



ILLAWARRA  
BASKETBALL  
Association

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# 2025 ILLAWARRA BASKETBALL ASSOCIATION REPRESENTATIVE HANDBOOK



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## Foreword

The Illawarra Basketball Association's (IBA) Representative Program is crucial to the growth and development of the game in our area. We measure success as a community organisation by the development of core skills, players' comprehension of the game, and inclusivity rather than by win/loss statistics. Every coach, player, parent, caregiver, committee member, and official participating in the IBA Representative Program is expected to understand and follow the laws and rules outlined in this document, as well as the IBA and BNSW Policies and By-Laws.

When a particular circumstance is not addressed by this document, the Head of Basketball will evaluate the issue after consulting with the Executive General Manager (EGM) and, if necessary, the



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IBA Board, and will then decide each case on an individual basis as needed. If it is deemed to be in IBA's best interests, IBA reserves the right to uphold, modify, or make any decision about how the representative program is handled.

Before taking any position, players, parents, coaches, team management, and any other entity with an interest in the program must read and recognise this document.

## Association Contact Details

### Head of Basketball:

Ben Bagoly

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### Executive General Manager:

Nathan Loveday

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## 1. Representative program philosophy

***We will have succeeded if every participant in our program improves. The process of developing the individual leads to success and achievement. It takes effort, hard work, and dedication to build as a program.***

As an association, our goal is to:

- Provide all players with the opportunity to represent IBA at the highest level.
- Provide a pathway focused on development that is for the athletes throughout their journey.
- Develop lifelong basketball people who will continue to support the community of IBA throughout their life.
- Develop a solid foundation of individual skills for the future development of Basketball in the Illawarra region.
- Provide all players with the opportunity to develop their skills in a safe, friendly, productive, and enjoyable learning environment.
- Encourage our members to compete in the spirit of good sportsmanship & to treat ALL participants with respect.
- Support our members to develop as good citizens as well as good basketball players, coaches & officials.
- Provide all players with a high standard of coaching and instruction.
- Provide all players with high-quality and well-structured training sessions.

### 1.1. Junior development vs Winning

With sound fundamental, tactical, physical & psychological skills encouraged through a 'process' oriented philosophy, players will develop the necessary tools to maximize their potential. A thoughtful plan based on the level & needs of the players significantly increases the rate of retention, improvement, & enjoyment.

IBA encourages the teaching of players to compete, to compete hard, to compete to win, however winning isn't the only measure of success. It is not in the best interest of the players' development to have a schedule where the sole purpose for participation is 'winning'. Individual & team improvement & peak performance should be the measure of achievement rather than winning or losing.

For U14 Division 1 & younger teams, the primary objective of game participation & training is to provide the players with learning opportunities. Teams should "strive to win," but this should not be the focus of any training sessions, half-time talks or player motivations. This philosophy does not necessarily mean equal court time for players, but coaches should attempt to have players play for patches to allow them to solve their own problems & develop. It's hard but in the long term it should benefit both the player & the team.

At the age of 14 Division 1 & above, careful consideration needs to be placed on balancing instances where in addition to developing as individuals & a team, finding ways to 'win' also becomes part of the overall objective.



Lastly, player & parent education is vital. Although it may be challenging, coaches should try to communicate & explain long-term goals & rewards to parents. The technical & tactical ability of the player, player & team improvement during the course of a season, player & team satisfaction, & player matriculation are the best yardsticks for success.

## 1.2. Age group specific objectives

In general, the IBA will enter three teams of each gender in each age group (U/12, U/14, U/16, & U/18). However, entries will depend on several factors, including player availability, talent pool, coaching resources & training venue availability.

In the case where there is sufficient quality of players, coaches & training venues, IBA will select 3 teams in an age group. Preference will be given to U12 and U14 age groups to ensure more athletes have the opportunity to develop.

The philosophy behind selection of 3 teams:

- Division 1 Team (JPL/SJL1): The best standard team in the age group.
- Division 2 Team (SJL 1): The next best standard team that can be fielded in the age group
- Division 3 Team (SJL 1, 2, or 3): where the focus is predominately on developing players' skills and knowledge of the game.

Age group	Objectives
Under 12	<ol style="list-style-type: none"> <li>1. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.</li> <li>2. All players must play in every game for which they are suited up, unless they are ill, injured or for disciplinary reasons. Players must play in each half of the game to comply with BNSW Competition By-Laws.</li> <li>3. Coaches <b>MUST</b> play each individual each half of every game and at least 25% of the game over the course of the season to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience; the expectation is that coaches will find meaningful minutes for all players throughout the season. In Finals series games, court time is never guaranteed.</li> </ol>
Under 14	<ol style="list-style-type: none"> <li>1. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.</li> <li>2. To prepare and qualify players for the National Championship level.</li> <li>3. Coaches should aim to play each individual at least 25% of the game over the course of the season to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience; the expectation is that coaches will find meaningful minutes for all players throughout the season. In finals series games, court time is never guaranteed.</li> </ol>



Under 16 & 18	<ol style="list-style-type: none"> <li>1. To give each player ample opportunity to enjoy basketball and develop their team and individual skills.</li> <li>2. To prepare players for state team selections. All Division 1 players are expected to trial for state team</li> <li>3. Coaches are encouraged to play each individual at least 25% of the game over the course of the season to allow for development opportunities. Please note that the sport is not an exact science, and court time is ultimately at the discretion of the coach. We believe players only fully develop through game experience; the expectation is that coaches will find meaningful minutes for all players throughout the season. In Finals series games, court time is never guaranteed.</li> </ol>
Seniors	<ol style="list-style-type: none"> <li>1. Strive to win where possible and develop when appropriate.</li> <li>2. Playing time is not guaranteed during any game. Court time is allocated at the coach's discretion, and players can gain additional minutes by following set rules of attendance, punctuality and behaviour or by demonstrating improved ability.</li> </ol>

### **1.3. Commitment to child protection, safety and wellbeing**

The IBA is committed to providing a safe environment for all participants in the representative program.

For information on creating a child-safe sport, visit the BNSW Child Safety and Basketball page: <https://www.bnsw.com.au/about/child-safety-and-basketball/> and to lodge concerns, please email IBA's EGM at [egm@snakepit.com.au](mailto:egm@snakepit.com.au).

#### **1.3.1. Child Protection**

All coaches and managers within the IBA representative program are required to obtain a Working with Children Check and our association is extremely vigilant about this process.

If a coaching staff encounters an issue at an away venue, please report the incident to the venue supervisor or Basketball NSW official on hand.

IBA will make available training in child protection issue management.

#### **1.3.2. Mental health and support resources**

IBA is committed to supporting the mental health and wellbeing of our members. We understand the importance of providing resources and support to ensure the overall health and happiness of our community. The following services are available to all members:

Lifeline: 13 11 14 (in an emergency, always call 000)

Beyond Blue: 1300 22 4636

Kids Helpline: 1800 55 1800



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IBA encourages members to reach out for support when needed and is dedicated to fostering an environment where mental health is prioritised. We are here to provide guidance and assistance in accessing these resources. If you need further support or have any questions, please contact the Head of Basketball.





## 2. Representative team officials (coaches & managers)

This section provides information relating to the application process, selection, and appointment of coaches and managers to junior and senior representative teams. It also includes clear direction of the commitment required of team staff including the need for high standards in relation to professional conduct and ethics.

IBA preference is to avoid 'parent coaches' as the head coach of each team. We understand that this may not always be possible. Decisions regarding the appointment of 'parent coaches' will be made on a case-by-case basis.

### 2.1. Junior and Waratah Senior Coach selection criteria

Be sure to read carefully the essential selection criteria for the respective representative team program nominating for. There are subtle differences between the selection of IBA Rep teams.

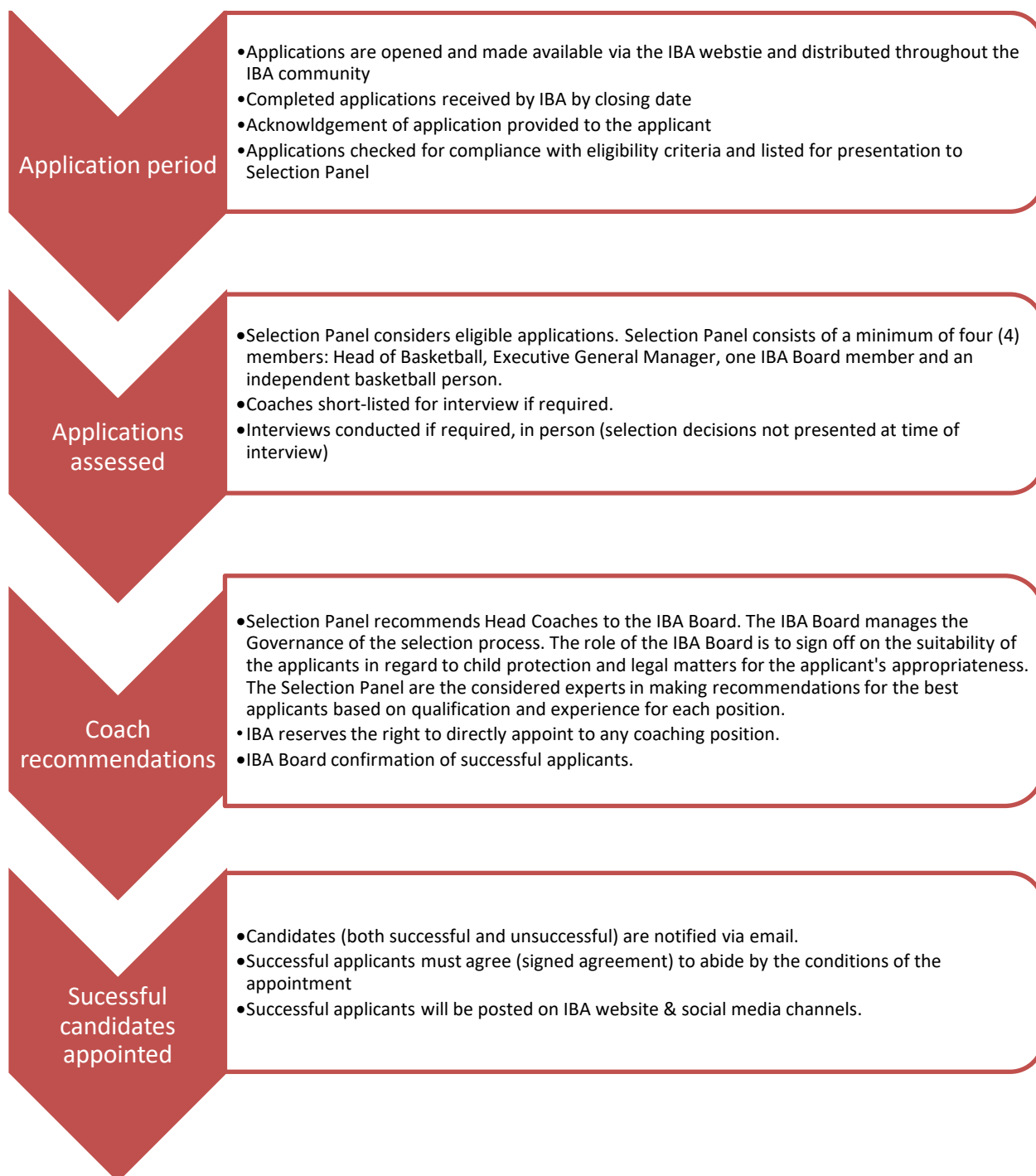
Criteria	Division 1/Waratah Teams		Division 2/ Division 3	
	Head Coach	Assistant Coach	Head Coach	Assistant Coach
Current Association Coach (formerly Level 2) NCAS Coach Accreditation (or ability to attain as soon as possible) <sup>1</sup>	✓			
Current Club Coach (formerly Level 1) NCAS Coach Accreditation (or ability to attain as soon as possible) <sup>2</sup>		✓	✓	✓
Current Level 0/1 NCAS Coach Accreditation (or ability to attain as soon as possible) <sup>2</sup>				✓
Proven evidence of adhering to the IBA Code of Conduct	✓	✓	✓	✓
Proven evidence reflecting the core values of IBA	✓	✓	✓	✓
Currently actively coaching within at least one of the following: <ol style="list-style-type: none"> <li>1. IBA Local Competition</li> <li>2. Hawks Development Program or Performance Programs AND/OR IBA Senior Rep Program (NSW or U23).</li> <li>3. Basketball NSW Futures Development, or State and National Performance, Programs.</li> <li>4. If new to IBA – equivalent school, association, or state program to the above listed.</li> </ol>	✓	✓	✓	✓

<sup>1</sup> This is the Association Level Coach Course and is mandatory for all Division 1 and Youth League Coaches.

<sup>2</sup> This is the Club Coach Level Coach Course and is mandatory for all Division 2 and Division 3.

## 2.2. Junior and Waratah Senior Coach application and selection process

The process to consider and appoint head coaches is detailed below.





All successful and unsuccessful applicants will be informed within 7 days of being ratified by IBA Board. Should an unsuccessful candidate raise an issue the Head of Basketball will meet with complainant and discuss reasons why position not obtained. Should the complainant want the complaint registered further, the EGM will meet and discuss grievance.

The position commences upon the IBA Board acceptance of appointment and concludes at the Annual Presentation night providing the completion of all required duties (for U14 teams that qualify for the National Championships, the conclusion of appointment will be at the conclusion of the National Championship tournament if later than the Annual Presentation Dinner).

Once IBA Board have ratified all coach appointments, coaches are permitted to scout and encourage local competition players to trial. Coaches must do this through the parents.

Under no circumstances are coaches permitted to contact players from other associations. If a coach is approached by a parent or player from another association, they must report it to the Head of Basketball.

### **2.2.1. Coach application and selection considerations**

The following points should be read in conjunction with the coach selection process:

- Once the head coach for the age group is selected, the selection panel in consultation with the head coach, will perform assistant coach appointments.
- The announcement of coaches for particular teams may be deferred until the trials have concluded to allow a child of a 'parent coach' the opportunity to be placed in the highest team possible. Once selections have been made, the coaches will be appointed to their respective teams.
- IBA reserves the right not to make an appointment to any position where it deems that there is not a suitable applicant or for any other special circumstances.
- IBA reserves the right to re-open applications for any positions if it decides not to make an appointment after the first round of applicants are considered.
- If an appointed coach to any position withdraws, the selection panel reserves the right to either immediately appoint a replacement or to re-open the application.
- No head coach applications will be considered after the closing date.
- The role of the IBA Board is to sign off on the suitability of the applicants regarding child protection and legal matters for the applicant's appropriateness.
- The selection panel are the considered experts in making recommendations for the best applicants based on qualification and experience for each position.
- IBA reserves the right to directly appoint to any coaching position.

### **2.3. NBL1 Head Coach Selection Criteria**

- Demonstrated experience and genuine dedication to nurturing athletes at an elite level.
- Proven aptitude for effective communication, training, and leadership within a basketball context.
- Background in either playing or coaching basketball at the Senior Elite Levels.



- Attainment of a substantial technical and tactical understanding of basketball.
- Collaborate closely with IBA's Youth League Team.
- Liaise with the Youth League Head Coach regarding player performance and progression.
- Offer scouting and video feedback to players throughout the season.
- Availability to attend two weekly training sessions and weekend games.
- Ability to create a professional culture that emphasises holistic development and community impact.
- Support the promotion of the NBL1 program through community engagement and media activities.
- Deliver player feedback both during the season and at its conclusion.
- Organised, adaptable, and able to work within the structure of the wider association.

**Required Accreditations:**

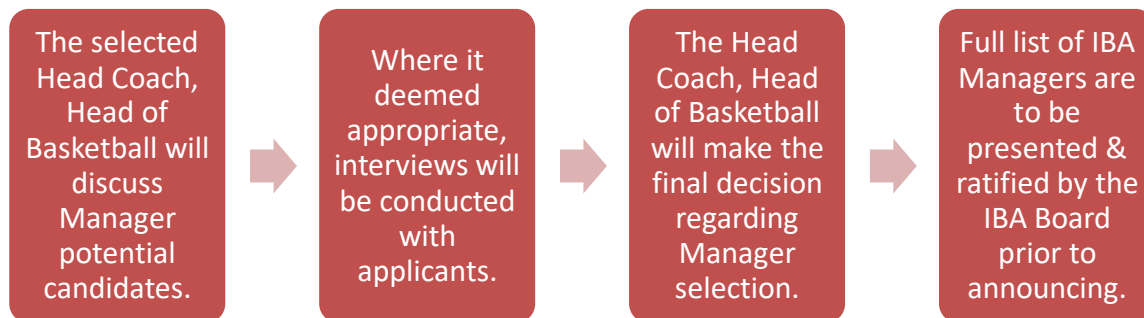
- Completion of a NSW Working with Children Check.
- Association Coach (formerly Level 2) NCAS Association Coach Accreditation.

## **2.4. NBL1 Head Coach application and selection process**

- Applications are made available via the IBA and distributed throughout the IBA basketball community.
- Completed applications must be received at IBA by the specified closing date.
- Acknowledgement of receipt of the application will be provided to the applicant.
- Applications are checked for compliance with eligibility criteria and listed for presentation to the Selection Panel.
- The Selection Panel, consisting of a minimum of four (4) members—Head of Basketball, Hawks GM of Basketball, one IBA Board member, and an independent basketball expert—considers eligible applications.
- Coaches may be short-listed for an interview if required.
- Interviews, if needed, are conducted in person, and selection decisions are not presented at the time of the interview.
- The Selection Panel recommends the appointment of Head Coaches to the IBA Board. The IBA Board oversees the governance of the selection process, ensuring the suitability of applicants concerning child protection and legal matters. The Selection Panel are the individuals responsible for recommending the best applicants based on qualifications and experience.
- IBA reserves the right to directly appoint any coaching position.
- Names of selected coaches are submitted to the IBA Board for confirmation.
- Successful applicants must agree to and sign a contract to abide by the conditions of their appointment.
- The names of successful applicants will be posted on the IBA website and social media channels.

## 2.5. Team manager selection process

The process to select and appoint team managers is as identified below. Support staff will be selected to compliment the skills of the head coach.



## 2.6. Team officials' commitment

There is an expectation that by agreeing to be involved in the IBA Representative Program you agree to the terms and that you have read the Basketball Network Terms & Conditions, Basketball Australian National Integrity Framework, BNSW Representative Team Officials Terms & Conditions and IBA policies & procedures. All documents are available at <https://www.snakepit.com.au/>.

IBA recognises the time & effort contributed by our volunteers. Our volunteers are the foundation of our program. IBA calls for open & transparent processes & for loyalty to & support for our program & those who make it happen. It is generally not appropriate for members of our program to be involved with another Association's representative program however the Head of Basketball may consider such involvement on a case-by-case basis.

IBA recognises the difficulty in meeting the expectations of all participants in the program & that much of this responsibility falls to our volunteer coaches. In the event of an issue arising, players or parents should in the first instance discuss the matter with team management. The approach IBA will adopt to any issue that might arise will be to support & assist participants in our program by way of mentoring advice, additional training & other similar approaches with the intention of finding ways to improve our program.

## 2.7. Professional Conduct

All coaches should be aware of the Coaches Code of Ethics that has been adopted & endorsed by the Australian Sports Commission. In addition to the Coaches Code of Ethics, IBA has opted to emphasise a number of other points of note in the interests of striving for professionalism in our Representative Program.



Also note that the coach must seek approval from the Head of Basketball for any events, trainings, tours, or games outside of the standard player/team development calendar.

#### **2.7.1. Communication - email & telephone**

All coaches & managers will be supplied with team contact details collated from trials. Details include, phone numbers, email addresses for both player & parent/guardian.

From time to time, the need to communicate with players' outside of training & games will arise & to ensure transparency with all involved in the program, coaches & managers **MUST** cc parents in all email correspondence. This will alleviate breakdowns in communication. Contact by mobile phone is up to team management discretion as determined by necessity. All communication must be done through parents.

#### **2.7.2. Social Media (additional to IBA social media Policy)**

Coaches & other team officials are **not** friends & or followers with junior players on social media sites. Should a participant request an exemption to this policy it must be in writing from a parent/guardian & be approved by the Head of Basketball. Where a team official is a parent/guardian of a child in the program they will be deemed exempt for their child.

#### **2.7.3. Language**

This is covered in the Coaches Code of Ethics but specifically, coaches must refrain from swearing & the use of inappropriate or suggestive language. The Association has adopted a vigilant stance on this issue due to the fact that team management is in charge of the care of minors & young impressionable players. **Any form of foul or derogatory language will not be tolerated.** It has no place in training, games, social activities organised by individual teams & even in an environment where team management may find themselves in the presence of junior players outside of team commitments. E.g., elite camps, watching other basketball games in the stadium.

All involved will need to be acutely aware of their environment & the appropriate behaviour warranted by virtue of their position of seniority.

#### **2.7.4. Transport**

Managers are to ensure all junior players are collected by their parent (or appointed guardian) from each training session. At no point should a player be left at a training/playing venue without adult supervision.

Written permission must be provided by a minor(s) parent/guardian for a coach or manager to provide transport to &/or from training or game. Under no circumstance should a coach or manager be in a car one on one with a player.

#### **2.7.5. Supervision**

Manager to ensure they (or a suitable adult) are present at each training session. It is essential that at least two adults are present. Should a player require immediate medical attention, the manager (or suitable adult) may be required to escort the player to an appropriate medical centre.



## **2.8. Professional Attire**

IBA desires to project an image of professionalism & excellence. IBA will provide an IBA coaching staff polo shirt to the Head Coach, Assistant Coach and Manager at the beginning of the season. IBA will also provide an IBA Jumper/jacket.

All team management (Coach, Assistant Coach & Manager) are required to wear the following attire at all scheduled representative games:

- IBA Polo top
- Enclosed footwear i.e., no thongs, slip ons are acceptable for all coaches
- Black - pants, shorts or skirt.
- No hats/sunglasses
- Head Coaches are asked to wear the IBA Jacket or IBA Jumper

While the association is mindful of personal tastes & identity in relation to personal grooming, team management are asked to consider their image portrayal with the club in mind on matters relating to personal presentation.

### 3. Representative players

This section provides information relating to the process and selection of players to the IBA representative program. It also includes clear direction of the commitment required of players and parents including the need for high standards in relation to conduct and ethics.

Open selection trials for eligible players, will be held on a date, & at a venue, to be determined & publicised by IBA each year.

Players may only stand for selection in their own age division. A junior athlete who is age-eligible (e.g., top-age U18s) may also trial for a senior team. Should a junior player be selected for a senior team, all junior representative commitments must take priority.

#### 3.1. Eligibility

To be eligible for selection players must:

- Acknowledge that they & their parents (if minors) are prepared to operate within the policy & guidelines set out in the 2025 IBA Representative Handbook.
- Be registered with Basketball NSW & registered/affiliated with IBA
- Attend the full trial process as determined by IBA (Any absences must be explained, communicated in advance & approved by the Head of Basketball)
- Not owe any fees from previous years in the program or other financial obligations to the association, any outstanding payments must have a payment plan set with the Finance Manager.
- Pay the appropriate trial fees.
- Currently play Local Competition at IBA or acknowledge in writing the requirement to play.
- Complete a BNSW permission to trial form if you previously played representative basketball for another Association.

#### 3.2. Selection Criteria

The following factors will be considered during the selection process:

- Ability to compete at a Country or NSW Junior Championships.
- A history of commitment through attendance to the Illawarra Representative Program & Local Competition.
- Player/Parent/Guardian history of behaviour in relation to the NSW Zero tolerance policy/Codes of Conduct.
- Demonstrated high level of performance at selection trials.
- Athletic ability, desire & dedication to become a player at the highest possible level.
- Potential to be socially compatible & display a sense of "team ethic" within a group.
- Receptive to coaching & co-operative within the team coaching environment.
- Demonstrated attitude displaying excellent self-discipline & standards of personal behaviour.





- Outstanding desire & commitment to working hard at improving mental, physical & basketball skills.
- Team needs/balance.
- Place of residence.
- Junior age group guidelines (top/ bottom age players)
- IBA Junior age group Transfer Rule.
- Any other criteria that the selectors see fit to apply in helping them to select the teams that they believe will be best able to represent IBA.

### 3.3. Selection policy and process

Each junior team consists of 10 players. Up to 3 development players may be selected in each in all team.

Each senior team consists of up to 12 players. Up to 2 development players/train on players may be selected in Youth Divisions or Waratah Men. NBL 1 teams can consist of up to 12 players. Additional athletes from Youth League and Waratah Men can be named on the roster as per Basketball NSW By-Laws. *These players may be utilised by the NBL 1 Coach at any time during the season however requests should be discussed with the appropriate Coach prior to discussing with the player.*

Coaches must not actively entice players from other associations to attend IBA tryouts or change clubs.

Should players be approached by another Association, please report the matter to the IBA Head of Basketball.

#### 3.3.1. Player Selection panel

A selection panel for each team will be established.

- **Juniors:** the junior selection panel for each team will consist of the Head of Basketball, one Independent Selector and the Coach of Division 1.
- **Waratah Senior:** the head coach is responsible for team selection under the guidance of the Head of Basketball.

To ensure the selection process is transparent and void of potential conflict of interest:

- The Independent Selector must be an independent and therefore not related to any player trialling for that age group.
- Where possible, the selectors will attend all selection trials.
- In the case where a choice must be made between a player transferring from another Association & a player with a history of Illawarra representative competition of the same ability, preference will be given to the Illawarra player.
- In the case where a choice must be made between two players of the same ability, a player only trialling with IBA and players trialling at multiple Associations, preference will be given to the player only trialling at Illawarra.
- Approved coaches can be utilised on the floor during trials.
- The decisions of the selectors will be final.



### 3.3.2. Selection process

The process for the selection of players (and reduction of players in each squad) for junior representative teams is as follows:



In regards to the Waratah senior program, each senior team will be reduced to the number the head coach would like to run with for the upcoming year. The team announcement will be made via the IBA website on a date selected by the selectors and head coaches. Those successful will be informed of the next training session plus any other appropriate information through the IBA website.

IBA representative coaches may apply to the IBA to vary these selection procedures for their team in that year only, where they believe that special circumstances exist which justify a modification. The selection procedures may only be modified with the prior approval of the IBA.



In exceptional circumstances where the IBA deems that changes are to the benefit of the program and the team, the IBA may decide to add additional players to the roster after team selection or additional development players. The IBA reserves the right to override any of the rules, regulations, policies, and procedures if deemed to be in the best interest of the program.

Players can be cut at any time during the trial process due to player/parent behaviour at trials.

No formal feedback will be given after the trials.

### 3.3.3. Special junior rules & requirements

The following special rules and requirements are applicable to the junior representative program.

- **Top/Bottom Age Rule:** Junior age groups with 2 teams must have a minimum of 8 bottom age players. The Head of Basketball will assess any exceptions on a case-by-case basis. Junior age groups with 3 teams must have a minimum of 12 bottom age players. The Head of Basketball will assess any exceptions on a case-by-case basis.
- **BNSW Transfer Rule:**
  - Division 1, Division 2 and 3 - allowed one transfer per team.
  - Where a player has moved into the Illawarra area, special conditions may apply.
- **Local Competition Rule:** All junior representative players are required to play in the IBA Local Competition. Players will be deemed to have taken part in Local Competition by participating in 50% of games. If there is a legitimate reason a player cannot fulfil this commitment, they will need to apply in writing to the Head of Basketball for an exemption. As a competitive representative program is only built from healthy local competition, players are contributing to the development of the association with their involvement. Waratah Senior players are highly encouraged to play in our local competition.

### 3.3.4. Exemptions

Any player who believes that they have a legitimate reason for being unable to comply with any part of the selection eligibility, selection criteria &/or procedures may appeal in writing to the Association to be considered in the selection process along with the other players. The IBA reserves the right to consider each case on its merits & the decision of the IBA will be final.

Legitimate reason could include such situations as:

- Being unable to trial because of injury/illness. (Medical evidence must be provided)
- Inability to gain release from an elite sports program or school event. (Written evidence must be provided)
- A prior family commitment e.g. wedding, family holiday.

In the event that special circumstances arise, IBA will provide selectors with a list of approved players who are unable to attend trials but remain in consideration with others in attendance. Selection will be based on the merits of all eligible players to the best of the selectors' ability & knowledge. It is not intended that being on this list will either enhance or prejudice players' chances



of selection. Additional players may be introduced throughout the trial process should IBA deem their participation to be in the best interests of the team & the program.

### 3.3.5. Player movement after selection

Should an additional player be required for any team roster (junior or Waratah) after selections have been made, the matter must be discussed with the Head of Basketball prior to any approach to parent or player. The following policy and processes are to be followed:

- Movement of junior players can only be within selected age group.
- All development players will be given a chance to move before any other athlete will be considered.
- Should the procedure above not identify a suitable replacement, athletes outside the selected group may be considered.
- Once player appointment is confirmed, the coach must notify the Head of Basketball who will advise Basketball NSW of addition to roster.

Team	Process
<b>Junior Division 1</b>	Should a junior Division 1 team need to replace a player (due to injury, withdrawal) a discussion with Head of Basketball, Division 1 & Division 1 coach will be held to discuss potential athlete(s). Once confirmed, the Head of Basketball will approach parent to discuss.
<b>Junior Division 2</b>	Should a junior Division 2 team need to replace a player (due to injury, withdrawal) the following options are available: <ul style="list-style-type: none"> <li>○ A discussion will take place with Head of Basketball, Division 2 &amp; Division 3 team coaches to discuss the possibility of a Division 3 player moving to the Division 2 team. Once confirmed, the Manager will approach parent to discuss.</li> <li>○ One of the appointed Development Players may be asked to join the team. The most appropriate (position &amp; strength) development player in the age group will be selected. Once confirmed, the Head of Basketball will approach parents to discuss.</li> </ul>
<b>Junior Division 3</b>	Should a junior Division 3 team need to replace a player (due to injury, withdrawal) one of the appointed Development players may be asked to join the team. The most appropriate (position & strength) development player in the age group will be selected. Once confirmed, the Head of Basketball will approach parent to discuss.
<b>Youth League</b>	Should a Youth League Division 1 team need to replace a player (due to injury, withdrawal) a meeting with Head of Basketball and Youth Division 1 coach will be held to discuss potential athlete(s). <ul style="list-style-type: none"> <li>○ one of the appointed Development Players may be asked to join the team. The most appropriate (position &amp; strength) development player will be selected.</li> <li>○ if a development player is not available, a meeting can be held to discuss the possibility of an Under 18 (top age) athlete with Head of</li> </ul>



	Basketball and U18 Division 1 coach. The athlete must fulfill junior commitments. Once confirmed, the Head of Basketball will approach parent to discuss.
<b>NBL1</b>	Should NBL1 team need to replace a player (due to injury, withdrawal) a meeting with Head of Basketball, Waratah Men coach & Youth League 1 Coach will be held to discuss potential athlete(s).
<b>Waratah</b>	Should a Waratah team need to replace a player (due to injury, withdrawal), one of the appointed Development Players may be asked to join the team. The most appropriate (position & strength) development player will be selected.

### 3.4. Commitment and conduct

There is an expectation that by agreeing to be involved in the IBA Representative Program, you agree to our Terms and that you have read the Basketball Network Terms & Conditions, Basketball Australian National Integrity Framework, BNSW Representative/Representative Head of Basketball Agreement and IBA Association policies & procedures. All documents available at [snakepit.com.au](http://snakepit.com.au)

#### 3.4.1. Player Commitment

Players are expected to commit to their team and to be a part of the IBA representative program. If a player fails to meet these commitments, it can result in disciplinary actions or, in extreme cases, removal from the program.

- Commitment – Being a part of a team demands that you can carry out your commitment to others. This will mean that you will need to give up some personal wishes & make sacrifices for the group.
- Perseverance – When things aren't going your way you must never give up when you are part of a team. Your team will need your total effort even when it is not your day.
- Teamwork – It is crucial that in sport & life you are able to work in a team situation. Sometimes this means learning your role & doing what is best for everyone & not just yourself.
- Learning to Compete – This does not mean to win at all costs but rather to compete to the best of your ability at all times. Competition is present in all aspects of life & it teaches us to value our victories & to be gracious in our defeats.
- Respecting Others – In life we must learn to respect everybody regardless of their roles & differences. In basketball we expect respect to be given to opponents, teammates, coaches, referees, spectators & administrators.

#### 3.4.2. Parent Commitment

Parents are expected to support the whole team during games & training, not just their own child. The coach is to be the only source of technical feedback to the players. Coaching from the sidelines is never appropriate, regardless of your knowledge of the game. This practice confuses players.



Parents also need to be careful about discussing team issues in front of their children. If parents speak negatively about a coach, player or referee, their child may adopt the same negative attitude. We are looking for **positive players & positive support** from parents.

The IBA does encourage parents to be vocal in supporting teams. However, **negative comments to the opposition, the referees or other team members is unacceptable**; as stated earlier in this document, all these parties are worthy of respect.

Parents must understand that all of our **coaches are volunteers**. Parents must also understand that coaches are given the task of making objective decisions in regard to your son or daughter with respect to what is best for the team & club. We do understand that there will be some contentious decisions. Effective communication between yourself & the coach is the key to addressing any issues you may have with the coach's decision.

Positive feedback can be brought up at any time. However, if you have issues that need resolving, then please follow the appropriate process (refer to Complaint Procedure).

### 3.4.3. Player Disciplinary Action

Issue	Action
Technical foul	On receiving a technical foul, the player will be subbed off the court. The coach will decide whether this player will take any further part in this game depending on the severity of the incident. All incidents will be reported to the IBA Head of Basketball.
Poor Sportsmanship	The coach has the option to sub the player off the court. If there is a second offence, they will be left off for the rest of the game. Any further incidents will be reported to the IBA Head of Basketball.  You will support your teammates at all times both on the court & on the bench. Negativity toward team members will not be tolerated.
Training	Non-attendance or lateness to training without communication directly to the coach may result in a coach's decision to limit playing time in subsequent games. Ongoing non-attendance or lateness to training will be reported to the IBA Head of Basketball.
Off the Court Incidents	If a player is found to be behaving in a manner that will negatively affect the reputation of the IBA Representative Program their coach will be informed. This may result in a coach's decision to limit playing time on subsequent games. Any further incidents will be reported to the IBA Head of Basketball.
Player Communication	It is important that you communicate with others. If you have issues (negative or positive) with a teammate, then approach your coach or manager.

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**EMAIL:** [ADMIN@SNAKEPIT.COM.AU](mailto:ADMIN@SNAKEPIT.COM.AU)

**INTERNET:** [WWW.SNAKEPIT.COM.AU](http://WWW.SNAKEPIT.COM.AU)

**ABN:** 39 003 376 814



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	You will not argue with referees during a game. If you have any problems tell your coach so that they may approach the referees if necessary.
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## 4. Representative Season

This section provides information relating to the representative season schedule, weekly training commitment, as well as expectations when representing the IBA when at official tournaments and events.

### 4.1. Junior representative schedule

All Junior Premier League (JPL) games are played across Saturday's and Sunday's. Saturday tip – off times may range from 8:00am to 8pm. Each game will last approximately 90 minutes and players are required to arrive at least 30 minutes before the game. Venues may be in a Metro or Regional areas. The Sunday tip-off times may range from 8:30am to 4pm.

JPL Finals weekend will replace the old State Championships. Games will take place over Friday, Saturday & Sunday. The venue and draw format will be released after JPL regular season. Venues may be in a country or regional area.

State Cup – SJL Div 1 winners progress through. The venue and draw format will be released after the SJL regular season. Venues may be in a Metro or Regional area and games will be played Saturday and Sunday.

#### **At the time of publication, the following dates have been proposed\*:**

Once we are sent these dates, they will be added, and the Handbook will be updated.

JPL 2025	
Round/Event	Date
Athlete Ref Education Day	9 February
Summer Slam	1/2 February
Illawarra Season Launch	1 March
Round 1 TBC	29/30 March
Round 2 TBC	3/4 May
Round 3 TBC	24/25 May
Melbourne or John Martin Tournament	7/8/9 June
Round 4 TBC	19/20 July
State Finals TBC	1/2/3 August

SJL 2025	
Round/Event	Date
Athlete Ref Education Day	9 February





Summer Slam	1/2 February
Illawarra Season Launch	1 March
Round 1 – Canberra	8/9 March
Round 2 – Albury & Wagga Wagga	5/6 April
Round 3 – Illawarra/Shoalhaven	10/11 May
SJL Finals – Illawarra	31 May/1 June
John Martin Tournament	7/8/9 June
State Cup – Venue TBC	16/17 August

## **4.2. Junior Training**

Junior representative teams are scheduled to train two times each week (one midweek, and one weekend).

- Players must arrive 10 minutes before the start time in the correct uniform (Hawks reversible singlet) and with the correct-size basketball.
- Non-attendance at training sessions may affect players court time or may result being moved down a division in the rep program.
- The coach must be contacted directly to be notified if a player cannot attend or is running late for a training session before the session commences. This is done through the approved communication channels.
- Injured players are still expected to attend and observe training sessions.
- If a player has missed games/training due to injury, they must provide medical clearance before resuming training/playing.
- Training sessions will be on weeknights and Sundays, depending on coach or venue availability.
- All training is compulsory.



**Junior midweek training schedule (please note this is subject to change due to the external venues team managers will communicate these changes)**

VENUES		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	VENUES
1	4:30 6:00				JPL U14 Girls	Edmund Rice College
					SJL 2 U14 Girls	
	6:00 - 7:30				JPL U16 Girls	
					JPL U18 Girls	
	7:30 - 9:30				YLM	
					NBL1 Women	
2	4:30 - 6:00		SJL 1 U14 Boys	SJL 2 U12 Girls	Development U12 Boys	Warrawong High School
			SJL 1 U16 Girls	SJL 1 U14 Girls	SJL 2 U16 Boys	
	6:00 7:30		SJL 2 U18 Girls	SJL 2 U12 Boys	JPL U16 Boys	
			SJL 1 U18 Boys	SJL 1 U12 Boys	JPL U18 Boys	
	7:30 - 9:30	YLM DIV 2 (6:30 - 8:00)	NBL1 MEN		NBL1 MEN	
			YLM		YLM	
3	4:30 - 6:00		YLM (5:30 - 7:00)		SJL 2 U16 Girls (4:30 - 6:00)	Bulli High School
	6:00 7:30		NBL1 Women (7:00 - 8:30)		SJL 2 U18 Boys (6:00 - 7:30)	
	7:30 - 9:00				YLM DIV 2 7:30 pm - 9:00 pm	
4	4:30 6:00		SJL 1 U18 Girls	SJL 2 U14 Boys	Development U12 Girls	Illawarra Sports High School
			SJL 1 U16 Boys	JPL U14 Boys	SJL 1 U12 Girls	
5						Illawarra Sports Stadium
6						Beaton Park Leisure Centre

**Junior Sunday Training at the Snakepit (please note this is subject to change due to the external bookings team managers will communicate these changes)**

	Court 1	Court 2	Court 3	Court 4
8 am - 10 am	SJL 1 U12 Girls	SJL 2 U12 Girls	Development U12 Boys	SJL 2 U12 Boys
10 am - 12 pm	JPL U14 Boys	SJL 1 U14 Boys	SJL 2 U14 Girls	Development U12 Girls
12 pm - 2 pm	JPL U14 Girls	SJL 1 U14 Girls	SJL 1 U12 Boys	SJL 2 U14 Boys
2pm - 4 pm	JPL U16 Boys	SJL 1 U16 Boys	JPL U16 Girls	SJL 1 U16 Girls
4 pm - 6 pm	JPL U18 Girls	SJL 1 U18 Girls	SJL 2 U16 Boys	SJL 2 U16 Girls
6 pm - 8 pm	JPL U18 Boys	SJL 1 U18 Boys	SJL 2 U18 Boys	SJL 2 U18 Girls

**4.3. Waratah representative schedule**

At the time of publication, the following has been scheduled:

Hawks Club Day	15 Feb	Round 11	TBC
Trial Games (TBC)	TBC	Round 12	TBC
Trial Games (TBC)	TBC	Round 13	TBC
Round 1	TBC	Round 14	TBC
Round 2 **	TBC	Round 15	TBC
Round 3	TBC	Round 16	TBC
Round 4	TBC	Round 17	TBC



<b>Round 5</b>	TBC	<b>Round 18</b>	TBC
<b>Round 6</b>	TBC	<b>Round 19</b>	TBC
<b>Round 7</b>	TBC	<b>Round 20/ Quarters</b>	TBC
<b>Round 8</b>	TBC	<b>Quarter/Elimination</b>	TBC
<b>Round 9</b>	TBC	<b>Finals Weekend</b>	TBC
<b>Round 10</b>	TBC	<b>Junior Presentation</b>	TBC
<b>June Long Wk No Games</b>	TBC	<b>Senior Presentation</b>	TBC

\*\*NBL1 Round 1

#### **4.4. Other tournaments**

There are several opportunities for players to travel and compete in tournaments throughout the season, including:

- VJBL Classic: Division 1 teams only. Teams are invited by the VJBL if they are in the top 2-4 (depends on number of entries) of their Waratah JPL.

All Division 1 teams are encouraged to participate in either the VJBL Classic Tournament. Participation in these tournaments is not a requirement of IBA & decisions to attend/compete in the tournaments are made by individual teams in consultation with parents, coaches & managers.

##### *Tournament Administration:*

- IBA will administer the entry of teams and also the dissemination of information such as update draws and other tournament related administration.
- All players in IBA teams must be registered, actively participating in Local Competition and up to date with their fees to participate in a tournament.
- Coaches may wish to enter their team into additional tournaments. This will be done only after consideration by IBA, team staff & parents. All fees will remain the responsibility of team members.
- IBA approved event/tournament game fees will be met by IBA. All other costs (travel, accommodation & food) remain the responsibility of team members.
- Team managers will liaise with parents on costs & provide a breakdown of the per-participant costs.

## **5. Representing the Association**



As players, supporters and officials, you represent the IBA and thus, our Code of Conduct must be upheld at all times.

- Disruptive behaviour will not be tolerated at any stage, both on & off the court.
- Illawarra officials (Coaches & Managers) are instructed to be firm but fair to all members in the touring party & report any problems back to IBA &/or parents (minors).
- Illawarra officials will decide on the course of action if any disruptive behaviour occurs. This may range from game suspensions & notification of parents (minors), through to being sent home. However, consultation must take place with IBA Management before the final decision is imposed.
- The Team Coaches are responsible for all basketball decisions involving the group or teams at each competition or training venue.
- Where possible, we encourage group support for each of our competing teams. This may mean watching & supporting your fellow touring party members before or after your games.
- It is also important that Coaches, Players & Parents conduct themselves in a professional & sportsmanlike manner at all competition venues & are not to bring the game or IBA into disrepute.

Please also note that:

- Players or guests under the age of 18 are not to consume alcohol.
- No players or guests are to supply alcohol to minors under any circumstances.
- Taking or supplying illegal substances is not permitted under any circumstances.
- If you break the law, be prepared to be sent home. NB the law in a foreign country may be different to Australia.

## **5.1. Player Registration**

All players must have a valid registration for insurance purposes. BNSW is moving over to Basketball Connect how to register will be sent out by Team Managers

## **5.2. Uniforms**

All players and team staff representing the IBA are required to wear the official IBA clothing at the competition venues, official functions, & on flights to & from the destination. It is expected that the group looks & acts in a professional manner.

It is mandatory for all representative players to purchase a playing Jersey and shorts, white IBA Hawks socks, and a Hawks reversible training singlet (to be worn at all training sessions). Players entering any basketball stadium to represent the Club must wear an approved Hawks uniform.



### 5.3. Accommodation

The following guidelines are to be followed by teams when staying away for official competition and tournaments:

- If possible, teams book individual rooms for families and coaching staff at the same hotel.
- Junior team members should be accommodated with their parent(s).
- Should a parent of a junior member be unable to attend, another parent within the team can act as guardian. Each player must have their own bed.
- Team management may set room curfews at night. Juniors will be required to stay in their rooms after this time.
- For mixed gender tours, boys & girls are encouraged to mix but must do so only in the common room areas of the hotels. Boys & girls are not permitted in each other's rooms at any times.
- Any damages or charges incurred at the accommodation will need to be paid for by the person or people responsible.
- Waratah Team accommodation will be allocated on a share basis. You will be allocated a room upon arrival. It is imperative that you do not swap rooms, to ensure the Manager knows which room you are located. The Managers may check rooms randomly prior to departure.



## 6. Community Engagement and Fundraising

In 2025, IBA aims to further our community engagement as a Representative Program to give back to the association. At the start of the season, each team will be assigned a club duty. Each team will be required to complete a specific task once per season to support the smooth operation of the club, with all players and their families participating. The Head of Basketball will send out a club duty schedule at the start of the season.

Teams will be required to contribute to fundraising efforts, with the benefits being reinvested into the Representative Program. Each team will be given specific weekend dates where they will run the club BBQ, either at the stadium or off-site at locations such as Bunnings. It will be the team's responsibility to organise the BBQ. However, IBA will provide all necessary resources to ensure proper operation.

Or, teams will be asked to assist at NBL1 or Waratah games. Duties may include selling raffle tickets, helping with event organisation or floor sweeping at NBL1 matches. Each team will be assigned one of these tasks once per season.

This approach ensures that all teams actively participate in and support broader club activities, fostering a sense of community and shared responsibility.



## 7. Financial Responsibilities

### 7.1. Rep levy

A representative levy is imposed on each individual representative player in the program. Representative fees do not cover all costs associated with the Representative season and the IBA heavily subsidises the program to ensure fees are kept to an affordable level.

Please note that representative fees do not cover uniforms. Fees should be paid through the website at <https://www.snakepit.com.au/>.

**The Rep Levies for the season for JPL & SJL must be paid in full by 1 April 2025.  
 First instalment 50% of the levy is due by the first round JPL or SJL.**

Category	Rep levy
Junior Representative JPL Player	\$725
Junior Representative SJL Player	\$675
Junior Representative Division 3 Development Player*	\$200
Junior Representative Barrengarry Player (if required)	\$500
Youth League Player (U23) / Waratah Men Player **	\$600

**\*\*Association has rights to team sponsor**

The representative levy includes:

- All Nomination Fees for, JPL, Southern Junior League, Barrengarry and Country Tournament
- Administration Levy
- Court Hire for training as per guidelines
- All Game fees (Round games SJL and JPL) & Country Tournament + Referee Levy
- Presentation Levy - For end-of-year presentation trophies (2 per team) & catering etc.
- State Championships or State Cup Game Fees.

The representative levy does not include:

- Meals—The levy does not include meals. Managers may sometimes collect money for food or groceries for breakfast, lunch, or dinner.
- Accommodation - overnight stays are required the accommodation will be sourced by the parents.
  - It is custom for teams to contribute to the cost of their coaches' accommodation expenses where the coach is not a parent. The amount provided, if any, is determined by the families in the team that are choosing to attend.
- Travel - Private vehicle to all venues



- Uniforms – Refer to 5.2. of this handbook
- Pre-season tournament nomination fees or game fees.
- Other tournaments (e.g. VJBL Classic)

## **7.2. Non-payment of rep levy**

The assumption is that all fees will be paid by the allotted time. A 'no pay – no play' policy will apply. Should payment not be received by the specified date, IBA will remind the individual by emailing a statement to the nominated email address of the individual. If payment is not received within 14 days, the player shall be deemed 'unfinancial' & may be suspended from all local & representative fixtures.

Commitment by a player is for the ENTIRE season, irrespective of later motivation. While fee reduction may be considered on a case-by-case basis in the event of serious injury, relocation, etc., full fees are assessed upon application.

## **7.3. Sponsorship**

The IBA is a not-for-profit organisation and, as such, is always looking for sponsors to support the association. If you or anyone you know is interested in promoting a business to a base of over 5,000 players, spectators, parents, coaches, and referees who step into the Snakepit each week, then please contact our EGM Nathan Loveday ([Nathan.loveday@snakepit.com.au](mailto:Nathan.loveday@snakepit.com.au)) to discuss a proposal.

### **7.3.1. Individual player sponsorship**

Individual player sponsorship provides a unique opportunity for businesses to directly support a player while gaining exposure within the IBA community. By sponsoring a player, businesses can help offset the costs associated with the Representative Levy, ensuring that rep players have the opportunity to participate regardless of financial barriers. This sponsorship not only assists the player but also strengthens the relationship between the business and the local basketball community.

- Cost – Rep Levy Cost
- Inclusions for sponsor
  - Digital photo of the player to the sponsor
  - Businesses can advertise sponsorship on their website/social media

### **7.3.2. Junior Team Sponsorship**

Junior team sponsorship offers businesses the opportunity to support an entire team, helping to reduce costs for each player while gaining visibility within the IBA community. By sponsoring a junior team, businesses can contribute to the development of young athletes and strengthen their connection with local families and supporters. This sponsorship helps reduce the financial burden on players' families, making it easier for talented young players to participate.

- Cost - \$1,500





- \$120 will be reduced from each player's rep levy
- Inclusions for sponsor
  - Digital photo of team provided to the sponsor
  - Businesses can advertise sponsorship on their website/social media
  - Team photo on rep wall at Snakepit to include sponsor logo
  - One social media post, logo and link on website
  - Sponsor mentions in any team recap and news post on the IBA website

All sponsorship enquiries should be referred to the Executive General Manager in the first instance. In the case of sponsorship for representative tournaments, all arrangements should be covered by a written agreement outlining the agreed provisions by the sponsor & the Association. The Executive General Manager will ensure that all sponsors/sponsorship deals are appropriate to the parts of the Association being sponsored & that there is no conflict with any existing IBA agreements, policies, or philosophies.

Our sponsorship packages can be found at <https://www.snakepit.com.au/>

#### **7.4. Hardship**

Cases of genuine financial hardship can be brought to the attention of IBA. Requests for fee relief should be sent to the Head of Basketball by the participant (if under 18 years of age – the parent of the participant). Any requests for fee relief will be dealt with in confidence & on a case-by-case basis. This will be passed on to the Next Egg Committee.

The IBA Nest Egg forms can be found at the entrance of the Snakepit.

#### **7.5. Fundraising**

All fundraising that involves the IBA Representative Program in any way must be approved by the Head of Basketball. This is not designed to discourage members from raising funds for players or teams, but rather to ensure that the interests of the Association & all its members are protected.

For fundraising, the Head of Basketball must approve the activity & location as being appropriate & in the best interests of the IBA & ensure that there are no potential conflicts / issues that might impact the IBA or its representatives, including sponsors. Approval will also ensure that members are covered by the Association's insurance (through Basketball NSW) while fundraising, whether at IBA or other locations.

For fundraising activities, the following conditions must be observed:

- The activity must be for the purpose of raising funds for team support & is usually to support attendance at a tournament.
- Any sale items at any fundraising event must be approved by the Head of Basketball.
- The purpose for & beneficiary of all fundraising activities must be clearly displayed, including use of the IBA logo on flyers, which can be obtained through the Head of Basketball.

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**ABN:** 39 003 376 814



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- Lottery & Gaming Regulations for Minor Lotteries (including raffles) must be understood & adhered to before running a raffle/lottery.
- Children <15 years old are not permitted to sell raffle tickets or do any door to door selling unless accompanied by an adult.
- Please note that **merchandise sales (clothing, bags, etc.) are not an approved fundraising activity. The Association exclusively handles all merchandise sales.**

## 8. U14 National Club Championships Policy

Under-14 Premier teams may be eligible to attend the U14 National Club Championships. Information regarding this event will be provided at the initial team meeting with the Head of Basketball. Once qualified, all players and parents are required to attend an information session with IBA staff and team officials.

1. Whilst the competition is governed by Basketball Australia rules, all IBA participants must abide by the IBA Travel Policy and this U14 National Policy.
2. The team is encouraged to select a Tour Manager to manage accommodation, transport, finances, fundraising & sponsorship for Nationals. While this person can be the Team Manager, teams are encouraged to appoint an alternate person to distribute workload.
3. All players must reside at the same accommodation during the duration of the tournament.
  - a. Special circumstances must receive permission from the Head of Basketball.
  - b. Recommended that families stay in individual rooms at the same accommodation.
4. Team members must travel to and from games together.
  - a. Managers are expected to organise a team bus and driver prior to tournament.
  - b. Parents and supporters are expected to travel separately.
5. All team officials, players and parents must act in accordance with our policies regarding behaviour as outlined in this document, BNSW Policies and By-Laws and IBA Policies and Procedures.
6. Each player involved in qualifying the team for Nationals is expected to participate in the tournament.
  - a. in the event of illness, injury or for disciplinary reasons, a replacement of a qualified player should be selected. The Coach will meet with the Head of Basketball and U14 Division 1 Coach to discuss potential player(s) from within the U14 program.
  - b. The most appropriate (position & strength) player in the age group will be selected. Once confirmed, the Head of Basketball will approach parent to discuss.
7. While a U14 National Club Championship roster can consist of 12 players, IBA encourages teams to travel with 10 players. The following exceptions apply: -
  - a. should a Coach feel that 12 players may be required due to athletes carrying injuries, a meeting with Coach, U14 Division 1 Coach, Head of Basketball will be held to discuss potential player(s) from within the U14 program.
  - b. The most appropriate (position & strength) player in the age group will be selected. Once confirmed, the Head of Basketball will approach parent to discuss.
8. The Tour Manager will manage the finances for the tournament.
  - a. The total cost of the tournament is to be spread equally between parents of players and non-parent team officials.
  - b. Parents and coaches are to be strongly encouraged to participate in fundraising activities for the benefit of the whole touring party.
  - c. The proceeds from fundraising activities are to be used to reduce the total net budget amount and reduce the cost to players' families who choose to participate in fundraising activities.
  - d. Parents who choose not to participate in any fundraising activities will be required to pay the indicative total cost per player (prior to the calculation of a fundraising budget). Any variation to this indicative amount will be advised at the completion of the tournament where a further payment may be required. These parents are not



- entitled to any surplus fundraising monies which are distributed at the conclusion of the tournament.
- e. Sponsorship is to be treated as 'fundraising income'.
  - f. The Team Manager is not required to use personal funds to pay deposits. Parents who participate in fundraising activities may be required to pay deposits etc prior to fundraising monies being available. They will be given reasonable notice by the Team Manager if this is required.
  - g. Any surplus funds at the end of the tournament, and when all commitments are met, are to be equally distributed to the parents who participated in fundraising activities.
9. All players must sign a Consent Form to attend the tournament. This will be distributed at the information session.
  10. All parents, players and officials must sign a Code of Conduct before attending the tournament. This will be distributed at the information session.
  11. All fundraising efforts and sponsorship contributions must be approved by Head of Basketball.



## 9. Complaint Procedure

- Wait 24 hours before talking, calling or messaging the Coach or Manager. Most problems will seem lesser after some time to think through the issues first.
- Do not approach Coach or Manager in front of other players, parents or supporters, please request a meeting at a suitable time to discuss issue with both Coach and Team Manager.
- If a parent, please ensure you do not discuss complaints or issues in front of your child(ren).
- If a solution can not be reached at the meeting then the matter should be referred to the Head of Basketball. Should a suitable outcome not be reached, the issues will be heard by the EGM.
- Please follow the above process. It will ensure that everyone communicates with each other honestly & openly. IBA is unlikely to look favourably on your situation if you have not attempted to follow the correct procedure.
- If a complaint is of a more serious nature, it should always be directed to the Head of Basketball.
- Issues directed to the Head of Basketball may then be referred to the EGM or further to the Board.
- All complaints must be in writing and include the name of the author.
- IBA would prefer to hear about issues as they arise and, therefore, encourage constant communication and constructive criticism from patrons.

**Member Protection and/or Child Protection issues should be directed to IBA Executive General Manager. All matters are confidential.**