

HORNSBY KU-RING-GAI SPIDERS GUIDELINES FOR MANAGERS



Prior to commencing duties as a Manager for a Representative Team, it is imperative that the “Working with Children’s Check” be completed online with a copy provided to the Hornsby Ku-ring-gai Basketball Office. The Website link is

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application->

Fill out the volunteer/student declaration on the right hand side of the home page. A registration form (with clear email and mobile numbers) must also be lodged with the HKBA Office. Managers should work with Coaches to ensure the first aid kit/ice is present at trainings and that each team has someone trained in first aid.

BENCH ROSTER

It is necessary for every team to provide two QUALIFIED bench officials (Parents) for each Junior match. Once the draw is completed, draw up a roster and distribute to parents. Bench will be provided for Senior Games from our list of Qualified Bench Personnel.

Bench will also be required at all pre-season matches. Encourage all the parents to attend the bench courses run by the Association to be qualified and also to review the “Bench Booklet” provided by the Association to advise them of rules and procedures. Date of Courses will be notified via email to all players.

UNIFORMS

Ensure that the set of singlets provided to your team are kept together at all times. This means the Manager should collect the singlets at the end of each game, launder them in cold water and bring them to the next game. If we allow the players to take the singlets home each week we invariably lose a couple each year and the loss of one or two singlets is very, very expensive.

The reversible singlets you are provided with are merely to use when we play another green team or have a clash of uniform. When this occurs, the AWAY team must play in the reverse strip. Hills is the most obvious clash, but very often they play in their reverse strip against us anyway, so just check with the opposing team manager well before tip-off time.

It is also a good idea for the Manager to keep the green set and another parent who will be every game or the coach keeps the reverse strip. This just means that if the manager for some reason is late to the game or unable to attend at the last minute, the reverse strip of singlets will be at the game for the team to commence play.

Please ensure your players are well presented at all times, both on the court and on the bench.

SPIDERS SHOP

Uniform days will be specified by the office as to Times and Dates for the Months of December , Janaury, and early February. After this time parents will need to order online via our online store. It is wise not to use the online store unless sizing is known.

FIRST AID KIT

Each team is supplied with a first aid kit. If there is anything missing or lacking in your kit, send an email to info@hornsbyspiders.com.au.

DRINK BOTTLE CARRIER AND DRINK BOTTLES

All teams are supplied with a drink bottle carrier and drink bottles. One of the main roles of the manager is to ensure drink bottles are constantly filled up during a game. Every child should drink at least one full bottle during a game and in most cases two. Drink bottles can be given to the players at the end of the season to keep; however it is similar to singlets - if the players take them home at the end of the match you will probably never see them again, so please look after them from week to week during the season. The Drink Carriers are the property of the Association and are to be returned at the end of the season with the full set of singlets, balls and first aid kit.

BALLS

We ask that the manager look after the match balls. It's very easy to lose track of these on game day so keep you eye on it at all times, especially just at the end of the game. All players are asked to have their own basketball and to bring this to each practice.

MONEY

All monies are to be paid to the office and are not the responsibility of managers. Parents of players will be emailed Association Bank Details for season fees and the office will deal directly with parents regarding payments.

BBQ & Photographs

Our BBQ ladies may need your assistance in organising a roster of parent volunteers. The BBQ provides a good service to our own and visiting teams and

raises a little money for the club as well. Photographs are organised once a year and again your job will be to ensure all players are notified and available at the designated time.

PLAYER/PARENT AGREEMENT FORMS

Forms are now online and each parent and child must sign a “Code of Conduct Form” online. Parents may ask if they want their child photographed. The NSWBA office will send to the Spiders Office the list of names not to be photographed. Managers will need to inform opposition teams or anyone with a camera to not take pictures if there are players on the “No Photos” list. Court Supervisors at the Brickpit will assist with this at home games.

COMMUNICATON AND LIAISON

Without doubt the most valuable role the manager can play is to facilitate good communication between all parents, the coach and the association. If you can ensure everyone knows what is happening, support your coach as much as possible – you will have assisted us more than any other way. If there are any parental or coach conflicts, **please do not get involved**. Notify the Administrator (Vicki Dean) and/or the Representative Program Director (Karen Dalton).

REFEREES

The staff at the Office may need the Manager to help with the transport of a Referee to games. Please remember the Referees are also members representing Hornsby Ku-ring-gai Spiders and welcome them when they travel with you – it can be a lonely job at times. It is the requirement of our teams to provide an Official during Coastal Classic and Preseason Games and any Central Venue Games.

TOWELS

It can be very handy if the Manager has a couple of spare old towels in her bag. These will be used for wiping the court when required or if a player needs a towel and has not brought one of their own.

DATES AND TIMES OF GAMES & PRESEASON

It is wise to get all parents in the habit of checking online for dates and times of games. At times the Office will send to Coaches and Managers the times of games to be distributed. In most cases any notification for dates/times goes to all parents to ensure we have most of the team present if anyone views the schedule wrongly.

COURT BOOKINGS: TRAININGS

Office staff will liaise with Coaches for any bookings required. It is imperative that only the Coach of the team be involved in requesting bookings. Office staff will then confirm bookings with Coaches who can then notify the Manager for distribution of time and venue.

Keys: Managers or a Parent from the team are welcome to pick up keys to assist the Coach. All keys are locked in the Brickpit overnight; so keys must be returned before 10:15 p.m. closing time at the Brickpit or as soon as the last practice is completed at the venue. Under no circumstances is a player or person under the age of 20 allowed to be in possession of a key unless they are an HKBA employee. **The contracts with the schools are on a "trust" basis that the keys and codes to buildings will be in the possession of Adult Team Staff/ and or employees only. Children are not to run into the Brickpit to ask for a key nor are they to run from cars to return a key.** For venues without key or codes/ please ensure you have the Number of the Security Staff should any problems arise. Barker/ Knox/ and Abbotsleigh will have all Security on the premises.