



BERWICK BASKETBALL CLUB BY-LAWS

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BERWICK BASKETBALL CLUB BY-LAWS

INTRODUCTION

The Berwick Basketball Club By-Laws are determined by the Committee of the Berwick Basketball Club (BBC) and amended by the Committee as required, from time-to-time.

These by-laws, the Rules of Incorporation (Constitution) and the Membership Rules form the Rules of the Club (“the Rules”).

The Berwick Basketball Club requires all members to abide by the Club’s Rules and to obey any reasonable direction given by Club Administrators.

Berwick Basketball Club supports and is bound by the policies and by-laws of the Dandenong Basketball Association (DBA) and Basketball Victoria (BV) including:

- DBA Competition Rules
- BV Codes of Conduct
- BV Member Protection By-Laws
- BV Tribunal By-Laws

Extent of Our Policy

Our policy covers breaches of our Rules, BV’s Code of Conduct, and behaviour that occurs at practice, and at social events organised or sanctioned by the Club (or our sport). It also covers private behaviour where that behaviour brings our Club or sport into disrepute (eg: comments or images placed on social media networks) or there is suspicion of harm towards a child or young person.

1. Membership Rules

The Club’s rules of membership are contained in the [Membership Rules](http://www.berwickbasketballclub.com.au) which can be found at www.berwickbasketballclub.com.au

2. New Members

- 2.1 The acceptance and placement of new members is the responsibility of the Club. The Committee will oversee and manage all new applications for membership.
- 2.2 New members to the Club may be placed into teams where there is a vacancy (ie: fewer than eight players).
- 2.3 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.
- 2.4 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.
- 2.5 Teams wishing to introduce new members to the Club or their team must refer all enquiries to the relevant Age-group coordinator. By-passing this process may result in membership being refused.

3. Composition of Teams

- 3.1 The composition of teams (players, coach, and team manager) is always overseen by the Club.
- 3.2 The Club has right of veto over team composition, including approval of nominated persons to Team Representative roles.
- 3.3 Changes to the composition of teams may be made from time to time by the Club:
 - To comply with the Competition Rules;
 - At the request of a player/parent;
 - In circumstances the Club deems necessary in the best interests of player development and/or the competition
- 3.3 Teams will not be entered into competition without a coach and team manager. In some circumstances a coach may also act as team manager, with Club approval

4. Training Venues

- 4.1 The Club hires courts for training at local schools. Members must respect the training venue's facilities and equipment. Careless or wilful damage will result in disciplinary action.
- 4.2 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.
- 4.3 Teams are not permitted to over-run their scheduled training times. Training venues are shared with other organisations and we book and pay for specific blocks of time. Teams must respect all users, including other BBC teams, and finish their training session at the scheduled time.
- 4.4 Teams are **not permitted** to enter training venues outside of their allocated time, on public holidays or during school holidays. **Teams may return to training in the week school resumes.**
- 4.5 **Attempting to train at the school venues during public holidays or school holidays is trespassing. Any person found in breach of this rule may be subject to disciplinary action by the Club and legal action by the venue.**
- 4.6 The Club accepts no responsibility for action taken by a school against any person who has illegally obtained access to the premises.

5. Electronic Communication, Website and Social Media

- 5.1 The Club may communicate with members from time-to-time by email, SMS (text messages), our website and through social media. Such communication will be appropriate and related to Club business.
- 5.2 Coaches and team managers may also communicate with their team members via email, SMS and social media however all such communication must be appropriate and related to Club and/or team business, and any communication involving children must be directed through the child's parents.

5.3 Members must conduct themselves appropriately when using electronic communication or posting comments or images on-line. Such electronic communication:

- Must not offend, intimidate, humiliate or bully another person
- Should respect the privacy of members
- Must not bring the Club into disrepute.

5.4 Inappropriate material including photographs and messages posted on the Club's Facebook page will be removed and those responsible will be blocked from the site.

5.5 Allegations of inappropriate electronic communications that harass, offend, intimidate, humiliate and/or bully another member will be referred to the DBA Child Safety Officer and/or the Basketball Victoria Member Protection Officer. Members may face penalties imposed by BV (including suspension from competition) for engaging in such behaviour, and/or disciplinary action including dismissal from the Club.

6. Appointment of Team Representatives (Coach and Team Manager)

6.1 The Club will ensure that all reasonable steps are taken to ensure that we engage the most suitable and appropriate people to work with children in coach and team manager positions. This may include asking for details of any previous history of coaching/working with children.

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

6.3 The acceptance of volunteer parents to fill roles of coach and/or team manager will at all times be at the discretion of the Club.

7. Care and supervision of children

7.1 Parents are responsible for the safety and welfare of their children at training sessions.

7.2 All players up to and including Under-12s must be supervised by one of their parents/guardians at training sessions and games.

7.3 A minimum of one responsible adult in addition to the coach must be in attendance at all training sessions.

7.4 If parents are unable to be in attendance during training sessions they must notify the coach and/or team manager. Playing members will be supervised by the coach and/or team manager to the extent that they will ensure players remain in the training venue until the end of the training session.

7.5 Parents must ensure they return to the training venue prior to the conclusion of the session to collect their child/ren or make suitable arrangements for their child and notify the coach and/or team manager of those arrangements. Parents are required to enter the training venue to collect their child, not wait in the carpark for the child to come out.

7.6 If a child has not been collected at the conclusion of the training session, the coach and/or team manager shall stay with the child and also ask another parent to stay with them, contact the parent and wait until the child is collected.

- 7.7 Coaches and Team Managers are NOT responsible for the supervision of a player's siblings. Young children must not be left unattended in or around the training venue.
- 7.8 During the course of other Club functions (ie. Presentation Day, etc), all children must be supervised at all times by their parent/guardian. Due to the large numbers of children involved in these functions, those organising and running the functions cannot supervise all children as well.

8. Taking Images of Children

- 8.1 The Club will obtain permission from a child's parent/guardian to take appropriate images and to use such images in our newsletter, on our website and in publicity and promotional materials. Permission will be sought and granted or denied by way of the child's membership application form.
- 8.2 If the Club uses an image of a child on our website or in publicity and promotional materials it will avoid naming or identifying the child. We will not display any personal information such as residential address, email address or telephone numbers, school attended, hobbies or likes/dislikes.
- 8.3 If the Club uses an image of a child in our newsletter we will, wherever possible, avoid using both the first name and surname unless granted permission to do so by the parent/guardian. We will not display personal information such as residential address, email address or telephone numbers, school attended, hobbies or likes/dislikes without gaining consent from the parent/guardian.
- 8.4 We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

9. Working with Children Checks

- 9.1 All BBC Volunteers must immediately apply for a Working with Children Check upon acceptance to a role.
- 9.2 Basketball Victoria, as our State body, requires that ALL adult volunteers must complete the screening process.
- 9.3 BBC Volunteers who already hold a valid WWC obtained through employment or other volunteer organisation must provide the Club with the card number and expiry date before commencing in the role.
- 9.4 BBC Volunteers who already hold a valid WWC obtained through employment or other volunteer organisation **must notify the Department of their volunteer status with BBC within 21 days of commencement.**
- 9.5 **Severe Penalties apply for knowingly engaging in child-related work without a valid Working with Children's Check and may include a substantial fine and/or sentence of imprisonment.**

Detailed information, including the forms required to complete a Working with Children Check are available from the Victorian Department of Justice: www.justice.vic.gov.au/workingwithchildren or phone: 1300 652 789.

10. Report and Respond Appropriately To Suspected Abuse and Neglect

BBC undertakes to treat allegations or complaints of child abuse seriously. In accordance with our Child Safety Policy we will refer any complaints, concerns or allegations of child abuse to the DBA Child Safety Officer, Basketball Victoria Member Protection Information Officer, and/or the Police or relevant government authority.

11. Complaints

11.1 Our club takes all complaints about on and off-court behaviour seriously.

11.2 If the respondent is a Club official (ie: committee member, coach or team manager) they may be suspended from their position pending the outcome of the complaint, if deemed necessary by the committee.

11.3 Serious complaints including child abuse, sexual abuse or harassment, racial vilification and other unlawful behaviour will be referred to DBA Child Safety Officer and/or Basketball Victoria's Member Protection Information Officer.

12. Making a Complaint

12.1 Concerns or complaints regarding team or player issues should, if possible, first be addressed to the coach and/or team manager.

12.2 If the matter cannot be resolved within the team or you do not feel comfortable raising the matter with a team representative, refer the matter to the relevant Age-group Coordinator.

12.3 Complaints concerning child abuse must be reported to the Club Secretary to be managed in accordance with the Club's Child Safety Policy.

13. Complaint Handling Process

13.1 When a complaint is received by our club, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

13.2 Once the complaint has been lodged, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- suspending the respondent from his or her official role with the Club whilst the complaint is investigated
- supporting the person complaining to talk to the person being complained about

- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people who may have seen the behaviour);
- seeking advice from our state body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring serious complaints and allegations of child abuse to the DBA Child Safety Office and/or Member Protection Information Officer at BV; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency;
- all allegations of child sexual abuse will be referred to the Police.

13.3 In situations where a complaint results in a referral for disciplinary action, the Club will act in accordance with the Disciplinary Process outlined in our Constitution.

13.4 In situations where a complaint is referred to BV and an investigation is conducted, the Club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s).

14. Power to Remove or Suspend a Club Official

14.1 The Executive committee has the power to remove or suspend a coach or team manager from their role at any time if it deems such action to be in the best interest of the Club and its members and for the protection of child members.

14.2 The decision to suspend or dismiss will be made by majority vote of the Executive Committee.

14.3 There shall be no right of appeal against such a decision.

15. Player Development Guidelines

Purpose

To provide children with the opportunity to develop their basketball skills, have fun, and develop personally as young sports men and women, in a competition that is suited to their age and level of skill.

Rationale

Traditionally the club has maintained its position as a domestic club that does not seasonally grade its players and teams due to the social (friendship) makeup of its teams. We recognise that friendship groups that are formed within teams are important and have always believed that the representative competition at Dandenong (Rangers) caters for our more competitive players.

However, we also understand that children develop at different rates. – a group of children who started playing together as beginners when they were 8-year-olds could display vastly different levels of physical and emotional maturity as well as basketball skill by the time they reach under-12s.

In the past, this has led to teams consisting of children of differing skill levels and ages. Difficulties have arisen within teams: those who are more skilful have felt restrained and those who are less skilful have felt left out of the action. Also at change of age seasons, older players in the team must move to the next age group, resulting in the team being split and new teams formed, or players continuing to play above-age – this is not ideal.

The Club aims to support our players by providing opportunities for development: whether that be in a higher grade for players seeking challenge, or in a lower grade where the player can develop and progress with others of a similar skill level.

How we will do it

If the Club, a coach or a parent identifies a need for change for a player or team, we will engage in a process of player evaluation and consultation with parents and coaches, so that players can progress into an appropriate age/skilled team.

This may involve evaluation session/s where senior Club coaches will put the players through various drills to establish their level of skill and the age/grade-level of competition best suited to them.

Parents and coaches will be informed in advance of these evaluation sessions occurring and will have the opportunity to submit any special requests.