



LANGWARRIN PARK LAZERS BASKETBALL CLUB

Team Official

Information booklet

Like Us On Facebook: [facebook.com/LangwarrinBasketballClub](https://www.facebook.com/LangwarrinBasketballClub)

<http://www.langwarrinlazers.com.au>



TEAM OFFICIAL INDUCTION CHECKLIST

Task to be completed:	✓
Read Langwarrin Lazars Basketball Club Code of Conduct (found on club website https://langwarrinlazars.com.au)	
Read Langwarrin Lazars Basketball Club Child Protection policy (found on club website https://langwarrinlazars.com.au)	
Complete Member Protection Declaration form and have witnessed by a Justice of the Peace. (found on club website https://langwarrinlazars.com.au)	
Apply for Working With Children’s Check, or if you already have one ensure your details are up to date, and the Langwarrin Lazars Basketball Club has been added to your list of organisations.	
Complete Child Safe short online course via: https://www.playbytherules.net.au/online-courses , provide copy of certificate to the Club.	
Provide all of the above documents inclusive of this checklist to Langwarrin Lazars Basketball Club via: enquiries@langwarrinlazars.com.au	

Signed:.....

NEXT STEP: Once the Club has received all of your documentation, you will be contacted by a member of the Club committee, who will welcome you to the Club and ensure that you are aware of your responsibilities. If any further information is required, it will be requested at this time.

The Club takes child safety and wellbeing seriously and thanks you for your efforts in becoming a team official for Langwarrin Lazars Basketball Club.



Dear Coaches, Team managers and volunteers,

In April 2012, the Victorian government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, *Betrayal of Trust*, made a number of recommendations that have been acted on by the Victorian government. The creation of Child Safe Standards was one of the key recommendations.

(VICSPORT, Child Safe Standards)

To ensure that Langwarrin Lazers Basketball Club is compliant with Child Safe Standards and adheres to its Child Protection policy, some changes have been made within the club, which are aligned with the Child Safe Standards, to ensure that all volunteers and members of the Club understand their responsibility and accountability in relation to the safety and wellbeing of all children and young people associated with the Club.

After the most recent review of its Child Protection policy in August 2018, it is the expectation of Langwarrin Lazers Basketball Club that all new and existing volunteers (coaches, team managers and others acting in a role actively involved with the club's children and young people) complete a short online course which outlines and educates about our responsibilities as a Child Safe organisation. This will take approx. 30 minutes to complete, and upon completion, participants will receive a Certificate of completion, which should be provided to the Club President to be filed securely, as evidence of our club's compliance with the Child Safe Standards.

Please see below for how to complete the online course:

1. Log on to <https://www.playbytherules.net.au/online-courses>
(In order to undertake the course, you will need access to a computer (can't be done on a smart phone, and you will need an email address)
2. Click on Child Protection Online Course link and follow instructions to access the course
3. Complete the online course- this should take approx. 30 minutes
4. Upon Completion, save your Certificate of Completion to your computer
5. Email Certificate of Completion to the Club President at: president@langwarrinlazers.com.au

Please note: Existing members should complete the course prior to the beginning of the Summer 2018/19 season, new volunteers should complete the course during the induction process.

Langwarrin Lazers Basketball Club relies on the dedication and involvement of its volunteers to make sure our children and young people can play basketball in a fun and safe environment.

Thank you for taking the time to embrace the clubs ongoing commitment to our children's safety and wellbeing.

Welcome

Firstly, welcome to Langwarrin Lazers Basketball Club. From the club and your future team, thank you for volunteering your time to this role. The committee of the club is purely based on volunteer parents and therefore its existence depends on those like you putting your hand up. Your time with club will be much appreciated. The role of team manager will not take up a vast majority of your time but is crucial to a smooth running season for your team. The role should also not be stressful and if you find either of these points not as I have described there is certainly support at the club to make your role easier, just call or email a club contact.

We pride ourselves on being a harmonious club with our kids getting out and enjoying the sport. A copy of our clubs code of conduct for your team's information is attached to ensure this pleasant environment moving forward.

There is a variety of information that is handy as the season progresses that this booklet covers but initially it is about getting your team up and running.

Registration of your team

Langwarrin Lazers Basketball Club requires registration to be completed online by all players, coaches and team managers. This includes online payment of the season fees which includes registration as well as administration costs.

A registration day is held prior to the season commencing (whether it is Winter or Summer). This is held at Langwarrin Park Primary school on a nominated night after school. We would encourage all parents to come along, as we will have committee members available to answer any questions about the upcoming season. Parents are also more than welcome to complete the online registration form at registration day, with assistance from the committee. The cost of registration is outlined in the attached flier. At the registration day, uniforms can also be ordered for new players if they have not ordered them online. Following the registration, the committee will assist coaches and team managers to form teams of equal numbers with a coach and team manager assigned to each team.

The Season begins

Each team can nominate whether to play Summer Season, Winter Season or both. Winter season runs Term 2 & 3 of the school year and Summer Term 4 & 1 with varying breaks in school holidays. You will find a copy of the current season calendar in this pack to help you plan ahead for your season.

Game Times

These are published by the league on the Game Day App. A guide to accessing this and its use is included. As TM you may wish (certainly advised in early days) to message each player of the time & venue of your game to ensure full attendance. Players should arrive 10 mins early as the stadiums run a tight schedule and don't allow for late teams. The first 3-5 games of each season are grading games designed to sort teams into groups of teams with even ability creating a fair, competitive competition. At this early stage Game Day App may show games just one week at a time allowing for movement of teams into other divisions but are generally available by the Wednesday prior to game day. Once the season is up and running schedules can be viewed for multiple weeks making team planning easier.

On Game Day

As TM on game day, you are no longer required to make weekly payments for game fees. This will be managed by the club, as each player will pay the season fees upfront. Spectators enter the stadium for free throughout the season but a small charge may apply at finals time.

Occasionally on game day we find an instance where uniforms are of similar colours and design, commonly referred to as a uniform clash, which can cause confusion for referees, scorers and spectators. In this instance the home team is required to wear bibs. These are supplied by the stadium and can be found at reception desk or with the supervisor for the day. The home team is classed as the team listed first on Game Day App ie Langwarrin Lazars vs Flinders Raptors ... Langwarrin Lazars is the home team.

Scoring

It is the responsibility of team parents to partake in scoring duties. It is advised that the TM creates a roster for the season to ensure fair rotation. This task has 2 elements, the match clock & the computer element. A parent from the opposition team will take up one of these roles and your team will take up the other. If a parent cannot fulfil these duties on their allocated date then a swap with another parent can always be arranged. You may choose to allocate 2 families per week to share these duties especially in the early days for those that are unfamiliar with this task. They can then support each other. In the older years when games get faster this is also a good idea as another pair of eyes can be helpful. Scoring is not difficult, referees are always very helpful and parents will pick it up in no time.

Training times

Each team has the opportunity to train, 1 session per week after school. This is booked through the clubs Court Hire Co-ordinator. Our utmost is done to accommodate all teams but it pays to be mindful that teams are not necessarily guaranteed their exact requested time. There are currently 2 venues Lazer use:

Langwarrin Park Primary School

Monday (limited timeslots)

Wednesday

Thursday (limited timeslots)

OR

Bayside Christian College

Monday

Langwarrin Basketball Club also asks that teams remain mindful that we are hiring these venues and they should be treated with respect at all times ie not damaging property or leaving rubbish. It is also asked that younger siblings attending training be supervised at all times.

Photo Day

As a club we organise a day throughout the Winter season (TBA) for teams to take up the opportunity to have team photos taken. This day is held at Langwarrin Park Primary School on a Saturday with a schedule put together so team's timeslots for photos don't clash with game times for that day.

Trophies are organised by the club and are engraved with the players name and the team name. These trophies and the photos are distributed at the club annual presentation day.

Bragging Rights

Teams also have the opportunity to have their results published in the LPPS newsletter each week. These can also include a brief blurb as to the team's performance on the day and any outstanding achievements. Teams are asked to submit these to the committee member nominated to this task not later than Monday evening. This task can be delegated to another parent in the team that is happy to help out. It is also asked that the contents are brief and of a positive, encouraging nature.

Communication

As TM there are many ways you can communicate with your team members, as mentioned earlier messaging, emailing or social media.

Langwarrin Lasers Basketball Club has a Facebook page of which you are invited to like and is a great tool for keeping up to date with information. We also have a website that is a great source of club and season information (www.langwarrinlazers.com.au). Teams may choose to setup their own social media group for their individual team but are reminded to follow protocol when using social media. The Club has strong values on this matter and all team members are urged to read the Social Media and Electronic Communication Policy found on our website.

Grievance and Complaints

Our club ensures that grievances, complaints and concerns raised by club members including players, parents, committee members, are dealt with in a prompt and equitable manner.

As a club we understand that occasionally a situation may result in the need for a grievance or complaint that needs to be resolved, in the interest of maintaining good relationships and a harmonious club. To ensure a complaint is treated fairly and respectfully, we have in place a grievance and complaints process that will be followed by the committee including the grievance and complaints officer. Where possible, our committee and age group coordinators can assist with facilitating a resolution, prior to a formal complaint being lodged in writing. This is the preferred outcome for the club. A person making a complaint or airing a grievance will not be disadvantaged in anyway as a direct result

Where a formal complaint is received by the Committee, it will be considered in a timely and confidential manner and documented together with the steps towards a resolution.

If you have a complaint, concern or grievance, please contact the Grievance and Complaint Officer.

Documentation

Each Team needs to be aware of some documentation requirements. All Coaches and Team Managers are required to hold a current Working with Children Check. These are of no cost for volunteers and forms can be obtained from the Post Office. Once a check has been approved it can be used for multiple organisations by nominating accordingly.

Team Managers and coaches must also complete a Members Protection Declaration (attached) and forward this to the club.

In the event of a player being injured a First Aid Report needs to be completed (found on club website). This a requirement in accordance with the Member Protection Declaration and once completed should be forwarded to Langwarrin Lazars Basketball Club.

Frankston District Basketball Association

As members of Langwarrin Lazars Basketball Club, we play under the umbrella of FDBA. Any queries or issues should be directed to the President of Langwarrin Basketball Club who will then liaise with FDBA. FDBA should not be contacted directly under any circumstances including queries with grading. Langwarrin Lazars Basketball Club will be more than happy to take up any issues on behalf of individual teams.

A couple of FDBA documents that may be of interest are the FDBA By-Laws and the heat policy which you will find attached.

Thank you

Once again know volunteering your time is much appreciated especially by the kids that just want to play the game. The Club is here to support you and your Lazars team so please feel free to contact us at any time.