



## Team Manager Induction Pack – Mountain Tigers Basketball Club

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Welcome to the Mountain Tigers Basketball Club and thank you for volunteering to manage your child's team this season. Your assistance will greatly assist both the Coach and the Club.

To get you started in your role as Team Manager, this induction pack **will provide you with some important information to make your role as easy as possible**. If at any time you need further clarification, as first point of contact please speak with your Age Group Co-ordinator, or if need be, a member of our Committee.

Contact details for Age Group Co-ordinators can be located on our Club Website: [Contacts](#)

Along with all our [Club Policies](#), please also familiarise yourself with the [Rules of the game](#), download the Team App and request all families in the team to do so also. The Team App along with our Facebook group – Mountain Tigers, are ways we communicate to our members.

Some important links:

[www.basketballvictoria.com.au](http://www.basketballvictoria.com.au) – Rules & Policies

[www.knoxbasketball.com.au](http://www.knoxbasketball.com.au) – Fixtures, results, ladders, team stat's

[www.playbytherules.net.au](http://www.playbytherules.net.au) – Child Safety Regulations

### **Your duties as Team Manager include:**

#### **Distributing communications**

At the start of the season the coach will provide you with contact details for all parents, generally including email addresses and mobile phone numbers. There will be times where the age-group and/or coaching coordinators will send you information to disseminate to the team. It is your responsibility to forward this information to parents.

#### **Training**

The Coach will organise a training time with the team members. It is a requirement that a minimum of two adults must be present at every training (refer parent's to the [Training Policy](#) on the Club's website).

#### **First aid kit**

The team manager needs to contact Barb Oleskowski (0417 531 887 or [boleskow@bigpond.net.au](mailto:boleskow@bigpond.net.au)) to arrange for collection of a first aid kit. The first aid kit needs to be brought to training and all games by the team manager. The kit includes an ice pack, band aids and other minor medical items that can be used in the event that a player is injured at training or during a game. Should a significant injury occur during a game, the team manager is to ensure that the umpires file a report into the scoring system at the end of the game.

#### **Weekly team sheet payment**

The team manager needs to pay for the weekly team sheet at the entrance to the venue. This costs \$39.50 each game for Saturday and \$36.50 for Sunday games. If the team sheet is not paid the game will not commence and this could lead to the team forfeiting the game. Please arrive 10 minutes before game time to ensure the sheet is paid.

At the first game give each parent an envelope with their child's name on it, requesting \$39.50 or \$36.50 towards game fees. This will keep the team going for the number of weeks equal to the players in the team. For example, seven players will provide team fees for seven weeks. Use a spreadsheet or book to record the payment. This process will need to be repeated throughout the season to ensure all families have contributed evenly to the game fees. It is



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unlikely the last payment will be exactly \$39.50 or \$36.50 – you will need to work out the appropriate amount to collect. Should the team qualify for finals, additional game fees are payable. For teams playing in a Grand Final the Club pays for this team sheet and supplies a Club Official to score.

### Scoring roster

Make up and circulate a scoring roster. Do not include the coach's family or your own. Inform parents that if they are unable to score their allocated day, it is up to them to swap with another person. If a parent cannot score, then they need to be taught. It can initially be daunting, however scoring is not a difficult task. It is NOT the Team Managers role to score every week.

Ensure parents are aware of basic scoring concepts such as one point for a free throw, two points for regular field goals and three points for shots beyond the three point line. If in doubt, have our scorer check with the other teams' scorer for consistency. There have been instances where scorers have scored shots incorrectly, such as two points for a free throw. Remind them about stopping the clock on every whistle in the last 3 minutes of the game and starting again once the ball has been touched.

### Advise parents of game times

The first seven games of the season are usually grading games. Unfortunately this means game times are released progressively. After grades have been finalised the draw for the entire season is then posted on the sporting pulse website.

On Friday night before each game send a text message to each parent notifying them of the game time, venue and reminding them which family is scoring. The coach will provide you with contact details for each parent at the start of the season.

Game times can be accessed from [http://www.foxsportspulse.com/assoc\\_page.cgi?assoc=2307](http://www.foxsportspulse.com/assoc_page.cgi?assoc=2307). **It is prudent to check game times on the Friday prior to the game to ensure that nothing has changed.** In the past game times and/or venues have changed and it is important that everyone turns up at the right time and place.

The "Fox Sports Pulse" app is also a quick way to check game times as you can save the team as a favourite at the start of the season.

### Check off players in attendance on the computer

On the scoring computer check off the names of only the players who are in attendance. If players are not present they will need to be added if they arrive. Do not merely check off every name on the screen. This can lead to issues if the team composition has changed or if fill in players have been used in previous weeks. If you have a fill in player who needs to be entered into the computer, please ensure correct spelling of their name and accurate date of birth is entered.

Check that the player's numbers are correct. If not, change these details on the computer. Once these tasks are done the nominated scorer is free to score the game.

### Other game day administrative tasks



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Ensure that our team's scorer stays at the bench until the referee has signed off on the score. Any score discrepancies are to be voiced before our scorer leaves. The team manager needs to ensure that the referee makes notes in the scoring system where any of our players are injured during the game.

### Absences

If a player is not able to attend training or the game, please ensure that the coach is aware as soon as possible. Please discuss with the coach whether fill in players are required. If so, the age group coordinator needs to be informed so they can arrange a suitable player. Top up players must be handled through coordinators as players are only allowed to play two games in another grade or age group before losing eligibility in their usual team. You may request a certain player however their eligibility needs to be checked by the age group coordinator.

There are intricacies to be considered as a player cannot play above their nominated grade, regardless of their age group. To give a ridiculous example, an U/8 A grade player cannot play U/18 B grade as they are usually an A grade player

### Finals eligibility

In order to be eligible for finals, a player needs to play at least half + 1 of the normal season games. If a player is absent due to a more serious injury or illness, a medical certificate stating this fact and the date(s) the player is unfit to play will enable the player to gain credit towards eligibility for these missed games. The player and/or family needs to be made aware of this fact so that, should the team play finals, the player(s) in question do not miss out. Submit Medical Certificates to our Secretary within 14 days of injury for submission to Knox to gain credit of games missed to ensure players are eligible to play finals.

### Uniform clashes

Depending upon team selection, there may be a clash of singlet numbers within the team. In such instances, a loan uniform will be made available or alternatively one of the players may be required to obtain a new uniform.

Where two Mountain Tigers teams play each other, the lower team is to wear the yellow Mountain Tigers clash singlets. These are available from the uniform coordinator. The coordinator will be proactive in recognising clashes and contact the team manager or coach to arrange for collection of the alternate singlets. The lower team is the lower ranked team at the start of the season, that is, if the #3 and #4 team were playing, the #4 team would wear clash tops, regardless of ladder position.

**If you have not heard from the uniform coordinator by Tuesday prior to the clash game, please contact the uniform coordinator (details on Mountain Tigers website) to arrange for collection of the clash singlets.**

### End of season tasks

If you feel inclined, collect a nominal amount (eg \$5) from each family to organise a gift for the coach.

Some teams have been known to have an end of season movie night, BBQ, pizza night or play at the local park. This can be a good way to end the season and could be something of appeal.



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### Child Safety Requirements

As part of you accepting this role, you are required to complete our Member Protection Declaration (required every 2.5yrs). ***This is a requirement by law under the Child Safety Regulations.*** If you have not already, you will also need to provide your Working with Children Check card details (these documents are required by every volunteer over the age of 18). Providing this information enables us to record the required documentation to ensure that we comply with relevant legislation and for ease of communicating with you throughout the season.

### Contact Details

Please ensure your personal details ie. mobile &/or email address are up to date and if not, please advise your AGC and our Secretary via email to: [secretary@mountaintigers.com.au](mailto:secretary@mountaintigers.com.au).

Please be in the habit of checking your emails/Team App./Facebook for important information, ie:

- your training venue is not available;
- game day venues have changed;
- information on upcoming events;
- team selection night and/or registration evening;

### General Information

The Club celebrates annually our Family Fun & Presentations Day after the Winter Grand Finals. Trophies are awarded to all players under 14yrs along with Coaching & Special Awards. This is a free event with fun activities, bbq & drinks, games, raffle & prizes. We encourage everyone to participate in this great family event.

The AGM is held in December and all members are welcome to come along. This includes our monthly Committee meetings held the second Thursday of each month commencing at 7.30pm at the Upwey RSL.

***Thank you for assisting us this season. Go Tigers!***