinating the summer and/or winter domestic competitions.

**CBL Committee** – A Committee of the HABA Board of Management, with the Hornets Director as Chairperson. The main purpose of the Committee is to oversee the operations of the Hornets Senior Teams. The structure of the Committee to be determined by the Hornets Director and approved by the HABA Board of Management.

**Competition Director** – An appointed member of the HABA Board of Management. The main duties of the competition director are to coordinate and oversee the operations and running of the domestic competition, other affiliated competitions, Age group coordinators and reporting duties to the Board.

**Executive Committee** – Consists of the President, Senior Vice President, Junior Vice President, Executive Secretary, Treasurer and Competition Director.

**Executive Secretary** – Association Secretary, appointed by the Executive Committee after the AGM on an annual basis.

**Publicity Officer** – A nominated member of the HABA Board of Management. The main purpose of the publicity officer is to coordinate all media, print and social, for the Association and to liaise with external media outlets.

**Tournament Director** - A nominated member of the HABA Board of Management. The main purpose for the director is to coordinate the running of the Junior Classic tournament to be held on a weekend between September and December each year. The date is to be determined each year by the tournament director in consultation with the HABA Board of Management.

**Uniform Coordinator** – A nominated member by the Competition Director and a current financial member of HABA.

## **1. INTERPRETATION OF BY-LAWS**

- a. The Board of Management will determine the interpretation of the Association By-Laws. All Decisions will be based on an understanding of the Association's Constitution, common sense and goodwill towards players and members.
- b. These By-Laws apply to all players registered with the Horsham Amateur Basketball Association (Domestic, Representative and CBL players) and to Members of the Association.
- c. These By-Laws should be regularly reviewed and updated where deemed necessary by the Board of Management and following the AGM.
- d. In the event of any positions not being filled, all duties of the vacant position of the Board of Management, will revert to the Executive Committee

## **2. AMATEUR LAWS**

The HABA operates as an Amateur Association under the rules as adopted from time to time by the International Basketball Federation (FIBA) or as modified by BA or BV.

## **3. COMPETITION GRADES**

It is the aim of the HABA, to provide where possible, the following grades in both girls and boys, or if necessary, to combine appropriate groups, i.e. either ages or gender.

- a. The grades will be decided by the Competition Director in consultation with coordinators and approved by the HABA board, with no less than four teams in any one age group or section:
  - i. Summer:

- Under 18
  - Under 16
  - Under 14
  - Under 12
  - Under 10
- ii. Winter:
- Under 18
  - Under 16
  - Under 14
  - Under 12
  - Under 10
- b. The number and level of team registrations received will determine Senior Grades.

#### **4. REGISTRATION**

##### **a. Registration – Senior Competition**

- i. The following conditions must be followed:
  - 1) Lodging of a completed online team entry form on the Play HQ registration. Team representative is to then send the individual link to at least five players.
  - 2) The completed online team entry form is to contain names, postal addresses, telephone numbers, date of birth of each player, requested Grade of competition and singlet colour.
  - 3) All senior registrations MUST have current working with children's check
  - 4) Individuals may register themselves with the Competition Director for inclusion in a team at the discretion of the Competition Director.
- ii. The Competition Director may change the grading of senior teams if necessary, to ensure a balanced competition (minimum of 4 teams or no grade).
- iii. Uniform to be registered and approved by Competition Director prior to season to avoid difficulties with similar colours. Teams may be asked by the competition manager to change their nominated singlet colour.
- iv. Individual online senior registration is required, and individuals must pay the prescribed fee.
- v. As per Rule 7.b.iv No more than 2 representative CBL players of that current season to be permitted in a domestic team. Any exemptions are to be made to the board in writing

##### **b. Registration – Junior Competition**

- i. A junior player is registered when the player (or parent/guardian) completes an online Registration form and pays the prescribed fee. The fee will be set by the Board and ratified at the AGM. The fee provides player insurance, affiliation with BVC and a component for the running of the Association. The prescribed fee must be paid prior to playing in the competition.
- ii. The Registration form must contain name of the player, date of birth, postal address, telephone contact details, permission to seek medical assistance for the player and permission to include the player in promotional photographs during the year.

- iii. Junior players are required to pay a second registration fee agreed upon by the Competition Director and approved by the current Board. Ie: Junior playing registered in the Junior competition and registering in the Senior competition as well (refer also Section 7.c.ii.)
- iv. Casual players will not be allowed to play in the junior competition, all players must register at the start of the season and pay the appropriate fees.

**c. Balanced Junior Domestic Teams**

- i. Age Group Coordinators will attempt to create teams from individual entries that are balanced in skill, height, and ability.
- ii. The composition of teams will be reviewed after three weeks of games to create an even competition and may be changed at the discretion of the Age Group Coordinator (also refer Section 4.c.iii).
- iii. Exception to Section 4.c.ii – due to long-term injury or departing players, the Age Group Coordinator may after three weeks, review team compositions in consultation with the Competition Director.
- iv. Domestic coaches MUST ensure even playing time for all players in the team, including finals.
- v. Coordinators are to limit the number of players to no more than nine (9) per team and if numbers exceed this, then a waiting list may be kept in order of registration.

**d. Registration – Referees**

- i. A Referee is registered when the referee (or parent/guardian) completes an online Registration form and pays the prescribed fee. The fee will be set by BVC. The fee provides referee insurance and affiliation with BVC
- ii. All referees must complete a Green Shirt course before they can take the court and umpire.
- iii. HABA will offer to pay for the referee's registration fee *after* they umpire a minimum of five games (or by showing support to junior referees as a coaching referee for a minimum of five games) in at least one of our domestic competitions per year. If NOT, the HABA will reserve the right to refuse to pay for the referee registration fee.

**5. CLEARANCES**

- a. The HABA supports players competing in other Association competitions within Basketball Australia.
- b. Where a player plays in two Associations, and these two Associations play in the same event or at the same time, the player should give priority to the Association in which he is residentially bound, in accordance with BA Ruling.
- c. Clearance of CBL Players (senior representatives) is in accordance with CBL Regulations.

**6. UNIFORMS – DOMESTIC COMPETITION**

**a. General**

- i. Black basketball shorts (without pockets or markings) shall be worn by all players, this includes junior, senior and representative players, unless senior teams provide their own which are all of the same colour (ie: all green with logo).
- ii. Players will remove all personal jewelry prior to commencing a game.
- iii. Official singlet numbers are 4 to 15. Numbers beyond that range are acceptable, provided the digits do not exceed the number 100 (example: 55 is acceptable).
- iv. Tee shirts may be worn under singlets but must be white or similar colour to the team singlet. Tee shirts with buttons must not be worn at any time.
- v. Referees and officials have discretion to waive the uniform rule during the ordinary playing competition.

**b. Singlets – Juniors**

- i. Junior players will be provided a playing singlet by the uniform coordinator at the start of each competition season.
- ii. Players are expected to return their singlet to the uniform coordinator at the end of the season.
- iii. Players who do not return their singlet at the end of a competition, may be charged the appropriate replacement cost, and may not be eligible to play in the subsequent domestic competition until singlet is returned, or fee paid.
- iv. The uniform coordinator will maintain a uniform register and report to the Competition Director.

**c. Singlets – Senior Competition**

- i. Senior teams are to supply their own singlets.
- ii. Senior teams must be wearing matching uniforms, any player not in their teams matching uniform will incur a 10 point penalty per player after round 5. This penalty will also include any player that is a registered fill in.
- iii. Teams may be asked by the Competition Director to change their nominated singlet colour to avoid difficulties with similar colours

**7. PLAYING REGULATIONS**

- a. A team may commence a game with four correctly uniformed and registered players.
- b. Any player that is not present at half time will be ineligible to participate in the remainder of the game. If an ineligible player takes the court in the second half, their team will forfeit all competition points for that game.
- c. **Senior players**
  - i. A player cannot play in two teams within the grade, for example Team A and Team B in B Grade.

- ii. Senior players can fill in for teams in higher divisions than the one they are registered in i.e. B grade can fill in for A grade. Once 5 games are played in the higher competition in the regular season that player must stay in the higher-grade team
- iii. Players of age 16 or younger, or who are, or will reach the age of 35 during the competition season, are exempt from 7.ii. A team from a lower division may only have one player who complies with 7.iii. per game
- iv. No domestic team will have more than two representative players from the proceeding or current CBL season. Any exemption requests are to be made to the board in writing prior to the commencement of the season. Exemption requests during the season may be considered in exceptional circumstances to facilitate competition.

**d. Junior Players**

- i. Junior players must play in their own age group.
- ii. If a junior player wishes to play up an age group within the junior competition, they are also *still* required to play in their appropriate age group. If this is the case, then a request in writing by the parent/s or guardian is to be handed to the Secretary. An assessment will then be made by the Competition Director and Junior Development coordinator as to the junior player's suitability. Applications must be received by 11.59pm on Sunday prior to week 3 of the domestic competition when re-grading is finalised.
- iii. A junior player cannot play up an age group without a parent/s or Guardians consent in writing.
- iv. A player cannot play in two teams within the same age group, for example U14 A and B Division.
- v. Any junior development athlete selected to play in CBL can do so but must fulfil their playing commitment in their own age group as a priority. Failure to do so may result in the player being withdrawn from CBL representative team
- vi. Winter competition age groups will align with the upcoming summer season. Any other requests need to be as above.
- vii. During the Summer competition squad teams will use their designated size ball for the domestic game they play with their squad ie: under 12 boys squad will play in the under 14 boys domestic competition and use a size 5 ball.
- viii. The Minimum Age requirement to play in senior competition is 13 years of age.
  - A consent form for any under 18 players (13-17 years) competing in a senior match must be completed by a parent/s or guardian prior to taking the court in their first senior match for the season.
  - This must be sighted by the Competition Director referee/game official prior to first match played for the season.

**e. Mercy rule – Under 12's and 14's**

- i. Once a team has reached a score of greater than 20 points ahead of their opposition



the Modified rules for defensive plays apply.

- ii. Modified Rules for Defensive Play:
  - Use Man-to-Man Defence once a team has reached the 3-point line – a team on shooting a goal, should have its 5 players return to the other team's end.
  - No Zone Defence

**e. Modified Rules – 10 & Under Competition**

- i. Modified Rules have been adopted by our Association to:
  - Encourage the flow of the game (minimise stoppages)
  - Encourage participation by all
  - Encourage team play
  - Increase enjoyment
- ii. Modified rules for the 10 & Under Competition are in line with those adopted by Basketball Victoria – Aussie Hoops Program, and are as follows:

**Modified Rules for Violations**

- Double Dribble – allow 1 violation per player per possession; gradually tighten up the Allowance.
- Back Court – do not call.
- Travelling – give an extra step for starting and stopping; gradually tighten up this Allowance.
- Inbounds (5 secs) – do not call.
- 3 Second Violation – do not call.
- Backcourt (8 secs) – do not call.
- Jump Ball – use directional arrows.
- Personal Fouls – should be kept but no one is fouled out.
- Team Fouls – do not count.

**Modified Rules for Defensive Play**

- Use Man-to-Man Defence once a team has reached the 3-point line – a team on shooting a goal, should have its 5 players return to the other team's end.
- No use of Zone Defence

**General Modified Rules**

- No Time Outs Allowed.
- Substitutions – just dead ball situations as per standard playing rules.
- Coach involvement – allowed on the court during the game if necessary.
- Passing – players to be encouraged to pass to all teammates – no one player should rebound, dribble down the court and shoot a goal (praise team effort).

**Modified Rules for Timing:**

- 20 Minutes First Half – No defending outside 3 Point Arc
- First 10 minutes of second half – No Defending in Back Court
- Second 10 Minutes of second half – Open Court Defence

**f. Technical Fouls – Domestic Competition**

- i. Any player, coach, or spectator who persistently or wilfully questions/challenges the rulings of the referees, berates or abuses referees, displays conduct which is inappropriate in a sporting environment, or uses audible offensive language shall

instantly receive a technical foul and sit aside taking no part in the game for five (5) minutes *and* shall also receive a one (1) game suspension.

- ii. Should any player/coach receive two (2) technical fouls he/she shall be disqualified from the game and MUST leave the stadium immediately. Any player/coach that receives two (2) technical fouls will incur an automatic two (2) game suspension.
- iii. Any report of abuse by a player, coach or spectator directed toward a referee, that is substantiated by the Board of Management will incur a minimum of a one (1) game suspension, effective immediately.
- iv. A technical foul for any other matter (non-behavioural) will not come under this rule.
- v. Appeals to suspension may be lodged to the Horsham Basketball board in writing within 48 hours of the game completion, sent to [info@horshambasketball.com.au](mailto:info@horshambasketball.com.au)
- vi. Suspensions will still stand and may only be overturned upon notice from the Horsham Basketball board.

**g. Jewellery Rule**

- i. The referee shall not permit any player to wear objects that may cause injury to themselves or to other players.
- ii. It is Basketball Australia policy that the following directions be implemented by all Associations.
  - Referees should monitor all players' appearance prior to the start of each match. In particular, referees should look for rings, bracelets, necklaces, earrings and other body piercing objects.
  - Any player wearing an object which might cause injury (such as those objects listed above) must be politely told of the existence of the rule (referees should not presume that a player is aware of the rule) and asked to remove the object prior to taking the court.
  - If a player claims that a particular item cannot be removed, then the referee should instruct the player that (s) he must cover the object with a suitably protective device such as tape. The player may not participate until such time that the referee is satisfied that the object is appropriately covered.
  - Where the protective device (e.g. tape) falls off during a game the referee must immediately stop play and direct the player to remedy the cover. If this occurs, more than a couple of times then the referee should instruct the player that (s) he can no longer participate in the game whilst wearing the object – protective cover or not.
  - In circumstances where:
    - (a) 1. A referee is not convinced that such a protective measure will adequately overcome the risk of injury;
    - (b) 2. Suitable protective measures are not available;
    - (c) 3. The player refuses to remove or cover the offending object,The referee will prohibit the player from participating in the game.

- Any player who seeks to participate in defiance of any of the above directions by a referee will forfeit the match and may be subject to monetary penalties.

## **8. SCORING**

### **a. Ordinary Domestic Competition**

- It is the responsibility of a parent/guardian of a junior player to fulfil their scoring and/or timekeeper duties that have been allocated by the Age Group coordinator, for the game in which their child is competing. In the event of not being able to do their allocated scoring duties the parent/guardian should contact the appropriate Age Group coordinator to arrange an alternative allocation or arrange a swap of duties with fellow team member parent/guardian.
- To score - players will be able to sub, as normal.
- The HABA Board of Management will supply scorers for the Preliminary & Grand Final games. Semi-finals are as normal, one scorer from each team.
- The Competition Director and Age Group coordinators will provide scoring training to those who require it when necessary. For further instructions on how to score with the online scoring app, the PlayHQ "How to score" guide is available on the HABA website.
- Scoring Rosters will be completed by the Age Group coordinators and circulated to the parents/guardians of junior players after the first three weeks of competition, once the settling in period of three weeks has lapsed.
- 3-point shots count for Under 14 and above age groups.

## **9. TIMING**

### **a. Domestic regular season games**

- The game clock is to be started at the scheduled time for the commencement of the game, provided the referee is ready at the centre. However, the game will not start until there is a minimum of 4 players on each team and two scorers are present (preferably one from each team) (also Refer Section 8a.v).
- For each minute, an opposing team is late to a scheduled game, the team able to play, is awarded one point to a maximum of 10 points when the game is deemed to be a forfeit.
- The clock does not stop in normal domestic games; clock stops on all umpire whistles in the last two (2) minutes of the second half during a Final or Grand Final.
- Time Outs – two (2) per team per first half and two (2) per team per second half. These are to be for the duration of no less than 50 seconds. No time outs are allowed to be called in the last 2 minutes of the second half, except for finals and Grand Finals. In finals and Grand Finals, the clock stops for all time outs. Time outs can be taken in the last 2 minutes of the second half. If a final or Grand Final goes to extra time, no time outs are allowed. The clock will run continuously for 5 minutes and will not stop on any whistles.
- Teams with the same score at the end of a game in the ordinary competition will be

deemed to have drawn the game. No additional time will be played during the ordinary competition.

**b. Domestic Finals**

- i. During the Finals competition, multiples of an additional five minutes (extra time) will be played until the winning team can be declared (also refer to section 9.a.iv & 9.a.v)

**10. FORFEITS**

- a. If early notice is given of a forfeit, the non-forfeiting team is advised not to attend if no mutual agreement can be reached regarding an alternative time for the match to occur. The game will be awarded to the non-forfeiting team and each member of that team will have gained one game towards Finals eligibility.
- b. In the event of a forfeit only those players present and highlighted as active players by the referee's in the online scoring app will be deemed to have taken the court in that game (and will have gained one game towards Finals eligibility).
- c. In the event of a forfeit fill-in players can be obtained from the eligible registered players for the match to proceed, and points will be awarded to the non-forfeiting team.
- d. All senior teams that forfeit will have a \$50.00 forfeit fee applied to them and will need to pay this prior to playing again in the competition.

**11. PREMIERSHIPS/FINALS**

- a. Premiership points shall be awarded as follows:
  - Win - 3 points
  - Loss - 1 point
  - Win by Forfeit - 3 points
  - Loss by Forfeit - 0 points
  - Double Forfeit - 0 points to both

Cancellation of Play - 2 points each to all teams in Grade/Division. If one or more games have been played in a round – all games are considered cancelled and all teams allocated equal points/percentage.

- b. Competition points will not be awarded until after grading is completed as deemed by the Competition Director.
- c. The four competing teams with the most premiership points at the end of the ordinary round of matches shall compete in the final season of matches.
- d. If two or more teams have equal premiership points at the end of the ordinary rounds, their respective positions will be determined by percentage. If tied on percentage then their position will be determined by head to head matches.
- e. The order of finals games will be:
  - First Semi-Final - 3 v 4 Winner to play the loser from the Second Semi
  - Loser out of Finals
  - Second Semi-Final - 1 v 2 Winner to Grand Final
  - Loser to Preliminary Final

- Preliminary Final - Loser of 2nd Semi-Final v Winner of 1st Semi-Final
  - Grand Final - Winner of 2nd Semi-Final v Winner of Preliminary Final.
- f. The Finals order can be altered by the Competition Director and approved by the board at any stage deemed necessary.
- g. Representative teams are not eligible to compete in the Junior Finals competition. Representative teams making up the four to form a competition are eligible for finals, but not the Grand Final.
- h. Players must have played 50 percent or more ordinary games in that division to be eligible for the Finals competition, or as otherwise determined by the Competition Director. If a player has not played 50 percent of the ordinary games under special circumstances an application can be made to the Competition Director for Finals eligibility.

## **12. ASSOCIATION TEAMS**

- a. All registered players are eligible to try out for positions in Representative teams for their respective age group.
- b. All representative players must be fully paid registered players who are playing in the current domestic competition with the HABA. Exceptions will be considered in special extenuating circumstances and/or after exhausting all local avenues, at which time the player/s must apply in writing with valid reasons to the HABA Board for approval, prior to the Tournament or Invitation Game.
- c. Representative selection days will be advertised at least two weeks prior to the scheduled days.
- d. There will be a minimum of 2 representative selection days. To be eligible for squad selection, players must attend at least one selection day and if unable to attend any of the selection days an apology must be provided in writing prior to the selection day/s and sent to [info@horshambasketball.com.au](mailto:info@horshambasketball.com.au). Exceptions will be considered by the board in extenuating circumstances.
- e. Players selected to participate in Association representative teams will be expected to comply with the Association's representative team policy. (Refer to the HABA representative team policy).
- f. Junior representative players are expected to buy their representative uniform, consisting of navy and white player singlet/s, navy shorts and warm up tops through the Junior Vice president. When competing in tournaments, always, representative players will be expected to comply with the HABA representative uniform policy.
- g. The Horsham Hornets Logo is to be used across all representative teams, e.g. uniforms, and promotional items as approved by CBL committee and/or HABA.
- h. Representative training sessions will be open to all registered players within the relevant age group. However, the representative Coach may close the training to selected representative players as deemed necessary, and any other players that they may select to train with the squad.

- i. The HABA will attempt to field teams to contest Country Championships in the following age groups, 12 & Under 14 & Under, 16 & Under 18 & Under. The only exception to this would be if there were insufficient players in an age group.
- j. The HABA will annually appoint Representative Coaches for each age group who will look after the representative teams.
- k. The Coaching Director will appoint a committee of no less than 2 people that the HABA Board of Management approves to form a Representative Coaching Selection Committee. The representative Coaching Selection Committee will make written recommendations outlining their findings from interviews conducted, to the board for final decisions for all coaching positions.
- l. The Representative Coach will only choose his team from the relative age and gender group with the exception of insufficient numbers in which case the coach can draw on players from a lower age group with approval from the lower age group coach, the Board, and basketball Victoria.
- m. If there are insufficient numbers in the lower age group to form a team the Junior Representative Director can recommend to the Board to form an appropriate aged base team. The Board can use its discretion to approve an alternate team.
- n. The Representative players must be Association members.
- o. All Representative Coaches must complete the required application form, hold current Working with children's check and be able to sign a Member Protection Declaration form (or any other required documentation as requested by HABA) and submit to the Executive Secretary by the deadline advertised.
- p. Coaches will be encouraged to form a group of representative players so that two teams may represent Horsham at each age group i.e. An "A" squad and a "B" squad. To aid this, the HABA will seek assistant coaches to work with head coaches, whose responsibility will be to coach the "B" squads at the tournaments that they enter. The squads may be made up of top age and bottom age players with the best group of players, irrespective of age, making up the "A" squad and the next group will be the development group or "B" squad.
- q. Representative Coaches will be encouraged to meet monthly during the representative season to discuss matters, and that a joint meeting be arranged once tournament dates are known, to set all tournaments. This will assist with entries and accommodation bookings. Families will also be aware of when they need to allocate money.
- r. The HABA will charge all squad participants a base fee to cover training and practice match costs. It will also include free entry to the Horsham Tournament. All tournament fees will be an additional charge per player per tournament which are set at the beginning of the season.
- s. "A" squad selected athletes are expected to attend at a minimum the Country Championships (12, 14, 16, 18 & under squads), the Horsham Tournament and two (2) other tournaments for the season. "B" squad selected athletes are expected to attend at

a minimum the Horsham Tournament and one (1) other tournament for the season.

- t. Coaches will work with HABA and families to determine if teams are required/choose to play in more than the minimum number of tournaments. Again, the cost of entry to the additional tournaments will be charged per player per tournament players' families. Players will not be penalised if they do not attend the extra tournaments.
- u. At HABA's discretion training partners can be invited to join and train with the squads although not part of the official team. These Training partners will be required to pay the base fee.
- v. Squad annual year is considered 1st July to 30th June each year.
- w. The Head Coach of each squad will nominate a Team Manager. Team Managers must be approved by HABA Board of Management and hold a current Working with children's check and signed member protection declaration form. If funding is available Coaches and Team Managers will be provided with a HABA polo shirt to recognise their efforts. These officials will be encouraged to wear this uniform at all tournaments. These polo shirts will only be replaced as necessary if funding is available and at the discretion of the board.
- x. The HABA can annually appoint Coaches for girls and boys 10/9 & Under Developmental Teams. The Developmental Teams will play in appropriate grades depending on the strength of grades in individual seasons.

### **13. SKILL DEVELOPMENT**

The Association is committed to providing skills development for all players, regardless of their ability.

- a. Skill development sessions will be offered to boys and girls in each age group twice per calendar year, where possible.
- b. It is the responsibility of the Competition Director in conjunction with the Coaching Director to organise the skill development sessions.

### **14. HEALTH AND SAFETY OF PLAYERS**

The Association is committed to the provision of a safe playing environment (refer to Risk Management Document).

#### **a. Wet Weather**

If the courts become damp due to wet weather or excessive condensation, games will be cancelled, or if the courts are made safe, then players will play a reduced game as per Basketball Victoria guidelines.

#### **b. Hot Weather**

Refer to Basketball Victoria guidelines [extreme weather policy](#).

#### **c. First Aid**

First Aid kits will be provided in the referee room and for each representative team. An additional first aid kit will be provided in the stadium office.

#### **d. Injuries**

Injury incidents are to be reported by the Referees on PlayHQ. A further HABA Injury notification form *may be* completed at the referees, Coaches and/or parents/guardians' request. Information regarding insurance claims are on the Basketball Victoria website: <https://basketballvictoria.com.au/insurance/>

**e. Pandemic or other public health risk**

HABA will implement and administer all rules and regulations as directed by Basketball Victoria Return to Play guidelines related to emergency situations. HABA will always follow the direction of BV guidelines.

**15. SCREENING OF OFFICIALS**

Screening of officials is in accordance with Basketball Victoria Member Protection By-laws. [BV Member protection policy and by laws](#)

**16. SUBSIDIES – PLAYERS AND GAME OFFICIALS**

The HABA Board where possible, will provide subsidies/grants if ample funds are available within the annual budget. To be eligible to apply for one of these subsidy/grant the relevant person must be registered and actively play/coach/referee with/for the HABA as their primary association.

**a. Coaches - representing Local, State and National**

- Junior Representative Coaches (per season)
- National Championships (State team representatives)
- International Championships (National team representatives)

**b. Referees - representing Regional, State and National**

- National Championships (State representatives)
- International Championships (National representatives)
- State Championships
  - Aust. Junior Country Cup, Southern Cross Challenge
  - 12 & Under Jamboree

**c. Players - representing State and National**

- National Championships (State team representatives)
- International Championships (National team representatives)

**d. Individuals will need to apply for these subsidies/grants to the board in writing.**

**17. PARTICIPATION & SPECTATOR FEES**

**a. Domestic Competition**

- i. Set annually by Board and ratified at AGM
- ii. Different fees are set for juniors and seniors.
- iii. Spectators are free.

**b. Junior Classic Tournament**

Fees are set by the Board of management in consultation with the tournament director.

**c. CBL Hornets Games**

CBL entry fees are set by BV, refer to CBL guidelines

**d. Other Groups**



Groups hiring the facilities will be responsible for the setting of their own door fees.

## **18. COACHES**

### **a. Domestic Coaches**

Competition Director with Age Group coordinators will coordinate coaches for the domestic teams. All domestic coaches to be approved by the Competition Director.

### **b. Representative Coaches**

Are to complete the appropriate application form, which is submitted to the Board of Management for approval (refer Section 12.p).

### **c. All Coaches must complete the screening document (refer Section 15) and hold a current Working with Children's check and signed Member Protection Declaration form.**

## **19. AGE GROUP COORDINATORS**

Refer to the Document Age Group Coordinators Responsibilities Sheet – Appendix 1

## **20. REFEREES**

In accordance with BV By-laws (Referees) Regulations. Refer to document BV By-laws (Referees) Regulations. <https://vbra.basketball.net.au/guidelines-and-procedures/>

## **21. AWARDS**

### **a. Junior Domestic Competition**

- i. A Most Valuable Player Award will be chosen for each grade's Grand Final.
- ii. Votes will be awarded by game referees, opposing coaches and score bench who will have a 3, 2, 1 voting card.

### **b. Under 10 competition**

Under 10 girls and boys will be awarded a participation medal at the conclusion of their last game.

### **c. CBL**

End of season awards are as follows -

- i. Men's MVP – Owen Hughan Medal
- ii. Graham Adams trophy
- iii. Women's MVP – Melissa McClure (Sinfield) award
- iv. Nicki DeWit trophy

### **d. HABA Annual Awards**

- i. HABA Leadership award – Scott Funslow trophy awarded at either CBL or junior Presentation day.

### **e. HABA Life members**

Refer to the HABA Constitution

## **22. SPONSORSHIP**

Sponsorship and Stadium Signage is the responsibility of the Board.

## **23. INTERNAL COMMUNICATIONS**

The Association is committed to clear and transparent communication between

members, players, parents/guardians, coordinators, coaches, referees, the Board of management and volunteers.

**a. Notices**

- i. Notices should be placed on the HABA noticeboards & electronic media sites - General, Representative/Development, CBL and Domestic Competition.
- ii. Notices regarding HABA activities should clearly state the current date.
- iii. Notices not directly related to basketball operations should be authorised by the Executive Secretary prior to being placed on the noticeboard.

**b. Minutes**

All Minutes to clearly indicate the person responsible for action.

**c. Social media groups**

Representative teams can have their own private/closed Facebook group. The Junior Representative Director/Board member *must be* included in each representative team Facebook group.

**24. EXTERNAL AND INTERNAL COMMUNICATIONS**

**a. Media Articles**

- i. External communication with media outlets will be the responsibility of the Publicity Director.
- ii. Persons beside the Executive Committee are not to speak to the media unless approved by the Publicity Director or HABA President.

**b. Photographs**

- i. Media photographs may be organised, with appropriate permissions received, by the Publicity Director.
- ii. HABA and its members abide by the Basketball Victoria photography policy - [Photography policy](#)

**c. Social Media**

- i. Social media content for the HABA on platforms such as HABA website, Facebook, Instagram, Twitter is the responsibility of the Publicity Director.
- ii. HABA and its members abide by the Basketball Victoria Social Media Code of Conduct - [Social media policy](#)
- iii. Members who are found to breach this CoC may be sent to tribunal and/or face suspension from HABA competitions/programs

**25. COMMITTEES**

**a. Board of Management meetings**

- i. The Annual General Meeting is open to the public, but only financial members of HABA have a right to vote on motions.
- ii. Board members should attempt to attend all meetings. If a Board member misses three consecutive meetings without submitting an accepted apology in writing to the Secretary, they will be considered to have withdrawn from the committee and a vacancy will be declared.

**b. Competition Committee**

The Competition Committee meets once prior to commencement of season to prepare for the season, and then if any important business arises then a Special Meeting is to be called.

**c. Coaching Committee**

Coaching Committee meets monthly during the representative season.  
The Chairperson of the Committee is the Coaching Director.

**d. CBL Committee**

Whenever deemed necessary before and during the season.

**26. PROTESTS**

- a. Any team desiring to lodge a protest in respect to any match, must lodge such protest, in writing, with the competition Manager within forty-eight (48) hours of the match.
- b. Competition Director will in consultation with the Executive members of the Board of Management determine if a protest a meeting is required.
- c. The parties concerned shall be entitled to attend such meetings at which the protest shall be heard.
- d. A protest lodgment fee of \$50 will apply.

**27. TRIBUNALS**

In accordance with current BV Tribunal By-laws.

**28. HABA FINANCIAL MEMBERSHIP FEE**

Refer to the Constitution

**29. OCCUPATIONAL HEALTH & SAFETY (OH&S)**

Refer to HABA Occupational Health & Safety folder.

**30. REGULATIONS DEALING WITH THE CONDUCT OF PLAYERS, COACHES, SPECTATORS AND PARENTS**

**a. Codes of Conduct**

- i. All players, coaches, spectators and parents must abide by the Basketball Victoria Codes of Conduct as displayed on the Basketball Victoria website and can be accessed at this link [BV CODES OF CONDUCT](#).
- ii. It is the duty of all people entering a Horsham stadium to obey the directions given by the Horsham Basketball official appointed to take charge of the stadium (Competition Manager)
- iii. The Horsham basketball Board may discipline any person who is proved guilty of any breach of the code of conduct in any stadium controlled by Horsham Basketball.
- iv. Any player, coach, parent, referee, or spectator that wishes to report a breach of the code of conduct, member protection policy or child safe standards, must do so in writing and send to the [info@horshambasketball.com.au](mailto:info@horshambasketball.com.au).
- v. Any other complaints must also be made to the HABA board in writing and sent to [info@horshambasketball.com.au](mailto:info@horshambasketball.com.au).

- vi. The HABA has adopted the Basketball Victoria drug policy and this can be found at this link [Drug Policy](#).

**b. Bullying**

HABA abides by the Basketball Victoria Member Protection By-Laws in all aspects regarding Harassment (Bullying), vilification and discrimination

[https://basketballvictoria.com.au/wp-content/uploads/2016/02/BV\\_Member\\_Protection\\_By-law\\_-\\_amended\\_22\\_november2009.pdf](https://basketballvictoria.com.au/wp-content/uploads/2016/02/BV_Member_Protection_By-law_-_amended_22_november2009.pdf)

**c. Grievance procedure**

Please refer to the Constitution.

**31. UNUSUAL SITUATION**

Should any matter arise for which provision has not been specifically made in these By-Laws, the HABA Board shall take such action as is necessary to protect the interests of the Association and the conduct of Basketball in Horsham



## AGE GROUP COORDINATOR

The role of Age Group Coordinator is the key communication point between the Competition Manager and Domestic Coaches & Parents.

### Duties and Responsibilities

- Must follow the Basketball Victoria code of conduct for administrators, that can be found here [Administrators code of conduct](#) and adhere to the [Child safe standards](#) and [BV Member protection policy and bi laws](#).
- Manage age group throughout season –coaches, players & parents queries,
- Communicate with parents and handle any queries that arise from the competition,
- To email all correspondence to parents and coaches regarding the season and the fixtures,
- To assist the Competition Director to obtain appropriate screening documents for all coaches, e.g., WWCC and Member Protection Declaration,
- To understand the HABA Bylaws in reference to all the Competition guidelines and rules,
- To complete a scoring roster of parents for that age group to score domestic games each week,
- Watch each team twice during the season to evaluate players to assist with player selection the following season. Preferably once during the grading phase of the season and once towards the end of the season. In the grading phase it is recommended that they watch as many games as they can so they can recommend any team changes to the Competition Manager to ensure fairness of the competition.
- To be a part of the Competition Committee and attend meetings as required,
- To communicate regularly with the Competition Director and be the point of contact between Parents, coaches the Competition Manager.

### Accountability

The Age Group Coordinator is accountable to the Competition Director.

Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration.