



# *Team Managers Handbook*

## Welcome

The following is a Handbook to acquaint team managers with information pertaining to the Victorian Junior Basketball League Representative Competition. Thank you for volunteering for this position. Every team needs a Team Manager, and it is an important job. You have the ability to be such a positive influence and really provide your team with a positive role model while supporting your coaches and families.

The VJBL consists of various levels of competition, Victorian Junior Championship (VC) and Victorian Junior League 1 – 12. (VJL) The competition provides a pathway and extends opportunity to all players, officials, coaches, administrators, and spectators to participate across all levels.

## Team Managers

Most associations appoint a Team Manager for each team. 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.

## Our Competition

The VJBL competition is played on a Friday evening at associated venues across the state. Grand Finals for lower grades may be played on a Saturday or Sunday. See VJBL Calendar on the website for details.

The VJBL Competition comes under the governing body of Basketball Victoria.

The League was designed to give keen junior basketballers an opportunity to participate at a more competitive level than their local domestic competitions. The VJBL allows teams to compete against composite teams from other Associations.

There are 2 tiers of competition within the VJBL:

1. Victorian Junior Championship League (highest level of competition)
2. Victorian Junior League 1 through 10

## Age Grouping

Players are 'grouped' depending upon age (Age from 1<sup>st</sup> January). Age groupings are as follows:

- Under 12 – eligible players must not turn 12 in the year of the championship phase of the season.
- Under 14 – eligible players must not turn 14 in the year of the

championship phase of the season.

- Under 16 – eligible players must not turn 16 in the year of the championship phase of the season.
- Under 18 – eligible players must not turn 18 in the year of the championship phase of the season.
- Under 21 – eligible players must not turn 21 in the year of the championship phase of the season.

### **Season**

Games within the VJBL structure are usually played for about 40 weeks of the year commencing approximately early-mid November and going through to October the following year. There are usually three phases of competition played throughout the year as follows:

- Spring Phase or Pre Grading phase – Early November
- Grading Phase One & Two – Usually late November – March
- These two different phases decide where the teams will play throughout the main season.

This is the Championship Phase for the whole competition and goes from March through to September.

### **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.

### **Trainings**

Your team will have one or two trainings depending on what team they fall in. It is expected that there be at least one parent present at all trainings. If this is falling to the same parents, a training supervision roster may be required. Having an additional parents present is important for child safety, injuries and general supervision.

### **Cost**

Associations pay a fee to enter representative teams into the VJBL. Generally this cost is one component of the subscription paid to the local association by participating players.

All players are required to wear a team uniform. Costs for uniforms differ from association to association. Please also keep in mind that players may also need to purchase shorts, warm-up tops, tracksuits etc. Eltham Wildcats will advise all players about uniform requirements. The VJBL expects a high standard of presentation of teams on the court.

### **Team Sheet Fees**

A team sheet fee (applied to pay for things like referees, association staff and venue hire) is also payable before the commencement of the game. The average cost for a sheet is \$125 (12.50 per player – 10 in a team) – VC cost's more.

All venues are now taking payment (EFTPOS – on night) or the preferred option is [TeamPay](#) – a mobile phone App which pays for the Team Sheet prior to or at game time). The team TeamPay app automatically and equally divides the players fees without having to transfer monies and manage a kitty.

## **Finals Qualification**

If a paper scoresheet is used (rarely happens), players are required to sign the back of the scoresheet. This is to ensure they play enough games to qualify for finals and crossover grading games.

All players in each grade (Victorian Championship and Victorian Junior League 1-10. must play 40% of games. In the case that 40% of total games not be a round number then the total will be rounded up to games. (ie. 7.2 would be rounded up to 8 games) Exemption is only granted on the basis of documented medical reasons or approved exceptional circumstances. Players Injured during Championship phase prior to the 1<sup>st</sup> July must have their medical certificates emailed into the VJBL Administration by the 1<sup>st</sup> July. See Rules of Operation for full details. Team Managers should advise their Association contact of any injuries in the team so they can ensure medical certificates are sent through to VJBL by the correct date.

Any player diagnosed with an injury after the 1<sup>st</sup> July (except last 2 rounds) will have 14 days from diagnosis to produce a doctor's certificate to the VJBL Administration via email by the VJBL contact

A medical certificate submitted to cover either or both of the last two rounds for the season must be received by VJBL Administration by close of business on the Monday following the last game. (Grading games are not counted towards the number of games played for the season.)

## **Fixtures & ladders**

Information can be obtained from the website [Play HQ](#) website.

In the early stages of the Phases, fixtures are posted on a weekly basis (*normally about Wednesday*). As soon as possible, blocks of fixtures are accessible for families to plan.

## **Referees**

The referees are part of the game, and while we may not like their decisions at times, verbal or other abuse of referees from coaches, players or parents is unacceptable and not tolerated by the club.

A copy of Basketball Victoria's Codes of Conduct is available on the Basketball Victoria Website. Every Team manager should read these. Team Managers at all levels are expected to conduct themselves in a manner which does not bring discredit to themselves, their children and their club.

## **Handy Hints for Team Managers**

There is VJBL committee where advice and queries can be sent. This is also the first point of call for all conflict issues that arise and cannot be resolved within the team ([Feedback and Complaints](#)). The website has a complaints form which can be lodged.

All contact with VJBL should be directed through your [Eltham Association](#) contact.

Find a communication platform works for you. There are multiple options: Setting up scoring rosters, training sessions (and cancellations) and communications from coach as well as social events (as required), suggestions include:

- WhatsApp,
- Facebook groups
- Group SMS/Text,
- and HEJA to name a few.

It is important that you can load internet links and documents to which ever you choose.

The emergency VJBL phone is for use by anyone on Friday nights only so if you have a rule query, get lost, not sure about something happening at a game or venue then call: 0430 541 847

It is usually easier to get something sorted out while it is happening than deal with it later.

### **TM to take to games:**

- ▶ List of player details – name, date of birth, address, phone, parents names. Before you circulate player / parent details within the team, ensure all parents approve the information handed out.
  - ▶ Fixture
  - ▶ Basic first aid kit (bandaids, a sling, strapping tape). Stadiums will also have ice on hand.
  - ▶ Attendance sheet
  - ▶ Scoring roster \* It is preferred that the TM is not part of the scoring roster- it is more beneficial to have them floating to help out with any jobs assigned by the coaching staff, player injuries, sorting any queries and stepping in to score if someone rostered is unavailable.
  - ▶ Timing rules
  - ▶ Playing rules
  - ▶ List of venues
  - ▶ Singlet colours of opposition (Check fixture to ensure no uniform contrast clash) Be aware that if there is a clash, the HOME team or, if at a neutral venue the first named team must change singlets.
- Each team, before the start of the game must provide a competent scorer. All parents should take a turn and a roster is usually provided by the Team Manager so that all parents are involved. Any parent who is not confident with scoring should be given assistance by another parent in the team. Scorers should be aware of timing rules for the age group and grade. Team Managers should have a copy of timing regulations on hand in case they are not supplied on the bench. (Referees may not know the rules). It is preferable that TM's are not part of the scoring roster but are ready to step in to fill holes and be available for any first aid issues/complaints or any other game time concerns. Coaches, assistant coaches and any player parents asked to do stats should also be excluded from the scoring roster.

It is worthwhile keeping a record of the score in case the scoresheet or data is lost.

- Ensure your team scorer stays at the score bench until the referee has signed off on the game and that every one agrees that the correct score is noted  
No correction can be made after a scoresheet has been signed off.
- It is important that you support your coach 100% and that if any problems with parents or players within the team come about then the coach needs to be aware of what is happening.
- Ensure that team members are correctly dressed in uniform – regulation singlets tucked in, shorts and any other clothing items required by your Association. Rules may be relaxed during Grading while Associations are waiting for new uniforms.
- VJBL contact must advise us of any uniform issues during grading.

### **Child Safety and Wellbeing**

#### **Commitment to Child Safety**

All children who are a part of the Club have a right to feel safe and to be safe. The wellbeing of the children in our Club will always be our first priority and our Club has a zero tolerance to child abuse. Our Club aims to create a child safe and child friendly environment where children feel safe and have fun and our Club's activities are always carried out in the best interests of the children.

At our Club, everyone must operate within our accepted ethical framework, including Basketball Victoria's Codes of Conduct, Basketball Victoria's Member Protection Declaration, Victorian Working with Children Checks and our Clubs Child Safety and Wellbeing Policy and Code of Conduct.

### **Reporting a child safety allegation, concern or complaint**

It is not the responsibility of anyone involved in our Club to decide whether or not child abuse has taken place, however there is a responsibility for all adults involved in our Club to act on any concerns through contact with the appropriate Child Safety and Wellbeing Officers and/or with the appropriate authorities. They will then make the inquiries and take necessary actions to protect the child. This applies to both allegations and suspicions of abuse occurring in our Club, and to allegations that abuse is taking place elsewhere.

The Club has appointed Child Safety and Wellbeing Officers with the specific responsibility for responding to any allegations, concerns and complaints made by staff, volunteers, parents or children. You can email [welfare@elthambasketball.net.au](mailto:welfare@elthambasketball.net.au) or call Sophie Foote – Child Safety and Wellbeing Officer on 9439 5686.

In your role as Team Manager the Wellbeing Committee can support you with any concerns you have.

The TM will assist and in consultation with the coaches and team to organise an end of season break up and coaches gifts. This is a nice way to end the season.

The Rep Club awards are usually held in October, we would encourage TM's to ensure coaches and plyers are aware of this date in the hope of attendance.

Once again, we commend your effort in this role, and thank you for giving your time to help grow good humans by setting high standards, and having a season of basketball that is memorable. We will always be available to help work through any issues.

The Team Manager contact is:

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