

# How to be a Basketball Team Manager

Ivanhoe Knights Summer 2012

<http://www.ivanhoeknights.org/index.php>

*Thank you for volunteering to be a team manager for the Summer 2012 season*

## Season Schedule for Team Managers

Date	Event / Action
September	
Sep 18 <sup>th</sup>	Presentation Night – draft team lists on display
By Sep 27 <sup>th</sup>	<ul style="list-style-type: none"><li>- receive team lists and Team Manager documents by email</li><li>- inform club of any changes</li></ul>
By Sep 30 <sup>th</sup>	<ul style="list-style-type: none"><li>- confirm contact details and singlet numbers</li><li>- email to coach and team members with training and EDJBA fixture (venue) details</li></ul>
Oct 10 <sup>th</sup> – 13 <sup>th</sup>	<ul style="list-style-type: none"><li>- attend initial training session, (make introductions, ensure the team is off to a good start).</li></ul>
About Oct 11 <sup>th</sup>	<ul style="list-style-type: none"><li>- receive by email Grading Round details for games 1 to 3</li><li>- assign weekly duty rosters to parents/carers for these rounds</li><li>- remind team about collecting ordered uniforms</li><li>- email game details to team and coach(es)</li></ul>
By Oct 25 <sup>th</sup>	Inform team members: <ul style="list-style-type: none"><li>- no game on October 29<sup>th</sup> – Cup Day long weekend</li><li>- if your team trains on a Tuesday, then no training on Tue 1<sup>st</sup> Nov as well</li></ul>
Oct 15 <sup>th</sup> – Nov 5 <sup>th</sup>	Round 1 – 3 <ul style="list-style-type: none"><li>- follow team results and level changes at <a href="http://edjba.basketball.net.au">http://edjba.basketball.net.au</a></li></ul>
About Nov 8 <sup>th</sup>	<ul style="list-style-type: none"><li>- receive by email Grading Round details for games 4 to 6</li><li>- assign weekly duty rosters to parents/carers for these rounds</li><li>- email game details to team and coach(es)</li></ul>
Nov 12 <sup>th</sup> – Nov 26 <sup>th</sup>	Round 4 – 6 <ul style="list-style-type: none"><li>- follow team results and level changes at <a href="http://edjba.basketball.net.au">http://edjba.basketball.net.au</a></li></ul>
By Nov 29 <sup>th</sup>	<ul style="list-style-type: none"><li>- receive by email Regular Season Round details for games 7 to 13</li><li>- assign weekly duty rosters to parents/carers for these rounds</li></ul>

	<ul style="list-style-type: none"> <li>- email game details to team and coach(es)</li> </ul>
By Dec 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>- Remind team members that Rounds 9 is the last game before the Christmas School Holidays.</li> <li>- Warn team members that training starts on Monday 6<sup>th</sup> Feb AFTER the first game of 2012, Round 10 on Sat 4<sup>th</sup> Feb.</li> </ul>
By Feb 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>- receive details about whether team is in finals</li> <li>- request volunteers for finals' duties and for Winter 2011 season; inform club of these volunteers</li> <li>- if team is in finals, inform schedule and procedures</li> <li>- if team is not in finals, organise gift for coach(es) and team break up event</li> </ul>
By Mar 1 <sup>st</sup>	if in Semi Final, roster duty family and inform of game on 3 <sup>rd</sup>
By Mar 7 <sup>th</sup>	Warn team members there are no games on Sat 10 <sup>th</sup> March for the Labour Day Long Weekend. If your team trains on a Monday, then no training on Mon 12 <sup>th</sup> Mar as well.
By Mar 15 <sup>th</sup>	if in Preliminary Final, roster duty family and inform of game on 17 <sup>th</sup>
By Mar 22 <sup>nd</sup>	<ul style="list-style-type: none"> <li>- remind team and coach(es) of Presentation Night on 25<sup>th</sup> Mar</li> <li>- if in Grand Final, <ul style="list-style-type: none"> <li>o inform club of correct names for all players and for coach(es),</li> <li>o roster duty family,</li> <li>o inform team of game on 24<sup>th</sup> Mar,</li> <li>o organise gift for coach(es) and team break up event</li> </ul> </li> </ul>
Mar 24 <sup>th</sup>	Send results of Grand Final to your TML for preparation of trophies
Mar 25 <sup>th</sup>	attend Presentation Night and pat yourself on the back for a job well done

## Prerequisites of a Team Manager

You have a reliable email address and you generally check your email at least once a day during the basketball season. This becomes particularly important when waiting on the next lot of Saturday fixtures and during finals. Apart from that, the job isn't particularly onerous and doesn't involve as big a time commitment as, for instance, coaching.

## Duties of a Team Manager

The following gives brief explanations of the duties shown in the above schedule.

### Communicate with Club Team Manager Liaison

Prior to the start of the season you will be contacted by the Team Manager Liaison – see <http://www.ivanhoeknights.org/club/thecommittee.htm> for names and email

addresses of TMLs.

The TML will send you by email:

- the Team Contacts sheet. This includes (where known) training time, night and venue, player names and singlet numbers, coach and team manager details and parent/carer contact details.
- updated Venues List (see also <http://edjba.basketball.net.au>)
- updated information about scoring, completing team sheets, club and league rules, etc.

Throughout the season, the TML will send through fixtures (schedules for a few Saturday games received by the club from the EDJBA league) regularly:

- Grading Rounds (1-6). Two or three fixtures will be sent through over October and November 2011.
- Regular Season Rounds (7-13). One or two fixtures will be sent through early December 2011.
- Finals Series. If your team is in finals, you will receive fixtures each week (generally by the Wednesday before the Saturday final).

### Communicate with Team and Coach(es)

Prior to the first training session, establish a reliable form of communication with the team players, parents/carers and coaches through phone and/or emails (if known). Confirm all phone and email address details, singlet numbers, availability for training and games, etc.

At this time it is IMPORTANT to check with parent/carers if there is any medical information regarding their child that should be known by the coach and/or duty parent at training or at games. If so, facilitate this communication while respecting the privacy of the individual concerned.

Inform your TML of such changes as:

- a co-coach or assistant coach joins the team (note that all coaches must have Working with Children's checks)
- a player is added to or withdraws from the team
- singlet numbers
- contact details, particularly phone number and email addresses

Send through the confirmed Team Contacts List, the Venues Lists and all relevant information to your team (don't forget the coach). Provide web links to:

- Ivanhoe East Basketball Club - [www.ivanhoeknights.org](http://www.ivanhoeknights.org)
- Eastern Districts Junior Basketball Association - <http://edjba.basketball.net.au>

When fixtures are received from your TML, allocate a duty family and send rostered fixtures through to the team and coach(es) by the Thursday before the next Saturday game.

### Support Team and Club

Throughout the season, provide support and encouragement for the players, coaches and parents/carers. The TML will assist.

Encourage all players, parents/carers to become familiar with the league by-laws: (see [http://www.sportingpulse.com/assoc\\_page.cgi?client=1-4593-0-0-0&SID=223706&&news\\_task=DETAIL&articleID=16588439&sectionID=223706](http://www.sportingpulse.com/assoc_page.cgi?client=1-4593-0-0-0&SID=223706&&news_task=DETAIL&articleID=16588439&sectionID=223706))

Keep the team informed on a weekly basis about upcoming games, no-game-periods, club events and general basketball information. Inform all about the Club sponsors – the Bendigo Community Bank.

Towards the end of the season (Rounds 13 onwards), encourage players, coaches and parents/carers to volunteer for:

- end of season duties (e.g., for finals, for Presentation night)
- next season duties (e.g., for coaching, team management, committee, refereeing)

At the end of the season, coordinate a gift for the coach(es) and coordinate an end-of-season break-up for the team.

### **Uniforms and Singlet Numbers**

link to [Uniform Policy](#) on website

link to [Alternative Singlets Policy](#) on website

The Team Contacts list shows singlet numbers. Most are correct, but please let the TML know where there are inconsistencies.

*Where singlet numbers are repeated, players/parents should not organise singlet swaps amongst themselves. Communicate instead with the TML and the Uniforms Secretary [uniforms@ivanhoeknights.org](mailto:uniforms@ivanhoeknights.org) who will arrange for a suitable swap.*

It is a good idea to make a hard copy (e.g., a small laminated card) of the coach and player names (first, surname) and player singlet numbers for distribution at the first game. Remind all to bring these lists to all future games to assist with score sheet entry.

When an Ivanhoe Knights team plays another Ivanhoe Knights team, one team is required to wear different blue singlets that the club will provide on the day. Please read the Alternative Singlets Policy. The Team Manager is responsible for collecting these blue singlets from the Venue Manager on the Saturday, for ensuring that all

players are fitted well before the game and for entering the different singlet numbers on the scoring sheet. Following the game, the team manager collects these singlets from the players and returns these to the Venue Manager so that they can be cleaned before the next IVE vs IVE game.

## Duty Family

The Team Manager rosters on a Duty Person for each training and playing week. This is usually done by selecting parents/carers from the Contacts List and in a logical order (e.g. alphabetical, singlet number). Families of parent/carer coaches are not rostered for scoring.

Responsibilities for the Duty Person at Saturday games are to:

- arrange for an alternative scorer if not able to attend the rostered game
- collect game fees for all players before half time
- complete team sheet before the game commences
- score – either filling out time sheet, or operating the scoreboard/timer

For teams with coaches under 18 years of age, additional Duty Person responsibilities are to:

- assist with transport of the coach to and from **training** and games
- have a responsible adult present and to supervise **training** in the week before the rostered game

## Scoring and Avoiding Team Sheet Fines

link to [How to Score](#) on website

The Team Manager informs the parents/carers about Scoring policies and procedures; and supports and assists the training of new scorers.

The club is fined if the Duty Person fills out the score sheet incorrectly at the Saturday games. In recent seasons, this has led to the club paying >\$350 in fines.

Make all parents/carers aware of the need to enter:

- the full first name and surname of each player with the correct spelling
- the full first name and the surname of the coach(es) with correct spelling

## Fill-in Players

link to [EDJBA By Laws](#) Sections 1.2-1.4

Players may be unavailable for games due to illness, injury or other activities. A game can start if you have at least four players. However, it is better to field a team of at least seven, so players can take breaks.

Encourage all players, parents and carers to inform you of absences in advance so that you can recruit Fill-In players. Eligible Fill-Ins must be registered with Ivanhoe

East Basketball Club and can be recruited from any age from one EDJBA level above your team to those at the same and lower levels. Thus,

- if your team plays at an EDJBA A level, you can recruit players from younger age teams that are playing at A to D levels
- if your team plays at B level, players can be recruited from younger age teams playing at A to D levels
- if you play at C level, players can be recruited from younger age teams playing at B to D levels
- if you play at D level, players can be recruited from younger age teams playing at C to D levels.

Contact your TML to obtain a list of eligible players whose own game will not clash on the Saturday in question.

The rules are more restrictive during finals so check with the club towards the end of the season if Fill-In players are required during finals.

## Finals

Finals occur over three Saturdays after the 13<sup>th</sup> round of the season.

Details for each Saturday final (semi, preliminary and grand) are received by the club by the Tuesday evening before. The club then sends these to TMLs, who send each Team Manager the relevant information by Wednesday evening. The Team Manager then adds a Duty Person and sends through the game details before the Saturday game (preferably by the Thursday before the game).

Some coaches prefer to schedule extra training sessions during these finals weeks. Please confer with your coach to assist in communicating this in a timely manner to players, parents and carers.

The payment for finals games differs. As Team Manager:

- inform the team to arrive at least 20 minutes early. This gives time to pay for entry (currently \$2.00 per player and spectator aged over 12 years), enter player details on the team sheet at the door, and to warm up. The coach does not pay an entry fee.
- pay for the team sheet as you enter the finals venue (currently \$42 per team), collecting proportionate amounts from players either before or after venue entry.

If your team makes the Grand Final, you will need to contact the Finals Coordinator immediately after the game - [finals@ivanhoeknights.org](mailto:finals@ivanhoeknights.org) – trophies are then engraved by Presentation Night the following day.

**Thank you**