



## **ELTHAM BASKETBALL CLUB**

# **SATURDAY JUNIOR DOMESTIC TEAM MANAGERS GUIDE**

**Club Office Phone: 03 9439 5686**

**[www.elthamwildcats.com.au](http://www.elthamwildcats.com.au)**

### **General Notes:**

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.

This document is not just for team managers as many teams work on a roster basis, so all parents should be aware of basics procedures and precautions.



## ELTHAM WILDCATS



### TEAM MANAGERS GUIDE

The Team Managers shall not normally carry out all the duties listed below but shall delegate and draw up rosters to ensure tasks and duties are carried out. All parents are **expected** to assist in some way when **requested**. The Team Manager may find specialists for various tasks or allocate many tasks on a roster basis.

#### CORE DUTIES OF TEAM MANAGERS

- Organising a roster to have a representative on the bench as scorer or timekeeper as each team is required to provide a scorer (or timekeeper) for every game. Children are not recommended to be scorers. It is also recommended that in a close game or finals a support person sits on the bench to help out with the events of the game.
- Keeping parents informed of team plans such as Tournaments, Special Events, and changes in game times, changes in training schedules and the coach's requirements.
- Coping with minor crises such as injuries. A small first aid kit is recommended containing an ice pack, band aids etc. The rules stating that no bloodstained clothing is allowed to be worn on court and while a player is bleeding however slightly the player cannot remain on the court should be noted. A spare singlet on hand is advisable,
- BLACK SINGLETS – when playing another Eltham team, the team on the LEFT side of the fixture (home team) is deemed to wear black. All players have either a separate black singlet (supplied by the club) or a reversible singlet. It is also recommended, where possible that Eltham teams wear black singlets when playing Balwyn teams, particularly the younger age groups. Eltham's uniform colour is red singlet and black shorts, and black singlets can only be worn for uniform clashes and not due to preference.
- Forwarding on important newsletters, bulletins, fixtures and other information from the Eltham Wildcats Basketball Club.
- Arrange a roster of parental supervision at training when required (usually for young coaches).
- Providing a channel of communication with the Club in case of problems such as failure to support the coach, missing players, coach non-fulfilment of duties, continuing poor conduct of anyone associated with the team. Normally, in the first instance, the Team Manager should consult the appropriate Grade Convenor or Overall Convenor, when this sort of issue arises.
- Arranging social events as appropriate especially the end of season function.



# ELTHAM WILDCATS

## TEAM MANAGERS GUIDE



### **PREPARATION**

It is wise to have access to some documents which may be needed at short notice on any particular day so that you can be set up for emergencies such as traffic delays and non-arrivals, eg.

- A list of venue addresses (available on EDJBA website)
- A list of venue contacts for emergencies (available on EDJBA website)
- A list of your own team and their contacts
- A contact for your association to seek advice if necessary.

### **GRADING**

Grading usually runs over the first 4-6 weeks of a season. Please be patient during grading – there will be games when your team might get beaten by a lot and games when your team might beat another team by a lot. Also remember there is no mercy rule in grading.

### **ARRIVAL AT A GAME**

- Do not leave the court where you believe you are scheduled to play without good reason.
- Scoresheets made out, or the venue plan, might not reflect recent changes. Investigate thoroughly before you leave the court. However, if there are three teams at a court and the venue authorities are clear you belong somewhere else, then set off rapidly to the new location (if possible a phone call to the correct venue letting them know of circumstances would be of help).

### **SCORESHEET / STADIUM SCORING**

- Make sure the coach's details are on the scoresheet or the coach's name is entered on the computer. (FINES CAN BE APPLIED IF NOT DONE)

### **CONDUCT OF GAME**

- Teams, including spectators, are required to conduct themselves in a sportsmanlike manner and according to BV's Codes of Conduct (available on BV website).
- Spectators can be ejected and reported.

### **AFTER THE GAME**

- The scorer should wait until the referees have confirmed the scores at the end of a game before leaving the score bench.
- Take such records as are valuable to your team.



# **ELTHAM WILDCATS**

## **TEAM MANAGERS GUIDE**



### **SUBSTITUTE OR NEW PLAYERS**

- It is unwise for teams to use new players without the Club's approval, as the players may be ineligible.
- If you need substitute players, please call the office BEFORE the Friday preceding the game to request fill-in players.
- If your team is in Under 15 B, fill in players can be from Under 15 C or below, as well as U13 A, B, C or D. The general rule is that a player can fill in from the same age group but a lower grade, or from a lower age group below and one grade above (an U13 A grade player can only play in the U15 A or B grade, not lower; an U13 B grade player can fill in for the U15 A, B or C grade, not but D grade).  
(Refer to EDJBA by-laws "ELIGIBILITY OF "FILL IN" PLAYERS FOR GAMES".)



# ELTHAM WILDCATS



## TEAM MANAGERS GUIDE

### SAMPLE OF A TEAM CONTACT SHEET

**TEAM**

UNDER 11 E5

**COACH**

CHRIS THOMPSON

9999 9999 or 0400 000 000

**TEAM MANAGER**

JOAN DAVIS

9999 9999 or 0400 000 000

**TRAINING**

Tuesday 4:00 - 4:45pm Eltham Leisure Centre

#	PLAYER	PARENTS	PHONE	EMAIL
4	Sarah Davis	Joan & Gary	9439 0001 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
5	Tahlia Marks	Melissa & Rob	9439 0002 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
6	Samantha Breen	Jess & Steve	9439 0003 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
7	Chloe Lewis	Greg & Martha	9439 0004 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
8	Rachael Smith	Sue & Norm	9439 0005 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
9	Jenny Peters	Tina & Sam	9439 0006 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>
10	Susan Mitchell	Gerry & Jean	9439 0007 or 0400 000 000	<a href="mailto:name@somewhere.com">name@somewhere.com</a>

**SCORESHEET**

In most instances computers are used for scoring - "Stadium Scoring". Refer to the EDJBA website for documents and a video on how to score using Stadium Scoring.

All parents are expected to participate in the score bench roster. If you are unsure or need to learn, please contact the Team Manager or Club Office or refer to the information on the EDJBA website.

**NOTIFY THE COACH**

Players are to notify the Coach and/or Team Manager as early as possible if a player is to miss a game or training.

**TRAINING SUPERVISION**

Regardless of whether you have a junior coach or not, it is recommended to have adult supervision at training to keep an eye on proceedings, provide disciplinary back-up for the coach and for first aid or medical emergencies. In addition, ALL PARENTS are to arrange transport of their children immediately after training finishes for safety reasons and as the coach may have other commitments.

# **SAMPLE SCORING ROSTER**

## **GRADING PHASE**

21 <sup>st</sup> April	Round 1	Davis Family
28 <sup>th</sup> April	Round 2	Marks Family
5 <sup>th</sup> May	Round 3	Lewis Family
12 <sup>th</sup> May	Round 4	Smith Family
19 <sup>th</sup> May	Round 5	Peters Family
26 <sup>th</sup> May	Round 6	Mitchell Family

## **REGULAR SEASON**

2 <sup>nd</sup> June	Round 7	Marks Family
9 <sup>th</sup> June	<i>NO GAMES</i>	<i>QUEENS BIRTHDAY</i>
16 <sup>th</sup> June	Round 8	Davis Family
23 <sup>rd</sup> June	Round 9	Breen Family
30 <sup>th</sup> June	Round 10	Lewis Family
7 <sup>th</sup> July	<i>NO GAMES</i>	<i>SCHOOL HOLIDAYS</i>
14 <sup>th</sup> July	<i>NO GAMES</i>	<i>SCHOOL HOLIDAYS</i>
21 <sup>st</sup> July	Round 11	Smith Family
28 <sup>th</sup> July	Round 12	Peters Family
4 <sup>th</sup> August	Round 13	Davis Family
11 <sup>th</sup> August	Round 14	Marks Family
18 <sup>th</sup> August	Round 15	Lewis Family
25 <sup>th</sup> August	Round 16	Smith Family

## **FINALS**

1 <sup>st</sup> September	Semi Finals
8 <sup>th</sup> September	Preliminary Finals
15 <sup>th</sup> September	Grand Finals