

Brisbane Kings Inline Hockey Club



PROCESSES

The following processes are intended to assist in consistent and fair application of policies and procedures and ensure all members are aware of the core policies and procedures by which Brisbane Kings Inline Hockey Club (BKILHC) operates.

Joining a Brisbane Kings Junior Competitive Team

1. There are two streams for joining a BKILHC junior competitive team - as a new-to-inline-hockey player, or as a player with experience outside BKILHC.
2. Prospective players are to be properly assessed as suitably prepared to play competitive inter-club inline hockey before joining or upgrading as competitive members.
3. The club team arrangements and team numbers may also influence if and when new players are invited to join the competitive league, as will the timing during the season.
4. New-to-inline-hockey players are to:
 - a. Attend a BKILHC Come and Try session/s
 - b. Join BKILHC as recreational/development member and Participate in the Learn to Play program (and potentially in-house games)
 - c. Once assessed by a coach as ready to participate in the competitive league, upgrade to competitive membership
5. Experienced players from outside BKILHC are to:
 - a. Contact BKILHC and arrange to attend a junior competitive training session to enable a coach to evaluate your skating and hockey skills
 - b. Agree proposed course of action with BKILHC e.g. join the Learn to Play program, join as an in-house game participant, or immediately join a competitive team
 - c. Undertake necessary registration arrangements (e.g. transfer of clubs, joining as competitive member).

Registration

1. All club players, coaches, managers and officials must register with and pay any required membership fees before playing or commencing any duties.
2. All registrations are to be made directly via the BKILHC Revolutionise site www.revolutionise.com.au/brisbanekings/.
3. In joining BKILHC, members are also agreeing to Skate Australia Inc. terms in addition to the BKILHC Code of Conduct.
4. At the commencement of the competitive season junior players will be provided with an information package containing:
 - a. Manager contact details
 - b. Links to junior draw and information on location of rinks etc.
 - c. Links to all by-laws.
5. Members are to advise the Registrar of any change to their contact or other details to ensure Revolutionise (the BKILHC member database and communication platform) contains the most up to date information. Note the email/s included at registration will be used for all club communications with the member.
6. Registration of members who are financially in arrears either at BKILHC or any previous club (where a member is proposing to transfer to BKILHC) cannot be accepted and the player may not participate or member perform duties on behalf of the club until all outstanding payments are reconciled.
7. All BKILHC Management Committee members, managers and club officials (accredited scorers / timekeepers) are to be registered as minimum Associate members with Skate Australia. Where the only

reason for registration is in order to perform these duties at club level only, the club will cover the cost of the Associate membership fee on the members behalf. If the member takes on roles outside of BKILHC that require membership (or upgrades membership for another reason eg as a player), these fees are to be reimbursed to BKILHC.

Payments

1. Fees to cover all club general training and SEQ junior league game costs throughout the year (ie excluding individual uniform orders, participation in one-off events or specialist training sessions) must be paid prior to participation in games or training.
2. To ensure quality assurance of accounting, payments are to be made by bank transfer, cash is not accepted.
3. Fees will be issued on a regular basis as determined by the BKILHC Management Committee across the period in which games and training occur, for example monthly or once a school term (ie 3 or 4 times per year before the commencement of that term). Where fees are overdue by more than 2 weeks a “no pay no play” policy will apply to games and training.
4. Please contact the Treasurer if you wish to implement an alternate payment plan eg weekly direct debit.
5. Fees apply as follows:
 - a. A base annual fee paid in the specified parts
 - b. If team composition involves playing in more than one division, a one-off annual “playing up” fee at end of term 1 (ie once team composition and capabilities are established) to cover playing up in a minimum of 50% + 1 games (subject to player availability at offered games), plus training sessions.
 - c. Dedicated goalie fee is the base annual fee only, regardless of whether playing up or down, including in floor position also. The base annual fee for goalies is the same as for floor players, on the basis that goalie-specific training is incorporated in training sessions.

Blue Cards

1. All committee members, coaches, managers and club officials (accredited scorers / timekeepers) aged 18 or over are to hold an up-to-date blue card.
2. If a Blue Card is already held, this information should be provided when registering with BKILHC in order that a central record is maintained, or provided to the Registrar if/when a Blue Card is issued.
3. A Blue Card application can be made via www.bluecard.qld.gov.au/applications/applications.html.
4. Should a member already hold a Blue Card for another reason than in relation to BKILHC, then a “Link an applicant.cardholder to this organisation form” must be completed via <https://www.bluecard.qld.gov.au/pdf/forms/DJAG008-Link-an-applicant-or-cardholder.pdf>.

Uniforms

1. On commencing participation in the junior competitive league, and at the commencement of each season if applicable, floor players and dedicated goalies are obliged to purchase a club jersey (including in relevant colour if more than 1 BKILHC team is playing per division).
2. Purchase of club cover pants is optional. Black/red cover pants are the preferred alternative.

Equipment - floor players

1. All required equipment is available to borrow for participants in the Come and Try and Learn to Play program. This equipment remains at the rink in the storeroom at all times.
2. On commencing participation in the junior competitive league, players are expected to purchase their own equipment, ie all protective gear (helmet, elbows, shin guards, gloves), girdle (optional but highly recommended), and stick.
3. Please contact the BKILHC Management Committee if you wish to arrange to borrow equipment (for a maximum of up to 1 season) while arranging to purchase your own. Under no circumstances is club equipment to be used outdoors, on non-approved surfaces or in relation to any other sport eg ice hockey.
4. All players must purchase and wear a mouthguard.

Equipment - goalies

1. BKILHC will endeavour to have sufficient club goalie equipment to ensure competitive teams are fully equipped for games, where a division does not have a dedicated goalie with their own gear.

2. This club equipment (included unnamed goalie cut club jersey) is available for use during training and games, but is to remain at the rink in between times, to enable use at Come and Try / Learn to Play sessions or by other players should the goalie not be able to attend a training session/game.
3. The coach or team manager is responsible for taking the club goalie equipment to and from away games.
4. Players may request to borrow club goalie equipment for training purposes eg State Titles try-outs, Skate Queensland arranged goalie clinics, use at indoor training facilities on approved surfaces. The proposed purpose and date/time of use must be registered when borrowing the equipment. Under no circumstances is club equipment to be used outdoors, on non-approved surfaces or in relation to any other sport eg ice hockey.
5. Dedicated goalies are encouraged to progressively purchase their own gear, to enable other players to 'try-out' the goalie position in club gear at training etc.

Storeroom

1. Players are always welcome to arrange to borrow equipment for a game or training session if something has been forgotten. However, players and parents are not to enter the storeroom without permission from / being accompanied by a member of the BKILHC Management Committee.
2. Equipment borrowed must be signed out by the players and the accompanying manager / BKILHC Management Committee member.

Resources

The following resources support BKILHC policies and procedures, and are linked / attached below:

1. Incident Form (including for Code of Conduct Breaches) - fill in at <https://client.revolutionise.com.au/brisbanekings/incidents/overview/> or if unavailable, complete alternate paper copy below.
2. Injury Report Form (included for record of injuries players, officials or spectators) - fill in at <https://client.revolutionise.com.au/brisbanekings/injury/overview/> or if unavailable, complete alternate paper copy below.

Brisbane Kings Inline Hockey Club



INCIDENT FORM / REPORT

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Issue raised by:
Issue reported to:
Names of people involved and their clubs / associations:
Description of incident:
Witnesses:
Feedback sought from:
Description of feedback or other information:
Date and description of each action/s taken:
Date issue closed:

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INJURY FORM / REPORT

SPORTS INJURY REPORT FORM

PERSON INJURED ☐ Player ☐ Team Official ☐ Instructor ☐ Coach ☐ Volunteer ☐ Spectator

Name _____ Gender _____ Date of Birth _____ Age _____
M/F DD/MM/YY

Address _____ City _____ Province _____ Postal Code _____

Height (approx.): _____ Weight (approx.): _____ Years of Experience: _____

(1) Witness Name _____ Witness Phone Number _____
(2) Witness Name _____ Witness Phone Number _____

INJURY CLASSIFICATION

☐ Acute Injury ☐ New Injury ☐ Recurrent Injury This Year ☐ Recurrent Injury Last Year
☐ Recurrent Non Injury ☐ Complication of Prior Injury ☐ Other _____

NATURE OF INJURY

☐ Laceration ☐ Sprain ☐ Fracture
☐ Dislocation ☐ Other _____

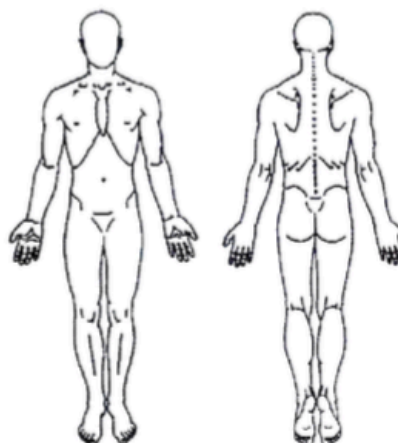
SYMPTOMS

☐ Loss of Feeling ☐ Shortness of Breath ☐ Dizziness ☐ Loss of Consciousness ☐ Other _____

Draw in your face on the picture provided.

Mark the area(s) you are experiencing any of the complaint(s) listed above with the appropriate symbols. Mark any areas of radiation. Include all the affected areas.

Numbness
Pins & Needles O O O
Burning X X X X
Aching * * *
Stabbing / / /



Grade the intensity / severity of pain (if any) you are presently experiencing.

None
0
1
2
3
4
5
6
7
8
9
10
Worst

CAUSE OF INJURY EXPLAIN HOW THE ACCIDENT OCCURRED. e.g. WAS ANOTHER PLAYER INVOLVED OR WAS THE INCIDENT INDEPENDENT OF CONTACT.

INITIAL TREATMENT

☐ None Given ☐ Rice (Rest, Immobilize, Cold, Elevate) ☐ Sling ☐ Splint ☐ Wrapping/Taping ☐ Dressing
☐ Crutches ☐ Manual Therapy ☐ CPR ☐ Stretch/Exercise ☐ None Given – Referred Elsewhere

Name (Please Print)

Signature

Date