



Macedon Ranges Basketball Association

Affiliated with the Basketball Victoria Country

Incorporation Number: A0005262Y

ABN: 38 461 580 229

Buffalo Stadium, Forest St, Woodend

P.O. Box 606, Woodend, Victoria, 3442

BY-LAWS OF THE MACEDON RANGES BASKETBALL ASSOCIATION

27-Feb-2019



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These By-Laws of the Macedon Ranges Basketball Association (“the By-Laws”) are to be read in conjunction with the Constitution of the Macedon Ranges Basketball Association (“the Rules”). Members of the Association are to comply with both these By-Laws and the Rules.

1 Codes of Conduct

the Association supports and enforces a Code of Conduct adapted from, and consistent with Basketball Victoria and Basketball Australia for all members of the wider basketball community.

All members of the Association, irrespective of role, are bound by two over-arching policies:

1. to comply with all relevant Australian laws (Federal and State)¹
2. to protect the safety and welfare of children above all other considerations²

Codes of Conduct for different member roles are derived from both Basketball Victoria³ and Basketball Australia⁴

1.1 Players

1. Understand and play by the rules.
2. Respect and *do not argue* with referees and other officials; disagreements should be handled by the team captain, coach, or manager during a time-out or after the competition.
3. Control your temper. Verbal abuse, sledging, deliberate distraction, and provocation of officials and other players are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team’s performance will benefit, so will you.
5. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. This applies on *and off* the court. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, team mates, opponents, referees, and scorers. Without them there would be no competition. *Thank them* after the game and training for helping to provide the opportunity and experience.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Always respect the use of facilities and equipment provided.

1.2 Coaches

1.2.1 With respect to players

1. Develop team respect for the ability of opponents including their coaches
2. Impart knowledge and skills, and promote desirable personal and social behaviours
3. Teach understanding of and respect for the rules, and the officials’ judgment in enforcing the rules
4. Provide a quality service to athletes and the game by maintaining knowledge of rule changes, and improving through accreditation and training opportunities
5. Provide positive re-enforcement for effort and hard work, rather than results. Extensive research shows that this approach helps develop grit rather than a sense of personal limits.
6. Ensure that every player’s time spent with you is a positive experience. Treat each player as an individual:
 - (a) Providing each player with equal attention and opportunities

¹Derived from BV Member Protection By-Law 14.2e (2009) and Basketball Australia Member Protection By-Law 6.3 and 6.6 (2015).

²Derived from BV Member Protection By-Law 14.2c and 14.3 (2009) and Basketball Australia Member Protection By-Law 6.1 (2015).

³<http://basketballvictoria.com.au/policies/>

⁴Basketball Australia Member Protection By-Law Part B (2015)



- (b) Respecting the talent, developmental stage and goals of each individual player
 - (c) Helping each player reach his or her full potential
 - (d) Respect the rights, dignity and worth of every player
 - (e) Ensure every player *has fun*
7. Ensure that any physical contact with players is appropriate for the situation and necessary for the player's skill development
 8. Avoid unaccompanied and unobserved activities with persons under the age of 18 years wherever possible.
 9. Intimate relationships between coach and players is forbidden, even if otherwise legal⁵.
 10. Show concern and caution towards sick and injured athletes:
 - (a) Providing a modified training program where appropriate
 - (b) Allowing further participation in training and competition only when appropriate
 - (c) Seeking medical advice when required
 - (d) Maintaining the same interest and support towards sick and injured athletes
 11. Provide a safe environment for training and facilities and competition
 - (a) Ensuring equipment and facilities meet safety standards
 - (b) Ensuring equipment, rules and the environment are appropriate for the age and ability of the athletes
 - (c) Group players according to age, height, skills and physical maturity, whenever possible
 12. Ensure all players get court time according to the policy of the Association as set out in By-Laws 4.4.2(10), 5.4, and 6.3.
 13. Be prepared to lose sometimes. This includes being prepared with a constructive message after the game.

1.2.2 With respect of officials

1. Refrain from unnecessary or obvious dissension, displeasure or disapproval with officials' decisions

1.2.3 With respect to parents

1. Encourage families to keep lines of communication open with respect to young players' welfare, with both coach and Team Manager.
2. Communicate expectations and standards for behaviour and team commitment

1.2.4 With respect to the game

1. Do not use your involvement with Basketball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Basketball Australia.
2. Do not make statements or take part or otherwise participate in demonstrations (whether verbally, in writing or by any act or omission) regarding political, religious or racial matters or any such matters which are prejudicial to or contrary to the objects, purposes or interests of Basketball Australia or which bring Basketball Australia or the squad or team into disrepute.
3. Refrain from any conduct which is; might be reasonably regarded as; or is being investigated for potentially being a breach of the criminal law applicable to the jurisdiction in which you are located at any time.
4. Behave and encourage behaviour that upholds the highest standards of integrity and dignity.
5. Uphold the standing and reputation, through personal conduct, of Basketball Australia.

⁵Refer to BA Member Protection By-Law §6.4 (2015) for guidance on other relationships between individuals in other roles



1.3 Officials

Much of Officials' responsibilities and conduct are detailed in the Federation International Basketball Association (FIBA) rule book. These items add to those rules:

1. Interpret rules and regulations fairly and to match the skill level and the needs of the participants
2. Compliment both teams on their efforts
3. Be consistent, objective and courteous in calling all infractions
4. Promote fair play and appropriate sporting behaviour
5. Encourage rule changes where you believe the game could be improved
6. Ensure that both on and off the court your behaviour is consistent with the principles of good sportsmanship
7. Keep your knowledge current.
8. Help the education process in the game.
9. Always present yourself in a way which encourages others to respect you and your role. This includes floor position during time-outs and half-time
10. Always respect the use of facilities and equipment provided

1.4 Parents

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing. Provide positive re-enforcement for effort and hard work, rather than results. Extensive research shows that this approach helps develop grit rather than a sense of personal limits.
4. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Model classy behaviour by showing appreciation for good performances and skillful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

1.5 Spectators

1. Remember that young people participate in sport for their enjoyment and benefit, not yours.
2. Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
3. Respect the decisions of officials and teach young people to do the same.
4. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
5. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
6. Show respect for your team's opponents. Without them there would be no game.
7. Encourage players to follow the rules and the officials' decisions.
8. Do not use foul language, sledge or harass players, coaches or officials.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.



1.6 Administrators

1. Involve young people in planning, leadership, evaluation and decision making related to the activity.
2. Give all young people equal opportunities to participate.
3. Create pathways for young people to participate in the sport—not just as players, but also as coaches, referees, administrators, *etc.*
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
5. Provide quality supervision and instruction for junior players.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
7. Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
8. Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.
9. Give a code of behaviour sheet to spectators, officials, parents, coaches, players, and encourage them to follow it.
10. Remember, you set an example. Your behaviour and comments should be positive and supportive.
11. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

1.7 Child Protection

1.7.1 Screening and Police Checks

1.7.1.1 Who must be screened The Association must screen prospective appointees to the following roles⁶:

1. Coach
2. Assistant Coach
3. Team Manager
4. Every role for which normal activity involved in execution of the role would place the appointee in individual and unsupervised contact with persons under 18 years of age; and
5. Every role that could involve the appointee travelling away with persons under 18 years of age, or with teams of players over 18 years of age.

1.7.1.2 Exceptions to Mandatory Screening The *only* exceptions to this list are for prospective appointees who are Members of Victoria Police or the Victorian Institute of Teaching.

1.7.1.3 Mandatory Screening Checklist The Association must perform the following screening steps⁷ for prospective appointees:

1. Confirm that the person is not on the Prohibited Person Register maintained by Basketball Australia; and
2. Obtain from the prospective appointee a Working With Children Check (WWCC) authorization⁸

⁶BV Member Protection By-Law 14.2e (2009) §8.1-8.4 and BA Member Protection By-Law 14.2e (2015) Part C.

⁷BV Member Protection By-Law 14.2e (2009) §7.2

⁸BV Member Protection By-Law 14.2(e) (2009) §7.2(c) and 7.4 indicates that a *Police Check* is a valid substitute for the WWCC. However, as so much of the ongoing monitoring and enforcement of this safety measure, *e.g.* with the Sunbury Basketball Association and State Tournaments, is based on the WWCC, the MRBA mandates that a WWCC be provided. The only exemptions from this are noted in By-Law 1.7.1.2. WWCC are obtained from WWCC requirements, Victorian Department of Justice; www.workingwithchildren.vic.gov.au; 1300 652 879



If the mandatory screening checks indicate that a person may not be suitable for a role with the Association, the matter must be referred to the Basketball Victoria Registrar, and will be handled in accordance with BV procedures⁹

1.7.1.4 Maintenance of Records The Association must maintain these records for persons acting in the roles listed under By-Law 1.7.1.1, and must maintain these records indefinitely. Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Note that Section 58 of the Act provides that it is an offense to make improper use of information about a person obtained from the Register of Members.

1.7.1.5 Recommended Screening It is recommended that, where practicable¹⁰, verbal or written enquiries be obtained from two references for prospective appointees to roles listed in By-Law 1.7.1.1. A log of verbal conversation notes and written correspondence should be maintained with WWCC records per By-Law 1.7.1.4.

1.7.2 Recording Images of Children

1.7.2.1 Images of persons under the age of 18, both in video and photo formats¹¹:

1. must *not* be published by any media (e.g. websites, social media, print) with any identifying or personal information, including name, address, email address, phone number, school, hobbies, or interests. Any of this information can be used to “groom” the child. This includes information that can be used to “triangulate” a name with an image: e.g. the publishing of a team list with a uniform number and a name in a website, and photos that appear in an unrelated medium of a child wearing the uniform number.
2. must be relevant to the sporting activity, and used in a manner that promotes participation in the sport.
3. must ensure that all persons in the image are suitably clothed. *Under no circumstances may recording devices, including camera phones, be used in changing areas, showers, or toilets.*

1.7.2.2 The Association must include as part of its Registration Terms & Conditions that the Association may take and use images of members of all ages for promotional purposes. Acceptance of this condition by registrants, parents, or guardians will constitute the permission required by Basketball Australia¹².

1.7.2.3 Coaches, as responsible representatives of teams, are usually the people approached for permission by newspaper and other photographers. Coaches should therefore be advised to obtain instructions from parents, before a season starts, regarding the recording of images by non-members. Coaches should ensure that they have a record of the details of the request, including name of the requester, professional affiliation, date, time, and intended use.

2 Member Protection

2.1 Privacy Policy

Personal member information held by the Association, including contact details (e.g. in the registration system), shall be available only to the Association Registrar and to the specifically designated Committee members. Only members registered to relevant competitions and teams, with the minimum necessary contact details, shall be provided to individual competition coordinators, coaches, and team managers for Association-related purposes.

⁹These procedures are given in BV Member Protection By-Law 14.2e (2009) §9.4-9.7.

¹⁰BV Member Protection By-Law 7.2(a) and 7.3 (2009)

¹¹Adapted from BA Member Protection By-Law §6.2 (2015)

¹²BA Member Protection By-Law §6.2 (2015)



2.2 Harassment, Discrimination, and Vilification

Basketball Australia¹³, Basketball Victoria¹⁴, and the Association condemn and harassment, discrimination, and vilification. The Association must take measures that pre-emptively caution its members each season that such behaviour will not be tolerated, and pro-actively address every instance, as early as possible, of suspected breach.

2.2.1 Harassment

Harassment is any offensive, abusive, belittling or threatening behaviour directed at a person or group because of a particular characteristic. The behaviour must be unwelcome, and the sort of behaviour a reasonable person would recognise as being unwelcome, and likely to cause the recipient to feel offended, humiliated or intimidated. Determination for whether behaviour is considered harassment is *not* determined by the claimed intent of the person charged, nor does a charge of “over-sensitivity” on the part of the target mitigate the determination. Harassment is determined solely from the point of view of the recipient of the harassment¹⁵ As set out in Rule 6 of the Constitution, the zero-tolerance policy for unacceptable behaviour governs interactions between general association members, committee members, and the Association as an entity.

2.2.2 Discrimination

Discrimination is treating or proposing to treat a person less favourably than someone else on the basis of an attribute or personal characteristic they have.

2.2.3 Vilification

Vilification involves a person inciting hatred towards, serious contempt for, or severe ridicule of, a person or group by public act. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public. This includes social media, in particular.

3 Urgent and Serious Complaints Procedures

3.1 Breaches Involving Children, Including Child Abuse Unrelated to Basketball.

3.1.1 Serious and Urgent Breaches

Consistent with the Association’s over-arching commitment to child protection (By Law 1)¹⁶, any suspicions of abuse concerning a child within the basketball community, or outside, must be handled both urgently and sensitively. Any report or complaint that indicates a child is in danger, or that involves criminal activity, should be reported immediately to police at Triple-0 (000)¹⁷.

3.2 Less Urgent Concerns

Less serious or urgent matters should be actioned as soon as possible, but no later than 24 hours after the incident or discovery. Reports should be made to Victoria Police, Non-urgent assistance, at (03) 9247 6666 (www.police.vic.gov.au), and/or Department of Human Services 131 278 (www.dhs.vic.gov.au).

¹³BA Member Protection By-Law §6.3, 6.5, 6.6 (2015)

¹⁴BV Member Protection By-Law Part IV §11-13

¹⁵BV Member Protection By-Law Attachment §13.1-13.12, 13.14 (2009) provide non-exhaustive examples of harassment and abuse.

¹⁶ and BV Member Protection By-Law Attachment §14.3 (2009)

¹⁷BA Member Protection By-Law Attachment D5 (2015)



4 Association Domestic Competitions

4.1 Australian Basketball Federation ultimate authority

The Association competitions shall be conducted under the official rules of the Australian Basketball Federation with modifications as listed in these By-Laws.

4.2 Domestic Competition Administration

4.2.1 Fixture

The playing draw for all grades of competition of the Association shall be made available on the Association website at the commencement of each basketball season.

4.2.2 Premiership Point System

The following premiership points shall apply to the Association games, excluding finals

1. 3 points for each win.
2. 3 points for each bye.
3. 2 points for each draw.
4. 1 point for each loss.
5. 0 points for each forfeit, score recorded as 10-0
6. 0 points for each team in a double forfeit, score recorded as 0-0

4.2.3 Registration / Insurance of Players

1. All players must be registered and insured with Basketball Victoria Country to play in any organized training or game or any competition or training conducted by the Association including the Woodend Hawks.
2. Players who have not registered and paid BVC insurance and fees are ineligible to participate in any Association training or games. In domestic competitions, teams that allow ineligible players to play will forfeit the game.
3. All players must play a minimum of half of the regular season games to qualify for finals.
4. Any team that is found to have been playing an ineligible player after round 1 shall forfeit all games in which the player took the part.

4.2.4 Playing Fees

1. All players participating in (playing) a game of basketball in an Association competition shall pay a season fee to be determined by the Committee at the beginning of the season.
2. Exceptions are those listed in By-Law 4.5. The fill-in player must be clearly marked on the score sheet to determine his status.
3. All fees payable by the players shall be paid by the week 2 game of the competition in which they are playing.
4. If the correct fees are not paid by the commencement of the week 3 game, and alternative arrangements have not been made with the Treasurer, the player will be ineligible to play until fees due are paid, or until arrangement for payment is been made with the Association Treasurer. An ineligible player taking the court will cause a forfeit to the offending team as set out in By-Law 4.2.3.4.
5. Any player who owes money to the Association for unpaid fees for training, playing, registration etc may at the discretion of the Committee, be suspended from playing at both club and Association level until such fees are paid.
6. In the case of financial hardship, payment arrangements must be made with the Treasurer.



7. Players may not pay casually per game, except by agreement with the Treasurer, and with the knowledge of the competition coordinator.

4.2.5 Rules for Finals

The following does not apply to Under-10s

1. Teams that finish in the top four positions in each age group of the Association Competition as determined by points gained during the season and in the case of equal points, as determined by their percentage, shall compete in a finals competition.
2. Finals shall be played on the Page System (*i.e.* the top four teams at the conclusion of the regular season “home and away” competition will play 1v2 and 3v4 semi-finals, the loser of the 1v2 semi-final shall play the winner of the 3v4 semi-final in a preliminary final. The grand final shall be between the winner of the 1v2 semi-final and the winner of the preliminary final).
3. In the event of the scores being equal at the completion of the second half of a finals game, an extra five minutes will be played. Each team shall be permitted one (1) time out per extra period.
4. The timing rules for the finals series (except Grand Finals) in all grades (except Under 10) are as per By-Law 4.7.3.
5. The timing rules for the Grand Final in all grades (except Under 10) are as follows: Clock Stops: As per By-Law 4.7.3, plus time outs, substitutions and all bonus foul shots.
6. Three team competition. The team that finishes 1st position goes straight in to the Grand Final. 2nd and 3rd play off for the right to participate in the Grand Final.

4.2.6 Team Entry

1. The Association reserves the right to allow or deny entry of all or any team into the Association Competition and the Association decision shall be final.
2. Any team desiring to conduct an interstate or intrastate trip must apply in writing to the Association for permission before the proposed date of the trip. The application must give details of the proposed trip, organisation and an assurance that it be conducted properly. Travelling teams must be mindful that they represent the Association and conduct themselves professionally.
3. Any team desiring to conduct an exhibition match or tournament must apply in writing to the Association for the approval before the proposed date of the match or tournament.
4. In the event of non-compliance with either of the preceding conditions, an offending team is liable to a suspension or fine or both at the discretion of the Association committee.
5. If any Association-registered player desires to play with another Country Association’s squad team they must first obtain permission in writing from the Association.

4.3 Senior Open Competitions

1. The Association reserves the right to allow or deny entry of any team into the Open Competition. The decision of the Association shall be final.
2. All players must be 17 years and over to play in the Open Competition. Younger players may be considered eligible to play in an Open Competition if, in the opinion of a grading committee as appointed by the Committee, the player is of exceptional ability and it is not detrimental to the Association Competition.
3. Approved junior players can play Open Competition, subject to all fees and charges that apply to the Open Competition.
4. The Association has the right to grade players into teams if the numbers permit and if it is deemed to be advantageous to the Competition.



4.4 Association Junior Competitions

4.4.1 Junior Competition Team Selections

1. All junior players will be assigned into teams by the Competition Coordinator. The Competition Coordinators shall be responsible for the re-grading of any player and/or reallocation of any player within the Competition. Any player or family with grievance in relation to a team placement must first contact the appropriate Competition Coordinator. Further action will be taken if considered necessary by the Committee, or on appeal by the affected player/family.
2. The Competition Coordinators of the Junior competitions reserve the right to reassess any teams and move players in the first three weeks of the competition in the interests of evening-out the competition.

4.4.2 Other – Junior Competitions

1. All junior games (with the exception of Under 10) shall be played in accordance with BVCC Defensive Rules (no zone until U16s) which shall be displayed at the Stadium prior to the commencement of the season and notified to all coaches.
2. All team members must wear the Association or the Woodend Hawks uniform/singlet. All players must wear black sports shorts with no pockets if the uniform is singlet only.
3. All teams must be correctly attired in complete team uniform from the beginning of week three (3) or a five point penalty will occur for every player out of uniform.
4. Scoring duty policy shall be determined at the discretion of the competition coordinator.
5. If any team is not on the court and ready to play with at least four eligible players within ten minutes of the clock being activated at the scheduled time by the appointed referee, then the game shall be awarded to their opponents provided their opponents are on the court, in appropriate uniform and ready to play. The points for that game shall be distributed in accordance with By-Law 4.2.2. If a team is late arriving for the start of a game their opponents will be awarded one point for every minute the opposition is late - up to 10 minutes when the game will be declared a forfeit.
6. If both teams are not ready to commence play with at least four eligible players within ten minutes of the clock being activated at the scheduled time by the referee, the game shall be cancelled and declared a double forfeit as set out by By-Law 4.2.2.
7. Upon three unnotified forfeits in the same season, the Committee has the discretion to dismiss the team from the competition with no fees being reimbursed to the players.
8. A minimum of four teams is required to run a competition with six players and a coach with a Working with Children check per team.
9. The mercy rule in relation to defence applies: a team will be charged with a technical foul for playing defence in their front court when they lead by 25 points or more. One free-throw will be awarded to the player handling the ball, and the ball will be given to the awarded team to inbound.
10. Coaches must endeavour to provide equal court time to all players, subject to attendance at training at the coach's discretion. Although this policy is still strongly encouraged, it may be suspended in the last three minutes of a regular season game where a Finals berth depends on a win, and during the Finals series.

4.5 Fill-in Players

To make up 5 players teams may use players from other teams based on the following:

1. Teams may use any player from the same or a lower age group.
2. Fill-in players can be used in finals subject to approval in writing from the Committee.
3. Teams must have three (3) *bona fide* and eligible team members able to take the court, in which case they may pick-up up to three fill-in players to provide for an even field of 5 players with one substitute.



4. A fill-in player can only fill-in for a maximum of five (5) games per season, irrespective of the number of teams for which they filled-in. Any player filling in for more than five (5) games is deemed an ineligible player in that competition for any team other than their own, and will cause a forfeit for the team that acquires the fill-in player for games in excess of that player's fill-in eligibility. While the goodwill among players and different teams is appreciated and encouraged, this rule is intended to mitigate the use of "ringers", and to ensure competitions remain viable with enough properly registered players.
5. A fill-in player may not use that game to qualify for finals.
6. If a fill in player is used as the fifth player and a regular team member arrives once the game has started, the fill-in player must be replaced by the regular team member at the earliest opportunity.
7. A fill-in player may be used as a short-term sub during the game, to cover for a regular player with some unforeseen urgency (e.g. asthma, toilet), if no other regular team members are available.

4.6 Technical Fouls

1. Any player, coach, bench player or team manager who receives two (2) technical fouls in the same game must leave the stadium immediately.
2. The BVCC sin bin policy (five minute benching for behaviour-related technical fouls) applies to Association domestic games.
3. Technical fouls charged under the mercy rule *do not* count toward the ejection and sin bin rules, as set out above.

4.7 Timing Rules

The following does not apply to Under-10s

1. All games shall be 2 x 20 minute halves and half time shall be a maximum of three minutes.
2. For all regular season "home and away" competition games, the clock shall start on the advertised starting time.
3. The timing rules for the regular "home and away" competitions of all grades (except Under 10) are as follows:
 - (a) In *senior* open competitions, the clock must stop for all whistles in the last 3 *minutes* of second half if the score is within 12 points.
 - (b) In *junior* competitions the clock must stop for all whistles in the *last minute* of the second half if the score is within 12 points.
4. No time outs can be taken in last minute of the first half.

4.8 Referees

1. The Association shall establish an independent umpires' tribunal to investigate complaints of incompetence, misconduct or non-attendance on the part of the referee. The umpires' tribunal shall consist of three persons independent of the Association. The umpires' tribunal is authorized to take disciplinary action against referees who are found to have offended.
2. All complaints against referees must be received in writing by the Secretary within 7 days of any dispute occurring for consideration. Any complaint received will be forwarded to the Committee for consideration within 7 days.
3. The Committee in considering any complaint against a referee may deal with the complaint if it is of a minor nature. The Committee shall have the power to counsel or reprimand as the case may be. Any complaints of a serious nature shall be forwarded without delay to the referee's tribunal for hearing and determination.
4. Qualified officials who wish to referee will nominate the night(s) of play that they wish to umpire. A person who nominates for a night(s) of play shall enter the basketball stadium ready to referee and can be called



upon to referee by the Referee Coordinator or committee member on duty, even though they may not be rostered on for that game. A person who nominates to referee and is rostered on a particular night must attend and fulfill their obligations.

5. All referees to be in full uniform from the first game - black and white vertical striped shirt or grey shirt, plain black shorts, track pants or skirt - to receive full umpire's pay. Failure to be in full uniform (except in extenuating circumstances) means half of the current pay rate being applied. Junior referees are to wear the approved shirt.
6. If the Referee Coordinator decides that an official nominated for a senior open competition is not to the required standard, they will be transferred without appeal to a junior competition until they reach a satisfactory standard as decided by the Referees Coordinator; they will then be returned to the night of play for which they nominated.
7. Referees will be appointed by the Referees Coordinator to a finals game and under no circumstances will the referee so appointed be permitted to appoint a replacement referee without the expressed authority of the referees Coordinator. If a referee so appointed by the Referees Coordinator to a finals game cannot referee they MUST notify the Referees Coordinator or the Secretary at least 2 hours prior to the first final starting that night.
8. Any referee who loses an Association-supplied top will pay for the replacement of the top at cost.
9. The Association, through the Referee Coordinator, will allocate all referees for all junior games and open competitions.
10. All Association Squad Players from Under 14 are encouraged to attend a referee's clinic and to referee.
11. The pay rate for referees shall be set at the commencement of each season.
12. All referees must obey the reasonable directions of the Referees Coordinator relating to development and grading.

4.9 Protests

Any team desiring to lodge a protest in respect of their game must lodge it in writing to the Secretary within seven (7) days of the game. The parties concerned shall be entitled to attend the next meeting of the Committee at which the protest shall be heard.

4.10 Injury to Players

1. It is the responsibility of Competition Coordinators to report all injuries sustained by players in Association Competition games.
2. Injuries shall initially be reported on the back of the game sheet of the game in which the player was injured. Detailed information including the player name, type of injury, time of the injury and the player's team shall be itemized and any other information relevant to the injury should be noted.
3. The injured player shall complete an injury report form as soon as possible after sustaining the injury. Such forms are available by contacting the President/Co-President and shall be returned when completed to the Secretary. The Secretary shall be responsible for delivering the form to the Association's insurance company.
4. The Association shall also display at the place where the Competition is conducted the conditions if any imposed on it and players by the insurance company involved and once this information is so displayed the onus is on all players to comply with the conditions.

4.11 Inappropriate Behaviours

1. Inappropriate behaviour will not be tolerated in the stadium by any person. The coordinator and/or Committee members have the right to evict any persons using inappropriate behaviour in the stadium.



2. A player, coach, official, spectator and/or team may face suspension and deregistration from the Association and/or being barred from any or all venues operated by the Association for a period to be deemed appropriate by the relevant committee.
3. A Committee member has, at any time, the right to lodge a letter of complaint for any offending or abusive conduct, in writing to the Secretary.
4. Disqualified players and coaches must leave the immediate playing area and must not be visible or audible to the game from which they were disqualified.

5 Woodend Hawks

Woodend Hawks teams playing in Sunbury are governed by the Sunbury Basketball Association By-Laws. Where any discrepancy is encountered between Sunbury By-Laws and these By-Laws, Sunbury By-Laws take precedence. These By-Laws remain in effect with respect to codes of conduct and the relationship between the Association, Committee, and members.

5.1 Coaches and Team Managers

5.1.1 Team Requirement

All Woodend Hawks teams must have a Head Coach and a Team Manager.

5.1.2 Briefing

Both Team Managers and Coaches will receive briefings on roles and responsibilities at the beginning of each season by the Association's Woodend Hawks Coordinator.

5.1.3 Recommended Practice

It is strongly recommended that older players and less experienced parents be encouraged to take coaching assistant roles with younger teams to help develop the next generation of coaches, as well as to provide a healthy pool of coaches such as to reduce the impact of varying work and family commitments on the Association.

5.2 Expressions of Interest

Where indicative team lists must be submitted to an external basketball association for each season several weeks before the preceding season finishes, the Coordinator will obtain, through coaches and Team Managers, Expressions of Interest from current players, as well as those players on the wait list. These lists also help the Association to identify the number of coaches required, and to commence recruiting efforts.

5.3 Team Assignments

Several factors govern the configuration of teams to play in external associations.

5.3.1 Number of Teams

The number of teams is ultimately determined by the number of players expressing interest, which is possibly constrained by the number of available coaches. The target number of players per team shall be seven to eight – six to seven is acceptable where the players are known to be reliable each week, and a ninth should only be included when that ninth player has demonstrated poor commitment levels in the past.



5.3.2 Team Placement Priorities

The top priority in forming teams is player development. Teams should therefore be as balanced as possible with respect to skill level, and team roles (e.g. sufficient ball handlers, tall, *etc*). These assessments should be made through consultation with each player's coach from the preceding season, and/or try-outs, at the discretion of the Committee.

5.3.2.1 Further Considerations Where sibling and other transport-related considerations (such as car-pooling) can be accommodated, it is helpful to the Association's members to do so. Many requests are, however, made on a purely social basis. While the team selections do often strive to ensure that each player at least know others on their team, priority requirements often mean social group-based requests can not be accommodated.

5.4 Court Time

Coaches must endeavour to provide equal court time to all players during the regular season, subject to attendance at training (at the coach's discretion). This policy *may* be suspended in the last three minutes of a regular season game where a Finals berth depends on a win. This policy can also be suspended during the Finals series, at the Coaches discretion, even while the Association still encourages inclusive coaching and opportunities for all players even during Finals.

5.4.1 Notice to Parents

It is advisable that this policy be communicated to parents at the beginning of the season, with a reminder prior to beginning finals.

6 Macedon Ranges Representative Teams

Macedon Ranges Rep Teams teams are governed by these Association By-Laws, as well as those governing the Tournaments into which Rep teams are entered. Where any discrepancy is encountered between External By-Laws and these By-Laws, external tournament By-Laws take precedence. These By-Laws remain in effect with respect to codes of conduct and the relationship between the Association, Committee, and members.

6.1 Coaches and Team Managers

6.1.1 Team Requirement

All Representative teams must have a Head Coach and a Team Manager.

6.2 Team Assignments

Several factors govern the configuration of representative teams and therefore the selection of players.

6.2.1 Number of Teams

The Basketball Victoria Country (BVC) system allows the Association to send one team to Country Championships. BVC will grade the Association's teams according to its system. The Association may maintain development teams in addition to this first team. These development teams must be provided training and second-tier tournament experience, with the aim to provide development players the opportunity and experience to become competitive for the first team in subsequent years.



6.2.2 Team Selections

Player selections for Representative and Development Teams are made by the Association's Representative Program Coaching Panel. These selections may be made based on try-out sessions, when there is insufficient opportunity to observe players through a domestic competition. BVC rules require that Representative players play in domestic competitions to be eligible for Country Championships, and so even where players are selected via try-outs, selected players must also participate in the domestic competition.

6.3 Court Time

Coaches of a representative program are selected to achieve results; coaches will therefore distribute court time as appropriate to players' abilities and game standard. Court time for players is managed at the coach's discretion.

6.3.1 Notice to Parents

It is advisable that this policy be communicated to parents at the outset of tournament preparation.

7 Coach Support

7.1 Association-sponsored coaching course

The Association will reimburse half of fees for individuals who have completed pre-approved level 1 coaching course, upon delivery of certificate. The Association must endeavour to maintain an 80% Level 1-accreditation among its active coaches, and may choose to host a coaching course where possible and helpful to meet targets.

8 Referee Support

Coordinators of competitions must support and protect referees, especially green-shirt and young referees, to ensure a healthy ongoing pool of referees in the Association.

8.1 Performance Feedback

The Referees Coordinator must offer training and feedback on performance.

9 Facilities

9.1 Access

Access to Buffalo Stadium is council-administrated through a RFID card-key system. The number of cards available to each user group is limited. Coaches who only need access for training are encouraged to use the card in the Association key safe mounted on the outside wall. The Hawks Coordinator will supply the code.

9.2 Storeroom

Access to the Association storeroom is by combination lock. The code will also be available from the Hawks Coordinator. This room must be locked when the Association is not active at the facility. The responsible Association member must survey the corners of the court, lobby, and hallway to ensure all balls and other equipment have been returned to the storeroom before locking and departing. Any indoor equipment must not be left on outdoor courts. The storeroom must not be accessed when members are using Buffalo Stadium in their private capacity.



9.3 No Unofficial Use

No unofficial use of facilities without approval is permitted. Courts booked for training and games by the Association is paid for by Association members, and facilities are therefore not to be shared with unofficial persons.

9.4 Care, Reporting Faults, Damage

Phone numbers for reporting of faults and emergencies are located on the entrance doors at Buffalo Stadium. Where faults and damage are discovered on arrival, the security systems administrators, Council, and the Committee should be advised as soon as possible.

Reasonable care and respect for our facilities and equipment must be maintained at all times:

1. Muddy outdoor shoes must not be worn on the court
2. Suitable, non-marking footwear only must be worn on the court
3. Food and drink must be kept off the court
4. Basketballs must not be kicked
5. Avoid reckless activity that leaves balls in high, irretrievable places
6. Do not hang on rims – they are not breakaway rims
7. Only All Abilities may use the portable basket – children must not hang on the low rim for their own safety

9.5 Animals in the Stadium

No animals are permitted in the stadium during competition or training without seeking Committee permission, except for assistance animals.