

# BERWICK

BASKETBALL CLUB INC.



## Team Representatives' Handbook

Information for Coaches and Team Managers

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## **INTRODUCTION**

Congratulations for becoming involved in your child's sport by taking on the role of Team Representative (Coach or Team Manager). Our Club is one of the largest in the Dandenong competition with around 60 junior teams each season. It is thanks to the help of volunteers like you that we are able to provide so many young people with the opportunity to play basketball.

Your involvement has advantages that go beyond the benefits to the Club. It also encourages your child to be physically active. And it means you and your child are doing something together that you both enjoy.

This handbook has been produced to provide you with the things you need to know about our Club and your role in it. You will have the support of an Age-Group Coordinator who will assist with administration and communication between your team and the Club.

For coaches, excellent coaching resources are available on our Coaches Portal. This is an online resource hosted on [www.box.com](http://www.box.com). You will need an invitation from the Club to join the Coaches Portal. If you have not received one please contact one of the Club's Vice Presidents who will organise a logon for you. This is an invaluable coaching resource and highly recommended to all coaches.

## **OUR CLUB**

Berwick Basketball Club aims to provide a safe, sociable, well-run club where children of all ages and skill levels are welcome. Our focus is on developing skills and promoting teamwork and good sportsmanship. Most of all, we want our players to have fun.

### **Our Values**

Our Club values: Respect, Good Sportsmanship, and Enjoyment.

#### **Respect:**

- The rules
- The referees
- Opponents
- Equipment & facilities
- Each other

#### **Good Sportsmanship:**

- Play by the rules
- Be prepared to lose sometimes
- Be a good sport
- Applaud good play by everyone

#### **Enjoyment**

- Basketball is fun!

## **Management**

The Club is run by a Management Committee made up as follows:

- President
- Vice Presidents (Junior, Senior, & Player/Coach Development)
- Secretary
- Treasurer
- Registrar
- Uniform Coordinator
- Training Venue Coordinator
- Publicity & Communications Coordinator
- Various Age-Group Coordinators.

Committee members may be contacted by email at [info@berwickbasketballclub.com.au](mailto:info@berwickbasketballclub.com.au).

New members are always welcome.

## **Appointment of Coaches and Team Managers**

The Club is extremely grateful to anyone – whether they are a parent sibling, uncle, aunt or friend of a player – who volunteers to take on a role as coach or team manager.

All coaches and team managers are bound by the Club's rules, by-laws and the Codes of Conduct.

The acceptance of volunteers to a role of coach or team manager is always at the discretion of the Club.

## **Working with Children Check Requirements**

All coaches and team managers are required by law and Basketball Victoria's By-Laws to carry valid Working with Children (WWC) cards.

Upon taking on the role of coach or team manager, you must immediately apply for a Working with Children check. Go to the [Working with Children Check website](#) where you will find the instructions for completing the application.

If you already have a Working with Children card through your employment or other volunteer organisation you must provide the Club with your WWC number before you commence in your role. You must also notify the department that you are a volunteer with the Berwick Basketball Club, within 21 days of appointment. Go to the [WWC website](#) to update your information online.

Please advise your Age-Group Coordinator when you have applied for, and received your card.

## **Code of Conduct**

Anti-social behaviour including abuse of officials and players should never be seen in any junior sport. Such behaviour is definitely NOT tolerated in junior basketball, by this club or by the Association.

The Dandenong Basketball Association (DBA) and all its affiliated clubs, players,

coaches, parents and spectators are bound by Basketball Victoria's **Codes of Conduct**.

In addition the Berwick Basketball Club has its own Constitution and set of **Member Rules By-laws**.

The purpose of these Membership Rules is to:

- Ensure an inclusive sporting environment for players of all ages and skill levels.
- Provide a safe and respectful environment for our members.
- Support the Club's values of "Respect, Good sportsmanship and Enjoyment."

It is essential that all team representatives are familiar with the **Codes of Conduct** and the **Club's By-laws**. Please refer to the club's **Member Rules By-laws** (available on the club website – [www.berwickbasketballclub.com](http://www.berwickbasketballclub.com)) for up-to-date information on Member Rules and expectations.

Coaches and Team Managers are expected to support the Club by following and reinforcing the Member Rules at all times. Failure to do so may result in suspension or dismissal from the role (coach or team manager) and/or the Club.

### **Club Fees**

Please refer to the Club's **Member Rules By-laws** for up to date information on our fee paying policy and process.

Players who have not paid membership fees will be suspended from participation. Coaches and team managers will be notified of players who are suspended and are expected to support the Club's policy by not allowing a suspended player to participate in any game or training session until payment is made. Age-Group Coordinators will notify Team Representatives when a suspended player becomes eligible to play.

### **Uniforms**

All players must wear the Club uniform which is a numbered singlet and shorts in jade-green with navy blue and white contrast.

New or replacement uniforms can be ordered through our Uniform Coordinator. Delivery is usually within six weeks.

Referees will make allowances for players wearing alternative shorts (black or navy blue **without** pockets) up to and including Round 5 of the season. However from Round 6, all players must be in correct uniform.

### **Managing Complaints**

In most cases, any issues or complaints arising within the team should be able to be resolved through common sense and discussion with the coach/team manager and parents concerned. In circumstances where this is not possible or a satisfactory resolution cannot be reached, you should refer the matter to the Age-Group Coordinator. If it is still unable to be resolved, the Age-Group Coordinator will refer to the Committee for discussion and decision-making as required in accordance with our by-laws.

## **Communication**

The Club will communicate with members (including team representatives) from time to time by email. Occasionally the Club may require the team representatives to communicate with team members on behalf of the Club.

To that end it is vital that the Club has a valid email address for coaches and team managers. If your email contact details change at any time, please ensure you provide your new address to the Registrar and your Age-Group Coordinator.

## **Club Publications**

### *“A Spectator’s Guide to Understanding Basketball”.*

Many parents who come to watch their children play have little knowledge or experience of the game themselves. This booklet has been produced to help those parents understand the game. It is available for download in the ‘documents’ section on the Club’s website at [www.berwickbasketballclub.com.au](http://www.berwickbasketballclub.com.au)

## **Club Events**

### *Presentation Day*

A Presentation event is held annually (usually towards the end of March) for junior teams. This is an enjoyable social opportunity for the teams to get together with their families and for coaches to acknowledge and congratulate players and thank the parents for their support. We ask coaches and team managers to encourage their players and families to attend.

### *AGM*

In November each year the Club holds its Annual General Meeting. We would like to see more members attend this meeting, as it is an opportunity to hear how the Club is being run and to nominate for a position on the committee.

### *Volunteers’ Pizza Night*

During National Volunteer Week in May each year the Club holds a pizza night to which all volunteer coaches and team managers are invited. This is an opportunity to mix with other Club volunteers including committee members, while enjoying pizza and a drink in a social setting. From time to time, a guest speaker may present. We encourage all team representatives to attend.

## **Club Merchandise**

The Club has a small range of BBC-branded merchandise available:

- Hoodies
- Polo shirts
- Drink bottles

These items are available from the Uniform Coordinator.

## **Training Venues**

The Club hires courts for training at three venues: Berwick Secondary College, St Michael's Primary School, and Beaconsfield Primary School. Please ensure your team members respect the training venue's facilities and equipment. Careless or wilful damage will result in disciplinary action.

Training times and court availability are managed by the Training Venue Coordinator who allocates a half-court per team. Any request to change venue or session time should be directed to the Training Venue Coordinator. Likewise, if your team is not training, please advise the Training Venue Coordinator as soon as possible.

It is important that teams keep to their allotted training times. Training venues are shared with other organizations and we book and pay for courts for specific blocks of time. We are not entitled to over-run the scheduled times. Please respect all users, including other BBC teams, and make sure your training session ends at the scheduled time.

**We do not have access to any training venues over school holidays. Attempting to train at the school venues during school holidays is trespassing. In the event the school takes legal action against a person illegally on the premises the Club accepts no responsibility.**

**Teams may return to training *after* school has resumed.**

## **Age-Group Coordinators**

The Club's Age-Group Coordinators liaise with team representatives to manage the entry of teams, placement or movement of players, and the registration of new members. Your Age-Group Coordinator is your "go to" person for any queries you have in relation to the competition rules, club rules, or assistance with finding emergency players or new players for your team.

## **New Club Members**

New members to the Club may be placed into teams where there is a vacancy (ie: fewer than eight players). Placing new members is at the discretion of the Club and every effort will be made to ensure new players have the appropriate skills to cope with the grade of the team. If the player has the appropriate skill level, or has the potential to reach that skill level with training and good coaching, it is expected that the team will accept the new player and welcome him or her into their team.

**All enquiries for membership must be directed to the relevant Age-Group Coordinator. By-passing this process may result in membership being refused.**

## **Care and supervision of Children**

In accordance with our by-laws coaches and team managers have a duty of care to children in their charge. This duty of care includes ensuring the playing surface is safe at training and games ( eg: no water on the court), that injured players are given due attention and care, (eg: removed from the court, ice applied to injuries where necessary and parents notified), and ensuring that children remain in the training venue until the conclusion of training. Children must not be left unattended at the training venue. If a parent has not



returned to collect their child, the coach or team manager must contact the parent, and ask another parent to wait with you and the child until he or she is collected.

## COACH'S ROLE AND RESPONSIBILITIES

- Support and follow the Club's values, rules and by-laws
- Follow the Basketball Codes of Conduct
- Obtain and maintain a valid Working with Children Check
- Set a good example for players by showing respect to referees, opposition coaches and players, and parents
- Focus on player development and enjoyment above "winning at all costs"
- Value each player equally and treat all players fairly
- Welcome and encourage new team members

This handbook is not intended as a coaching guide. For much more information on coaching youth basketball please refer to the Berwick Basketball Clubs **Coaches' Portal** on BOX.COM. (see Resources at the end of this document)

The coach's role is not just about getting a winning team on the court every week. More importantly, your role is to teach your players the skills they need to play the game, and to instil the values of teamwork and good sportsmanship.

Remember that basketball is a TEAM sport. Ensure all players receive roughly equal court time. Avoid allowing only one or two players to "hog" the ball, encourage your players to play as a team so that everyone is involved.

At the beginning of a season it is a good idea to set out your rules and expectations so that your players (and their parents) know what is expected of them as individuals and as a team. A good basic set of rules is:

- Players will get roughly equal court-time.
- The starting five will be rotated throughout the season.
- Training is important. If you don't train you can't expect to be in the starting five at the next game.
- Players are expected to notify the coach (or team manager) at the earliest opportunity if they are unable to attend training or will be unavailable for a game. This is important as emergency players may be needed in order to field a team. **Remember, forfeit fees are paid by the team members, not by the Club.**
- Show RESPECT—for the coach, the referees and other players.

As coach, it is your responsibility to ensure that your players - and their parents - behave in accordance with the Berwick Basketball Club's **Member Rules By-laws**. Reinforce to your players and their parents that it's great to cheer for your team and encourage your players, but remember this is junior sport. It's about kids being active, developing skills and friendships, and having fun.

## Managing Players' Court Time

The following conventions reinforce the Club's expectations with regard to the logistics of giving all players fair and reasonable playing time.

### *Rotating the starting five*

It might be tempting to always start with the five most competent players to get a good start to the game, however doing so can be perceived as apparent favouritism for certain players, and also denies each player the opportunity to experience the tip-off. Therefore it is a good convention to rotate the starting five from game to game throughout the season. The start of the second half of the game is another opportunity to extend this rotation.

Rotating the starting five can develop a player's self-confidence and sense of achievement, and might also reveal some good player combinations that might otherwise be missed.

### *Rotating substitutes*

Substituting players is another aspect of the game that needs to be managed in the best effort possible to ensure fair and reasonable playing time. The number of players on the bench, their individual stamina, and any injuries will affect the way you manage your substitutions. The table below is a guide to how this could be done.

| Number of Players in the Team | Number of Players on the Bench | Timing of Subs       | Number of players to be substituted |
|-------------------------------|--------------------------------|----------------------|-------------------------------------|
| 5 (or 4)                      | 0                              | No subs (see Note)   | 0                                   |
| 6                             | 1                              | 3 minutes (See Note) | 1                                   |
| 7                             | 2                              | 5 minutes            | 2                                   |
| 8                             | 3                              | 5 minutes            | 2                                   |
| 9                             | 4                              | 7 minutes            | 4                                   |
| 10                            | 5                              | 7 minutes            | 5                                   |

Note: You have two time-outs per half. Use them carefully (ie: every 7 minutes) to give players a rest

In a team with 8 players, each player should play approximately 25 minutes of game time. (9 players=22mins, 7 players=28mins approximately)

## Courses

From time-to-time the Club runs clinics specifically designed for our coaches.

Basketball Victoria also run Level 1 Coaches' Courses from time to time. The Club will notify you of these as they become available.

## Coaching Resources

The Club has an extensive library of coaching resources available to all coaches. This is hosted in an online library we call "**The Coaches' Portal**" located at [www.box.com](http://www.box.com). All coaches will need an invitation to login to our Portal. If you do not have a login please contact your Age-Group Coordinator or one of the Vice Presidents.

## **TEAM MANAGER'S ROLE & RESPONSIBILITIES**

- Support and follow the Club's rules and by-laws
- Follow to the Basketball Codes of Conduct
- Obtain and maintain a valid Working with Children Check
- Liaising with Age-Group Coordinators regarding new player registrations and clearances
- Scoring roster for parents
- Collection of weekly match fees from each player
- Collection and return of the Club's alternate tops when your team is playing another Berwick team
- Liaising with the Age-Group Coordinator regarding the next season ie: team continuing/players continuing or leaving
- Providing information from the Club to the team or individual members
- Welcome and encourage new team members

Coaches and team managers should work together for the benefit of their team, and keep each other informed of developments concerning the team or any individual player.

### **Needing Additional Players**

Teams in need of additional players should consult their Age-Group Coordinator to find out if there are suitable players on the waiting list. Players already on the Club's waiting list will be given first preference to fill any vacancy in a team.

**Friends of your players who wish to join must be directed to contact the relevant the Age-Group Coordinator** who will advise them on the availability of a place in an appropriately graded team and manage the administration requirements. If a suitable place is not available they will add the player's name to the waiting list for the next season.

All players must be registered with the Club and the Dandenong Basketball Association before they play their first game. Your Age-Group Coordinator will provide new members with the appropriate forms as part of their welcome pack.

### **Clearances**

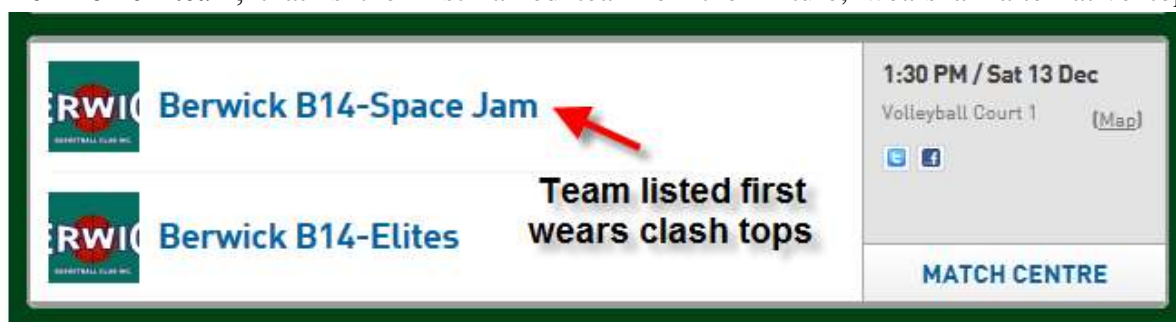
Players who are members of any other club in the DBA competition **MUST** obtain a clearance from that club before they can play with a Berwick team.

This process will be managed by your Age-Group Coordinator and the Club Registrar. Any player coming to a Berwick team from another club **MUST NOT** play until the clearance has been granted. Penalties apply.

Note: a clearance is not required if the player is transferring from a club that does not belong to the DBA, or if the player has not played with a DBA club for two consecutive seasons.

## We're Playing Another Berwick Team – What Do We Wear?

The “home” team, that is the first-named team on the fixture, wears an alternative top.



In teams where all players have the Club’s new reversible tops they should simply turn them to the white side. Otherwise, the Club has two sets of “clash” tops available.

It is the responsibility of the team manager to arrange collection of the tops from the Uniform Coordinator.

At the end of the game the team manager should collect all tops – no child should go home wearing an alternative singlet – and return the washed tops to the Uniform Coordinator by the following Tuesday.

If for any reason you have not been able to obtain the Club’s alternative tops, the DBA can supply you with singlets. See the staff at the front desk.

Note: When wearing the alternative tops, you will also need to change your players’ numbers on the Sporting Pulse courtside scoring system. Ask the referee or your scoring partner for assistance if you are not familiar with this procedure.

### Scoring

At each game including finals and the grand final, the two teams are required to provide a competent scorer: one to operate the electronic scoreboard and clock, the other to enter the game data into the SportingPulse system. Both systems are very easy to learn and it is a good idea to give each parent on your team the opportunity to have a go at each of them.

The two scorers should work together throughout the game, frequently checking with each other to make sure scores and foul counts on the scoreboard agree with those on SportingPulse.

Draw up a scoring roster so the responsibility is shared equally and everyone knows when it is their turn to score. Example of a scoring roster

| Round   | Date        | Scorer   |
|---------|-------------|----------|
| 1       | 5 November  | Parent A |
| 2       | 12 November | Parent B |
| 3       | 19 November | Parent C |
| 4       | 26 November | Parent D |
| Etc.... |             |          |

For those parents new to the game, invite them to watch over the shoulder of the scorers for a couple of games to learn, and have an experienced scorer sit with a new scorer to help build their confidence.

### **Match Fees**

Each team (team manager) is responsible for paying the weekly DBA match fee.

Match fees must be paid for each game prior to the game starting. Non-payment will result in a loss of points. Always check to make sure your team has been recorded as having paid before you go in to the court. It is also advisable to **retain the receipt for payment** for at least two to three weeks, in the event any payment queries arise.

The amount each player needs to pay will depend on how many games your team will play and the number of players in the team. To work out each player's contribution for the season, multiply the number of games in the fixture by the match fee then divide by the number of players.

How you collect each player's contribution is up to you. You may choose to collect weekly, split the sum into two or three instalments to be paid throughout the season, or collect a lump sum at the beginning of the season. Whichever method you choose, it is a good idea to use a small receipt book to help you keep track of payments.

The practice of Team Managers paying the full season's match fees from their own pocket, then collecting contributions from the team members is **not recommended**. To do so may leave team representatives out-of-pocket.

Always ensure each team member has paid their contribution. Members should have paid their contributions within two weeks of being requested to do so. **If any member has a match fee debt outstanding for two weeks after a reminder has been issued, please advise your Age-group coordinator immediately.**

It is also important to emphasise to your team that two separate fees will be collected during the season, being the membership fees which are paid to the Club before the season commences and the match fees collected by the team manager at the beginning of or during the season.

### **Where to Find Emergency Players**

From time to time you may need to call on emergency players to make up your numbers. You will need to be aware of the rules governing players filling in for other teams:

- Junior players are permitted to play with their own team AND fill in for a team in a higher grade of their own age-group in the same round, on not more than two occasions. That is, if a player from a B-grade team fills in for an A-grade team in the same age-group for three games, that player must remain with the A grade team and may not continue to play with the B-grade team for the remainder of the season.
- Players may not fill in for teams in a lower grade than their own team, ie: B-grade players can fill in only for A-grade teams. A-grade players are not permitted to fill in for any team in the same age-group.

- A player may also play another match in the same round in an older age-group, at the same grade level as their own age group, or not more than one grade lower. That is, a player from Under-12 A grade may play in Under- 14 A or B grade, but not Under-14 C grade.

It is advisable to always check with your Age-Group Coordinator regarding emergency player eligibility.

If you need a fill-in player but don't know who to ask, contact your coordinator who can then put you in contact with a coach or team manager of a suitably graded team to see if any of his/her players would like to help out.

You will also need to add the emergency player's name to your team on Sporting Pulse, by entering their name, date of birth and singlet number. Ask the referee or your scoring partner for assistance if you are not familiar with this procedure. **Under no circumstances should an emergency player be permitted to play under the name of an absent player.** This is a reportable offence that attracts a penalty of up to 19 weeks suspension for the coach.

A team must have a minimum of four players on the court to begin a game.

### **Forfeits**

Teams will be responsible for forfeit fees as follows:

- Forfeits given less than 24 hours prior to match time will incur a fine of twice the applicable match fee.
- Notified Forfeits (ie. with a minimum 24 hours' notice) will incur a fine of the applicable match fee.

Note: The team is responsible for paying forfeit fees in the same way they are responsible for paying match fees. These fees are not covered by the Club.

### **Re-Entering of Teams in the New Season**

Towards the end of each season you will be asked to notify your Age-Group Coordinator whether or not your team will re-enter in the next season, and provide the names of players who intend to play. Each new season is a new competition and players must register. Players who fail to register will be assumed to be withdrawing and will not be placed in a team.

## **COMPETITION INFORMATION**

### **Age Groups and Cut-Off Date**

The cut-off date for all age groups is 31 December. That means a player must be under the relevant age as at 31 December of the year in which the season begins.

The change-of-age group occurs with the winter season each year.

### **Injury Insurance**

All players registered to play with the Dandenong Basketball Association are covered by Basketball Victoria's personal injury insurance. Players are covered for out-of-pocket medical expenses incurred due to injury sustained during a match or at training.

Injuries received during a game should be registered on the courtside scoring system by the match referee. Check to see that is done. Information about how to make a claim, and the injury insurance claim form can be found on the DBA website “Domestic Competitions” page.

### **Representative Players and the Points System**

To prevent domestic teams from dominating their grade by “stacking” their sides with Rep players, the DBA has devised a points system. Points are applied to players according to the level of Rep basketball they play. If the total number of points for your players exceeds the threshold, your team may need to be re-structured or moved to a higher age group. (Refer to the Junior Domestic page on the DBA website for specific information regarding Rep Player points thresholds.).

### **Grading Games**

Each new season begins with four to five weeks of grading games during which time the DBA Junior Domestic Committee will assess the playing level of teams for the remainder of the season. Teams can expect to be moved between grades at least once during the grading period. If your team has concerns about the grade they have been placed in, you must raise this with your Age-Group Coordinator before the end of the grading period. Grading changes may not be possible once the grading period has ended.

### **Fixtures**

Playing fixtures for all teams are posted on the DBA website at: [www.dandenongbasketball.com.au](http://www.dandenongbasketball.com.au)

It is recommended that you check the DBA website regularly for changes to fixtures. This is especially important during the grading period as there are frequently changes to match times, court allocation and/or the addition or removal of teams which may result in a bye being added to or removed from your fixture.

It is recommended that you do not print a hard copy of the season fixture for distribution amongst your team, due to the possibility of changes occurring. Instead, encourage parents of team members to confirm their game-time by checking the DBA website or signing up to a Sports TG Passport at <https://passport.sportstg.com/login/>. Many team managers also like to send a text message to families a couple of days before the game, to remind them of match time, court number and scoring responsibilities. Some have started to use a Facebook Group for the team for all team communications.

### **Finals Qualification**

Players must play a minimum of half of the rounds in the season (including byes) to qualify for finals participation. If there is an uneven number of rounds, the number of games required will be rounded up to the next whole number.

If a team is reduced to fewer than 5 players in the final series, a part-qualified player may be added to the team at the discretion of the Domestic Basketball Manager and the Junior Domestic Committee of the DBA.

### ***Exemptions for Injury***

A player who is injured during a season and therefore unable to complete the required number of games may apply to the Junior Domestic Committee (JDC) for consideration.

The request must be in writing and accompanied by a medical certificate detailing the period for which the player was unable to play, and **must be submitted at least 7 days prior to the commencement of the finals series.**

### **Modified Rules for Under-8 Mixed, Under-9 and Under-10 Competitions**

The competition rules are modified for under-8s, under-9s and under-10s. Team representatives of teams in these age-groups should familiarise themselves with the modified rules to ensure there is no misunderstanding of referees' calls. The full text of the DBA's match rules for under-8, under-9 and under-10 competitions can be found at: [www.dandenongbasketball.com.au](http://www.dandenongbasketball.com.au)

### **SUPPORT**

If you are in any doubt about anything, your Age-Group Coordinator is your first point of contact. If he/ she is unavailable, you should speak to the relevant Vice President (Juniors: U-8 to U-12 or Seniors U-14 to U-20) or send an email to the Club at [info@berwickbasketballclub.com.au](mailto:info@berwickbasketballclub.com.au).

Always check if you are unsure about a situation as penalties may apply for a breach of the rules.

### **FORMS**

The current Club Registration and Clearance forms are available for download in the 'Documents' section on the Club website: [www.berwickbasketballclub.com.au](http://www.berwickbasketballclub.com.au)

### **WHERE TO FIND INFORMATION**

BBC Website: [www.berwickbasketballclub.com.au](http://www.berwickbasketballclub.com.au)

DBA Website: [www.dandenongbasketball.com.au](http://www.dandenongbasketball.com.au)