



COACHES GUIDEBOOK

WELCOME	page 2
MAIN DUTIES	page 2
CHILD SAFETY	page 2
WHAT TO DO FIRST	page 3
ACCESS TO THE GYM	page 3
TRAINING	page 4
JUNIOR COACH/SKILLS TRAINER	page 4
AT THE GAME	page 5
COACHES' KIT	page 5
INJURIES	page 6
FILL IN PLAYERS	page 6
SINGLET CLASH	page 7
FORFEITING A GAME	page 7
FINALS QUALIFICATIONS	page 8
AGE GROUP COORDINATORS	page 8
QUESTIONS	page 8
FILL IN PLAYER GRID	page 9



WELCOME

Welcome to the team and welcome to another basketball season with the Donvale Dunkers.

Thank you for volunteering your time to Coach this season.

Here's some information and tips to guide you through the tasks you'll need to complete.

If you have any questions, please contact us at any time.

MAIN DUTIES

1. Complete your Child Safety Training and be aware of your duties of care
2. Coach your players in a positive and encourage manner
3. Ensure a Safe environment for all
4. Remember your team is representing the club and we pride ourselves on inclusiveness, fairness and a lot of fun

CHILD SAFETY

Donvale Dunkers wants all children to be safe, happy and empowered. We have zero tolerance of child abuse, and all allegations and safety concerns will be responded to swiftly, treated seriously and consistently with our policies and procedures.

In order to fulfill our duty to our children, Dunker's ensures that ALL Coaches and Team Managers have completed their child safety training, have a current Working with Children's Check and have signed a Club Declaration form. If a Coach or Team Manager cannot be present at training sessions, then that session must be cancelled unless prior permission from Dunkers has been obtained for another parent or guardian to step in. Contact coordinator@donvaledunkers.org for more information relating to this.

If you consistently run into issues in this area the Club is happy to have another parent go through the Child Safety Training to support the team.

For more information regarding our Child Safety Policies please go to the [Dunkers Child Safety commitment](#)

WHAT TO DO FIRST

1. Complete your Child Safety Training on our website which includes supplying the club with your WWCC, watching a Child Safety video (each season) and completing a Members Protection Declaration Form (every 2 ½ years).
2. Your Team Manager will be getting in contact with the Team and confirming with them their
 - Contact details
 - Game venue and time
 - Singlet #'s
 - Scoring roster – you will not be expected to score
 - Asking all members to use WhatsApp for weekly communications.
 - To see what is expected of a Team Manager please click on this link [Team manager](#)
3. Decide whether you'd like to roster a player off each week – only necessary in teams of 9+. Communicate this to your Team Manager

ACCESS TO THE GYM

Your coach will have been provided with a pass card which enables you to gain entry into the foyer of the gym and into the courts themselves. The panel to swipe is to the RHS of the doors.

In Dunkers hire agreement with Donvale Christian College we have agreed to ensuring that the venue is well looked after and locked up at the end of our training sessions. Please read through the following.



*** No team is to enter the gym without being supervised by their coach or team manager who must be over the age of 18 years. ***

DCC has asked us to ensure that the gym is left clean and the following procedures followed if you are the last team training for the night

- No food or drinks (other than water) in the gym please
- Please leave a tidy gym and foyer after each training session
- Throw rubbish away in the outside bins after each training session
- Switch all gym lights off if you are the last to leave
- Make sure that the outside door near the downstairs toilet area is locked before leaving
- Make sure that the inside gym foyer door is locked before leaving
- Make sure that the outside gym door is locked before leaving
(If there are any problems with doors locking, please contact club coordinator)

If you are normally the last team to use the gym, and you for whatever reason need to cancel training, (eg most players away on camp or holidays) please advise your Age Group Coordinator. This will mean we are able to ensure that another team that night can take responsibility for locking up the gym.

- If there are issues with your Pass Card not opening the gym, please contact the Club Coordinator.
- No students can be considered an Adult under our agreement with DCC and therefore they can't run a training session alone, nor have a pass card.

TRAINING

You have been allocated a day and time (1 hour block) for training at the Donvale Christian College Gym.

Ideally your role at training is skills development for the players, and also to be mindful that our Child Safety guidelines are being adhered to.

Training will be cancelled if you as a coach are unable to train and if your Team Manager is unable to supervise training that week. **No other parent may step into that role without permission from the Club.** Official supervision must be done by a person who has not only advised their WWCC details to the Club and signed the appropriate Member Protection Declaration, but must also have prior permission from Donvale Dunkers.

You will have been given in your Dunker's Coach bag a folder full of training tips and drills. Please make use of these and any other resources that you find helpful – YouTube is a great resource.

Basketball Sizes -



MALE

U8 – Size 5 Basketball

U10, U12 & U14 – Size 6 Basketball

U16 & Above – Size 7 Basketball

FEMALE

U8 – Size 5 Basketball

U10 – U18's – Size 6 Basketball

JUNIOR COACHES / SKILLS TRAINERS

At times the club will have players expressing a desire to learn how to be a coach.

Players 14 years or in year 8 may take on the role of a Skills Trainer.

Players 15 years or in Year 9 may take on the role of a Junior Coach.

All of our information of what's required for this role is outlined clearly on our website - [u18-volunteer](#)

There is no expectation that every coach will take on a junior volunteer. If you are approached it is at your discretion as to whether you take this on. Please contact your Age Group Coordinator before starting any arrangement as they will need to go through some prerequisite steps.

It is absolutely essential that Child Safety considerations in these documents are understood and adhered to. At no time may an U18 junior coach or skills trainer be left alone with the team no matter how old they are. There must be a Club approved adult (whether coach, team manager or parent) present with them at all times.

AT THE GAME

1. Arrive at the stadium 10 minutes prior to the start of the game and encourage the players to warm up appropriately when the previous game ends.
2. Your Team Manager will ensure the scorer is in place and players are not marked as present if they are known to be absent.
3. The first 6 games are considered Grading Games and these are used by the association to ensure that teams are placed into the correct grades. You may move up or down grades during this time.

COACHES KIT

Coaches are provided with a Coaches' bag. Once you finish your time as a coach return everything but the coaches polo and whistle. The kit contains the following items

1. Basketball for training
2. Whistle for training
3. Coaches training board with whiteboard marker
4. Dunkers Coaches Polo top
5. First aid kit containing the following -
 - Ice packs x 2 - for sprains and bruising
 - Band-aids for cuts and blisters
 - Gloves x 2 pairs (non latex) to be used when treating flesh wounds
 - Saline ampules 10ml x 3 - for cleaning cuts or eye injuries
 - Gauze swabs x2 and melolin squares x2 – for covering cuts and scrapes
 - Antiseptic wipes – for cleaning blood from gym floor
 - Crepe Bandage (White) x1– strapping of ice pack
 - Compression bandage (Brown) x1 for sprains and strains
 - Micropore tape (white) – for securing gauze and bandages
 - Elastoplast strapping tape (brown) for strapping fingers
 - Tissues for blood noses etc
 - Sling
 - Antiseptic hand gel



INJURIES

- We do our best to ensure a safe environment for our players. Unfortunately, injuries may still occur. The club does not expect the coach or Team Managers to hold a First Aid qualification, but the coach has been given a First Aid Kit to deal with minor injuries. We would ask that all parents of players U12 and younger are either on the school property or have arranged for someone else to be responsible for their child which includes dealing with minor injuries.
- If there's any doubt as to the severity of an injury please don't hesitate to call 000.
- Restocking the First Aid Kit – please contact coordinator@donvaledunkers.org if your kit is needing to be restocked.
- All Saturday venues have first aid kits available so in the case of a more serious injury please see the venue staff.
- In the event of a serious injury you may need to get an injury claim form (download from the MEBA website). The \$25 Basketball Victoria fee provides a level of insurance for each player and coach at both training and games.

FILL IN PLAYERS

Your Team Manager will organise Fill In Players.

Sometimes due to injuries, your team may not have enough players for a game (you can play with 4 players minimum - although not ideal).

If you need to find fill in players, please be aware of the following rules

- If the fill in player plays for Dunkers already, they must be the age group below and playing at a lower grade (see the Fill in player grid attached)
- If the player doesn't play for Dunkers ensure that they aren't currently playing for another team in our association (MEBA).
- Any eligible player must be the correct age to play in your team.
 - For Winter players must be under the age as of 31st December previous year.
 - For Summer players must be under the age as of 30th June that year.
- It is the Team Managers responsibility to ensure that all fill in players are correctly entered onto the PlayHQ system at the game (including date of birth and an email address). Coaches' bags will contain a spare uniform "0" to be used when needed. This uniform is not to be used as a regular players uniform.



SINGLET CLASH

If you play a team with a similar colour top as Donvale Dunkers and you are the first team listed on the team sheet for that game then your team would need to turn your singlet to the reversible side for that game.

Example of Clash Singlet situation - In this case as Dunkers is listed first we would wear our tops in reverse – (purple)

Round 2

Saturday, 30 January 2021

 B18 Donvale Dunkers 2	52	🕒 06:30 PM
	FINAL	Nunawading Basketball Centre/Crt4
 B18 Heathmont Hornets 2	24	View Map

Donvale Dunkers has uniform clashes with the following clubs -

Waverley Raiders (WR)



Huntingtower Heat (HT)



Other Donvale Dunkers teams (DD)



FORFEITING A GAME

Your team manager will keep track of player numbers each week.

This happens sometimes, and while we try to avoid it by finding fill-in players, it is important to know what to do when it does happen.

1. **As soon** as you are aware that you are struggling to get players, you should contact the club – coordinator@donvaledunkers.org. They may be able to assist you to find other players, but if not, they will organise the forfeit of the game.
 - a. The deadline is 5pm Friday, before a Saturday game. This is to allow time to inform the other Club and Venue staff.

Please Note - At times games are scheduled for the first and last weekend of school holidays and sometimes on a public weekend. Scheduling is not done at a club level and therefore we can't control this. It would be wise to find out from your families early in the week prior to a Saturday game that falls on one of these weekends whether they are able to play. We find most of our forfeits happen on these dates.

It is important to try and avoid this situation as the Club will be fined \$100.

FINALS QUALIFICATION

If a player is injured or is absent during the season and does not play enough games to qualify for finals (each player must play a certain number of games to be eligible to play finals (grading games are included in the total), that player can request to still play in the finals but this request must be made to the Club Coordinator and submitted before the last match of the season.

It is most important that your Team Manger lets the Club Coordinator know about this as early as possible so that they can put your request in along with the doctor's certificate by the due date. You may also need to get an injury claim form (download from the MEBA website). Additionally, if you don't qualify 6 or more players for a final let us know and we can request a substitute player.

AGE GROUP COORDINATORS

We have a new system where we've assigned Age Group Coordinators. Please feel free to contact them for any questions you may have. These can be found on our website with contact info [Age Group Coordinators](#)

If you don't know what to do or how answer questions from your players go to our FAQs page to find out more [Dunkers FAQs](#) . If you can't find the answer, email your Age Group Coordinator.

QUESTIONS

No question is a silly one. If you don't know what to do simply ask a committee member by emailing us at coordinator@donvaledunkers.org. We want you to feel supported in the role that you are taking on, so it can be the best possible experience for everyone.

THE COMMITTEE

We are volunteers doing our best to make Dunkers a great club for local families. If you have any questions, please don't hesitate to contact the relevant person

Thank You for your support and effort this season!

From the Donvale Dunkers Committee

PLAY IN DIFFERENT AGE GROUPS (FOR FILL-IN PLAYERS ONLY)

X = NOT ELIGIBLE TO PLAY IN THIS AGE GROUP ABCD = denotes grades

Your team Fill in age & grade	U10 Grade	U12 Grade	U14 Grade	U16 Grade	U18 Grade	U21 Grade	U23 Grade
U8-1	ABCD	x	x	x	x	x	x
U8.2	ABCD	x	x	x	x	x	x
U8.3	ABCD	x	x	x	x	x	x
U8.4	ABCD	x	x	x	x	x	x
U10A	-	AB	ABC	x	x	x	x
U10B	-	ABC	ABCD	x	x	x	x
U10C	-	ABCD	ABCD	x	x	x	x
U10D	-	ABCD	ABCD	x	x	x	x
U12A	x	-	AB	ABC	x	x	x
U12B	x	-	ABC	ABCD	x	x	x
U12C	x	-	ABCD	ABCD	x	x	x
U12D	x	-	ABCD	ABCD	x	x	x
U14A	x	x	-	AB	ABC	x	x
U14B	x	x	-	ABC	ABCD	x	x
U14C	x	x	-	ABCD	ABCD	x	x
U14D	x	x	-	ABCD	ABCD	x	x
U16A	x	x	x	-	A	AB	AB
U16B	x	x	x	-	AB	ABC	ABC
U16C	x	x	x	-	ABC	ABCD	ABCD
U16D	x	x	x	-	ABCD	ABCD	ABCD
U18A	x	x	x	x	-	A	AB
U18B	x	x	x	x	-	AB	ABC
U18C	x	x	x	x	-	ABC	ABCD

