



Coach Handbook

Key Club Contacts :

Visit the KEBC website for current contacts of the roles below
http://www.foxsportspulse.com/assoc_page.cgi?c=1-8634-0-0-0

Your Team Manager : If you need assistance in organizing your team

KEBC Coaching Director: If you need help with the coaching process of your team, having difficulties or need advice

KEBC Coach Coordinator: registration with the Club, payments, want to change teams, wish to update/alter your details or arrangements with the Club

Player & Coach Development: Mentoring, coach education and player development

HBA Liaison: Competition related query, concern or report must go through the Club



COACH HANDBOOK

(updated July 2016)

KEBC coaches are entrusted with a variety of roles, responsibilities and challenges. It is vital that you understand these and the roles and responsibilities of the volunteers working with you (ie: assistant coaches, team managers, KEBC committee).

OUR HISTORY:

Our Club was established in 1995 and has been home to hundreds of players in that time. As a KEBC Coach you will be joining a league of coaches who have supported and led young players to understand and enjoy basketball. As a basketball coach you play an important and influential role in the lives of young players and have a special opportunity to assist them to develop skills and knowledge. You also have a responsibility to ensure you role model, uphold and undertake the requirements of a KEBC coach.

The KEBC Code of Conduct and Guiding Principles outline KEBC's expectations of behaviour and the manner in which you coach your team, and also interact with other KEBC members and the broader basketball community. As a KEBC coach these documents to provide the foundation and direction of your role as a coach at our Club.

KEBC: Code of Conduct

All well governed sports, including basketball, have Codes of Conduct for all those involved in the game – in basketball this includes – players, coaches, officials, administrators and spectators. As a Coach with KEBC you are required to abide by the *Code*, as are all those involved from our Club. The coaches code of conduct is attached to this document and you can find all codes of conduct here :

http://www.basketballvictoria.com.au/fileadmin/user_upload/PDF_ADMIN/ALL_Codes_of_Conduct.pdf

A code of conduct or behaviour is the set of statements that set out what our Club and Basketball Victoria, and Basketball Australia considers to be an acceptable standard of behaviour and conduct. They encourage commitment to ethical and professional behaviour and outline principles on which our sport is based.

What We Stand For : Guiding Principles

In addition to the Codes of Conduct our Club has spelled out some specific expectations for our Club members. The Principles seek to ensure we all enjoy the game and play, coach, watch and conduct the sport in a way where we foster a positive and productive environment and a life long love of basketball.

Skills

The Club must, within its resources, give players and coaches the best opportunity to develop their skills.

Team

We play as teams. This means:

- (a) practicing together
- (b) making sure everyone gets court time
- (c) if a team mate is in a better position – you pass
- (d) accepting that every one will make mistakes
- (e) regardless of the score, never, ever giving up

We win as a team and we lose as a team

Respect

Respect the Officials

Respect the Opposition

Respect the Club

Respect your team mates

Always demonstrate good sportsmanship



Improve

The goal is to improve every player, every year, every season.

Every player has the opportunity to be better.

Values

Sport is about values as much as it is about activity and exercise. These values include teamwork, commitment, respect, the importance of practice and effort, friendship, learning how to react when you win, learning how to react when you lose, and always retaining a sense of perspective and fun.

Enjoy

This is the most important principle of them all. Players and coaches enjoy basketball because they are learning new skills, they are part of a team, they are showing and receiving respect, they are improving, and they are absorbing values that have relevance in their broader lives.

KEY ROLE OF A KEBC COACH:

The Team Manager has overall responsibility for managing the team. The coach is responsible for coordinating and planning training and for working collaboratively with the Team Manager to ensure the smooth running of the team.

Coaches can also receive support directly from the Coaching Coordinator and the KEBC Director of Coaching

COACH QUALITIES:

Planning and Organisation:

- Organise and coordinate your team during training and games
- Ensure you are available for training and games or organize a replacement coach in your absence
- Liaise closely with your Team Manager on team matters
- Set goals for your team and plan your training and game day sessions to achieve these

Communicator:

- Conduct yourself professionally at all times
- Understand the importance of clear communication and positive reinforcement
- Seek support and mentoring from other senior coaches as required
- Be approachable to all participants including parents

Outstanding communication creates a range of benefits for all stakeholders, often binds teams together and creates a strong culture, irrespective of the often-differing personalities within a team. With great communication also comes the ability to listen attentively and respond accordingly.

Motivator:

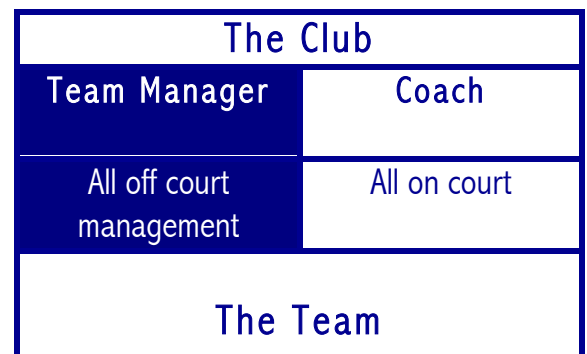
- Instill a positive approach to challenges you may encounter in your players
- Encourage all players of all abilities to contribute to the team

Leader:

- Display positive leadership in all situations including moments of crisis.
- Set the agenda, determine priorities and provide direction

Teacher:

- Share information and ideas
- Inspire your players to seek new information to continually improve their game.



Practical requirements

<p>What communication are you responsible for?</p>	<p>Primarily:</p> <ul style="list-style-type: none"> Your players with the focus on “on court” practice, game and bench organisation Officials during games where required Your Team Manager for player and coach related issues and meeting your primary duties as a coach The Club administration: keeping your personal & payment details up to date and reading/responding to Club communication. <p>Support for: “Off court” communication with players, player families, and KEBC is managed primarily by the Team Manager but with collaboration, input and cooperation from the coach where required.</p> <p>HBA: should you have any concerns regarding the competition, referees, other teams or wish to make a report, provide feedback or have a query these must be directed through our Club first via our HBA liaison officer role.</p>
<p>Primary Duties</p>	<p>Attendance: Coaches are expected to attend all training sessions and match days. Your Team Manager must be advised as early as possible of any absences and where possible assist in arranging a substitute coach. KEBC coaches must be in attendance at training and match days with sufficient time to ensure appropriate warm up and team organisation.</p> <p>Knowledge : coaches must continually be taking steps to be educated in current basketball training and game exercises that allow players to develop, perform safely and prevent injury. Consideration must also be given to physical suitability, size and age of players. You can improve your coaching skills and understanding via attendance at our Club coach education sessions, utilizing our KEBC coach mentors (accessible through the KEBC Coaching Director and the Club) and undertaking your own learning.</p> <p>Organization: All KEBC coaches are paid and we expect that all coaches will plan for their attendance at training and games and in addition plan their season and training sessions. Planning underpins the leadership role of the coach and ensures that training is organized and maintains momentum minimizing behavioral/attention issues, achieves player progress and sees this translation into games.</p> <p>Basketball Victoria Code of Conduct : All KEBC coaches are required to be familiar with and comply with the Basketball Victoria Code of Conduct as outlined above. Complying with this code is compulsory for all Victorian coaches across all levels of basketball. It assists you in both creating a great sporting culture for your players, team and club but also protects you as the practices required ensure you do your job well and safely.</p> <p>Deliver on the KEBC Values : STRIVE – Skills, Team, Respect, Improve, Values, Enjoyment KEBC</p>
<p>Safety Code of Conduct</p>	<p>The Basketball Victoria Code of Conduct assists you in ensuring an appropriate environment for you and your team. Please review the full Code attached overleaf.</p>
<p>Rules of play</p>	<p>Coaches must be fully aware of the rules governing competition. These rules ensure proper competition and limit danger in match environments. KEBC is a member of the Hawthorn Basketball Association – basic rules and information is available here: http://www.hawthornbasketball.com.au/wp-content/uploads/2015/10/HBA-Junior-Domestic-Handbook.pdf Coaches can keep up to date on HBA rules and changes here: http://www.hawthornbasketball.com.au/about-us/policies-and-procedures/</p>
<p>Injury & accident</p>	<p>Training : The coach is responsible for all on court activity. If any injury occurs during training the coach must provide reasonable assistance to the player and work with the Team Manager to manage the injury until the Team Manager can</p>

<p>Medical attention</p>	<p>fully take over. The coach must then return to conducting the training session. The Team Manager is responsible for managing injury and accident. Attending parent supervisors must act in this role in the absence of the Team Manager. An injury report should be filled out in the event of serious injury whether at training or a game– confirm with the Team Manager of the need to undertake this if an incident occurs. (Injury report and insurance link below)</p> <p>Competition Games: The Team Manager or attending parent is responsible for working with the Venue Management or Venue Supervisor if an incident occurs during competition games. The Coach provides assistance but is responsible for returning to the game and coaching the team.</p>
<p>Player attire</p>	<p>Ensure that that players are not wearing – watches, jewellery, casts, large hairpins/clips/head bands and other items that may cause injury or abrasion and that the players finger nails are closely cut when participating in training or games. Players are not permitted to play games in shorts with pockets in the HBA competition and KEBC recommend this policy is also adopted for training.</p> <p>(refer full Basketball Victoria policies here. http://www.basketballvictoria.com.au/index.php?id=87)</p>
<p>Venue safety</p>	<p>Take reasonable steps to ensure a safe training and competition environment (jointly with Team Managers). A basic venue checklist (http://www.foxsportspulse.com/get_file.cgi?id=3380811) is available here and on our website to assist in assessing dangers.</p> <p>Water bottles with non-drip openings are recommended and care should be taken to ensure that surfaces are not wet or slippery. Appropriate footwear must be worn and bags and belongings should be kept clear of the court and playing area ensuring sufficient run off space is available. KEBC also encourage players to wear mouthguards. Coaches can assist by reminding players.</p> <p>In the instance where you feel an environment is not safe for you and your players, refer immediately to your Team Manager or supervising parent for assistance.</p>
<p>Adult Supervision</p>	<p>Coaches are responsible for managing the on court duties of coaching. Team Managers and parent supervisors are responsible for managing issues that divert you from this role. KEBC recommends that all <u>coaches under the age of 18</u> have a Team Manager or delegated parent supervisor present to assist in team supervision.</p> <p><u>An adult supervisor/Team Manager must attend all training sessions for teams U14 or younger.</u> It is the responsibility of the Team Manager to organize this, a parent roster is the usual process.</p> <p>For older age groups, the Coach and Team Manager should decide whether adult supervision is needed. The Team Manager is responsible for establishing a process with the Coach to manage injury should this occur at training sessions without an adult supervisor.</p> <p>Coaches are also advised to ensure that they are never left alone with a player. The Team Manager is responsible for ensuring that all players are collected from training or have arrangements in place to depart. Always ask another parent to wait until the last player has departed in the instance where you may be left alone with a player.</p>
<p>Working with Children Check</p>	<p>It is a requirement of the KEBC and Basketball Victoria that all coaches over the age of 18 must undertake both a Working With Children Check before they are able to coach a KEBC team.</p> <p>Visit the KEBC coaches page on our website for further information: www.foxsportspulse.com/assoc_page.cgi?c=11-8634-0-0-8634&slD=225641</p>
<p>Coach Payments & Cub Administration</p>	<p>Season payments are made to coaches after all matches for the season are complete, but prior to the start of the next season. Payments for each season close at the commencement of the following season. No further payments will be made after this time. Coaches are responsible for entering and maintaining up to date bank and Coaching Level details. The Club can request details to be clarified; if they are not confirmed prior to the next season payments may be forfeited.</p>

<p>Heat policy</p>	<p>Games The Hawthorn Basketball Association (as at Sept 25, 2014) implements a “Hot Weather Policy” in extreme conditions. If the court temperature reaches, or exceed 30.0c the Hot Weather Policy may be implemented (refer link below). Hot weather policy games: http://www.hawthornbasketball.com.au/wp-content/uploads/2015/03/Heat-Policy-2.4.16.pdf</p> <p>Training KEBC recommends that teams adopt the HBA hot weather policy when considering whether to conduct or cancel a training session in hot weather. The Sports Medicine Australia hot weather guidelines to provides guidelines on player management in hot weather. In brief KEBC recommend that training be moderated at court temperatures of 26.0 - 29.0c and cancel at court temperatures of 30.0c and above. Full guidelines and recommendations are available here http://sma.org.au/wp-content/uploads/2011/03/beat-the-heat-2011.pdf</p>
<p>Basketball Victoria Blood Policy</p>	<p>The full Basketball Victoria blood policy is available via the link below and applies to matches however KEBC recommend that the following practice be observed at training also.</p> <p>A player who is bleeding or has blood on their clothing must immediately leave the court and seek medical attention.</p> <p>The bleeding must be stopped, the wound dressed and the blood on the player’s body or clothing cleaned up before they return to the court.</p> <p>Blood (wet or dried) is not permitted on the uniform or attire of a player. The player must change clothing before returning to the court.</p> <p>Play must cease until all blood on the ground, ball or equipment is cleaned or replaced. Assume all blood is potentially infectious. (Refer section 5.5.3 to obtain further information on blood rules and infectious diseases) http://www.basketballvictoria.com.au/fileadmin/user_upload/PDF_ADMIN/BV_Participant_protection_-_with_amendments_22Nov2009.pdf</p>
<p>Photography Policy</p>	<p>There are many legitimate reasons why photography and video would be taken by spectators at matches. Footage may also be taken of matches or training to assist in coaching. In general photography and video should be permitted – the Basketball Victoria information found in this link will assist you in determining the appropriateness of photography – again refer to your Team Manager or contact the Club to resolve any concerns.</p> <p>http://www.basketballvictoria.com.au/fileadmin/user_upload/Resources/BV_Photography_Policy.pdf</p>
<p>Other Relevant Policies</p>	<p>The link below directs you to the full policy and by-laws from Basketball Victoria that govern HBA competition http://www.basketballvictoria.com.au/index.php?id=87</p>
<p>Insurance</p>	<p>http://www.vinsurancegroup.com/Basketball/pdf/2014/VG5865_VIC_SummaryFlyer.pdf</p> <p>All KEBC coaches, players and team managers are covered by insurance for all training and matches and for travel to and from both.</p>

Sports Medicine Australia

<http://sma.org.au/resources-advice/sport-fact-sheets/basketball-fact-sheet/>

Injury Report Form

<http://www.vinsurancegroup.com/Basketball/how-to-claim.html>

COACHES CODE OF CONDUCT

(DATE ACCESSED APRIL 2016)



1. Remember that basketball is for enjoyment.

Remember that basketballers play for fun and enjoyment and that winning is only part of their motivation. Always make sure that participants are made to feel welcome whenever they attend for training or a match. Ensure that activities are carefully planned, well structured and varied to provide opportunities for individual and team development. Be willing to depart from the plan to take advantage of an unexpectedly high interest in a particular activity. Never ridicule players for making mistakes or losing a competition. See errors or losses as an opportunity to learn in a constructive way. Comment in a way that is positive and designed to create interest, involvement and development.

2. Be reasonable in your demands

In scheduling training and playing times and days, be reasonable in your demands on players' time, energy and enthusiasm, taking into account their age, level of play and other commitments such as school and employment. Young children are likely to have more time but short attention spans. They may have plenty of energy but are likely to need more guidance on how best to look after their bodies. The differences in physical and mental maturity can be quite marked in younger children of the same age group. All these factors need to be considered in coaching young children. Older children have greater demands from their studies and many of them need to work to assist their schooling. They also have many social demands. Try to assist them in achieving a good balance between the various demands on them. Adults should in most cases be capable of making their own decisions on priority between basketball and other demands such as work, family and social engagements. Respect those decisions.

3. Teach understanding and respect for the rules.

Teach your players that understanding and playing by the rules is their own responsibility and that the rules exist for the safety, proper order and enjoyment of all people involved in basketball. The lessons to be learned in this respect in basketball are lessons that can and should be carried over into all aspects of their lives. Do not encourage players to ignore or deliberately break any rules.

4. Give all players a reasonable amount of court time

All players need and deserve reasonable court time. Avoid over-playing the talented players. It is unfair to both them and those who are not so talented. Players cannot improve without the opportunity of a reasonable amount of match practice. Talented players can burn out. Having no or little time in court can cause players to suffer from morale problems and they can lose interest in the sport altogether.

5. Develop team respect for the ability of opponents including their coaches

Part of participation in sport is respect for all participants in the game. Encourage your players to accept that their opponents are entitled to proper courtesy. This means introducing themselves to their opponents on court, congratulating them whether they win or lose and accepting loss gracefully. Teach them that the opposition coach is there trying to do the best for their team and is also entitled to respect.

6. Instill in your players respect for officials and an acceptance of their judgement

Players should be taught to understand that officials have a very difficult task to perform and that without them games could not be played. They are there to enforce the rules of play but they cannot always be right. Teach your players to accept bad calls graciously. Abuse of referees is unacceptable behaviour that should not be tolerated. Players who consistently dispute decisions or do not accept bad decisions should be singled out for counselling and guidance.

7. Guide your players in their interaction with the media, parents and spectators.

It is sometimes very difficult for players to concentrate on the game when there is the distraction of the presence of friends and relatives as spectators. Coaches have a difficult role to play in teaching players respect for their parents and other spectators but also teaching them to maintain concentration on the team plan if spectators become overenthusiastic. Parents sometimes make demands on their children's time which interferes in their basketball activities. Respect this and try



to structure your coaching and their training and playing times and obligations to take those demands into account. There are many other factors which need to be balanced, including venue availability and requirements of administrators. The coach's task is not easy. The presence of media at a basketball game can lead to a temptation by some players to "show off" or otherwise act differently from how they would act normally. Encourage your players to not be awed by the presence of the media. Also teach them that if they are approached for an interview after a game they are representing the whole sport and should behave accordingly.

8. Group players according to age, height, skills and physical maturity, whenever possible.

Uneven competition can lead to a loss of enthusiasm. Coaches should always try and group players of reasonably equal ability. In coaching children it is important to remember the different maturity rates for children of the same age. A player in their early teenage years may be the tallest in their team and yet because they have matured early, be one of the shorter players in only a brief time. Coaches must be ever vigilant to ensure that changes in height and other physical characteristics are noticed and acted upon.

9. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

In our increasingly litigious and accountable society, all those involved in sport have a responsibility to take all reasonable steps to ensure the safety and well being of participants. Coaches are in a unique position to control many of the factors which can have an effect on this welfare. Coaches should be aware of the dangers factors such as heat and dehydration, wet floors and other potentially hazardous environmental situations can cause. A coach has a responsibility to avoid putting players into dangerous conditions.

10. Be prepared to lose sometimes.

Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing. Not everything in life can be a winning situation. Losing can be an important learning experience for your wider life goals. Guide your players to accept a loss in this spirit.

11. Act responsibly when players are ill or injured.

Show concern and take responsibility for players who are sick or injured whilst under your care. Follow the advice of a physician when determining when an injured or ill player is ready to recommence play. If a player is injured on court, make sure that there is no danger of further aggravation of the injury by prompt removal of the player if this is appropriate. Qualify yourself to administer first aid so that you can recognise the seriousness of an injury or illness and act accordingly.

12. As well as imparting knowledge and skills, promote desirable personal and social behaviours.

Be aware of the role of the coach as an educator. Particularly with young people, the way they perform in their lives is influenced by many factors. An important influence is the person they see as a role model. Coaches often take on the part of role model for many young people. It is therefore important to ensure that the influence from coaches is seen in a positive light rather adversely. What you say and how you act can be most important in modelling the behaviour of players.

13. Keep your knowledge current.

Seek to keep abreast of changes in sport. Ensure that the information used is up to date, appropriate to the needs of players and takes into account the principles of growth and development of children. Players cannot learn from you if your skills and knowledge are inadequate.

14. Ensure that any physical contact with a player is appropriate.

Physical contact between a coach and a player except that which would be considered usual social contact such as the shaking of a hand or a "high five" should be rare. Gestures which can be well meaning, or even considered by some to be acceptable, may be unacceptable to others. Sometimes physical contact can be misinterpreted as sexual harassment or even molestation. Particular care needs to be taken in coaching children. Ensure that if there is physical contact with a player that it is appropriate to the situation and necessary for the player's skill development.

15. Avoid personal relationships with players.

Personal relationships with players can often be misinterpreted as something sinister. Friendship with players is essential to

building trust between a coach and players. However, the power imbalance in a coaching situation can make it unwise for a relationship to develop beyond friendship. Particular care must be taken when coaching children.

16. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

17. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you and your players do not abuse anything provided for use. Discourage players from hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.