

Strathmore Unicorns Basketball Club Team Manager Guide



**Version 4.2
April 2016**

Strathmore Unicorns Team Manager Guide

The purpose of this document is to outline the roles of the Team Manager and provide a guide for new Team Managers to undertake their responsibilities.

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Strathmore Unicorns' Aims

- To create a social community around the sport of basketball that improves the
- well-being of young people
- Expose as many children as we can to the game of basketball
- Encourage parents to remember it's a game – it is not NBL
- Everyone is expected to be a good sport, be part of a team, and have FUN!
- Respect that umpires and officials are human; coaches, scorers, team managers and club officials are volunteers
- Strathmore Unicorns is a club run by volunteers – the more help the merrier

Team Manager Role

- Ensure all players complete online registration at the beginning of each season.
- Ensures that all new players complete an association registration.
- Ensure each player has filled in a medical information form and it is present for each game.
- Collect monies from players to pay for team sheets each game
- Ensure team sheet is filled out correctly each week
- Ensure all players sign the score sheet each week
- Ensure an adult scorer is present each game
- Support the coach in his/her role
- Facilitate communication with team, parents, coach, club and association
- Ensure players/parents are aware of where games are being played and what time
- Help new players ease into the club and learn all the information needed
- Encourage parents and coach to be familiar with the code of conduct
- Coping with minor crises such as injuries. Some kind of first aid kit is recommended
- Ensure no parents talk to referees – only the coach can talk to referees
- It is not necessary that the team manager physically does all these roles – but to delegate where appropriate

Requirements

- A Working with children check is required by all coaches and team managers
 - This number must be communicated with the club
 - You can apply here <http://www.workingwithchildren.vic.gov.au/>
 - It is free for volunteers
 - This requirement also applies to police officers and school teachers
- Code of Conduct
 - All players, coaches, parents and Team Managers must read and agree to abide by the Code of Conduct. This describes the expected behaviour of all groups associated with basketball. This ensures that everyone can enjoy their basketball experience
 - Basketball Victoria Code of conduct
http://www.basketballvictoria.com.au/fileadmin/user_upload/PDF_ADMIN/ALL_Codes_of_Conduct.pdf
 - Strathmore Unicorns Parents Code of Conduct
http://www.foxsportspulse.com/get_file.cgi?id=2825720
- Please note a Team Manager is not by virtue of that position a supervisor of children, a transporter of children, a substitute coach or a personal counsellor. Any arrangements parents make for supervision or transport of their children is a matter for private arrangement at their own risk.

General information

- Basketball consists of 2 seasons, the Winter Season which generally commences towards the end of Term 1 and concludes towards the end of Term 3 and the Summer Season which commences just before the Term 3 school holidays and concludes towards the end of Term 1.
- No games are played on the middle week of the Term school holidays or on public holiday weekends. The summer holiday break the last game is on the Saturday before Christmas and the first game back is the Saturday following Australia Day.
- Normally the first 3 games of the winter season are used as grading games.
- Not all teams with play finals, it will be the top 4 of either grade or reserve grade. The seasons usually consist of roughly 16 - 18 rounds and 3 final rounds.
- A fee of \$2.50 must be paid at the stadium door per person entering the stadium. Team Managers will pay this entrance fee, as do players, parents and spectators.
- Each game a fee must be paid at the stadium door for the team sheet which will be taken care of by the team manager.
- Players are asked to contribute money each week to cover the cost of the team sheet, the amount which will depend on the number of players in the team, the current team sheet fee is \$50 (as at March 2015).
- There must be 4 players on court to start a game – once the clock has run for ten minutes and there are still only three players the game is considered a walkover.
- All players must be registered with the club and the basketball association (see below).

Collection of Fees

- The team manager is responsible for payment of the team sheet fee. This fee is payable in cash on game day at the stadium door.
 - It is currently \$50.
- The team manager must collect from each player a fee to pay the team sheet each week.
 - This may be done on a week to week basis, a season basis, or another period as agreed with the parents.
 - Keep a proper record of monies collected and spent (may choose to use this spreadsheet http://www.foxsportspulse.com/club_info.cgi?c=1-49-27050-0-0&SID=318838)
- A kitty may be required to buy a coach present or other incidentals decided by the team
- If the team has to forfeit (less than four players) there is a fee, it is up to the team to cover the cost. The fee is twice the team sheet fee.
- The team manager does not collect registration fees. This is done online at www.strathmoreunicorns.org.au

Team sheet

- The team manager is responsible for completing the relevant sections of the team sheet before the game each week
 - The front side of the sheet needs to be filled in with numbers
 - The back side of the sheet needs to be filled in with numbers and names
 - It is recommended that a list of players names and numbers is carried to aid with completing this

- If the front side of the sheet is missing names this indicates that a player is not registered or a team error has occurred and follow up needs to occur
- Each week the back of the sheet must be signed by all players who played that day
 - Signing the back of the sheet is how the association tallies how many games have been played to see which players qualify

Scorer

- Each side must provide an adult scorer each game – one does the sheet; one operates the electronic scoreboard
- It is recommended that the team manager run a roster to share the scoring around
- A guide to scoring is available and on the scoring desk will be special timing rules – ensure the scorers understand these http://www.foxsportspulse.com/get_file.cgi?id=3485124

Walkovers

For those new to basketball, a walkover is given when a team cannot field 4 players on the court prior to 10 minutes elapsing in 1st half of the game. In addition to that, the opposition, that didn't get a game gets their scoresheet money back, and that money comes indirectly from the fine levied on the team giving the walkover.

Strathmore Unicorns Basketball Club will *only cover one walkover fine per team per season*. After that the team themselves is responsible for directly paying for any further walkovers fines.

A **notified walkover** is where the club (via the head registrar) has notified Broadmeadows Basketball Association (BBA) at least 72 hours before the scheduled game time of our inability to field a team.

For example if your game were scheduled for Saturday at 12 PM, that means the Registrar must have notified Broadmeadows by Wednesday 12 PM or earlier for a walkover to be considered a notified walkover, which clearly indicates considerable planning is required to achieve a notified walkover.

An **unnotified walkover**, where less than 72 hours' notice is given, incurs a fine of twice the cost of the scoresheet – essentially, you are paying for your team's scoresheet and the opposition's scoresheet fee as well.

A **notified walkover**, also incurs a fine, but a smaller one - twice the cost of the scoresheet, less \$15. Walkover fines must be paid before the next fixtured game for the team; otherwise that game, and all subsequent games will be forfeited, until the outstanding walkover fine is paid.

The club would obviously prefer to avoid all walkovers wherever possible, so the recommended approach if you believe your team will be short of numbers is to contact your age group registrar first, and ask if they can find any *younger* age group players to fill in for that week.

The reason we recommend *younger* age group players, is that players from a younger age group, can "play up an age group", even if they have already played a game, specifically to avoid walkovers. However players most certainly cannot play two games on a Saturday *in the same age group*.

If that still fails to provide your team with enough numbers to field a team, then please contact the head registrar to notify a walkover as early as possible in the week, to ensure any walkover fine is minimized,

and keep in mind that if it is the second or subsequent walkover fine for your team, *the team itself will need to pay it*, prior to taking the court for your next game.

Finals – Preparation

There are a number of things that a Team Manager needs to do in the weeks approaching finals, if your team is going to play in finals:

- The number of teams that will participate in finals will vary from grade to grade.
- Several weeks before finals, the association will publish the details of finals for your grade. This will usually include details of the minimum number of games a player needs to have played to qualify to play in finals.
- At the same time the Team Manager needs to be able to verify how many games each player has played. To do this you can follow these instructions:
 - Go to the link http://www.foxsportspulse.com/assoc_page.cgi?c=1-49-0-0-0&a=COMPS which is the Broadmeadows Association Fixtures page.
 - Find the entry for your team's grade, and click on the **Fixtures** link.

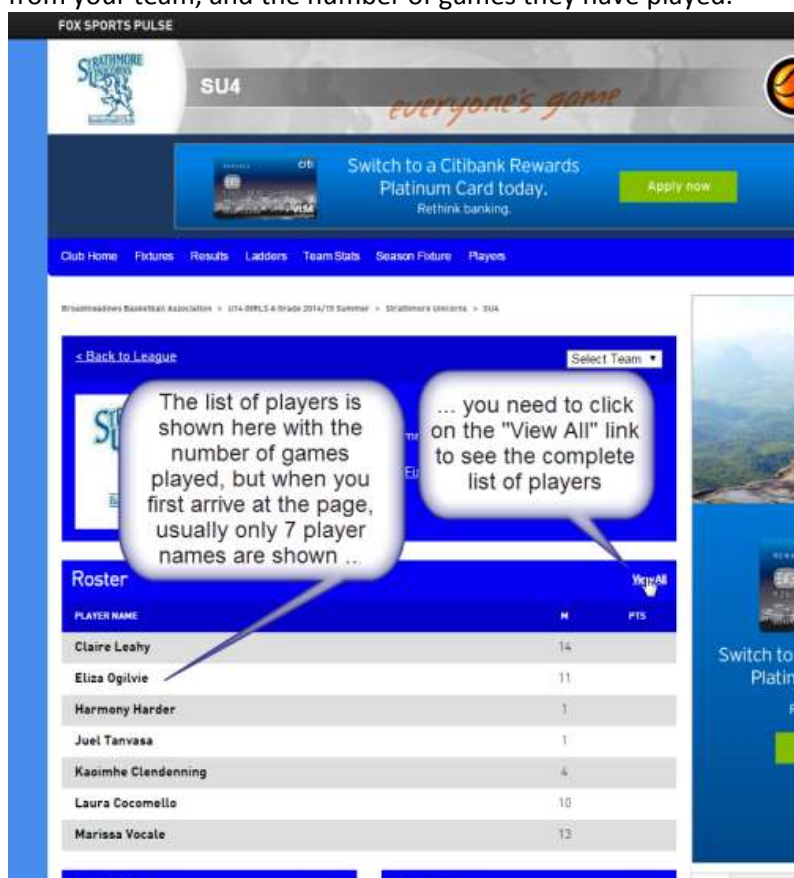
The screenshot displays the Broadmeadows Association Fixtures page. The main content area shows a list of fixtures for various grades. The 'Under 14's' section is expanded, showing a table of fixtures. A red box highlights the 'U14 BPLA A Grade 2014/15 Summer' entry, which has a 'Fixtures' link next to it. The page also includes a sidebar with 'Sponsors' (Logicale), 'News from Basketball Victoria', and 'News from Basketball Australia'.

| Grade | Team | Opponent | Date | Time | Status |
|---------------------------------|-----------|----------|---------|----------|---------|
| U14 BPLA A Grade 2014/15 Summer | FOXSPORTS | NSW 14's | 1/10/15 | 10:00 AM | LAUNDRY |
| U14 BPLA A Grade 2014/15 Summer | FOXSPORTS | NSW 14's | 1/10/15 | 10:00 AM | LAUNDRY |
| U14 BPLA A Grade 2014/15 Summer | FOXSPORTS | NSW 14's | 1/10/15 | 10:00 AM | LAUNDRY |
| U14 BPLA A Grade 2014/15 Summer | FOXSPORTS | NSW 14's | 1/10/15 | 10:00 AM | LAUNDRY |

- On the Fixtures Page for your Grade, click on the name of your team.



- On the following page, you will be shown a (potentially incomplete) list of the players from your team, and the number of games they have played.



- After clicking on the “View All” link, the list is expanded to include *all* players who have played with the team throughout the season and show the number of games they have played.

Back to League Select Team

SU4
COMPETITION
U14 GIRLS A Grade 2014/15 Summer

TEAM LINKS
Club Website - Squad/Roster - Fixtures - Stats

Roster View All

| PLAYER NAME | M | PTS |
|---------------------|----|-----|
| Claire Leahy | 16 | |
| Eliza Ogilvie | 11 | |
| Harmony Harder | 1 | |
| Juel Tanvasa | 1 | |
| Kaoimhe Clendenning | 4 | |
| Laura Cocomello | 10 | |
| Marissa Vocale | 13 | |
| Millicent Andrew | 12 | |
| Taylor House | 3 | |
| Vaega Tufuga | 13 | |

Last 5 Games View All

| | | |
|-------|----------|-----------|
| 14/03 | Rebels 1 | 0 |
| 28/02 | RM1 | 36 - 19 W |

Next Game View Game

All Games completed

- There are exceptional circumstances where players who have played less than the minimum qualifying number of games in the season, will be granted the right to play in finals, on a case by case basis by Broadmeadows Basketball Association. These might include serious injury which kept them from the court for extended periods of the season. However the Team Manager needs to explicitly apply for such exemptions, making the case why an exemption from the minimum number of qualifying games should be granted.

Finals – On the Day

- For most finals, score sheets are pre-filled with names of qualified players
- It is crucial for team managers to examine the score sheets carefully as early as possible before the game, and ensure all of the players they believe are qualified, are shown on the score sheet.
- Any irregularities should be reported to Broadmeadows Basketball Association as quickly as possible.

Communicating with team, parents, coach, club and association

- Make sure everyone knows where fixtures are available online - http://www.foxsportspulse.com/assoc_page.cgi?c=1-49-0-321727-0&a=COMPS
- Inform team and parents of special events
- Communicating any changes to training times
- Double checking fixture the night before the game in case of last minute changes
- Communicating any changes or issues to club

- Reporting any behavior that needs reporting

Coping with Injuries

- Some kind of first aid kit is recommended containing an ice pack, tissues and band aids
- An ice pack is usually available at counter of stadium
- A towel is handy for spills on the court
- If the Team Manager is first aid trained (not essential) then they can provide basic first aid assistance
- Normally the most useful first aid item is a cold pack
- Door Supervisors are first aid trained to assist with injuries
- If a serious injury occurs then an incident report should be completed
- These can be found with the door supervisor.

New Players

- Any new players must be confirmed by the club registrar
- A player must be at least 5 years of age before they can take the court in the Broadmeadows Association. Please ensure no player takes the court who is younger than 5.
- Player number is allocated by the club but it should be confirmed by the Team Manager that there are no clashes in the team
- In addition to club registration, an Association registration card must be completed for new players. These can be obtained from a door supervisor.
- Proof of birth, i.e. an ORIGINAL birth certificate, passport or Child Health Record book must be sighted by an official at the stadium or Leisure Centre.
- Ensure new players are aware of the uniform information on the website (see below).
- Until the full team has uniforms, players can wear dark shorts (no pockets) and a singlet and borrow bibs from the door supervisor for the entire team, or borrow the [alternative singlets](#).
- All players need to complete a medical information form at the start of each season. The Team Manager is responsible for ensuring that these are brought to each game in case of emergency.
- All players should bring their own water bottles to games and training sessions.
- Team Managers should make themselves aware of the “years of birth” that children can be born in to play in their team’s age group. The following table provides a cross reference of years of birth, and what teams those children can validly play in during coming seasons. This document is also available for download from the Resources page of the Strathmore Unicorns web site and will be updated from time to time to cover future periods.

Strathmore Unicorns – Age Brackets

Basketball age brackets are if you are born between January 1st and December 31st unlike other sports

| Year Born | Summer Season | Winter Season | Summer Season | Winter Season | Summer Season | Winter Season | Summer Season | Winter Season | Summer Season |
|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2015/2016 | 2016 | 2016/2017 | 2017 | 2017/2018 | 2018 | 2018/2019 | 2019 | 2019/2020 |
| 1997 | Under 19s | | | | | | | | |
| 1998 | Under 19s | Under 19s | Under 19s | | | | | | |
| 1999 | Under 19s | Under 19s | Under 19s | Under 19s | Under 19s | | | | |
| 2000 | Under 16s | Under 19s | Under 19s | Under 19s | Under 19s | Under 19s | Under 19s | | |
| 2001 | Under 16s | Under 16s | Under 16s | Under 19s | Under 19s | Under 19s | Under 19s | Under 19s | Under 19s |
| 2002 | Under 14s | Under 16s | Under 16s | Under 16s | Under 16s | Under 19s | Under 19s | Under 19s | Under 19s |
| 2003 | Under 14s | Under 14s | Under 14s | Under 16s | Under 16s | Under 16s | Under 16s | Under 19s | Under 19s |
| 2004 | Under 12s | Under 14s | Under 14s | Under 14s | Under 14s | Under 16s | Under 16s | Under 16s | Under 16s |
| 2005 | Under 12s | Under 12s | Under 12s | Under 14s | Under 14s | Under 14s | Under 14s | Under 16s | Under 16s |
| 2006 | Under 10s | Under 12s | Under 12s | Under 12s | Under 12s | Under 14s | Under 14s | Under 14s | Under 14s |
| 2007 | Under 10s | Under 10s | Under 10s | Under 12s | Under 12s | Under 12s | Under 12s | Under 14s | Under 14s |
| 2008 | Under 8s | Under 10s | Under 10s | Under 10s | Under 10s | Under 12s | Under 12s | Under 12s | Under 12s |
| 2009 | Under 8s | Under 8s | Under 8s | Under 10s | Under 10s | Under 10s | Under 10s | Under 12s | Under 12s |
| 2010 | Under 8s | Under 8s | Under 8s | Under 8s | Under 8s | Under 10s | Under 10s | Under 10s | Under 10s |
| 2011 | | Under 8s | Under 8s | Under 8s | Under 8s | Under 8s | Under 8s | Under 10s | Under 10s |
| 2012 | | | | Under 8s | Under 8s | Under 8s | Under 8s | Under 8s | Under 8s |
| 2013 | | | | | | Under 8s | Under 8s | Under 8s | Under 8s |
| 2014 | | | | | | | | Under 8s | Under 8s |

Uniforms

- Further information is available on the website:
http://www.foxsportspulse.com/club_info.cgi?c=1-49-27050-0-0&SID=309837
- it is strongly recommended new players buy a reversible singlet (and not the cheaper one sided singlet) as that will become the norm as the alternative tops are being phased out
- Ensure players organize their uniform as quickly as possible
- Ensure all players wear the correct shorts - shorts can never have pockets
- If Strathmore is playing Strathmore the first listed team on the fixture wears the alternative (green) or reversible (white) top

Borrowing Alternative Singlets

- Until all team members have purchased the reversible tops you can find the information on borrowing alternative singlets here:
http://www.foxsportspulse.com/club_info.cgi?c=1-49-27050-0-0&slD=310708
- Please organise this early in the week
- If you fail to organise alternative singlets bibs are available at the stadium

Training

- Oak Park Stadium is at located 9 Hillcrest Rd, Oak Park VIC 3046
- Each team is expected to train once per week
- Training times are allocated by the club
- Training sessions are scheduled at 45 minutes each
- Each team gets half a court
- The training courts are not booked during the school holidays, but they *are* booked for the rest of the competition year, including the weeks preceding long weekends. The only days we *don't* hire them for, are the actual public holidays.
- The first training group at the stadium must collect the stadium key from 20 Sutherland Street Hadfield – it is kept in the switchboard box by the front door. Don't knock.
- Get to know the other teams training before and after you to set up a system so your team can be notified if the stadium will be unlocked or not.
- The last training group must securely lock the stadium and return the stadium key back to Sutherland Street
- When closing the gym check that all external doors are closed, turn off all lights including the lights in the toilets. Lock the gym door, toilet doors, front door and grate
- The Oak Park Stadium 'Conditions of Use' must be followed at all times
http://www.foxsportspulse.com/get_file.cgi?id=2825718
- No food or drink is allowed in the gym, only bottles containing water are allowed.
- Only non-marking runners to be worn on court, NO STREET SHOES.
- All rubbish is to be placed in the bins provided.
- Chairs, tables and gym equipment are not to be pulled across the court.
- **Teams not training are not to shoot balls at the rings in the middle of the court.**
- **Training for Under 8's to Under 12's cannot commence unless there is a minimum of two adults in attendance other than the coach.**
- **Under 8's to Under 12's must be accompanied to the toilet by an adult other than the coach.**
- Report immediately any damage to gym or problems to the Booking Officer on 93595065

Referees

- Referees & Officials are essential to the operation of the game
- A number of referees are in training and will be wearing Green or white shirts
- Qualified referees wear striped shirts
- No parent should ever talk to a referee. Only the coach can talk to referees (and never one in green)
- Parents should simply ignore the referees - Encourage them to focus on watching their child play basketball.

- Referees will not get every decision correct.
- The Team Manager can request the Referee Supervisor to observe a game if there is consistent concerns or inappropriate referee behavior, but please do this in consultation with your coach.
- The Team Manager can also raise referee or official concerns with the club for investigation

Spectator behavior

- The Team Manager can assist with spectator behavior
- The Team Manager can remind SU spectators to abide by the code of conduct
- As the Coach will be concentrating on the game and/or may be located away from the spectators it may be more appropriate for the Team Manager to assist
- It is not expected that a Team Manager does more than remind a spectator to abide by the code of conduct

Fair Game Time

- The club expectation is that all players will get fair / equal court time regardless of skill
- If the Team Manager is approached by parents concerned by game time or detects an issue with game time then they should have a private discussion with the coach to determine if there is a reason or if assistance is required on the bench to run a sub list
- Coaches are often concentrating on play and lose track of whose turn it is and how long it has been such a substitution – a person doing this role can be very productive
- Fair Court Time is irrespective of the player skill or game outcome.
- Fair Court Time may be impacted by the following situations - Discipline / request by child / injury sickness / incorrect uniform

Parent Concerns

- If parents have any concerns with the operation of the team then they should raise them with the Team Manager
- If they cannot be immediately addressed, then the Team Manager can raise them with the club for assistance
- Aggressive behavior towards referees, officials or other teams must be reported to the club to investigate and act upon

Document History

| Version | Date | Details of Change |
|---------|---------------------------------|---|
| 4.1 | 22 nd September 2015 | Added Walkover Section based upon Committee agreed Club Walkover Policy. |