



***VJBL TEAM
MANAGER
HANDBOOK
2024/25***

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WELCOME TO THE ELTHAM WILDCATS BASKETBALL CLUB

The following is a comprehensive handbook designed to acquaint Team Managers with key information about the Victorian Junior Basketball League (VJBL) Representative Competition. This guide will help you confidently manage your team and ensure a smooth, successful season.



First and foremost – thank you for volunteering for this vital role. 🙌

Every VJBL team needs a Team Manager, and it's not just a helpful position – it's an essential one. You are the organiser, the communicator, the problem-solver, and often the steady hand that keeps everything running behind the scenes. ⚙️💬

More than that, you have the chance to be a positive role model for your players and a valued support for your coaches and families. 💡🤝

Whether you're organising scorers, updating Team App, sorting out uniforms, or calming a parent on game day – your presence matters.

Every little action makes a big difference.

The Eltham Wildcats community deeply appreciates your time, energy, and care. 🏆 You're not expected to know everything right away – and you'll never be alone. We're here to support you throughout the season.



So, from all of us at the club – thank you for stepping up. Let's work together to create a memorable, respectful, and fun year for our players and families.

Let's make it a great season!

Go Wildcats! 🐾🎉

TEAM MANAGERS

Each Team is appointed a Team Manager for the season. The Team Manager is a volunteer from one of the parents and assists the team in many ways and arranges a roster help to do this. TM's are the conduit between parents, players and the club.

SPECTATOR BEHAVIOUR

At no point before, during or after a game are spectators permitted to approach a referee. All spectators must abide by the Basketball Victoria (BV) Spectator Code of Conduct. If asked to leave the venue by a venue official, spectator/s must do so immediately, or reports and loss of games may be applied.

<https://api.basketballvictoria.com.au/api/assets/ljjs15nuxkgs0k0w>

COMPETITION STRUCTURE

 VJBL Tiers:

*Victorian Championship (VC) – Highest competitive level
Victorian Junior League (VJL) – Divisions 1 through 12*

 Season Breakdown: U12-U18

*Spring/Pre-Grading – Early November
Grading Phase 1 & 2 – Late November to March
Championship Phase – March to September*

U20 Structure

*U20 VC Season - Begins Early FEB
U20 VJL Season - Begins Mid MARCH*

The U20 competition will now have two distinct seasons—one for the Victorian Championship (VC) division and another for Development leagues (VJL1 and below). (Please refer to Calendar)

Games are held Friday nights, with some finals and tournaments held on weekends.

AGE GROUPS

Eligibility is based on the player's age as of 1st January:

Under 12: Players born in 2014, 2015, or 2016.

Under 14: Players born in 2012 or 2013.

Under 16: Players born in 2010 or 2011.

Under 18: Players born in 2008 or 2009.

Under 20: Players born in 2006 or 2007.

FEES AND PAYMENTS

 Season Fees:

Split across two instalments via PlayHQ

1st Instalment – Due at registration

2nd Instalment – Due early in the Championship Phase

 Game Night Team Sheet Fees:

Standard VJL Game: \$125 (\$12.50 per player)


VC Grade Game: \$160 (\$16.00 per player)

Paid via TeamPay or venue EFTPOS.

TEAM PAY

 TeamPay – Game Night Payments

TeamPay is a mobile app that handles team payments efficiently.

 Why use TeamPay?

Easy, automatic collection of weekly team sheet fees

No need for a cash kitty

Transparent and trackable for all families


 How it works:

TM or coach sets up the team in the app

Parents receive an invite to join and link a card

Fees are equally split and charged weekly

 Download via the App Store or Google Play.

 Questions? Email teamsupport@elthamwildcats.net.au

COMMUNICATION PLATFORMS

→  Communication Platforms – Team App

Team App or other platforms (WhatsApp, HEJA, TeamStack) are essential.

 Suggested Uses:

Share game info & training updates

Post results, announcements & links

Collect player availability

Share scoring rosters

Upload first aid or venue info

 Best Practice:

Keep group respectful and relevant


Get parent permission to share any personal info

Post reminders the night before games

GAME DAY CHECKLIST

✓ Check PlayHQ fixture Thursday night

 Confirm venue arrival time with coach

 Organise 2 scorers (computer + shot clock)

 Ensure correct uniform

 Have ice packs or first aid on hand

 Be available for any issues or emergencies

UNIFORM POLICY

Eltham Wildcats uniform (jersey/shorts + warm-up top) is mandatory

Players must arrive dressed in club attire

No jewellery or non-club accessories

Uniform purchases via the club shop at Eltham High School

SCORING ROSTER

Each team must supply two scorers
 TM should coordinate a roster, ideally avoiding themselves scoring
 Provide support or training for new parents
 Confirm scorers by Thursday each week

✓ Notes:

- 💬 Reminders to be sent Thursday via Team App or WhatsApp
- 🔄 If you can't score on your allocated night, please arrange a swap
- 🚫 Team Managers should avoid being on this roster, but be ready to fill in last minute if required
- 🧠 Shot Clock is only required for U14+ grades

EXAMPLE ROSTER

Date	Round	Game Time	Venue	Computer Scorer 🖥️	Shot Clock ⌚
Fri 14 Mar	R1	6:40pm	Eltham High	Parent 1	Parent 2
Fri 21 Mar	R2	8:10pm	Mill Park	Parent 3	Parent 4
Fri 28 Mar	R3	7:00pm	Nunawading	Parent 5	Parent 6
Fri 4 Apr	R4	6:20pm	Bulleen	Parent 7	Parent 8
Fri 11 Apr	R5	7:50pm	Eltham High	Parent 9	Parent 10
Fri 18 Apr		No Game (School Holidays)			
Fri 25 Apr		No Game (ANZAC Day)			
Fri 2 May	R6	6:40pm	Waverley	Parent 1	Parent 3

INJURIES

Long-Term Injuries:

A player out for more than 6 weeks is exempt from game fees after 4 weeks

TM or Parent/Guardian must inform the club and ensure a medical certificate is submitted to the VJBL

 Injury Form: [ElthamWildcats/ 202425VJBLInjuryForm](#)

Please note we will only accept and send through medical certs that are submitted to us using the above form

FINALS ELIGIBILITY

Players must play 40% of games to qualify for finals - Please refer to VJBL Rules of operations - [HERE](#)

Injuries must be reported with certificates before **July 1st**

TM is responsible for tracking attendance & eligibility

TOURNAMENTS

Eltham requires teams to participate in two tournaments throughout the Rep season. The first is the Eltham/Dandenong Tournament which is played at the end of January and this is considered a mandatory tournament for all players.

A second tournament is decided on in consultation with coaches and your team. TM's will organise and help coordinate these events. There is a limited tournament list available on the Basketball Victoria Website.

CHILD SAFETY AND WELLBEING



Our Commitment to Child Safety

At Eltham Wildcats Basketball Club, the safety and wellbeing of all children is our highest priority. Every child in our programs has the right to feel safe, respected, and supported at all times.

We have zero tolerance for child abuse and are committed to creating a child-safe, child-friendly environment where young people feel valued, heard, and protected. All activities and decisions are guided by what is in the best interests of the child.

All members of our community — coaches, volunteers, staff, Team Managers, and parents — must follow the Club's ethical and legal framework:



[Basketball Victoria's Codes of Conduct](#)



[Basketball Victoria's Member Protection Declaration](#)



[Victorian Working with Children Check](#)



[Eltham Wildcats Child Safety & Wellbeing Policy](#)



Your Role as a Team Manager

Team Managers are a vital part of the Club's child-safe approach. You are often the most visible adult other than the coach and are trusted by players and parents.

You should:

- Promote a safe, respectful, and inclusive team environment
- Be available and approachable to players
- Supervise training sessions with another non-coaching parent
- Model respectful behaviour and uphold Club expectations
- Act on any concerns or disclosures, and seek guidance where unsure

CHILD SAFETY AND WELLBEING CONT.

Reporting a Concern, Allegation, or Complaint

If a child shares something concerning with you, or you witness or hear of behaviour that doesn't seem right — it is your responsibility to report the concern.

What should be reported?

Abuse (physical, emotional, sexual or neglect)
Grooming or boundary violations
Bullying or harassment
Inappropriate behaviour by adults or children
Breaches of Club or BV policies

Who to contact:

  Child Safety & Wellbeing Officer
Sophie Foote
 welfare@elthambasketball.net.au
 (03) 9439 5686

If you are concerned a child is in immediate danger, contact 000 or Child Protection directly.

Forms & Resources

 [Injury Report Form – VJBL](#)

 [Feedback or Complaint Form – Eltham Wildcats](#)

 [Child Protection Reporting Guide – Victoria](#)

TRAINING

Training is a vital part of a successful representative basketball season, and as the Team Manager, you play a key role in making sure sessions run smoothly and safely.



Weekly Training Sessions

Most teams train once or twice per week.

Training days, times, and venues are communicated by the coach or club and should be confirmed at the start of the season.

Please post reminders on Team App or your chosen communication platform each week.



Supervision

It is a child safety requirement that at least one non-coaching parent is present at every training session. This ensures there is proper supervision in the case of injury, illness, or behavioural issues.

If it's often falling to the same parents, set up a Training Supervision Roster to share the responsibility evenly. ✓

Supervising parents do not need to be involved in the session but must remain nearby and available in case they are needed.



Injury & First Aid

Encourage players to bring their own water bottles and notify the coach or TM of any ongoing injuries.

Keep a basic first aid kit available (ice packs, band-aids, etc.), although most venues will have ice available.

In the event of a serious injury, please inform the club and complete an Injury Report Form as required.



Reminders for Players

Arrive 10–15 minutes early to be ready to go on time ⌚

Wear appropriate Wildcats gear (training top, shorts, runners)

No jewellery or watches






Bring a positive attitude and willingness to learn! 💪

HANDY TIPS FOR TEAM MANAGERS

Your role as Team Manager is a juggling act — part organiser, part communicator, part problem-solver — and a big part of what makes the team run smoothly.
Here are some proven tips, tools, and ideas to help you thrive in the role throughout the VJBL season. 💪

Must-Haves in Your Team Manager Kit

Keep these on hand — digitally or in a physical folder:

- ✅ Full list of player details (names, DOB, parent contacts)
-  Fixture & venue list (updated weekly from PlayHQ)
-  Scoring roster & training supervision roster
-  Basic first aid items (band-aids, strapping tape, gloves)
-  Timing rules by age group (in case scorers or refs are unsure)
-  Opposition singlet colours (check each week to avoid clashes)
- ⚠️ Always confirm uniform colours — if there's a clash, the first-named team on the fixture must change.

Need Help?

Your First Contact:

Olivia – VJBL Admin Contact

 teamsupport@elthamwildcats.net.au

Feedback or Conflict?

 [Eltham Wildcats Feedback & Complaint Form](#)

Thank You

You're not just managing a team — you're building culture, supporting families, and shaping young athletes' experience. We appreciate your commitment and are here to help.

Team Manager Contact:

Tristen O'Loughlin

 tristenmaree@icloud.com