

# Montrose Vikings Basketball Club

## Coaches Guide

September 2025



# Contents

SECTION I: Club Policies	3
Introduction	3
Club Objective.....	3
Our Collective Responsibilities .....	3
Working with Children Checks	4
Code of Conduct	5
Coaches / Team Managers.....	5
Protecting Our Children	6
Complaint Process	7
SECTION II: Coaching	8
The Role	8
Work with your Team Manager	8
Coaching Guides	9
Fill-in Players.....	10
Useful information for you and your Team	10
Team sizes.....	10
Grading at the Club .....	10
Grading by KMDBA.....	10
Forfeits/Walkovers .....	11
Finals / Qualifying .....	11
Appendix I - Key Contacts	12
Appendix 2 – Fill-in Flow Chart	13

# SECTION I: Club Policies

## Introduction

Montrose Vikings Basketball Club Inc. is a founding member of the [Kilsyth and Mountain District Basketball Association](#) (KMDBA). The Club caters for all age competitions from Miniball 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.

## Club Objective

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*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”.*

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## 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 that is supportive and encouraging.
- Work with the 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, 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.

**For a full copy of the Club's Policies and Procedures June 2024 go to [www.montrosevikings.org.au/policies-procedures/](http://www.montrosevikings.org.au/policies-procedures/)**

**For a copy of the Kilsyth By-Laws (June 2023) go to [www.montrosevikings.org.au/Kilsyth-bylaws](http://www.montrosevikings.org.au/Kilsyth-bylaws)**

## Appointment of Coaches / Team Managers

To enable the effective management of the Club and therefore satisfy its obligations to members, Coaches and Team Managers are 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.

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

## **Working with Children Checks**

Coaches and Team Managers **MUST hold a current Working with Children Check** - [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

Applying for a volunteer WWCC is free – please add the Montrose Vikings as your volunteer organisation on your application. If you already hold a WWCC, please add the Montrose Vikings to your listed volunteer organisations. The details are:

Montrose Vikings Basketball Club  
PO Box 300  
Kilsyth  
VIC 3137  
Contact #: 0439 801 346

A Coach under 18-years of age is considered a minor and does not require a WWCC – they will be supervised by another adult Coach or Team Manager over 18-years of age and with a current WWCC.

The results of WWCC are confidential. The Club Secretary is provided with a copy of the WWCC certificate in hardcopy on completion of your application from the Department of Government Services. No other personal information is disclosed.

## Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. The following 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.

Please refer to pages 11 to 15 of the Club's Policies and Procedures August 2025 for the full list of Code of Conduct for Parents/Guardians/Players - [www.montrosevikings.org.au/policies-procedures/](http://www.montrosevikings.org.au/policies-procedures/) .

## Coaches / Team Managers

**Understand and play by the rules.** Understanding 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 and spectators. Encourage Players to do the same.

**Be a good sport. Be prepared to win or lose.** Acknowledge good plays by BOTH teams. 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.

## 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.

Most 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 a single Player to and from practice/games	Parents to organise this
No physical manipulation of Players	Use other Coaching techniques
No 1-on-1 interviews	Have witnesses
No individual SMS messages to Players	Always include others
No individual emails to Players	Always include others
Do not spend a disproportionate amount of time with one player	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.

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### Be Vigilant

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, 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 Basketball 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. If the complaint is toward another Club member, player, Coach, Team Manager, etc, the President shall write to the relevant Club President to advise of the complaint and can 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) shall 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 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.

**For details on Disciplinary Action – refer to pages 14-15 of the Club's Policies and Procedures August 2025 -**

**<http://www.montrosevikings.org.au/policies-procedures/>**

# SECTION II: Coaching

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Firstly, thank you for putting your hand up as a Coach  
for the Montrose Vikings 😊!

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## The Role

Basketball Coaches are entrusted with a variety of roles, responsibilities and challenges. It is vital that the coach clearly defines their role and the other volunteer roles that support them, be they Assistant coaches, Team Managers and the Club Committee.

In addition to teaching Players, Coaches have a responsibility to manage relationships with Parents/Guardians, Referees, Officials, Sponsors and other community members. Therefore, it is important to conduct oneself 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 self-assess and ask for peer-assessment to continue to learn and develop.

A pre-requisite for Coaches is the ability to communicate clearly and positively. Good communication benefits all parts of a Team and creates a culture of respect. Being a good communicator also means being a good listener and responding accordingly. Be approachable and receptive.

### KEY ROLES OF THE COACH:

#### Plan and Organise

An essential task for any coach is to organise and coordinate their team.  
Practice times and venue arrangements are often most critical.

#### Motivate

Through positive and encouraging language and behaviour.

#### Lead

Display positive leadership at all times, particularly in moments of frustration and disappointment.

#### Teach

Share information and ideas and seek new ways to continually improve.

#### Train

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

## Work with your Team Manager

Each Team has a Team Manager who will support your Team with the following tasks:

- Setting up Team messaging
- Share information with the Team regarding Team members, Coach, training, etc
- Weekly teamsheet payments via TeamPay



- Weekly messaging to families of the game time and location
- A roster for scoring at games
- Working with your Coach to find fill-in Players as needed
- Communication with the Club Secretary

You and the Team Manager will be the only people in your Team contacted by the Club with your Team list. You will need to reach out to each Player's key contact and advise them of their Team and Team members at the commencement of each season.

## Coaching Guides

If you are new to Coaching, a Beginner's Guide to Coaching from KMDBA is available on our website on the Coaches and Team Managers page –

[www.montrosevikings.org.au/Beginning\\_Coaches\\_Booklet\\_2013.pdf](http://www.montrosevikings.org.au/Beginning_Coaches_Booklet_2013.pdf)

There are a range of [skill videos](#) on our Montrose Vikings website. There is also a website dedicated to providing drill instructions specific to age groups available at <https://www.breakthroughbasketball.com>

## Basic rules

### Substitutes

To 'sub' one or more Players on the bench, for the equal number of Players on the court, the Coach must indicate to the scoring bench the request to sub. This is done by making an X shape with your arms in front of your body.

Referees will advise you when it is a suitable time to complete the sub. Subbing of Players can occur as often during the game as required.

### Fouls

No player may contact an opposition team member, or a 'foul' on that Player will be called.

If the 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, 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 cannot return to the court for the duration of the game.

If the team, as a whole, has 9 or more fouls during a game half, every following foul will result in 2 free throws no matter where on court the foul occurs.

## Timeouts

A Coach can stop the game to talk to their players at any time during a game. Each Coach is entitled to 2 timeouts per game, with a maximum of 2 timeout per half.

A timeout is requested through the scoring bench by making a T shape with your hands in front of your body. Each timeout is approximately 60 seconds (at the discretion of the referees). The referees will advise when it is a suitable time to have the timeout.

When a timeout is called players must move quickly to the sideline to talk with their Coach.

## Fill-in Players

If you need to find some fill-in Players for your game, the Kilsyth By-Laws are comprehensive.

There are a couple of key things to note:

- U12 Girls and under are eligible to play in Boys Teams (up to U12 boys)
- U12 Boys and under are eligible to play in Girls Teams (up to U12 girls)
- A / ARES Graded Players cannot play in C Grade or below, regardless of the age group.

A flow-chart has been created, based on Kilsyth's By-Laws to help you determine who can fill-in for your Team – see attachment 2.

Please note that fill-in Players that do not meet the criteria of the By-Laws will result in the game (regardless of final score) being marked as a Montrose Vikings forfeit.

## Useful information for you and your Team

### Team sizes

The Club aims to have between 6-8 Players per Team, so there is 1-3 Players on the bench at any given time during the game.

Sometimes one Team in an age group may have more players than another and it can seem sensible to split age groups up evenly, but grading of Players into appropriate Teams for their capability is the priority of the Club.

### Grading at the Club

At the Montrose Vikings we prioritise the grading of Players into Teams that best

match their capabilities. Grading is completed by the Club Convenors of which there are 3 – Boys Junior, Boys and Girls.

Please note that existing player and Parents friendships will be secondary to the above decision-making process. Player grading decisions will be based on individual capabilities and needs of the Team structures.

## Grading by KMDBA

The first 4-6 weeks of the season (as notified by KMDBA) are where your Team is graded based on their wins, losses and margins. Following the grading period conducted by KMDBA, Teams may be moved up or down grades.

There is some opportunity to request grading be revised after this time if you strongly feel KMDBA did not put your Team in an appropriate grade. There are many factors considered at the end of the grading phase that determine the appropriate grade, not just the end score (i.e: court availability, number of teams in a grade).

Please reach out to your appropriate convenor in the first instance –

- Boys Junior (U9 and below) – [boys-junior@montrosevikings.org.au](mailto:boys-junior@montrosevikings.org.au)
- Boys (U10 and above) – [boys@montrosevikings.org.au](mailto:boys@montrosevikings.org.au)
- Girls – [girls@montrosevikings.org.au](mailto:girls@montrosevikings.org.au)

## Forfeits/Walkovers

Four Players are required as the minimum number to start a game, but the game can continue with only three Players once the game is underway.

If your Team is unable to play a game, the Team Manager MUST contact the Montrose Vikings Secretary AND Committee (in case the Secretary is not available) at [Secretary@montrosevikings.org.au](mailto:Secretary@montrosevikings.org.au) AND [committee@montrosevikings.org.au](mailto:committee@montrosevikings.org.au) as soon as possible.

The Club secretary/ president will advise KMDBA, and Kilsyth will advise the opposing Team. A MINIMUM of 48 hours notice is required to avoid paying any penalty fines.

### **Penalty fines of \$80 or greater can apply for late notification.**

On the day, if you cannot field a Team and a last minute forfeit occurs, a 20 to 0 point win will be awarded to the opposing Team. An additional penalty fee of \$99 will also be incurred. If your Team forfeit occurs because a Player does not attend a game without prior notice, the Club reserves the right to pass on the penalty fee to the individual family.

Important note: If your Team gives 2 or more walkovers in a season the team may be disqualified for the remainder of the season.

Please see KMDBA's By-Laws, Clause 12 - Walkovers and Forfeits - [www.montrosevikings.org.au/Kilsyth-bylaws](http://www.montrosevikings.org.au/Kilsyth-bylaws)

## **Finals / Qualifying**

Each season the top four Teams qualify for the finals. For a Player to qualify for finals they must have played at least 50% of games for the season.

The 50% can include games they were injured or ill, as long as a medical certificate was supplied to KMDBA prior to the Player re-taking the Court.

A list of all qualified Players will be made available to Team Managers before semi-finals. If a Player is not on the list they have not qualified and cannot play finals.

## Appendix I - Key Contacts

**President:** Matthew Heemskerk

M. 0436 948 276 | [president@montrosevikings.org.au](mailto:president@montrosevikings.org.au)

**Secretary:** Samantha Droscher

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

**Committee:** for general enquiries

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

**Boys – Junior Convenor (U7 – U11):**

[boys-junior@montrosevikings.org.au](mailto:boys-junior@montrosevikings.org.au)

**Boys Convenor (U12 and above):**

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

**Girls Convenor:**

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

## Venues

### Training Venues

Montrose Primary School - 17-21 Leith Road Montrose

### Games Venues

Kilsyth Stadium – 123 Liverpool Road, Kilsyth - 9728 1033

Lilydale Stadium – Hutchinson Street, Lilydale - 9739 6567

Oxley Stadium – 15-49 Old Melbourne Road, Chirnside Park - 9727 9650

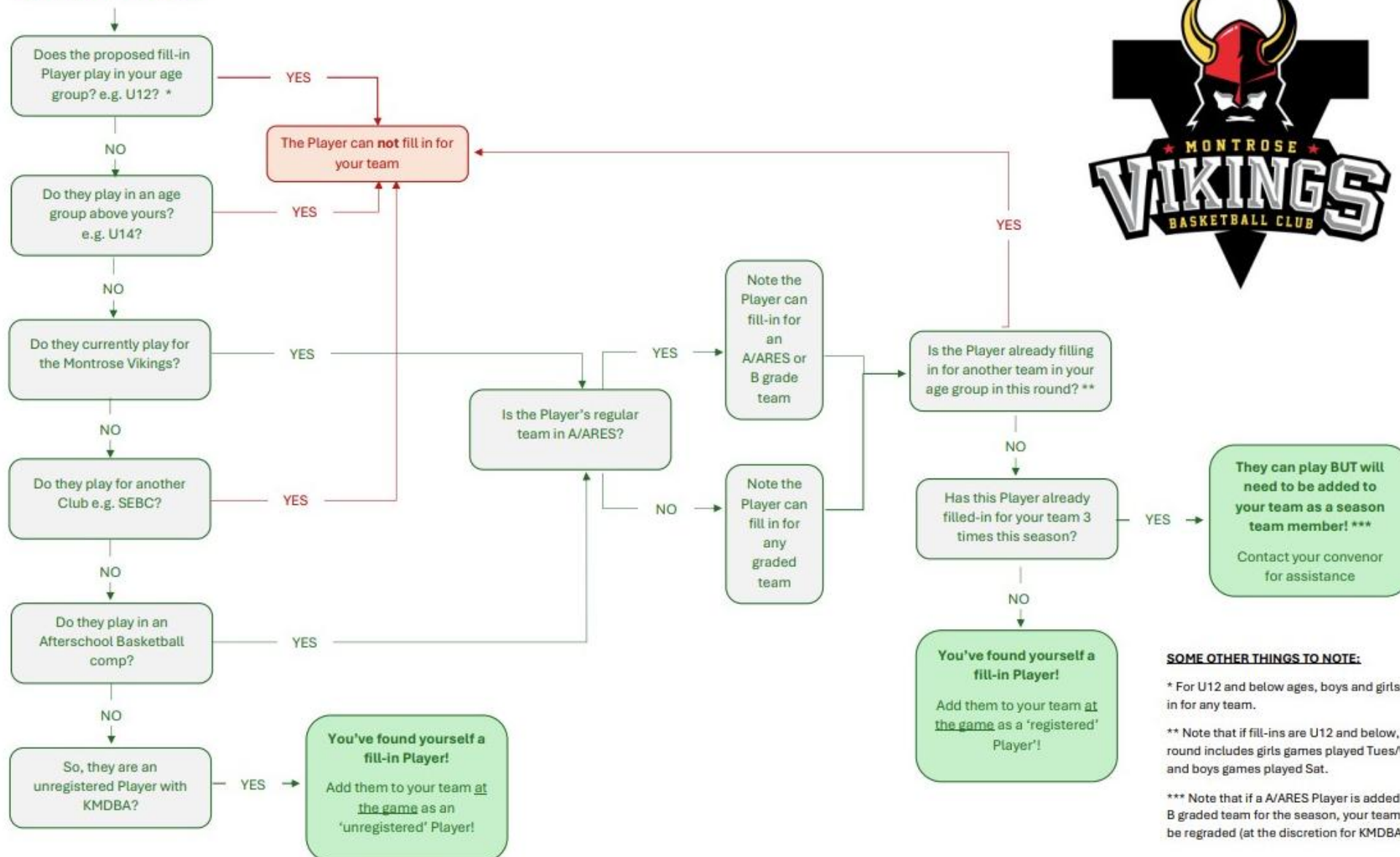
Melba College Stadium – 20 Bretnall Road, Croydon - Please call Kilsyth Stadium

# WHO CAN FILL-IN FOR MY TEAM?

To use this flow chart, you need to know your proposed fill-in Player's age group and grade.  
Then progress from 'Start here' to either a red or green box to get your answer.



## START HERE



### SOME OTHER THINGS TO NOTE:

\* For U12 and below ages, boys and girls can fill in for any team.

\*\* Note that if fill-ins are U12 and below, the round includes girls games played Tues/Wed and boys games played Sat.

\*\*\* Note that if a A/ARES Player is added to your B graded team for the season, your team MAY be regraded (at the discretion for KMDBA).