



Team Manager Information Pack

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Abbreviations used:

BV – Basketball Victoria

Club – Saints Basketball Club

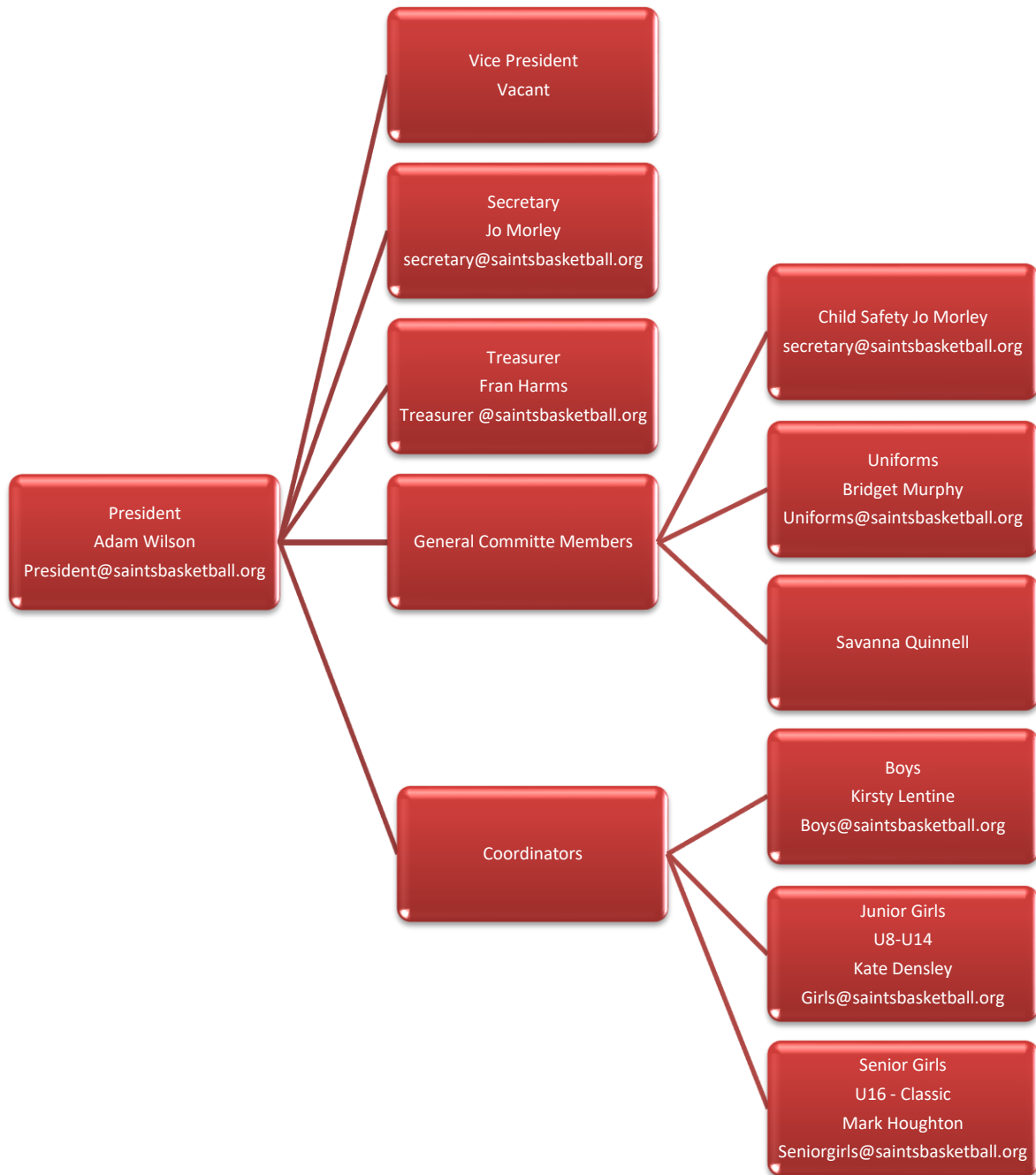
MBA – McKinnon Basketball Association

WWCC – Working With Children Check

Thank you for taking on the role of Team Manager for this season. As a volunteer-based organisation we rely on the collective input of parents to fill all the roles within our club. The following items are for your action and information. Some require your attention quickly and others will be relevant as the season unfolds.

The **contact emails for all positions** referred to in this document can be found in the structure chart below.

1. Club Structure



2. Team Communication

Team Details

Please confirm the details (names, phone numbers, email address) in the team lists which the Coordinator will send to all parents in your team. This information is taken straight from the registration data, so if there are any incorrect details, please let your Coordinator know as soon as possible. The Club does ask all parents to check their details, but not everyone does.

Weekly SMS/WhatsApp

It is customary for the team manager to set up a WhatsApp group or send a text to every parent in the team advising them of the game time, venue and scoring responsibility for that week's game.

Sometimes last-minute forfeits or cancellations can take place and it's much easier to advise in a WhatsApp group as opposed to sending individual texts.

Contact your Coordinator if you have any questions.

3. Child Safety and Compliance

Our Club is a Child Safe Club, and all Team Managers must complete mandatory compliance which includes:

- Obtaining a Working With children Check
- Completing an online Child Protection & Safeguarding course
- Reading and acknowledging the Team Manager Code of Conduct
- Reading and acknowledging the Child Safe Code of Conduct

If you have any concerns about the safety of a child, please contact the Club's Child Safety Officer.

4. PlayHQ Registration

All Team Managers must register in PlayHQ as this is the only way they can be allocated to a team. The MBA will also advise forfeits/fixture changes directly to you if registered.

You can register using the general registration link up until registrations close. After that, your Coordinator or the Club Treasurer will send you the appropriate link.

5. Parent Behaviour

Unfortunately, there has been an increase in poor parent behaviour at games. Please refer your parents/guardians to the MBA's Parent Code of Conduct

<https://static1.squarespace.com/static/63995be8241ae54a4286807b/t/63bb92f00de73766afda05a5/1673237233096/MBA%2BParent%2BCode%2Bof%2BConduct.pdf>

If you are concerned about the behaviour of any parent, please contact the Club President.

6. Training

Your training time will be advised by the Coordinator in the team announcement. Please remember that the coach must attend all training sessions (or a responsible parent if they can't attend) and no players are allowed

in the stadium unless the coach/responsible parent is present. Please ensure the coach and all parents are aware of this.

Junior Coaches

If your team has a junior coach appointed, please ensure there is an adult present at all training sessions. The parent of the junior coach may do this themselves or some parents may always stay at training - if there is a clear absence of parents, please organise a roster of attendance.

Training Stadium Usage and Opening & Closing Procedures

The procedure for opening/using/closing at training venues provides the Club with many queries and complaints throughout the season and places our access to the stadiums at risk if not followed correctly.

The opening and lock-up procedures for each of our stadiums has been sent to you in a separate email. If you haven't received it, please contact the Club Secretary.

Note: it's the coach's responsibility to open and close the stadium. Team Managers and parents should not be doing this unless filling in for the coach.

Please advise parents that:

- The stadium is only to be used for the allotted training time.
- No players/children are to be on school premises unless an adult is present.
- Parents are to remain with their children until the coach arrives. If older players make their own way to the stadium, they must not enter the stadium unless the coach or another adult is there.
- There is to be **no use** of the school grounds/playgrounds/classrooms etc by any parents, players or siblings etc before, during, or after training.
- We have access to the court and toilets directly off the court. All other areas are out of bounds.
- All siblings of players must be supervised. If siblings need to use the toilets, then a parent must go with them.
- No school property is to be touched or moved including chairs.
- No food is to be left at the school.

7. Game Day

Fixtures and Grading

The first 4 weeks of the season are grading rounds. During grading, teams may be moved up or down divisions.

Please keep an eye on the fixture for when your game is. Expect the fixture to change a few times during the first few weeks, so check for any late changes in time to alert your team.

The fixtures can be accessed using this link:

<https://www.playhq.com/basketball-victoria/org/mckinnon-basketball-association/8de290c6>

Scoring Roster

Throughout some seasons, Team Managers have reported that scoring responsibilities were not being shared evenly among all families within their team. This obviously places a burden on the team manager and other parents who were required to 'pick up the slack' when the occasional parents have refused to score for their child's team.

The Junior Domestic By-Laws state that every team must provide a competent scorer who is at least 13 years old otherwise a 5-point penalty may be applied.

Please consider the following approach to allocating scoring.

1. Create a roster at the start of the season that spreads the scoring responsibility evenly across all families in the team.
2. If the family nominated to score is unable to score for any reason, it is their responsibility to find a replacement scorer and you can swap them on the roster. It is not the Team Manager's responsibility to be the replacement scorer, though if you have enough notice then a simple change to the roster isn't always a big issue. It pays to continue sending the roster as an attachment with your weekly email.
3. If the family nominated to score has failed to find a replacement, they are expected to score.

If you communicate this expectation at the start of the season, it will help.

Uniform Numbers

Please confirm the uniform numbers for all the kids in your team. If there is a clash, please email the Uniform Coordinator to arrange a loan singlet if possible.

If you get to the first game and numbers are incorrect, they can be changed in the scoring system just prior to the first game. The referees will be able to assist you with this if needed. Please advise your Coordinator of any incorrect singlet numbers on the system.

How to score, dispute resolution and player statistics

There are 2 scoring mechanisms courtside:

- The clock – which displays information on the court scoreboard. Usually the 'away' team does this (away team is the second named team on the fixture)
- The iPad – which records statistics which will be uploaded to PlayHQ by the referees after the game. Usually the 'home' team does this.

The iPad scorer should check the names and numbers on the iPad against the players on the court. Numbers can be amended on the iPad. If you can't work out how to do it, just ask one of the referees.

Brief instructions about how to score using the iPad can be found at <https://support.playhq.com/hc/en-au/articles/900003258386-Basketball-Electronic-scoring-overview>

Score Dispute Resolution - It is imperative that both scorers compare the scores regularly to ensure that they are the same. If there is a discrepancy, this must be resolved at that time. The referee can be called over to resolve a dispute. If there are differences that aren't resolved, then the iPad takes precedence.

Player statistics not uploaded after the game - At the end of the day/game, the stadium supervisor will upload the game results and associated player statistics from the iPad to PlayHQ. Sometimes, these fail to upload. At other times a paper scoresheet may be used, and the MBA doesn't input the player statistics to PlayHQ. It's good practice for scorers to take a photo of the final score on the iPad/scoresheet as a precaution and these can be sent to the Club Secretary to request the MBA to update PlayHQ.

Emergencies/Fill-in players

From time-to-time you may need fill-in players. You may be able to source a fill-in yourself or contact your Coordinator to assist.

The fill-in By-laws for the winter season are changing so please ensure you read them when they are published - these will be dated March 2024 (current ones are March 2023). They can be found on the MBA website using the following link and clicking on the 'Domestic By-Laws' button.

<https://www.mckinnonbasketball.org/competition>

Forfeits

If you need to forfeit, please submit your forfeit online as soon as possible at:

<https://form.jotform.com/210878390799070>

By-Laws

All Team Managers should familiarise themselves with the Junior Domestic By-Laws as it can often avoid confusion about player eligibility and similar issues. They can be found on the MBA website using the following link and clicking on the 'Domestic By-Laws' button.

<https://www.mckinnonbasketball.org/competition>

Game Day incidents and Complaints

Where possible, game day incidents should be managed between the involved parties and the referee on the day. If a satisfactory resolution isn't achieved, then it should be raised with the Coordinator or Club President.

Finals Eligibility & Team Sheet Fee

To be eligible to play finals a player must have taken the court and played at least 50% (minus 1 game) of scheduled games within that team within the season. When calculating how many games re player has played, include:

- All games played including grading games.
- Byes.
- Forfeits received i.e., other team forfeits.

Players that have suffered an injury/illness or have been away for extended periods due to school camp may apply to the MBA for an exemption if they haven't reached the required number of games. Please email the club Secretary before finals to request an exemption.

The Club's registration fee covers team sheet fees for the regular season (not finals). A team sheet fee must be paid for each final and the Club will pay for this.

Stadium Entry

Stadium entry for the normal rounds (i.e., excluding finals) is paid upfront as part of the registration process (Association Player Registration Fee). However, for finals, an entry fee will be charged for all players and for spectators over 18 years of age.

8. Injuries at Training or Games

The Basketball Victoria Participation Licence Fee is paid annually as part of the registration process and covers player insurance. If an injury occurs:

- During games, the injured player or parent/guardian must submit details via the MBA's injury portal <https://form.jotform.com/210808144391048>
- During training, the coach or Team Manager should advise the Coordinator.

Advising the MBA or Club is for monitoring purposes only. The MBA or Club will not be processing any claims on behalf of the player.

The player or parent/guardian is responsible for making a claim under BV's insurance. Basketball Victoria's insurance provider is V-Insurance Group (Corporate Authorised Representative of Willis) and details regarding the level of coverage can be found via the V-Insurance Basketball website <https://vinsurancegroup.com/basketball/>

9. Heat Policy

Training - At 9am, the club will check the daily maximum temperature and if it is predicted to be over 35 degrees, an assessment will be made as to whether training will go ahead, and teams will be advised.

Game day Heat policy is defined by the MBA <https://www.mckinnonbasketball.org/policies>