



**2018**

**Representative Athlete  
Association Hand Book**

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## ***ABSL Welcome***

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The purpose of the handbook is to provide athletes and parents with a general guideline on the management of the representative programs. If you have further specific questions please raise these matters with the Coach, Team Manager or contact ABSL.

## ***Background:***

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Each year, Associations send women's and men's representative teams to compete in the BBNZ National Age Group tournaments. There are three national tournaments per year which each Association representative teams attend. These are:

Date	Event	Location
02 <sup>nd</sup> – 05 Jun	AON U19 Nationals	Harbour
11 <sup>th</sup> – 14 <sup>th</sup> July	AON U17 Nationals	Wellington
18 <sup>th</sup> – 21 <sup>st</sup> July	AON U15 Nationals	ABSL

## ***Roles and Responsibilities:***

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ABSL through the Development Managers is responsible for all teams including trials and selections:

Prior to Trials:

- Advertise coaching and team manager positions
- Announce the appointment of Head and Assistant Coaches
- Advertise and conduct player selection trials
- Organise PREP4REP camps
- Secure training facilities for training sessions

After Trials:

- Provide support to coaches and managers through provision of administrative services
- Liaise with BBNZ and tournament organisers
- Send the Development Managers to national tournaments to provide ongoing support to coaches.
- Provide communication on the ABSL website

After Championships:

- Conduct a debrief with Head Coaches and Team Managers.
- Receive a written report form Head coaches within 4 weeks post tournament.

ABSL staff, Team Managers, Coaches and Players is expected to demonstrate the behaviours required to meet ABSL's Code of Conduct standards. Any person found in breach of these standards may be disqualified from the team/competition.

### **Coaches:**

As the overarching body ABSL is responsible for all policies and procedures and may direct coaches as required. ABSL supports coaches so that they may focus on the teams' preparation through training, conditioning and team management. A coach may be informed and must comply with any instructions that ABSL deems necessary. Coaches must meet the Code of Conduct standards.

### **Assistant Coaches:**

Assistant coaches are required to support the coach and team with all areas of the representative program and must meet the standards of the Code of Conduct.

### **Team Managers:**

The Team Manager is responsible for managing the well-being of the players for all off-court activities between coaches, parents and players. Other duties include:

- Liaising with ABSL
- Establish a good rapport and communicating with coaches, parents and players.
- Liaise closely with ABSL.
- Managing the team budget
- Managing players meals on the trip
- Washing the players uniforms (only)
- Supporting players medical needs as required
- Driving of the team bus/car
- Coordinate “off court” activities such as excursions
- Meet the standards of the Code of Conduct.

**Players:**

**ABSL staff, Coaches and Team managers will all demonstrate the utmost respect to every player. All players are expected to meet the Code of Conduct standards, as well as rules that are specific to their program. Players must abide by coaches and managers directions.**

**Players are expected to:**

- **Attend all trainings and games. If you cannot make a session you must advise the coach in advance.**
- **Arrive for training on time, ready to train, wearing shoes, ankle guards, training singlet on, with a full drink bottle and an inflated basketball, prior to the commencement of training.**
- **Be a good ambassador of the game.**
- **Follow the coaches’ instructions and challenges to develop your game and support your team.**
- **Accept new strategies, team mates, and training methods and try new playing positions with enthusiasm.**
- **Adhere to the Players Code of Conduct**
- **Play by the rules**

**Parents:**

**Can support by:**

- **Getting your child to training prepared and on time**
- **Paying fees promptly**
- **Encouraging your child to accept responsibility for their performance**
- **Providing good nutrition in your child’s diet**
- **Respecting opposition players, parents, officials and coaches.**

**Parenting and coaching are both challenging responsibilities. Understanding the roles of each and the following the proper channels of communication, will enable parents and coaches and team managers to work effectively with each other.**

**Parents should notify the team manager or coach of:**

- **Schedule conflicts in advance**
- **Health and other issues concerning the player and performance**
- **The coach is responsible for any team decision, and it is not appropriate to discuss these issues with the coach:**
  - **Schedule conflicts in advance**
  - **Team strategy**
  - **Other players**
  - **Players position on the team**

## ***ABSL Development Pathway– Overview:***

### ***Defining the basketball levels and stages:***

To ensure that development is delivered in the correct way it is important that each development stage is treated with specific and relevant detail. This allows for the basketball experience to be a positive one for the athletes, coaches, and off court participants including the managers, officials and parents.

Please visit the ABSL website – Representative – Pathway Model.

## ***The Huddle Registration Process***

All athletes are required to online register through the Huddle. Your name will not appear on the individual or team list registration for any tournaments.

### ***Key Dates:***

Date	Event	Location
17 <sup>th</sup> Mar	Super City	Auckland/Harbour
24 <sup>th</sup> Mar	Super City	Auckland/Harbour
30 <sup>th</sup> Mar – 02 <sup>nd</sup> Apr	Easter Tournament	Harbour
14 <sup>th</sup> Apr	Super City	Auckland/Harbour
05 <sup>th</sup> May	Super City	Auckland/Harbour
12 <sup>th</sup> May	Super City	Auckland/Harbour
19 <sup>th</sup> May	Super City	Auckland/Harbour
26 <sup>th</sup> – 27 <sup>th</sup> May	Northern Zone Championship U15/U17 Qualifying	Harbour
02 <sup>nd</sup> – 05 Jun	AON U19 Nationals	Harbour
11 <sup>th</sup> – 14 <sup>th</sup> July	AON U17 Nationals	Wellington
18 <sup>th</sup> – 21 <sup>st</sup> July	AON U15 Nationals	Harbour

### ***Super City 2018:***

The Super City competition is a major part of the competitive season for our ABSL Association representative teams. Multiple venues will be used across each of the different associations involved.

Draws will be online at [www.supercitybasketball.co.nz](http://www.supercitybasketball.co.nz)

### ***Northern Zone Championship:***

The Northern Zone Championship is the qualification process for teams attempting to qualify for the Basketball New Zealand National tournaments. Details of this including the draw will be released at a later date.

This will be only for the U15 and U17 age groups.

## ***2018 Super City Slam Easter Tournament:***

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All ABSL Representative Teams will be competing in a local Easter tournament. Harbour is the host Association and will conduct the tournament at various locations on the Shore. This will give teams the opportunity to play in a tournament environment.

Information around the Easter tournament will be released closer to the event. Please note that Association representative fee cover the cost of Easter Entry Fee.

## ***2018 BBNZ National Tournament:***

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Nationals (bar any adjustment from BBNZ) will be held at the following locations:

- U15 – ABSL
- U17 – Wellington
- U19 – North Harbour

Working with the 2018 Managers this process will start as soon they are appointed.

All costs for Nationals sit outside of the fees. The Team Manager will provide a budget 10 weeks prior to the National tournament.

ABSL requests parents stay in accommodation away from the team. This allows players to focus on the team and prepare for the competition.

## ***Training:***

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This year's fees will cover one training per week during the 2018 season; these will be held weekly to allow for preparation to be done leading into games, Easter, the qualification tournament & Nationals if the team qualifies. All scheduled training costs are included in the Rep fees. Training officially starts 05 February. Coaches and Managers will be notified of training times and days.

Additional sessions with your team are allowed, however these are at an additional cost to the players. The Team manager is responsible to inform parents of the extra cost incurred.

## ***Uniform:***

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All **Representative Players** will be allocated a reversible playing singlet for the season. This is to be returned to the manager.

Players are required to purchase their own shorts, which are theirs to keep. These cost an additional \$40.00 and can be purchased from a SAS Sport outlet (located in Papakura, Papatoetoe & Trusts Arena), or online through their online store.

All players will receive a warm up t-shirt as part of their Rep fees.

Any other apparel can be purchase through the SAS online

## **Financial Management:**

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Selection into a Representative team requires a considerable financial investment. It requires a full commitment throughout the entire season including all of the scheduled events and tournaments as scheduled within the Representative season.

The set fees cover the Auckland (Local) based activities within the Representative programme. Should a team qualify for Nationals or choose to partake in any additional tournaments/events these costs will sit outside of the below fee structure.

**ABSL have a “no pay no play” policy!**

### **Payment and Policy information:**

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*Please read this section very carefully.*

**2018 Rep Fees WWABI \$300 ONLY**

**No Training fee – organised through coach.**

**Responsible for venue hire.**

#### **Payment Schedule**

2017 - Deposit	\$	50.00	<b>Non Refundable</b>
02-Feb	\$	50.00	
02-Mar	\$	50.00	
30-Mar	\$	50.00	
27-Apr	\$	50.00	
25-May	\$	50.00	

#### **Withdrawal and refunds:**

In the event that an athlete withdraws from the selected team refunds are provided on the following basis:

- Prior to PREP4REP Camp 3 – Full refund.
- Post Easter No refund

If you withdraw with a serious medical condition post Easter (i.e. season ending injury/illness with medical notice) refunds can be reviewed via application to the CEO.

#### **Included in fees:**

The fees are set to be all inclusive and cover the majority of the season costs in one payment.

Fees include:

- All local games (roughly 20 games over the season, including Super City, Easter and Northern Zone Championships - qualifying).
- Contributions towards training court hire fees – 1 per week.
- Contribution towards PREP4REP Camp.
- Representative fee (medical/uniform/prize giving/equipment/warm up T-shirt)

Additional costs **excluded** from the above fees:

- National tournament costs (NB: ABSL applies for tournament entry fees each year. Outcome of this funding will be known 6 weeks prior to the Nationals)
- Travel and on ground costs for the National tournaments if out of Auckland.

**Training court hire refund clause:**

If in the event an individual team can access a gym for training at no cost then we can refund that team the training court hire equivalent back up to one training per week. (This only applies when all team fees are paid and over 1 months' notice is given).

**Discounts:**

**Coach/Manager Discount:**

To acknowledge the many hours of voluntary work that the appointed Coach and Manager give to our teams, if they have a direct family member (child/sibling) in the team they can apply for the following discount:

*Coach – 50% off total fees*

*Manager – 30% off total fees*

Application to receive discount must be completed via the CEO and applies to the appointed Head Coach and one Manager only per team.

**Additional children:**

Families with more than 1 child in the representative programme can apply for family discount. This only applies to direct siblings and the discount applies as follows:

*2<sup>nd</sup> Child 10% off second child fees (1<sup>st</sup> Child will relate to the eldest)*

*3 or more Children from same family please contact CEO.*

**Payments can be made:**

1. ALL fees are to be paid 4 weeks prior to the National tournament.
2. Please email our Financial Manager, Carolyn Jones, to arrange this to arrange alternative payment options if you cannot meet the current payment schedule - [Carolyn@absl.co.nz](mailto:Carolyn@absl.co.nz)

**Payment Options:**

1. Credit card payment online. See links below.
2. Direct Credit: **(ANZ 01 1845 0016703 00 Child's Name and Team as reference)**
3. Cheque: Make cheque out to Auckland Basketball Services Ltd. and send cheque to the Office (PO Box 26599, Epsom, Auckland 1344)

**Online Payment Link for **WWABI****

<https://eventdesq.sportstg.com/index.cfm?fuseaction=main&EventDesqID=27123&OrgID=20743>



## ***Important Contacts:***

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Once your manager is assigned please fill in their details below.

Name	Position	Email	Phone
	Coach		
	Manager		
<b>Tui Tait</b>	Events Administrator	tui@absl.co.nz	6237651
<b>Carolyn Jones</b>	Accounts Manager	carolyn@absl.co.nz	6237651
<b>Tania Hunter</b>	Representative Manager	<a href="mailto:tania@absl.co.nz">tania@absl.co.nz</a>	021853114
<b>Aik Ho</b>	Development Manager	<a href="mailto:aik@absl.co.nz">aik@absl.co.nz</a>	02155504
<b>Tracy Aitga</b>	CEO	tracy@absl.co.nz	

***ABSL would like to wish the players good luck for the season***

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## **DOCUMENTATION TO BE RETURNED TEAM MANAGER**

### ***1. Medical History***

### ***2. Code of Conduct***

### ***3. Limitation Personal Release Agreement***

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***All Representative information can be found the ABSL website:***

***- Representatives***

***All forms are available on the ABSL website:***

***- Resources***

- Code of Conduct Parent **must be signed and returned*****
- Code of Conduct Coach **must be signed and returned*****
- Player Transfer Forms***
- Bank Account Number***

***Super City Draw information: [www.supercitybasketball.co.nz](http://www.supercitybasketball.co.nz)***

***Venues locations for events***



**CONFIDENTIAL**  
**PERSONAL INFORMATION &**  
**MEDICAL DISCLOSURE FORM**

It is important to gain as much information about the players as possible. The following questions need to be answered so that we can provide a safe experience for everyone involved. This form must be filled out and signed by the player. It must then be signed by a parent or legal guardian.

Athlete Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**MEDICAL DISCLOSURE**

(Please circle)

- |                       |              |
|-----------------------|--------------|
| Muscle Pain           | Diabetes     |
| Vision Impairment     |              |
| Breathing Problems    | Hypoglycemia |
| Anxiety/Depression    | ADD/ADHD     |
| Sleep Walking/Talking | Other        |

Please comment about the nature of the problem(s) below. Include degree of severity, treatment & medication:

Are there any special dietary needs that we need to cater for?

Yes/No

(This is not likes or dislikes; this is allergies/cultural beliefs etc.)

Please comment about the nature of dietary needs. Include degree of severity, treatment & medication:

Is there any other information about yourself child that we should know about, in order to ensure that you are not at risk emotionally or physically?

**EMERGENCY CONTACT INFORMATION**

Please provide as much information as possible.

**EMERGENCY CONTACT 1:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

**EMERGENCY CONTACT 2:**

Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

I give permission for the manager to administer any medication to my child if required.

**Name of Medication:**

**Quantity:**

In the unlikely event of a medical emergency, I consent to the Team Management, making medical decisions on behalf of my child, until such time as the Emergency Contacts can be contacted.

Parent or Guardian Signature:

# Code of Conduct:

**As an ABSL Basketball representative a high standard of behaviour is expected at all times. Players are expected to be positive and to accept responsibility for all their actions.**

## Players

I will:

- Always play by the rules
- Never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition
- Control my temper. I understand that verbal abuse of officials and other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- Work equally hard for myself and my team
- Be a good sport and applaud all good plays whether they are made by my team or the opposition
- Treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- Cooperate with my coach, team mates and opponents
- Display modesty in victory and graciousness in defeat
- Participate for my own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Thank the opposition and officials at the end of the game
- Comply with anti-doping policies.

I will not:

- Arrive at the venue or play sport while intoxicated.
- Use Social media as vehicle to defame or "bully" my peers/coaches/managers/opposition.

In the event that a player is expelled from the team, the ABSL agrees to notify the guardian immediately.

THE player and the guardian shall indemnify and hold harmless ABSL, its employees, directors, officers, sponsors, contractors, volunteers and agents from any and all claims, demands, actions and costs which may incur as a result of the athlete's failure to satisfy any provision(s) of this Agreement. This indemnification shall survive termination of this Agreement.

PARENT/GUARDIAN/ATHLETE TO COMPLETE:

By signing below the player and the guardian acknowledge having read and understood the Representative Rules as listed above, and agree to abide by all such rules.

The Player: \_\_\_\_\_ Date: \_\_\_\_\_

The Parent/Guardian:

\_\_\_\_\_ Date: \_\_\_\_\_

## Limited Personal Release Agreement

The following form is a limited personal release agreement. It allows you to use the model's name or image only for the purposes specified in the agreement.

Limited Personal Release Agreement

### Grant

For consideration which I acknowledge, I grant to Auckland Basketball Services Limited (ABSL) and ABSL assigns licensees, and successors, the right to use my image for the following purposes:

#### ***Social media Promotion and Marketing***

In the following territory of New Zealand for a period of one year(s) (the "Term").

I grant the right to use my name and image for the purposes listed above in all forms and media, including composite or modified representations, and waive the right to inspect or approve versions of my image used for publication or the written copy that may be used in connection with the images.

### Release

I release ABSL and ABSL's assigns, licensees, and successors from any claims that may arise regarding the use of my image including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity, or copyright. Company is permitted, although not obligated, to include my name as a credit in connection with the image.

**Name:**

**Date:**

**Signature:**

**Address:**

**Witness Signature:**

Parent/Guardian Consent (include if the person is Under 18)  
I am the parent or guardian of the minor named above. I have the legal right to consent to and do consent to the terms and conditions of this release.

**Parent/Guardian Name:**

**Date:**

**Parent/Guardian Signature:**

**Parent/Guardian Address:**

**Witness Signature:**

#### *Explanation for Limited and Unlimited Personal Releases*

The Grant section establishes the rights granted by the person. In the unlimited agreement, a "blanket" grant is used. This grant is broad and intended to encompass all potential uses, whether informational, commercial, or other.

In the limited agreement, the uses must be listed—for example, "For use on the cover of trade book and for related advertisements." This release also has limitations regarding territory and term. Insert the appropriate geographic region and term—for example, "North America for a period of two years."

The Release section is the person's promise not to sue the company for legal claims such as libel and invasion of privacy.

If the person is a minor, the parent or guardian should sign where it is marked Parent/Guardian Consent. Since issues about release authenticity often crop up many years after a photo was made, a witness should sign the agreement to verify the person's signature or the signature of the parent. The witness should be an adult. An employee or assistant is suitable.