
Montrose Vikings Basketball Club

Policies and Procedures

August 2025



Contents

Contents	2
Introduction.....	4
Our Objective.....	4
Our Collective Responsibilities	4
Club Operations and By-laws	5
Annual General Meeting.....	5
Committee Meetings.....	5
Roles & Responsibilities.....	6
President	6
Vice President.....	6
Secretary	7
Treasurer	7
Boys/Girls Conveners.....	8
Registrations Officer.....	8
Webmaster	9
General Committee Members.....	9
Coach	9
Team Manager.....	10
Code of Conduct.....	11
Coaches/Team Managers.....	11
Parents/Guardians	12
Players.....	13
Protecting Our Children.....	14
Consequences for contravening the Club’s Code of Conduct	14
Disciplinary action.....	14
Disciplinary Subcommittee	14
Disciplinary hearing.....	15
Complaint Process	15
Appointment of Coaches/Team Managers	16
Expression of Interest	16
Appointment of Coaches and Team Managers.....	16
Working with Children Checks	17
Players.....	17
Player registration.....	17
Recruitment of New Players.....	18

Transfers	18
Membership/playing fees.....	18
Teams.....	19
Team Sizes	19
Team Grading	19
Team Clashes.....	19
Termination of a Team	19
Grading of Players	20
The Grading Process.....	20
Uniforms	21
Seasons	21
Club Communications	22
Rule Changes	22
Social Media	22
Presentations and Social Events	22
Key Contacts.....	22
Review of Policies and Procedures.....	23

Introduction

Montrose Vikings Basketball Club Inc. is a founding member of [Kilsyth & Mountain District Basketball Association](#) (KMDBA). The Club caters for all age competitions from the mini-ball teams to Under 23 years of age for both boys and girls.

A community-based Club, the emphasis is on the children having fun whilst learning the basics of basketball, keeping fit and playing with their friends.

Our Objective

Provide a positive and safe environment for all players to develop basketball skills as part of a team enabling them “to be the best they can be”.

Our Collective Responsibilities

- Provide appropriate training facilities and Coaching staff to ensure players have the opportunity to learn correct techniques
- Create a safe environment for children to participate in basketball which is supportive and encouraging
- Work with KMDBA to participate effectively in the competitions with teams who are equipped, trained and graded to compete at the appropriate levels.
- Provide information on Club policies and processes to ensure all members are informed of Club operations and activities.
- Encourage and facilitate communication with Team Managers, Coaches, parents/guardians, and players
- Abide by all statutory requirements as defined by Incorporation law as it applies within the state of Victoria
- Adhere to the guidelines as defined by Basketball Australia and KMDBA

Club Operations and By-laws

The following policies and procedures are referred to in our Constitution as By-laws of Montrose Vikings Basketball Inc.

Annual General Meeting

It is noted, all positions within the Club structure, including Committee Members, Team Managers and Coaches are on a voluntary basis.

Each of the Management Committee positions are open for nomination and re-election at the Annual General Meeting (AGM) held between August and November each year. Typically, the AGM is held at Montrose Primary School. The venue, date and time will be advised by the Secretary toward the conclusion of each Winter Season. All parents/guardians, Team Managers and Coaches are invited to the AGM and are encouraged to provide nominations for these positions.

Important note: Exemplary behaviour that upholds the Club's Code of Conduct must have been demonstrated at all times by nominees (refer pages 11-13). Any past complaints against the nominee regarding their conduct contravening the Club's Code of Conduct will negate their nomination.

The following positions on the Management Committee **MUST** be filled for the Club to continue to operate (this is known as the Executive Committee);

- President
- Secretary
- Treasurer

The following positions, whilst not mandatory from a legal perspective to operate as an incorporated Club, are key to our daily operations;

- Boys Convenor
- Girls Convenor
- General Committee Members

Once the key positions are filled, parents/guardians/guardians are invited to nominate themselves as a General Committee Member with equal voting rights at all committee meetings. The best opportunity for parents/guardians to influence the direction of the Club is to take up a position on the committee.

Minutes of the AGM are available on the Montrose Vikings webpage – www.montrosevikings.org.au

Committee Meetings

All Management Committee members are expected to attend the regular meetings, typically held at 7.30pm on the first Monday of each month. The meeting will be Chaired by the President (or

delegate as required). Agendas are defined and all outcomes including action items are minuted and distributed to the Management Committee members by the Secretary.

All minutes of the Management Committee are available for parents/guardians and players on request. All key updates from meetings are documented and distributed through the Montrose Vikings webpage – www.montrosevikings.org.au

Roles & Responsibilities

To ensure the future of Montrose Vikings it is important that the Club is run effectively and efficiently. Therefore, an outline is provided for each of the key roles.

President

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Essential job functions

- Engage with KMDBA to investigate ways we can work more effectively
- Ensure the Club satisfies all its legal and moral obligations in accordance with the law and its commitment to members
- Official Signatory for finances
- Represent the Club at Junior Domestic Committees to address issues relating to conducting a fair competition including amendments to rules, player grading, clearances, fixture changes
- Chair Committee meetings including Management/General and Annual General Meetings, set agenda items and approve meeting minutes
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Oversee the development and successful implementation of the Club's strategic plan

Other skills/abilities

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations' members

Vice President

- To provide support to the President and in the absence of the President will act on their behalf with their full authority.

Secretary

Maintain communication with KMDBA at association level in all matters relating to daily operations and ensure this information is distributed accordingly. The secretary is often the first point of contact for people interested in the Club who need information or details about activities.

Essential job functions

- Provide support for all committee members and help facilitate communication throughout the Club with Parents, Team Managers and Coaches
- Distribute information as appropriate from KMDBA and provide an effective channel for the Club to formally communicate with the association on operational issues pertaining to the competition including other teams, players, Coaches, referees, health & safety
- Investigate and approve clearances to / from the Club taking into account their financial position and impact on affected teams
- Collect and distribute incoming/outgoing mail
- Communication and public relations – inward/outward
- Minute regular meetings including AGM and distribute as appropriate
- Review and approve updates to the Vikings web site
- Create official letterheads and templates as required
- Maintain an official directory of Committee Members
- Review and approve all changes to policies and procedure documentation
- Maintain a record of all Master copies of official documentation

Other skills/abilities

- Well organised
- Task and time efficient
- Good communicator
- Competent word processing skills
- Understanding of office systems and procedures
- Dedication and loyalty
- Goal oriented and self-motivated

Treasurer

The Treasurer must be accountable to the Committee and ultimately the Club members for all financial transactions. The constitution normally sets out the financial year for organisations. Most finish their financial year one or two months prior to the annual general meeting (AGM). This allows time to get the accounts in order and have them audited in time for presentation at the AGM.

Essential job functions

- Maintain accurate financial records, integrity of all transactions and pro-actively manage cashflow to ensure the Club's ongoing viability.
- Provide a statement of financial position at each committee meeting covering income and expenses to date and projected cashflow.
- Maintain a list of paid up members
- Ensure the Club is compliant with all statutory requirements of an incorporated association
- Collect all incoming funds and arrange payment of creditors

-
- Ensure safe keeping of all financial records
 - Official Signatory for Finances
 - Issue receipts and promptly deposit all monies received in the organisation's bank account
 - Make all approved payments and invoice groups/members promptly
 - Act as the signatory to the organisation's bank accounts (with at least one other management committee member)
 - Manage the organisation's cash flow and be accountable for the organisation's petty cash

Other skills/abilities

- Honesty and integrity
- Enthusiasm for the task
- Good organisational skills
- A good eye for detail
- Good at making decisions
- An ability to work in a logical and orderly manner
- An ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books
- An ability to keep good records
- An awareness of procedures for handling cash and other financial transactions
- A willingness to learn new skills

Boys/Girls Conveners

Ensure all players are graded appropriately across all teams by working with the grading committee within the Club and at the association level.

Essential job functions

- Co-ordinate and facilitate meetings with the Grading Sub Committee to review and discuss the appropriate grade for each player at the commencement of each season
- Ensure the grading process is concluded in line with the conclusion of designated games fixture
- Co-ordinate and assist communication with Team Managers / Coaches and parents with changes to team structures as appropriate
- Communicate resulting changes to the Players Registrar
- Liaise with KMDBA grading committees during the grading season and participate in their grading process as appropriate

Registrations Officer

Actively promote Montrose Vikings Basketball Club within the local area to encourage new players to join. The role will work towards achieving increased participation across the sport.

Essential job functions

- Manage PlayHQ registration periods including open, close, data collection, troubleshooting, etc
- Arrange advertising as appropriate such as school newsletters and special flyers
- Maintain records of interested players and parent contact details
- Work with Boys and Girls Conveners to assist with new and existing player onboarding and communications

-
- Provide initial information packs to parents to help familiarise themselves with the Club and our operations
 - Take responsibility for all new player applications, issues and/or complaints
 - Work with Coaches and Team Managers to accommodate new players in the appropriate teams
 - Contact schools and community groups regarding possible promotion opportunities such as fetes, festivals, etc
 - Prepare, print and distribute flyers as required
 - Source new avenues for promotion and suggest new strategies

Webmaster

Essential experience: A background in administration and computers is vital. A working knowledge of both WordPress, Form creators such as Gravity Forms or WP forms, Elementor Page Builder and other applications is an advantage, but not necessary.

Essential job functions

- To update and maintain all software and applications within the WordPress platform to keep the Montrose Vikings website working and relevant.
- To create new pages, information posts, gallery images and forms each season, or where appropriate.
- To update the team details in the Fixtures and MVP forms, links to PlayHQ at the beginning of each season.
- To tally MVP Votes and report at end of season to Committee for planning of Presentation Awards.
- Creation and maintenance of email addresses for members of committee
- Update of MVBC Committee Handbook where necessary in relation to the Website and Webhost.
- Maintain the website with the hosting platform, Micron21.
- Liaise if necessary with Micron21 to solve any issues with the website.

General Committee Members

Objectively debate issues to assist in the decision-making process and where possible, share the workload. Responsibilities include;

- Investigate ways to improve the Club and raise new ideas
- Support the decisions made by the committee
- Invite parents and players to discuss issues informally so you can provide comment on their behalf
- Help share the workload by assisting with special events, fundraising, etc
- Have experience and/or an interest in sourcing funding opportunities

Coach

To educate, motivate and encourage players to adopt correct techniques and to work as effective members of a team. Responsibilities include;

-
- Be aware and adhere to the recommended code of conduct for Coaches
 - Invest time in gaining a better understanding of the game, planning training sessions and how to develop players skills / techniques
 - Work with the grading committee to ensure players are given the best opportunity to succeed
 - Develop their own knowledge of the game and Coaching techniques based on accredited training materials
 - Setting the right example for players on and off the court
 - Educating players in the values of being a true sportsman
 - Be fair in the treatment of all players at all times
 - Conforming to all Club policies on young children in sport
 - Attending coaching courses
 - Observing player's performances to determine the level of instruction required
 - Teaching techniques for players to acquire additional skills or improve existing skills

Team Manager

Liaise with parents, players and Coaches and distribute information effectively to help co-ordinate training and games. Responsibilities include;

- Maintaining an accurate record of players / parent contact details and ensure they are registered with KMDBA
- Be aware of changes to game fixtures and advise players, parents and the Coach promptly
- Collect game fees for each player and complete the team sheet details and pay prior to each game
- Be vigilant with respect to children in your care at training and during games
- Liaising with all team members, Coaches and officials to ensure the needs of players are met and team members, Coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions

OTHER POTENTIAL ROLES

Uniform and Equipment Officer

Maintain appropriate levels of stock of training equipment, Coaches bags, etc to cater for new players and Coaches, and keep an accurate record of inventory, orders placed and funds received.

Essential job functions

- Contact Coaches at start of season to ensure provided with necessary equipment and supplies
- Manage special uniform orders and distribution, such as personalised training tops
- Provide updated inventory reports at regular committee meetings including orders in progress and payments received
- Responsible for the purchasing and maintenance of stock in store room
- Place orders on suppliers and arrange payments as required
- Annual stocktake for audit purposes

Training Co-Ordinator

Co-ordinate all activities related to scheduling of training facilities. Responsibilities include;

- Work with the Team Managers and Coaches to define appropriate schedules for available training facilities before the commencement of each new season
- Liaise with the schools when there are planned interruptions to the schedule and provide advance notice to Team Managers and Coaches
- Reconcile stadium / hall usage with invoices provided and approve for payment by Treasurer
- Provide confirmed training schedules for publishing

Code of Conduct

Basketball is intended to be a recreational activity for personal enjoyment and health. The following **Codes Of Conduct** are based on those developed by Basketball Victoria (BV) to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved.

Coaches/Team Managers

Understand and play by the rules. Understanding and the rules is your responsibility. The rules exist for the safety, proper order and enjoyment of all people involved in basketball. Do not ignore or deliberately break any rules.

Respect referees and other officials. Accept bad calls graciously. Abuse of referees is unacceptable behaviour.

Control your temper. Display control, respect and professionalism to all involved with the sport. This includes opponents, Coaches, officials, administrators, parents/guardians and spectators. Encourage players to do the same.

Be a good sport. Be prepared to Win and Lose. Acknowledge all good plays whether they be **by** your team or the other team. Good manners and respect can be infectious. Everyone likes to be praised when they do something well. If you acknowledge the achievements of your opponents, it is likely they will follow suit. Always introduce yourself to your opponents on court, congratulate them whether you win or lose and accept a loss gracefully.

Respect the rights, dignity and worth of every person. Avoid any remarks that could be construed as offensive or discriminatory. Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities. Constructive guidance and encouragement when a player does well will assist a player to improve their game.

Be reasonable in your demands on players' time, energy and enthusiasm.

Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.

Any physical contact with a young person should be appropriate to the situation and only where necessary for the player's skill development.

Avoid overplaying the talented players. The average player also needs and deserve their share of court time.

Parents/Guardians

For the purpose of this document, "Parents/ Guardians" shall encompass all Parents, Guardians, Grandparents, step-parents, siblings, and/or cousins of Players.

Encourage your children to participate for their own interest and enjoyment, not yours. Support your children in their participation in basketball but do not force them to play if they don't want to. Sport is played by children for enjoyment and fitness.

Encourage children to always play by the rules.

Teach children that an honest effort is always as important as a victory. Your children will suffer many disappointments in their lives. You should teach them from an early age that whilst a win in basketball will bring them much pleasure, it is not the most important thing. Participating to the best of their abilities is far more important than winning.

Focus on developing skills and playing the game. Reduce the emphasis on winning. Primary responsibility for skills training rests with the children and their Coaches but you can assist with their enthusiasm by attending games, encouraging them to practice away from formal training and games and even joining in with this practice.

A child learns best by example. Applaud good play by all teams. Acknowledge all good plays whether they be by your children's team or the other team. Good manners and respect can be infectious. If you acknowledge the achievements of your children's opponents, it is likely your children will follow suit. This can assist to create a positive and supportive climate for all children involved in the game.

Do not criticise in front of others. Children can be very sensitive and feel strong humiliation if they are criticised in front of their peers. When you do feel the necessity to speak to your child about something that displeases you, make the effort to explain what the problem is and why you are concerned about it. If you can see some way of avoiding the problem in the future, also explain this to the children. Give your children an opportunity to offer you an explanation. You are not communicating with your children effectively if all the communication is one way.

Accept decisions of all referees as being fair and called to the best of their ability. Referees and officials have a difficult task to perform and your children could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports.

Set a good example by your own conduct, behaviour and appearance. Children often learn by example. You are the prime role models for them. Make your parenting rewarding and beyond

criticism by leading by example. Do not criticise opposing team members or supporters by word or gesture. Accept loss graciously and applaud the efforts of all playing the game.

Support all efforts to remove verbal and physical abuse from sporting activities.

Respect the rights, dignity and worth of every person. Avoid any remarks that could be construed as offensive or discriminatory.

Show appreciation for volunteer Coaches, officials and administrators. Volunteers are necessary for the functioning of sporting activities. Without them, your child could not participate. Whilst many are parents/guardians of people involved in the sport, many are also people dedicated to the sport and its development. Show them the respect and appreciation that they deserve.

Keep children in your care under control. You should ensure that children with you at a basketball game are well behaved and do not wander onto or too near to courts. They can easily be knocked down by a player or a player can trip over a child when concentrating on the play and not expecting a small child to be in the way.

Always respect the use of facilities and equipment provided. Discourage your children from engaging in dangerous practices such as hanging off hoops or “slam dunking”. Not only can equipment be damaged but serious injury can occur.

Players

Play by the rules.

Never argue with an official. If you disagree, have your captain, Coach or manager approach the official during a break or after the competition.

Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.

Work equally hard for yourself and/or your team. Your team's performance will benefit.

Be a good sport. Applaud all good plays whether they are made by your team or the opposition.

Treat all participants as you like to be treated. Do not bully or take unfair advantage of another competitor in person, or online.

Co-operate with your Coach, team-mates and opponents. Without them there would be no competition.

Participate for your own enjoyment and benefit, not just to please parents/guardians and Coaches.

Protecting Our Children

Child protection is about keeping children and young people safe from abuse, discrimination and harassment, and protecting them from people who are unsuitable to work with children. This is often a legal requirement, covered by Australian child protection and anti-discrimination laws. It is also an ethical obligation and a very important consideration in meeting 'duty of care' obligations.

The majority of Coaches, officials, trainers, Team Managers and other volunteers involved in sport and recreation are encouraging, supportive, competent and ethical in their activities. For most people sport is an enjoyable experience but for those who experience discrimination, harassment and abuse, their experience can be very different.

Coaches, officials and others, due to their close involvement with players and participants, especially with children and young people, have a responsibility to provide sporting activities within a fair and safe environment.

Consequences for contravening Code of Conduct

Any Club member, including Coach, Team Manager, parent/guardian, or Player found in contravention of the Club's Code of Conduct will receive the following disciplinary consequences:

- Two week suspension
- Four week suspension
- Eight week suspension
- Expulsion

Disciplinary action

Disciplinary action is applicable to any Club Coach, Team Manager, parent/guardian, spectator or Player. Disciplinary action may be initiated by the Management Committee following a complaint (refer Complaint Process page 15), written or verbal, by any member of the Club.

The Management Committee must be satisfied that there are sufficient grounds for taking disciplinary action against the person in question, and then convene a Disciplinary Subcommittee.

However, abuse of others is not tolerated under any circumstances and will result in immediate expulsion from the Club on decision of the Executive Management Committee. Such behaviour includes:

- Physical violence
- Aggressive and/or abusive language (written or verbal)
- Intimidation that creates a fear of physical or mental harm
- Bullying in person and/or online

Disciplinary Subcommittee

The Management Committee will appoint a Disciplinary Subcommittee to hear the matter and determine what action, if any, to take against the member. The Disciplinary Subcommittee will consist of two members of the Executive Committee, and three other persons that may or may not be Management Committee members.

Persons on the Disciplinary Subcommittee must not:

- have a personal interest in the dispute; or
- hold bias in favour of or against the person in question.

Disciplinary hearing

Before disciplinary action is taken, the Secretary must give written notice to the person in question stating that the Club proposes to take disciplinary action, the grounds for the proposed disciplinary action, and the date, place and time of the Disciplinary Subcommittee hearing.

The hearing must be convened as soon as practicable and no later than 21 days after the complaint is received.

The person in question may decide to attend the Disciplinary Subcommittee hearing in person, or submit a written statement. After the hearing, the Disciplinary Subcommittee may apply one or more of the following consequences:

- take no further action against the person in question
- remove the person in question from their role in the Club i.e. Coach/Team Manager with no future opportunity for Club roles
- suspend the person in question from attending venues of training or games for a period of two, four or eight weeks
- suspending the person in question from attending Club presentations and/or events for the season
- if disciplinary action relates to a player, the player may be excluded from taking the court for a period of two, four or eight weeks
- the person in question will not be accepted as a member/player of the Club in future seasons
- immediately expel the person in question from the Club.

The suspension of membership rights or the expulsion from the Club of the 'person in question' by the Disciplinary Subcommittee takes effect immediately after the vote is passed. The notice must be in writing and given to the 'person in question' by the Secretary.

Complaint Process

The Montrose Vikings Club is committed to creating a safe environment for all members and any complaints will be taken seriously and handled confidentially and promptly with due consideration for all affected parties and their respective rights.

All members including parents/guardians, players, Coaches, Team Managers and other officials are encouraged to raise issues or complaints promptly with the Boys/Girls Convener, Secretary and President. A complaint may be verbal, or written (preferred). If the complaint is toward a member, player, Coach, Team Manager, etc, of another KMDBA Basketball Club, the President will write to the relevant Club President to advise of the complaint and escalate as required to KMDBA.

If the complaint is towards a Vikings Club member (including parents/guardians, players, Coaches, Team Managers and other officials), the President (or delegate of the Executive Committee) will

make contact with the relevant person to investigate the complaint, and follow this with an email communication outlining the contact made/ discussion and associated results. If it is determined that further action should be taken by the Club, the matter will be referred to the Disciplinary Committee per the below.

Depending on the severity of the issue, we will not hesitate in seeking legal advice to ensure the matters are dealt with appropriately.

Appointment of Coaches/Team Managers

Expression of Interest

During the registration period for a new season, an Expression of Interest form will be shared through the Montrose Vikings webpage. New and existing Coaches and Team Managers will be requested to express their interest, and an appointment process will then follow.

Appointment of Coaches and Team Managers

To enable the effective management of the Club and satisfy obligations to its players, Coaches and Team Managers are appointed by a Convenor Sub-Committee. The Convenor Sub-Committee will include:

- President
- Registrations Officer
- Boys Convenor
- Junior Boys Convenor
- Girls Convenor
- Secretary (if required)

New Coaches and Team Managers to the Club are encouraged and welcomed. New people bring new ideas and approaches to the jobs at hand.

Coaches and Team Managers will be appointed based on (not in priority order):

- **Experience**
A CV or other documentation of coaching qualifications can be supplied by email to Registrations@montrosevikings.org.au
- **Enthusiasm**
A genuine interest in developing junior basketballers
- **Opportunity**
All parents/guardians and Club members have an opportunity to coach or manage a team as part of a community and volunteer led-Club
- **Behaviour**
Exemplary behaviour as a previous Coach, Team Manager, parent/guardian that upholds the Club's Code of Conduct (refer pages 11-13). Any past complaints against the applicant

regarding their conduct contravening the Club's Code of Conduct will negate their application.

- **Working with Children's Check**

A valid Victorian WWCC is required to approve a Coach or Team Management appointment.

Following appointment, Team Managers and Coaches will be provided with information kits and equipment and asked to sign the Member Protection Declaration and Coaches Conduct Form.

Working with Children Checks

Coaches and Team Managers must hold a valid **Working with Children Check**, or be exempt due to a workplace check that overrides the WWCC (such as Teachers and Police Officers - www.vic.gov.au/exemptions-under-act). Where a Coach is under 18 years they will be supervised by another adult Coach and/or adult Team Manager.

The Vikings Committee reserves the right to terminate any Coach or Team Manager appointment at any time.

The results of Working with Children checks will be reviewed by our Management Committee who will assess the suitability of potential Coaching staff. Access to information provided by the Department of Justice & Regulation as a result of these applications will be kept in strictest confidence. The outcome of applications provided by the Department of Justice & Regulation will be simply a "suitable" or "not suitable" for the position of Coach for junior players. No other personal information is disclosed. Affected individuals will be given the opportunity to discuss the outcome of their application if requested.

It should be noted, the guidelines for determining suitability of potential Coaches are purely focused on offences indicating a potential future risk to children in their care. If potential Coaches are not comfortable with this process, we would advise them not to apply or discuss any concerns before signing an application.

Applications can be made online at www.workingwithchildren.vic.gov.au

Coaches and Team Managers will be expected to remain in their positions for the whole season (exceptions may apply on a case-by-case basis).

Players

Player registration

Each player must register online via the PlayHQ website www.playhq.com/signup and ensure the appropriate fees are paid on registration at the beginning of each season (Summer & Winter).

A family membership applies to senior players and children within the same immediate family (parents/guardians and their children).

Recruitment of New Players

To register as a new player for the Montrose Vikings you will need to create an account and register via the Play HQ website - www.playhq.com/signup

To ensure your new player can be accommodated the Club policy is to check the age/grade of the player and the needs of the team structures. Equally, we do not actively encourage or pursue players from other Clubs within KMDBA to join the Montrose Vikings Basketball Club.

Transfers

Players can transfer to / from the Montrose Vikings on completion of the Player Transfer Form.

PLAYERS WILL NOT BE TRANSFERRED FROM MONTROSE VIKINGS UNTIL THE CURRENT SEASONS SUBSCRIPTIONS ARE PAID.

Applications for transfer are presented and discussed at the Junior Forum and attended to by the Club President or Vice President.

PLEASE NOTE: Transfers are only allowed for a small period of time between the end of one season and the second grading game of the following season. KMDBA will advise when CLEARANCES are closed.

Membership/playing fees

All membership and playing fees must be paid in accordance with Play HQ when they are due.

Failure to pay membership fees on time at the beginning of the season, may result in the player:

- not being placed in a team
- not being eligible to play in games after grading
- membership being terminated

Playing fees are deducted from a nominated account **weekly** by the Team Manager **via the TeamPay app**. Failure to clear payment each week (24 hours prior to the upcoming game time) may result in your player not being able to take the court with the **'no pay no play'** expectation of Club participation.

The above shall be determined at the discretion of the Management Committee.

Player absence

If a **Player is injured/ill, away on holiday, etc for a period of up to 4 weeks**, the Player will **continue to pay weekly playing fees for that time** (at the discretion of the team and the Team Manager).

If a Player is injured/ill/away/etc for a period of **greater than 4 weeks**, the injured Player is not expected to pay weekly playing fees for the weeks after the first 4 weeks. This is managed by the

Team Manager through the TeamPay app. Upon a Players return from injury, the Player will resume paying weekly playing fees as per the TeamPay schedule of fees.

Teams

Team Sizes

Each team aims to have 5 players on the court at all times. *(As of April 2024 KMDBA have mandated teams are input into PlayHQ with a minimum of 5x players)*. The recommended number of players per team is 7 or 8 which means there are 2-3 players being rested on the bench. More players than this means reduced time on the court and less players may make it difficult to field teams when players are injured or unavailable. Four players are required as the minimum number allowed to start a game, but only three are required once the game is underway. If a game is to be forfeited, without notifying the Club and KMDBA in advance, then the team will be asked to pay a penalty.

Team Grading

To the best of the Club's ability, teams are placed in a proposed grade in the relevant age group at the beginning of the season. Following the grading period of 4-6 weeks (to be notified at the beginning of each season) and conducted by the Association KMDBA, teams may be moved up or down grades depending on the grading outcomes and recommendations of the KMDBA grading panel.

Further changes to team grades may be made once Grading is over, however, all teams are expected to play some games in the new grade before any further movement is possible (if so determined). There are many factors considered at the end of the grading phase to determine the appropriate grade, not just the end score. Application for a grade change changes must be made to the relevant Convener of boys@montrosevikings.org.au or girls@montrosevikings.org.au.

Team Clashes

As we are a small-medium Club, there may be occasions where one Coach is Coaching two or more teams and therefore may need to be in two locations at the one time on game days (or some other clash beyond our control).

In accordance with KMDBA By-laws, the Club is entitled to four (4) requests for boys and four (4) requests for girls per season. However, requests may only be actioned during 'regular' fixtures; that is while grading is in place, no changes will be made. If in doubt, contact the Club Secretary, secretary@montrosevikings.org.au and they will put the request in writing to the junior Co-ordinator at Kilsyth.

Termination of a Team

There may be occasions where a team may need to be terminated as either insufficient playing numbers, Coach departing and lack of replacement, etc. In the first instance, the team Coach

must contact the Club Committee via committee@montrosevikings.org.au advising of the potential termination and the reason for the request.

Grading of Players

To provide players with the opportunity to be the best they can be, it is important players are graded into teams with players of a similar capability. To have players competing in a grade substantially beyond their own ability will slow their development, potentially damage their confidence, and reduce the competitiveness of the team overall. Equally too, putting stronger players in a lower grade does not foster fair competition and will limit the development of the individual. Where we have players with the ability to play at a higher level, we must not only encourage it but actively work to move them into a stronger team.

As a Club we aim to put teams on the court who are competitive in their grade and can enjoy their share of success.

In the same way teams are graded to provide a fair and competitive domestic competition, each Club needs to grade their players. This is the beginning of the pathway to elite competitions at representative, state and national levels.

The development of our players is our primary responsibility. The fun and social benefits are a product of their involvement, not the main objective. The grading process will assist in retaining and attracting skilled players as they will have an opportunity to grow and move along the pathway as their skills develop. Stronger Clubs who enjoy their share of success are more attractive to new players and Coaches.

The aim of the Club should be to field several teams across each age group to enable effective grading of players.

The Grading Process

A Grading Subcommittee will be formed at the commencement of each season facilitated by the Club Convenors and Registrations Officer. Other participants in the grading committee may be Coaches representing age groups where there are sufficient players to make up more than one team.

Existing player and parent friendships will not factor in the decision-making process. Player grading decisions will be based on individual capabilities and needs of the team structures.

The introduction of grading at the Club level represents a cultural shift at Montrose Vikings. The Management Committee understands this may create discomfort within teams which have been together for some time. In contrast, it will also have the benefit of helping develop new friendships and a stronger Club identity with a broader social support network rather than a Club which is simply a collection of teams.

The Management Committee also recognises there is a risk of losing players during this process, however, we recognise that this new model is necessary to establish a healthy framework for the development of our players.

IMPORTANT NOTE: all new player / team registrations will be viewed as nominations only and should not be considered final until final structures are advised after the grading process is complete. It can no longer be assumed that when friends recruit others into the Club, throughout the season, that they will end up in the same team. Whilst the Grading Subcommittee would be reluctant to make changes after grading season (up to the first 6 weeks) has concluded, they do reserve the right to alter team structure at any time where it is in the best interest of the players, the team and the Club overall.

Uniforms

Uniforms are to be sourced directly from Kilsyth Basketball stadium's Locker Room - www.kilsythbasketball.com.au/the-locker-room who register singlet numbers to ensure there are no clashes. Uniforms must be fully reversible.

Second-hand uniforms (fully reversible only) are often available – reach out to Secretary@montrosevikings.org.au for further information.

Montrose Vikings has priority to wear our red-sided uniform in all instances, EXCEPT when playing SEBC Saints. If this is disputed by the referee then please refer them to their COLOUR PRIORITY chart which is located in the officials room in each stadium.

If two Montrose Vikings teams are in the same draw and play each other, the first named team (home team) on the fixture will reverse their singlet to white (in line with the rules as set by Kilsyth Cobras/VJBL).

Seasons

Basketball seasons are:

Winter: April to September
Summer: October to March

Current players will need to confirm they are playing for the following season one month before the end of the current season, e.g. if playing a Winter season, need to confirm by end August that they will continue into the next season.

New players may register at any time but may not be placed into teams until the end of the current season. See Players section for details.

Club Communications

Rule Changes

Changes to rules are typically announced at the commencement of each season. Information is made available in the foyer of the main stadiums and will be shared via email and the Montrose Vikings webpage.

Social Media

Montrose Vikings will provide an update on current events and important information for Parents /Guardians and Players via email or social media. All team players are to provide an email address where correspondence can be sent to.

Presentations and Social Events

Montrose Vikings are committed to providing acknowledgement of player excellence. There are two Awards per team (excluding U7s) - Most Valuable Player (MVP) and the ERIC Award. The ERIC Award is awarded to the player who is:

- E** Enthusiastic about the game and puts in effort to improve.
- R** Reliable in attending training and games throughout the season and respectful to referees, other players, the Coach and supporters.
- I** Integral part of the team and takes instruction from the Coach.
- C** Courageous in the way they play the game and consistent in their performance.

The Eric award shall be voted on by the Coach and/or include the Team Manager (as requested by the Coach) with nomination(s) provided to the Secretary toward the conclusion of the season.

The MVP is voted by Player's parents/guardians after each game through a rotated voting roster.

Presentation days/evenings will be held at the conclusion of each season.

Montrose Vikings are also keen to develop a stronger social network within the Club and encourage everyone to participate in these events and always welcome new ideas.

End of Season break-ups are also a great opportunity to demonstrate support for our sponsors.

Key Contacts

Montrose Vikings Basketball Club Inc Management Committee as at August 2025

President: Matt Heemskerk

E. | president@montrosevikings.org.au

Secretary: Samantha Droscher
E. | secretary@montrosevikings.org.au

Treasurer: Lee Doherty
E. | treasurer@montrosevikings.org.au

Registrations: Gemma Heemsker
E. | registrations@montrosevikings.org.au

Boys Convenor (U12 +): VACANT
M. | boys@montrosevikings.org.au

Junior Boys Convener (U7 – U11): Alister Stuart
M. | boys-junior@montrosevikings.org.au

Girls Convener: Sam Ingram
M. | girls@montrosevikings.org.au

General Committee

Joel Eade (Webmaster)
Hayley Rindfleisch (Socials)
Rachael Gallagher

Training/Games Venues

Montrose Primary School	03 9728 2203
Kilsyth Stadium	03 9728 1033
Lilydale Stadium	03 9739 6567
Oxley Stadium	03 9727 9650
Melba College	0409 115 804

Review of Policies and Procedures

This policy and the actions outlined above shall be reviewed by 30 June each calendar year, unless required earlier due to changes by the Association or the relevant legislation. If necessary, further changes shall be introduced for the safety and wellbeing of the players, Coaches, Team Managers, and parent/guardians involved.