



District Coach

Registration Policy

Last updated Thursday September 2nd, 2010

1 Introduction

Basketball South Australia is committed to the health, safety and well-being of all its members and participants and is dedicated to providing a safe environment for participation in the sport of basketball throughout South Australia.

Most state and territory governments have introduced, or are considering the introduction of, child protection legislation. This legislation aims to ensure that people working (in a voluntary or paid basis) with children do not pose a risk to children.

Increasingly, this legislation requires “screening” to be undertaken in defined circumstances relating to junior sport and the Basketball SA Member Protection Policy generally requires screening in the same situations.

Harassment in sport has become an issue that many sports have unfortunately had to face. As a result, Basketball SA has acknowledged that a proactive and preventative approach needs to be taken in dealing with the issue.

“**Member Protection**” is a term that is now widely used in the sports industry. Member protection is all about practices and procedures that protect a sports organisation’s members - including players/participants, administrators, coaches and officials.

It involves:

- protecting members from harassment and inappropriate behaviour;
- adopting appropriate measures to ensure the right people are involved in an organisation; and
- providing Education

The successful implementation and enforcement of this Member Protection policy requires the cooperation and commitment of Basketball SA members and participants at all levels.

The following Coach Registration Policy conveys a strong message to all Basketball members and participants, and prospective members and participants, that as a sport, we are committed to ensuring the safety of our most valuable asset well into the future.

This document describes the policy for the registration of coaches involved in the Basketball SA District Competition.

The purpose of this policy is to:

- Minimize and guard against potential risks to children involved in basketball
- Establish the suitability of people volunteering to coach basketball teams
- Assist clubs with adherence to legislation regarding the screening of volunteers involved in sport
- Provide a mechanism to allow coaches free entry to games

This policy describes the requirements of clubs and coaches in the registration process, the process for the issuing of coach registration passes, and measures taken by Basketball SA to ensure compliance.

2 Requirements

2.1 Coach Appointment Requirements

When a club appoints a coach, prior to the coach coaching their first game, the club must:

- Register the coach in the online database for the current season, including entering the following details:
 - First Name
 - Surname
 - Gender
 - Date of Birth
 - Address
 - Suburb
 - Home phone number (optional)
 - Mobile phone number (optional)
 - Email address (optional)
- Provide Basketball SA with either a full list indicating the team(s) that the coach is coaching, or an updated list indicating changes since the previous list was sent. This list shall be an Excel file, in a format specified by Basketball SA.

In general, this happens at the following times:

- Prior to the first game of each season, when the majority of coaching appointments are made
- Whenever a new coaching appointment is made mid-season

If a club fails to complete the coaching appointment requirements for any or all of its coaches, Basketball SA will inform the club that it has 7 days to do so. If these requirements are not met within 7 days, the club will incur a \$50 fine for each coach for each week these requirements have not been met, and risk removal of the relevant team(s) from the competition.

2.2 Coach Registration Requirements

All people actively coaching a team in the Basketball SA Central ABL, Senior District Competition, Youth League or Junior District Competition, must complete the coach registration process prior to coaching their first game. This process involves the following:

- Applying for, and submitting, a national police certificate which satisfies the requirements of a criminal history assessment
- Completing the “Play by the Rules” online training course
- Acknowledging the Australian Sports Commission’s Coach’s Code of Ethics and Basketball SA Code of Conduct
- Providing a headshot photo in jpeg format, with a width to length ratio of 2:3.

A detailed procedure for each of these steps is available in the Coach Registration section of the SA District Sporting Pulse website.

Evidence of completion of each of these four steps must be provided to Basketball SA via the club secretary.

Basketball SA must sight either an original version of a national police certificate, or a certified photocopy. Documents from other employers such as teacher registration forms are not accepted.

An updated national police certificate must be provided to Basketball SA every two years. All other documents need only be provided once.

When a coach completes each part of the coach registration process, this completion is communicated via an online database. A club has the ability to view this database to determine the registration status of each of its coaches.

If a club communicates the appointment of a coach who has not met the coach registration requirements, Basketball SA will inform the club that it has 6 weeks for this to happen. If these requirements are not met within 6 weeks, the club will incur a \$50 fine for each week these requirements have not been met, and risk removal of the relevant team(s) from the competition.

3 Coach Passes and Proof of Registration

3.1 Coach Passes

Upon completion of the coach appointment and coach registration requirements, Basketball SA will provide the coach with a coach pass. These passes will be mailed to the club secretary.

The purpose of the coach pass is:

- To provide an added level of assurance that every person coaching a team has completed the registration process
- To allow volunteer coaches free entry to games

Coach passes are valid for a 12 month period from October 1 to September 30. A pass shall be valid only while the coach retains the coaching position and is to be returned to Basketball SA if that person ceases to coach a team in the district competition.

3.2 Proof of Registration when Entering a Venue

A coach pass provides a coach with free entry into venues in which district competitions are being conducted. This free entry is provided for all district competitions (excluding the Central ABL), not just the divisions in which the coach is coaching.

To gain free entry, coaches must display a coach pass to the staff member at the reception area when entering a venue for the purpose of coaching a game. If a coach is unable to display this pass when entering the stadium, the coach must complete a form indicating the reason, and the staff member will submit this form to Basketball SA.

3.3 Proof of Registration when Coaching a Game

Immediately prior to, during, or following each game, the court supervisor or referee will request that each coach display their coach pass, and coaches must display their pass upon request.

If a coach is unable to display this pass, the court supervisor will communicate this to Basketball SA via a Court Supervisor report form.

3.4 Verification of Coach Appointments and Registration

The purpose of checking a pass when a coach enters a venue or coaches a game, is to provide an additional level of assurance that every person coaching a team has completed the registration process.

When Basketball SA receives an indication that a person has either entered a stadium or coached a game without a pass, the following process will occur:

- In cases where a check highlights a coach whose appointment has not been communicated by the club to Basketball SA, Basketball SA will inform the club that it has 7 days to complete the coach appointment requirements
- In cases where a check highlights an unregistered coach whose appointment has been communicated by the club to Basketball SA within the previous 6 weeks, Basketball SA will inform the club and remind them of the need to complete the coach registration requirements within the 6 week period.
- In cases where a check highlights an unregistered coach whose appointment has been communicated by the club to Basketball SA more than 6 weeks ago, Basketball SA will inform the club and apply a penalty as for an unregistered coach
- If a coach has been provided with a pass but cannot present it at the stadium (for example, in cases where the pass was left at home), the club will be informed and asked to remind the coach of the requirement to present the pass when required. Repeat offences may incur a fine.

Performing these checks allows Basketball SA to provide clubs with additional reminders of the registration status of its active coaches. In providing these reminders within the 6 week period after a coach is appointed, Basketball SA endeavours to avoid the need to fine clubs or remove teams from the competition. However, failure of Basketball SA to provide a reminder does not constitute grounds for an exemption from the coach appointment and registration requirements, nor does it constitute grounds for waiving or delaying penalties associated with non-compliance.

4 Special Coaching Appointments

4.1 Temporary Coaches

Basketball SA appreciates that at times, temporary coaches may be assigned to teams. This might occur in cases where it has not been possible to find a permanent coach, or when a permanent coach is unavailable for a particular game.

However, for the purpose of the coach registration policy, Basketball SA makes no distinction between temporary and permanent coaches. If a person has been assigned the role of coaching a team, even if only for a single game, then this person must satisfy the requirements of the coach registration policy. If this person coaches a game more than 6 weeks after they have coached their first game in the 12 month coach registration period, the club will incur the same penalty as for an unregistered coach.

5 Accreditation

Basketball SA offers Level 0, 1 and 2 coaching accreditation courses. While Basketball SA encourages coaches to undertake these courses, doing so is not a requirement of the Basketball SA coach registration process, although some clubs may separately require that its coaches be accredited.