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# Montrose Vikings Basketball

## Coaches Guide

October 2018

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# SECTION I: Club Policies

## Introduction

Montrose Vikings Basketball Club Inc. is a founding member of the Kilsyth & Mountain District Basketball Association (KMDBA). The club caters for all age competitions from the mini-ball teams to Under 21 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 the K&MDBA (Kilsyth & Mountain District Basketball Association) 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, 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 K&MDBA

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## Appointment of Coaches / Team Managers

To enable the effective management of the club and therefore satisfy its obligations to members, Coaches and Team Managers **MUST** be appointed by the Committee.

Nominations for these roles will be reviewed at the commencement of each season and appointments announced as appropriate. As part of this appointment process, all Team Managers and Coaches will be provided with information kits and equipment and asked to sign individual agreements.

Coaches and Team Managers will be asked to apply for a **Working with Children Check** available online at <http://www.workingwithchildren.vic.gov.au>. 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.

### **Working with Children Checks**

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 focussed 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 to not apply or discuss any concerns before signing an application.

Applications can be made online at <http://www.workingwithchildren.vic.gov.au>. A certified true copy of the Team Manager’s Working with Children Check should be provided to the Montrose Vikings Management Committee. This means that your card needs to be sighted, and a photocopy verified, by a person in an authorised category. A list of these can be found on the internet. The easiest option is to visit the local police station.

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## Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. The codes of conduct are based on those developed by Basketball Victoria 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

- 1. 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.
- 2. Respect referees and other officials.** Accept bad calls graciously. Abuse of referees is unacceptable behaviour.
- 3. Control your temper.** Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, parents and spectators. Encourage players to do the same.
- 4. 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.
- 5. 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.
6. Be reasonable in your demands on players' time, energy and enthusiasm.
- 7. 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.
8. Any physical contact with a young person should be appropriate to the situation and only where necessary for the player's skill development.
- 9. Avoid overplaying the talented players;** the average player also needs and deserve their share of court time.

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## 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.

Preventative Advice for Coaches / Team Managers	
DIRECTIVE	SOLUTION
No 1 on 1 skills sessions	Invite 2 or more players or have an observer (parent/ assistant coach)
No transporting of single athletes to and from practice/games	Get parents to organise this
No physical manipulation of athletes	Use other coaching techniques
No 1 on 1 interviews	Have witnesses
No individual SMS messages to athletes	Always include others
No individual emails to individual players	Always include others
Do not spend a disproportionate amount of time with one players	Spend your time among all players
For any team, at least one of the appointed officials must be of the same gender as the team	Involve parents
Learn about playing by the rules	

Remember -The intention of a comment or action by the person giving it is not relevant. The behaviour or comment is to be considered from the point of view of the person receiving it.

**We ALL need to be Vigilant**

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Sport for most kids is about having fun. However, the fun of sport can be spoilt by adults who do or say things that make kids feel bad or unsafe or scared. As parents and officials, we all have a responsibility to be aware and report anything which may be a concern.

## 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, players, coaches, team managers and other officials are encouraged to raise issues or complaints promptly with a committee member.

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

## Games Venues

Games are played at:

- Kilsyth Sports Centre, 115 Liverpool Road Kilsyth VIC 3137
- Lilydale Basketball Stadium, Hutchinson Street, Lilydale VIC 3140
- Oxley Stadium, Old Melbourne Road, Chirnside Park VIC 3116
- Croydon Aquahub, Civic Centre, Croydon VIC 3136

Please check your fixtures (<http://montrosevikings.org.au/fixtures-results/>) for times.

## Transfers

Players can transfer to / from the Montrose Vikings on completion of the Online Player Transfer Request. Players will not be transferred from Montrose Vikings until the current seasons subscriptions are paid.

Applications for transfer are presented and discussed by the Montrose Vikings Committee and attended by Club President.

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# SECTION II: Coaches

Basketball coaches are often entrusted with a variety of roles, responsibilities and challenges. It is vital that the coach clearly defines their role and the roles of the staff and volunteers working for them, be they assistant coaches, team managers or medical support. In most Australian junior basketball communities the coach fills all of these roles.

In addition to players, typically, junior coaches have the responsibility of managing relationships with a variety of other stakeholders including parents, officials, sponsors and other community members. Therefore, it is important to conduct one's self professionally. It is also important to be self-aware of positive coaching development by watching, listening and asking questions of other coaches and role models. Coaches are also encouraged to consider self-assessment and peer-assessment (players and parents) evaluation to stimulate and fast track learning and development.

A pre-requisite for coaches is the ability to communicate clearly, positively and with intelligence. Outstanding communication creates an array of benefits for all stakeholders and often binds teams together and creates strong culture, irrespective of the often differing personalities within a team. With great communication also comes the ability to listen attentively and respond accordingly. Australian basketball coaches are encouraged to position themselves as approachable to all participants and should encourage two way dialogue with all stakeholders.

## KEY ROLES OF THE COACH:

**Planning and Organisation:** An essential task for any coach is to organise and coordinate their team. Practice times and venue arrangements are often most critical. Coaches who take the time to plan and organise are more likely to achieve their goals and objectives.

**Motivator:** All coaches need to be motivators. This will instil a positive, resolute approach to challenges in their players.

**Leader:** It is important for all coaches to display positive leadership. It is the coach that players will look to in moments of crisis. As leaders, coaches set the agenda, determine priorities and provide a direction.

**Teacher:** A coach must be able to share information and ideas. Players are very similar to students in that they are always seeking new information to continually improve their game.

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**Trainer:** In addition to in-game advice, coaches are also responsible for the preparation of their players through training. Training includes both skill and fitness development along with strategy training.

## Finals / Qualifying

Each season the top four teams qualify for the finals. In order for the player to qualify for the finals they must be registered with the KMD.A. and have played the minimum game required ( five ). A list of all qualified players is available via SportingPulse. Check with Stadium cashier if unsure. If the player is not on the list they have not qualified and cannot play finals.

## Uniforms

**Montrose Vikings has priority over all other team colours.** For example when playing SEBC Saints who also wear Red, then SEBC must change singlets. 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, alternate singlets can be loaned from the Committee prior to the game by emailing [uniforms@montrosevikings.org.au](mailto:uniforms@montrosevikings.org.au) at least two weeks before the game.

Uniform, training singlets as well as coach and team manager tops can be ordered online at <http://montrosevikings.org.au/registration/uniforms/>

## Beginning Coaching Guide

If you are new to coaching, a Beginner's Guide to Coaching is available on the KMDBA site at [http://www.kilsythbasketball.com.au/fileadmin/user\\_upload/temp\\_/Beginning\\_Coaches\\_Booklet\\_2013.pdf](http://www.kilsythbasketball.com.au/fileadmin/user_upload/temp_/Beginning_Coaches_Booklet_2013.pdf)

### Basic rules<sup>1</sup>

To shoot the basketball through the Hoop as often as possible (at your team's scoring end! this will swap at half-time). Each time this happens 2 points will be added to your Team's score. 3 Points will be awarded if the basketball is shot from outside the three-point line. 1 point will be awarded if the basket is shot from the free-throw line.

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<sup>1</sup> Courtesy of <http://www.maccabibasketball.com.au/VIC/Basketball/Page/470/General-Information/Basketball-Rules-for-Beginners.cfm>

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Each team has a maximum of 5 players on the court at any time. Substitutes are made by the Coach to replace players on the court. They are 'substituted' or 'subbed-off'. This can only be done at certain times in the game and the referee will let you know when it is OK. This can take place as often as the Coach likes.

The team who has control of the basketball is on OFFENCE. The team without the ball is on DEFENCE. Both parts of the game are equally important! Teams on defence are trying to stop the offence from shooting a hoop. The defence should always try to stay between the basket and the players they are guarding.

There are two ways for the ball to be moved up the court on offence - by 'dribbling' the ball, which is by bouncing the ball with ONE-HAND only on it, or by 'passing' it to another of your team members. Passing is a lot faster and ensures all team members enjoy the fun of the game.

While stationary (not passing or dribbling) the player holding the ball must always keep one of their feet on the floor, this is called the 'pivot' foot. Players can only lift their foot if they wish to dribble, pass or shoot the ball. The pivot foot can twist but must remain in contact with the floor and in the same place. If players move their foot / feet without dribbling, passing or shooting they are penalised and the ball given to the other team, this is called 'travel'.

The ball must stay within the court of play (inside sidelines and baselines), otherwise it goes to the other team.

No player may contact an opposition team member, this is called a 'foul'. If a foul takes place while a player is shooting for a basket, the shooter is given free shots from the free-throw line. If the basket (while being fouled) is scored, 2 points are awarded and 1 free-throw is taken. If the basket misses. 2 free-throws are given.

If a player receives 5 fouls during a game they must leave the court and can take no more part in the game.

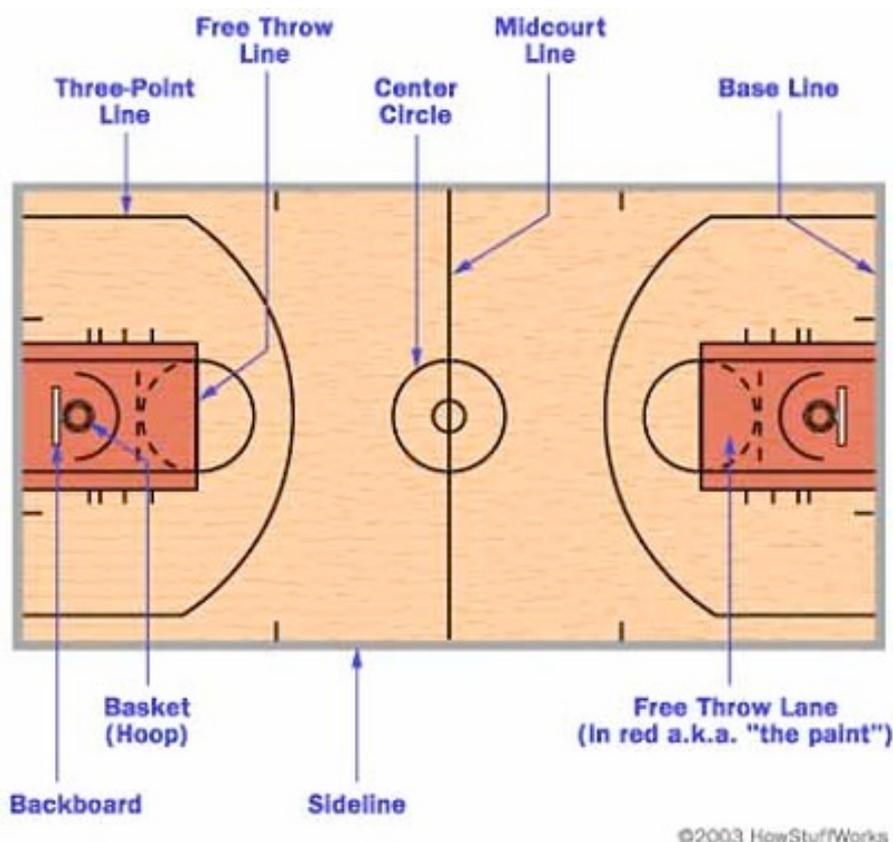
It is important that all players spread-out on the court when playing. How hard is it to pass the ball to 9 players lumped together? Good spacing lets everyone have a go at the basket.

**Duration:** generally in junior competition a game is made up of two halves (usually 18 or 20 minutes each half).

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**Timeouts:** a Coach can stop the game to talk to their players, usually a coach can call 3 time-outs over the duration (max. of 2 per half). When a timeout is called players must 'hurry' to the sideline to talk with their Coach.

**Rebounding:** Players should assume that every basket shot will miss. Getting possession of the ball after a missed shot is called a 'rebound'. When 2 players get possession of the ball at the same time this is called a 'jump ball'. A jump ball starts the beginning of a game and after half time.



## Coaching techniques and courses

A list of instructive datasheets and information on upcoming coaching courses are available on the KMDBA site at <http://www.kilsythbasketball.com.au/index.php?id=44>. There is also a website dedicated to providing drill instructions specific to age groups available at <https://www.breakthroughbasketball.com>

## Other Information

Other information is available on the website at [montrosevikings.org.au](http://montrosevikings.org.au) or the Club's Facebook page at <https://www.facebook.com/groups/montrosevikings/>

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## Appendix I - Key Contacts

### **Kilsyth Stadium (KMDBA)**

T. 03 9728 1033

### **Montrose Vikings Basketball Club Inc Management Committee**

**President:** Brent Strahan

M. 0430 783 657 | [president@montrosevikings.org.au](mailto:president@montrosevikings.org.au)

**Secretary:** Gio Stevenson

M. 0402 292 436 | [secretary@montrosevikings.org.au](mailto:secretary@montrosevikings.org.au)

**Treasurer:** Deeanne Antrobus

M. 0426 267 035 | [treasurer@montrosevikings.org.au](mailto:treasurer@montrosevikings.org.au)

**Uniform Officer:** Louise Davis

M. 0426 632 409 | [uniforms@montrosevikings.org.au](mailto:uniforms@montrosevikings.org.au)

### **Montrose Vikings Basketball Club Inc General Committee**

[committee@montrosevikings.org.au](mailto:committee@montrosevikings.org.au)

### **Training/Games Venues**

Montrose Primary School 03 9728 2203

Yarra Hills Secondary College 03 9839 8800

Mooroolbark East Primary School 03 9726 9422

Kilsyth Stadium 03 9728 1033

Lilydale Stadium 03 9739 6567

Oxley Stadium 03 9727 9650

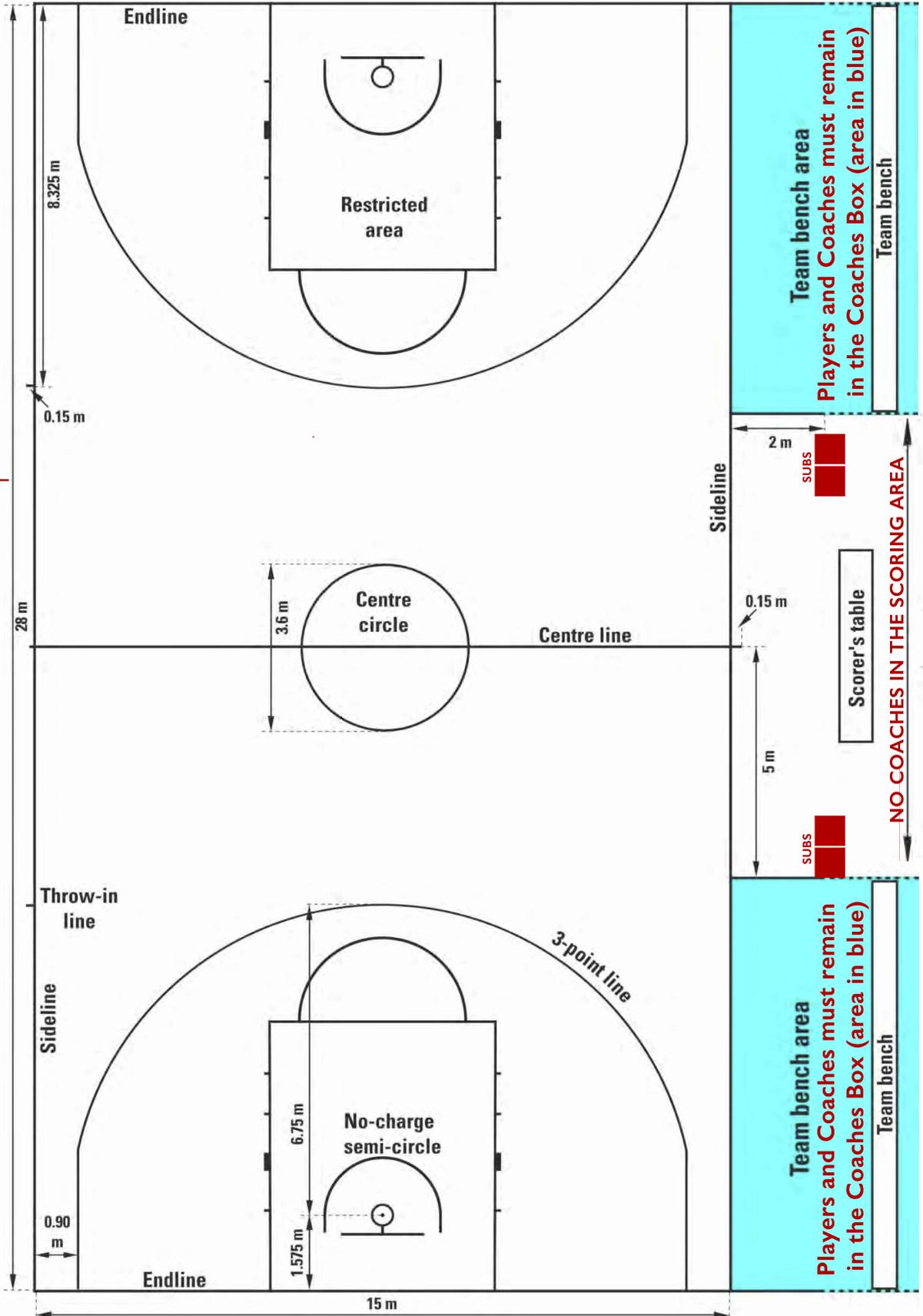
Croydon Aquahub 03 9294 5500

# Appendix II - Court Placements for Coaches/Teams

1. No Coaches are allowed to be out of their Coaches' Box
2. All Players must be behind their Coaches' Box
3. Penalty for failing to adhere to this rule is a technical foul

Only a **substitute** has the right to request a **substitution**. S/He (not the coach or the assistant coach) shall go to the scorer's table and ask clearly for a substitution

Only a **coach or assistant coach** has the right to request a **time-out**. S/He shall establish visual contact with the scorer or go to the scorer's table and ask clearly for a time-out, making the proper conventional hand signals.



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## Appendix III - Cheat Sheet for Coaches

### Start of Season

1. If you are a new coach to the Club, make sure to have a valid Working with Children check.
2. Attend the Coaches and Team Managers' meeting.
3. Make sure you have a complete Coach's Bag and polo top. See <https://montrosevikings.org.au/registration/uniforms/> to order either or both.
4. If you are an existing coach and need your bag re-filled, see <https://montrosevikings.org.au/registration/uniforms/> to order items.
5. Fill in the forms below and return completed forms to the Club either through email ([secretary@montrosevikings.org.au](mailto:secretary@montrosevikings.org.au)) or post to PO Box 300, Kilsyth VIC 3137. These forms are available online at <https://montrosevikings.org.au/team-managers-coaches/>
  - A. Member Protection Declaration
  - B. Coaches Conduct Form

### Before Game Day

1. Check Fixtures page (<https://montrosevikings.org.au/fixtures-results/>) 48 hours in advance. Team Manager will advise players as well.

### On Game Day

1. Coach your team :-)

### End of Season

1. Advise Club if you are returning next season as Coach.

Check <https://montrosevikings.org.au/team-managers-coaches/> for information on sample drills, policies, etc. Ensure we have your correct email and mobile number as this is the way the Club will communicate with you.