

Team Manager Information

(July 2021)

Thank you for taking on the role of Team Manager for your team. The team manager is an essential role in ensuring that the season runs smoothly and that players, parents and coaches have the information they require. Hopefully, with the information below, it can be a great way to be more involved with your child's sport, support the team and get to know other parents.

If you have any questions/issues throughout the season please contact your relevant Coordinator:

Coordinator	Name	Phone	Email
Boys	Kirsty Ferriggi	0411 220 715	boyscoordinator@basinwildcats.com
Under 8 Boys	Stef Juchno	0421 667 648	boys.8s@basinwildcats.com
Under 10 Boys	Andrew Weekes	0438 785 552	boys.10s@basinwildcats.com
Under 12 Boys	Andrew Weekes	0438 785 552	boys.12s@basinwildcats.com
Under 14 Boys	Adam Green	0411 681 866	boys.14s@basinwildcats.com_
Under 16 Boys	Kirsty Ferriggi	0401 734 108	boys.16s@basinwildcats.com
Under 19 Boys	Kirsty Ferriggi	0411 220 715	boyscoordinator@basinwildcats.com
Under 23 Boys	Sharon Furssedonn	0408 700 144	senior.boys@basinwildcats.com
Girls	Jason Clemow	0419 379 182	girlscoordinator@basinwildcats.com
Under 8-10 Girls	Brent Airs	0429 049 009	Junior.girls@basinwildcats.com
Under 12-16 Girls	Jason Clemow	0419 379 182	girlscoordinator@basinwildcats.com
Under 19-23 Girls	Tony Davidson	0437 618 030	senior.girls@basinwildcats.com

Communication / Emails

The primary role of the team manager is to communicate with the team – parents, players and coach.

Prior to the start of the season, the coach will have been provided with information regarding players in the team and an allocated training time and venue and will advise the team of the details.

Throughout the season, the team manager will ensure that the players/parents:

- are kept up to date regarding game times and venues and any fixture changes
- are forwarded any information/requests sent to team managers by the club

The expectation is that the team manager will have the most current details/contact information regarding their players/parents, so are in the best position to distribute information. Please let your coordinator know if any issues or concerns arise.

Training Time / Venue

The coach requests what night/time they wish to train prior to the start of the season. Not every coach/team gets their first preference. Our trainings are on Monday, Tuesday, Wednesday or Thursday at Knox Stadium, Fairhills High School or The Basin Primary School.

Fixtures

Fixtures can be found on the Knox Basketball webpage.

https://www.playhq.com/basketball-victoria/org/the-basin-wildcats-basketball-club/4f0bc4b4

Knox Basketball recommends that the use of fixture apps should not be relied on solely for game times as sometimes fixture changes do occur and the apps are not updated. The club secretary will notify you if we receive advice that a fixture change has been made however we ask that you also check the PlayHQ webpage weekly and notify your team appropriately.

Contact Details

Ensure all team members have contact details for the coach and team manager.

If parents are agreeable, consider sharing team member contact details so parents can communicate with each other, eg if they need assistance with transport to/from games/training on occasions.

Ensure the club has all of your team's current contact details as this is utilised to communicate and keep club members up to date with new developments/opportunities/process changes. This information can be forwarded to the club secretary (secretary@basinwildcats.com) who will update our database.

New players

Ensure that new players/parents to the club (and the team) are welcomed and introduced to other members of the team.

Ensure that new parents have received the "Information kit" for new parents including list of venues, player and parent code of conduct. This should have been provided when the player was first signed up, but please 'double-check'.

If you have a new player enquiry, please refer them to our New Player Coordinator (see Basin Wildcats website for contact details).

Spare Uniforms

The club has a limited store of uniforms for loan so new team members can play while waiting for their new uniform to be printed. New players should be referred to our Uniform Coordinator to arrange a uniform (see Basin Wildcats website for contact details).

First Aid Kit

The club provides a first aid kit and ice pack that is signed out to the coach with their coaches' kit. It is recommended that the coach or team manager brings the first aid kit and ice pack to each training session and game. Contact Rachel Barclay on 0408 638 184 or email equipment@basinwildcats.com if your team does not have a first aid kit, or ice pack, or if you need any items replenished in the kit during the season.

Scoring Roster

Make up a scoring roster to ensure all families assist with scoring. Do not include the coach's family. Use the attached form if that is of assistance.

Inform parents that if they are unable to score on their allocated day, it is up to them to swap with another person. If a parent does not know how to score, other parents should be encouraged to assist them. Reassure parents that it is not a difficult task.

Scoring

See attached scoring information sheet. The team manager should also:

- Ensure that the scorer is willing and capable to score. Arrange for any new scorers to have support from a
 more experienced parent.
- Check the scorer has entered the names of the players who are attending. Ensure previous fill-in players are not tickled unless playing. Ask the referee to assist if required.
- If the players are not present at the start of the game you can add them to the computer if and when they arrive. The scorer can ask the Referee for assistance with this if required.
- If you have a fill in player who is not on the computer, please add then ensuring correct spelling of name and accuracy of date of birth are entered.
- Check that the player's numbers/names are correct. If not, change on the computer and notify your coordinator or club secretary as soon as possible.
- Ensure that the scorer stays at the bench until the referee has signed off. Any discrepancies are to be voiced before this is done, or preferably during the game as they arise.
- Ensure that any injured players are added to the computer by the referee at the end of the game.

Injury or Illness

If a player is injured or unwell and is unable to play for more than 2 weeks, they will need to obtain a medical certificate to ensure that they will still remain eligible to play in finals.

A medical must have an end date and will not be accepted if it states that it is open ended or to be determined, etc. If the length of the period of the injury is not able to be defined by the medical practitioner then they should either enter a date such as the end of the season or the year or on a more practical note the date of the next medical appointment when the doctor will be able to issue a new medical or clear them to play.

**The medical certificate needs to be provided to the club within 18 days of the missed games in order to seek 'game credit' from Knox Basketball. Certificates can be scanned/emailed to our Medical Coordinator at medicals@basinwildcats.com or put in The Basin Wildcats Mailbox at Boronia Stadium (near Office/Court4).

The Bench

Remind parents that the "player's bench" (ie the area directly next to the scoring bench) is reserved for the coach and players only. Team managers can also sit here. Encourage players, even from a young age, to sit with their coach at all times.

Walkovers

- 4 players are required for a game to start.
- If only 3 players attend a game, you can utilise the opposition players (with negotiation between coaches) as fill-ins to avoid walkovers. Please wait until the ref signals a walkover.
- If your team is in attendance at a walkover, leave before half time and you will be refunded entry fee.

• How and when to notify Walkovers

If your team needs to notify a walkover, there is a correct procedure for doing so:

<u>Who to Contact</u>: The coach should notify the coordinator ASAP in the first case, otherwise contact the club secretary, so that Knox Basketball can be contacted.

<u>When</u>: This should be done before Wednesday of the week before the game. Walkovers notified after the Wednesday attract a higher fine.

You should not ring the opposition team, club, or stadium.

Failure to follow this procedure can lead to confusion.

Fill in players

If a player is not attending training or the game, please ensure that the coach is aware as soon as possible. Team managers are not required to organise fill ins but should liaise with the coach and with the coordinator to advise regarding the need for fill ins. There are strict rules regarding who can/cannot fill in, including penalties for not adhering to these rules including loss of a team's points or the re-grading of a player. Should a fill in player be used in your team please let the club fill in officer know at fill.ins@basinwildcats.com as soon as possible.

When there are 2 Basin Wildcat teams in the same age group and grade more rules apply – Refer to your coordinator. For example:

- The teams in the same grade and age group cannot fill in for each other.
- If one team uses a fill in from a younger age group and lower grade the other team cannot use that fill in max 2 games allowed (as usual).
- Can use a player from a younger age group and **same** grade for the season unless one of the teams is re-graded.
- See notes above under scoring re adding 'Fill In' Players.

Alternate/Clash Tops

If your team is in a grade with another Basin team you will be required at some point throughout the season to wear our alternate/clash tops. The away team (second named team) on the fixture is to wear the alternate tops, unless agreed otherwise between the two teams. If your team is to wear the tops, please contact the uniform coordinator by 8pm on the Monday before your game to arrange collection of the tops. On the day of the clash round you must change the player numbers in the computer prior to the game commencing. After the game you are responsible for organising the cleaning and return of the alternate tops to the uniform coordinator.

Reports

If a player or parent is reported, please notify your coordinator and club secretary as soon as possible. Please take a note of any witnesses and provide these details also. The doorkeepers at each venue should have complaint forms available for you to fill in if required.

Warm Up Tops and Hoodies

Should you have any players interested in ordering a hoodie, please ask them to contact our Uniform Coordinator (see Basin Wildcats website for contact details). If any players are interested in ordering a warm up top, please ask them to contact The Print Shop directly on 9720 3585 to place their order.

Basin Wildcats Website http://basinwildcats.com

Use this to access current information on fees, uniforms, the committee members and coordinators contact details.

Knox Basketball Website http://www.knoxbasketball.com.au

Information such as rules for each group, fixtures, venues, Parents, Spectators and Players Code of Conduct, Extreme Heat Policy, Blood and Jewellery Policy.

Photography at Basketball

If your team wishes to take photographs or video of a game please notify the opposition to seek their permission in order to avoid any potential issues regarding privacy.

End of Season Get-together

It is general procedure for the team manager to organise an end of season party/get together, as well as thank you gift for coach on behalf of the team. It is appropriate to ask each parent for a small contribution towards the coach's gift.

- ** Appendix 1 Scoring Information
- ** Appendix 2 The Template letter attached may be of assistance to send out to players/parents.
- ** Appendix 3 Team Contact Details and Scoring Roster
- ** Appendix 4 Current Order Form for Club Hoodies
- ** Appendix 5 Current Warm-Up Top images
- ** Appendix 6 Basketball Victoria "Codes Of Conduct" please read this and ensure all parents, players and spectators are aware regarding the expectations.



Junior Domestic Scoring Information

TIMING

- o 2 x 17 Minute Halves
- Clock Stops for EVERY WHISTLE in the LAST THREE (3) MINUTES of the second half only.
- Clock starts once the ball is touched by a player after being passed in

Clock does not stop after a goal is scored, unless a shooting foul is called by the referee

TIME-OUTS

- o Time-outs can be called on any whistle
- o Time-outs can be called <u>AFTER</u> an opponent has scored a goal, providing the request is made to the referee <u>BEFORE</u> the ball is passed back into play

SUBSTITUTIONS CAN BE CALLED AFTER:

- o Any whistle
- o The shooter may be substituted providing the request has been made to the referee PRIOR to the first shot commencing

TEAM FOULS

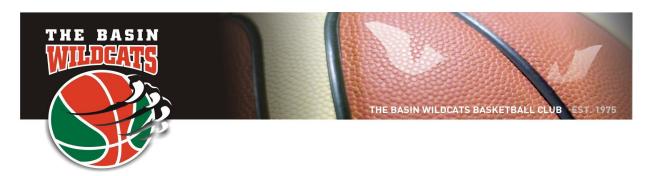
The referee's must be notified after 8 team fouls

SCORING

Scorers must be over the age of 14 and communicate with the other team's scorer during the game to confirm points, fouls etc. If not doing the computer, the scorer must check that the other scorer has added the points and fouls against the correct player. Scorers should ensure that the computer is showing the correct score at the end of the game and should not leave the scorers bench until the refs have signed off on the computer



APPENDIX 2 - LETTER



Dear Parents,

Welcome to the <Season Under <a

- Fixtures for the Teams in The Basin Wildcats
 https://www.playhq.com/basketball-victoria/org/the-basin-wildcats-basketball-club/4f0bc4b4
- Game Venues https://www.knoxbasketball.com.au/junior-venues/
- Training Day / Venue: <a href="
- Need to miss a game or training? Contact the coach ASAP < Name and contact details >.
- Arrive Early Ensure that you arrive at least 10 minutes before the game & training to ensure you are warmed up and ready to play
- **Contact Details:** Please let me know if your contact details change and please also let me know if you would like one or both parents contacted.
- **Scoring** All families are expected to score during the season. If you are unable to make the date assigned to you, swap with someone prior to the game. If you require assistance with scoring please just ask.
- Eligibility for Finals To be eligible for finals players must play 3 of the Grading Games and half of the season plus one and they always round up. It is usually a minimum of 9-10 games per season. If you have any concerns, please let me know and I will contact the Club Secretary.
- Check your mobile! You may be contacted via text if training is cancelled, if there is a change to match time/venue or a cancelled match.
- Basin Wildcats Website: http://basinwildcats.com
 Current information on fees, uniforms, the Committee contact details
- KNOX Basketball Website http://www.knoxbasketball.com.au/junior-domestic/

<Name, mobile and email address>

<Name, mobile and email address>

Team Manager

Coach

APPENDIX 3 – TEAM CONTACT DETAILS & SCORING ROSTER



TEAM CONTACT DETAILS:

TEAM:

No.	Player	Parent Name	Parent Contact No.	Email Address

SCORING ROSTER:

Round	Scorer / Family	Round	Scorer / Family
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	







Basketball is intended to be a recreational activity for enjoyment and health. These codes of conduct have been developed by Basketball Victoria to give participants some guide to the expectations it has on those participants. It is intended to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved so people are more likely to start and continue their involvement in basketball. Enjoy!!

PARENTS' CODE OF CONDUCT

- 1. Encourage your children to participate for their own interest and enjoyment, not yours. Support your children in their participation in basketball but do not force them to play if they don't want to. Sport is played by children for enjoyment and fitness. It is good for their bodies but should also be good for their minds. If they feel too much pressure from you it may make them rebellious or even depressed. It is very tempting for parents who are involved in a sport, or who have children with abilities they wish they had themselves to try and force the children to participate or to participate at a level to which they do not aspire. Resist the temptation.
- 2. Encourage children to always play by the rules. Just as responsible parents teach their children to obey the law of the land, so should those same parents encourage their children to play sport by the rules. If your children show no respect for the rules of the game of basketball, they can also come to believe that breaking the law is acceptable too. If you see your children constantly breaching rules you should be prepared to speak to them at an appropriate time.
- 3. Teach children that an honest effort is always as important as a victory. Your children will suffer many disappointments in their lives. You should teach them from an early age that whilst a win in basketball will bring them much pleasure, it is not the most important thing. Participating to the best of their abilities is far more important than winning. You can help them learn this, so that the result of each game is accepted without undue disappointment.
- 4. Focus on developing skills and playing the game. Reduce the emphasis on winning. If children see that effort is rewarded by an increase in skills, they will derive considerable pleasure and see the importance of striving to improve over the necessity to win every game. Primary responsibility for skills training rests with the children and their coaches but you can assist with their enthusiasm by attending games, encouraging them to practise away from formal training and games and even joining in with this practice.
- A child learns best by example. Applaud good play by all teams. Acknowledge all good plays whether they be by your children's team or the other team. Good manners and respect can be infectious. If you acknowledge the achievements of your children's opponents it is likely your children will follow suit. This can assist to create a positive and supportive climate for all children involved in the game.
- Reserve constructive criticism of your own children for more private moments. Children can be very sensitive and feel strong humiliation if they are criticised in front of their peers. When you do feel the necessity to speak to your child about something that displeases you, make the effort to explain what the problem is and why you are concerned about it. If you can see some way of avoiding the problem in the future, also explain this to the children. Give your children an opportunity to offer you an explanation. You are not communicating with your children effectively if all the communication is one way.

7. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform and your children could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, discuss it with your children in a constructive manner.

8. Set a good example by your own conduct, behaviour and appearance.

Children often learn by example. You are the prime role models for them. Make your parenting rewarding and beyond criticism by leading by example. Do not criticise opposing team members or supporters by word or gesture. Accept loss graciously and applaud the efforts of all playing the game. Do not be one of the "ugly" parents occasionally seen at sporting events.

9. Support all efforts to remove verbal and physical abuse from sporting activities.

Parents have considerable influence in how sports are conducted. Often they are called on to perform volunteer work to help organise their and others' children's' activities. Use this rewarding experience, not just to assist in getting the necessary work performed, but also to influence the atmosphere in which your children play the sport. Children not as fortunate as yours whose parents are not willing or able to be involved may need some guidance on what is or isn't acceptable behaviour.

10. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution. Your children will most likely follow your lead in matters of discrimination and vilification.

11. Show appreciation for volunteer coaches, officials and administrators.

Volunteers are necessary for the functioning of sporting activities. Without them, your child could not participate. Whilst many are parents of people involved in the sport, many are also people dedicated to the sport and its development. Show them the respect and appreciation that they deserve.

12. Keep children in your care under control.

Basketball encourages you to bring your children to games. However, there can be dangers to them in a basketball stadium. They can also constitute a danger to players. You should ensure that children with you at a basketball game are well behaved and do not wander onto or too near to courts. They can easily be knocked down by a player or a player can trip over a child when concentrating on the play and not expecting a small child to be in the way.

13. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Discourage your children from engaging in dangerous practices such as hanging off hoops or "slam dunking". Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

PLAYERS CODE OF CONDUCT

1. Understand and play by the rules.

Understanding and playing by the rules is your responsibility. The rules exist for the safety, proper order and enjoyment of all people involved in basketball. The lessons to be learned in this respect in basketball are lessons that can and should be carried over into all aspects of your lives. Do not ignore or deliberately break any rules. Even if you think that a deliberate foul may give your team an advantage, you should not commit the deliberate foul in the interests of fair play. If you do consistently commit deliberate fouls or break the rules you must accept that there will be consequences for you and your team. Do not let yourself or your team down.

2. Respect referees and other officials.

Referees and officials have a difficult task to perform and you could not play the game without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Players who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, have your coach, captain or manager approach the referee during a break or after the game, in an appropriate manner.

3. Control your temper.

Verbal abuse of officials is a serious offence against the rules of basketball. Verbally abusing other players or deliberately distracting or provoking an opponent are also not acceptable or permitted in basketball. Loss of temper is not only unpleasant for other participants in the game, it can also distract you and have an adverse effect on your concentration and effectiveness on the court.

4. Work equally hard for yourself and for your team.

You owe it to yourself and others involved in your team to train and play to the best of your abilities. Your team's performance will benefit - so will you. If you are half-hearted about your involvement in the sport you will become dissatisfied and lose out on the much of the enjoyment and satisfaction you can derive from giving it your best.

5. Be a good sport.

Acknowledge all good plays whether they be by your team or the other team. Good manners and respect can be infectious. Everyone likes to be praised when they do something well. If you acknowledge the achievements of your opponents it is likely they will follow suit. Part of participation in sport is respect for all participants in the game. Your opponents are entitled to proper courtesy. Always introduce yourself to your opponents on court, congratulate them whether you win or lose and accept a loss gracefully. Remember that the opposition coach is there trying to do the best for their team and is also entitled to respect.

6. Treat all players as you would like to be treated.

Do not interfere with, bully or take unfair advantage of another player. Just because one of your team cannot perform as well as you do does not mean that they are not trying. Everyone makes mistakes. Do not abuse or ridicule another player when a mistake is made. Constructive guidance and encouragement when a player does well will assist a player to improve their game.

7. Play for the "enjoyment of it" and not just to please parents and coaches.

Playing sport, including basketball, should be fun. This doesn't mean that you shouldn't take it seriously, just that at the same time you should enjoy it. If you enjoy an activity you will perform much better and derive far more benefit from it than if it is an unpleasant experience. You may experience pressure from your coach and parents and others to perform outside of your capability or desires. Whilst this can be a positive and their way of showing you support in your activities, you should resist it where it no longer is enjoyable.

8. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

9. Be prepared to lose sometimes.

Everyone wins and loses at some time. Be a fair winner and a good loser. Disappointment at losing is natural, but it should not be obvious to the point of being unpleasant for others. Just as unpleasant can be the boastful winner. Recognise that even in defeat, the loser has achieved something, just by playing. Not everything in life can be a winning situation. Losing can be an important learning experience for your wider life goals.

10. Listen to the advice of your coach and try to apply it at practice and in games.

Your coach has been appointed to coach your team because they have certain abilities and experience. They have also undergone training to ensure that you get the best coach that you can commensurate with your skill levels. Apart from skills training, your coach can provide you with helpful advice on all aspects of playing basketball. Make the most of the opportunity provided to you to work with your coach to have a happy and successful experience in basketball.

11. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Do not engage in dangerous practices such as hanging off hoops or "slam dunking". Quite properly, these practices are banned in most venues. Not only can equipment be damaged but serious injury can occur.

SPECTATORS CODE OF CONDUCT

1. Remember that most people play sport for enjoyment.

People are not playing basketball for the entertainment of spectators nor are many of them professionals. You should be watching basketball for your own enjoyment and to show support for those playing. Help the players to enjoy their game. Applaud good performances from each team. Congratulate all players regardless of the outcome.

2. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform. You would not have a game to enjoy without them. They are there to enforce the rules of play but they cannot always be right. Accept bad calls graciously. Abuse of referees is unacceptable behaviour. Spectators who consistently dispute decisions or do not accept bad decisions are bad sports. If you disagree with a decision, accept it graciously – you cannot change it.

3. Always be positive in your support for players.

Never ridicule or shout at a player, particularly a young player for making a mistake during competition. Positive support for players will offer encouragement to them and most likely spur them to better things on the court.

4. Condemn the use of violence in any form.

Never encourage players to engage in violence or engage in it yourself. Violence has no place in basketball and strong action should be taken to discourage it.

5. Respect your team's opponents, officials and spectators.

Without your team's opponents, there would be no game. Their supporters are there to enjoy the game as much as you are. Light-hearted banter with an opposing spectator can add a further element of fun to a game. Conversely, nasty or inappropriate behaviour or remarks will seriously detract from it.

6. Encourage players to obey the rules and to accept decisions of officials.

Often players can get carried away when spectators become enthusiastic or heated over an issue. This can be a positive but it can also be negative when it involves such behaviour as disputing decisions. Always encourage players to obey the rules and do not dispute referees' decisions.

7. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches or officials.

Anti social behaviour such as foul or abusive language has no place in basketball. If others engage in it, just ignore them – they will soon tire of it if they get no reaction. Alternatively, ask them politely to desist. If it continues and it is serious, bring it to the attention of an official.

8. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

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10. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Do not encourage players to engage in dangerous practices such as hanging off hoops or "slam dunking". Quite properly, these practices are banned in most venues. Not only can equipment be damaged but also serious injury can occur.