

HILLS BASKETBALL ASSOCIATION LTD

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Organisation:	Hills Basketball Association Ltd
Policy Name:	Representative National Club Championship Policy
Effective Date:	01/07/2024
Approved by:	CEO
Reviewed:	Annually

1. PURPOSE

This policy outlines the procedures and expectations for Hills Basketball Association (HBA) Representative teams attending a National Club Championship.

2. SCOPE

This policy applies to any HBA Representative team selected to participate in a National Club Championship.

3. GENERAL GUIDELINES

- Eligible teams will be informed at the initial team meeting with the Representative Manager.
- Once qualified, all players and parents/carers must attend a compulsory information session with HBA staff and team officials.
- All participants must comply with this Policy, the Representative Travel Policy, and relevant Basketball Australia competition regulations.

4. MANDATORY REQUIREMENTS

All participating team members and parents/carers must:

- Complete and sign a Consent Form.
- Complete and sign a Code of Conduct.
- Submit a medical form for each athlete.
- Submit a travel authority form (if travel is required).

5. TOUR MANAGEMENT

- Each team must appoint a **Tour Manager** responsible for accommodation, transport, finances, fundraising, and sponsorships.
- The Tour Manager may be the Team Manager but teams are encouraged to nominate a separate individual.

Accommodation & Travel

- All players must reside at the same team accommodation.
- Special accommodation requests must be approved by the Representative Manager.
- Families are encouraged to stay in individual rooms at the team accommodation.
- Teams must travel together to/from venues.
- A team bus and driver must be organised in advance.
- Parents/carers and supporters are expected to make separate travel arrangements.

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6. BEHAVIOUR & CONDUCT

All team officials, players, and parents/carers must adhere to:

- HBA Codes of Conduct and Policies
- BNSW Policies and By-Laws
- Basketball Australia By-Laws and event guidelines

7. PLAYER AVAILABILITY

- Players who contributed to the team's qualification are expected to participate in the tournament.
- If replacement is required (e.g., due to illness, injury, or disciplinary reasons), a selection meeting will be held involving the Coach, High Performance Manager, and Representative Manager.
- A replacement player will be chosen based on positional needs and team requirements. Once confirmed, the Representative Manager will contact the family.

8. TEAM COMPOSITION

- While the maximum roster for Nationals is 12 players, HBA encourages teams to travel with 10.
- If additional players are needed (e.g., due to injury concerns), a meeting will be held with relevant staff to select the most appropriate replacement.

9. FINANCIAL MANAGEMENT

- The Tour Manager is responsible for managing finances and should maintain accurate records.
- Tournament costs must be equally shared among players and non-parent/carer team officials.
- The head coach's expenses (travel, accommodation, meals) will be covered by team contributions.

Budget Priority Order:

1. Transport (flights and team bus)
2. Accommodation
3. Meals
4. Team activities
5. Team merchandise

Parent Contributions & Fundraising

- Parents/carers are encouraged to participate in fundraising activities.
- Fundraising reduces the net cost of the tour. Only participating families benefit from surplus funds.
- Families opting out of fundraising must pay the full indicative cost prior to adjustments.

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- Sponsorship is treated as fundraising income.
- HBA Association Grants are not considered fundraising income and must be evenly distributed among all players and officials.

Deposits & Payments

- Team Managers are not required to use personal funds.
- Parents/carers may be asked to pay deposits with adequate notice.
- Surplus funds, after all commitments are met, will be equally distributed among fundraising participants.

10. HBA CONTRIBUTION & MERCHANDISE

- HBA will provide a financial contribution (Association Grant) to assist with travel and accommodation costs.
- HBA will supply an approved National Club merchandise range.

11. FUNDRAISING & SPONSORSHIP

- All fundraising activities must be approved by the Representative Manager. Refer to the [Fundraising Policy](#).
- Additional sponsorship funds may be raised using the official HBA National Club Championship Sponsorship Package, available from the Representative Manager.
- All sponsors must be reviewed and approved by HBA.