

TEAM MANAGER'S



HANDBOOK

2015



MILL PARK REBELZ BASKETBALL CLUB

Thank you for agreeing to become a Team Manager for the Mill Park Rebelz Basketball Club. Below you will find information on the role and responsibility for a Team Manager, as well as contact numbers should any unusual situations arise.

It is ESSENTIAL that all Team Managers/Coaches/Assistant Coaches hold a current Working with Children (WWC) check. These forms are available at any Australia Post Office and are payable by the individual. Please present the Club with a copy of your receipt until your WWC card arrives.

Team Manager's Role

The Team Manager, as the title suggests, manages the team for game day. All games are held on Saturdays at one of five locations. These are:

Mill Park Basketball Stadium
Stables Shopping Centre
Childs Road
Mill Park 3082
Melways: 9 K4

Marymede Catholic College – Sports Centre
60 Williamsons Road
South Morang 3752
Melways: 183 C8

Darebin Community Sports Centre
Reservoir Secondary College
857 Plenty Road
Reservoir 3073
Melways: 19 C7

Lalor East Primary School
Cnr Darebin Drive and McKimmies Road
Lalor 3075
Melways: 9 D6

Epping Leisure City
Miller Street

Epping 3076
Melways: 181 K11

Game times and locations are found on the Sportingpulse website:

http://www.sportingpulse.com/assoc_page.cgi?c=1-4972-0-0-0&a=COMPS#Saturday

From this link, click on your appropriate age group and team. Please note that the Whittlesea Basketball Association updates this site on Wednesday/Thursday, so check towards the end of the week for updated game times.

Please note that there is a Fox Sportspulse app available for smartphones, where it is possible to save your team as a 'favourite'. It is also possible to subscribe to a team to get email updates. It is not recommended to initiate these options until after grading games, as the teams change pools/grades frequently during this time.

NB: Occasionally other options for venues will be allocated by the Whittlesea Basketball Association as circumstances demand. Should this occur, all Team Managers will be notified of a change of venue.

Monies

It is the responsibility of the Team Manager to collect monies from their team as the situation arises. This generally occurs at the beginning of each season. Registration fees are as follows:

1st child \$ 180 ea

2nd child \$160 ea

3rd and subsequent children \$140 ea

All players are to pay a \$50 non-refundable registration deposit at the end of each season, to secure their place in a team for the following season. The balance of the fees are due by the end of grading games of the new season (generally after the first four games). The Team Manager can collect these monies and are to receipt them with the receipt book supplied with the Team Folder pack. Alternatively, the players/parents can opt to pay the Treasurer directly (whether in person or via direct bank transfer). Should this occur, the Treasurer will advise you that payment has been made.

Occasionally, parents will pay another Team Manager their season fees, if the players have siblings in other teams. The Team Manager receiving the payment MUST then notify all other appropriate Team Managers involved that payment has been made, so records can be updated.

If a new player presents to the Club, please direct them to the Uniform Officer for outfitting with a playing top. Please note that all new players must be screened to see if a Player Clearance is required. This Clearance is an electronic document that must be authorised by both the Club that the player is leaving to ensure that all monies owed are finalised, as well as the Mill Park Rebelz Basketball Club to accept the new player. Clearances are only required if changing clubs within the same basketball association (i.e. Whittlesea City Basketball Association). It is allowable for players to participate in more than one association during any playing season.

All monies received are to be entered in the Team Folder (see Appendix C). Every four weeks, the Treasurer will meet with all Team Managers to collect monies received from their teams, and to distribute monies for the game Team Sheet. The Treasurer will notify the Team Managers when this meeting will occur. The Treasurer will then receipt monies received from the Team Managers in the Treasurer's receipt book. This receipt is to be stapled into the Team Manager's receipt book. An example of this can be found in Appendix C.

Other monies that may be collected by Team Managers include merchandise payments. The merchandise order forms will either be sent with the welcome letter to all players before season commencement, or will be distributed by the Merchandise Officer to the Team Managers during the course of the season. Again, if payment is collected by the Merchandise Officer directly, the Team Managers will be notified.

Uniform payments are to be made directly to the Uniform Officer as strict records are kept. Please direct your players/parents to the Uniform Officer for updates.

The Team Manager is also responsible for collecting monies/organising rosters for fundraising activities. The Team Managers will be notified when fundraising activities occur, and the responsibilities required for each activity.

Official Team/Individual Photos are organised on an annual basis. The Team Managers will be notified when photos will be held – these generally occur during training. There will be other opportunities for team photos – generally during the Grand Final. The Whittlesea City Basketball Association organises their own sports photographer to attend during Grand Finals, where team photos as well as action shots are taken. It is at the individual's discretion if they would like to purchase these photos, however all players must still participate in the sitting for the Team Photo. These photographers are a totally separate entity to the Mill Park Rebelz Basketball Club, and as such, the Club has no responsibility for these photos/payments.

Game Day

Each Saturday, the Team Manager is to arrive at the venue at least 15 minutes prior to the commencement of the game and pay for the Team Sheet (\$37) on entering. Please note that the Whittlesea Basketball Association charges an entrance fee for each venue of \$2.50 per adult/player/child aged 12 and over. This is NOT funded by the Mill Park Rebelz Basketball Club, and is the individual's responsibility. It is the Team Manager's role to ensure that the Team Sheet is correct, with all players listed on the sheet with the correct playing numbers. ALL players are to sign the back of the sheet after each game. Players must play (and sign) for AT LEAST seven (7) games to be eligible to participate in finals.

The Mill Park Basketball Stadium (and others when available) have commenced a computerised score sheet, and no paper team sheet is available at these venues. It is the responsibility of the Team Manager to pay the \$37 at reception and ensure that all details are correct on the computer located on each court's score bench prior to the game commencing.

If a new team member has started after the commencement of the season, their details are to be written in the bottom half of the back of the Team Sheet, including name, address, DOB and signature. Please ensure that players sign their full names, not just their christian name. The week following their commencement, the new player's name should be listed on the front of the sheet along with the rest of the team. If electronic scoresheets being used – the player must be manually added into the system. If in doubt, the referees are generally happy to assist with this.

Any injuries occurred during a game MUST be written on the back of the Team Sheet in the 'Comments' area. The stadium supervisor should also be informed of any injuries. All stadiums have ice available for minor strains/sprains occurring during a game. Should an injury require more intensive first aid, the stadium supervisor will organise an ambulance, to be covered by the individual player's ambulance policy/ cost. The Mill Park Rebelz Basketball Club DOES NOT cover any ambulance/medical/hospital costs.

Please note that there are generally no games played on long weekends/school holidays. The Team Managers will be notified in advance of when this will occur during the current playing season.

Scoring Rosters

It is recommended that all Team Managers create a scoring roster for their teams. An example of this can be found in Appendix D. If you would like a copy emailed to you, please contact Aileen. All parents are expected to participate in scoring. If a parent is unable to score on an allocated day, they are permitted to swap amongst themselves. However, the Team Managers are to be notified in advance so they are aware of who will be scoring.

A link to 'How to Score' can be found on the Mill Park Rebelz website. Please direct new players/parents to this link. If you are experiencing difficulties, please contact the Team Manager Liaison Officer for direction.

The Team Manager is to notify their team members via text message each week of their upcoming game, location, time and scorer. This will ensure that all team members are aware of their game, and no excuses can be made that they "didn't know". Please ensure that all players attend the game at least 10 minutes before jump ball to allow for warm up.

Training

All training sessions are held on various afternoons at the Mill Park Basketball Stadium. Each team's training times/days differ, however the times will be outlined to ALL players in the welcome letter sent before the start of each season. Players are to attend all training sessions, and are expected to participate fully. If a player cannot attend training/game day, the Team Manager is to be notified in advance so this information can be relayed to the Coach. If necessary (i.e. five available players on game day or less), the Team Manager can approach a player from a younger age group to 'play up' for that game only. Please note that new/temporary players cannot be introduced during the last seven games of the regular season (before finals).

Coaches are NOT to cancel training under any circumstances. If the Coach is unable to attend, the Team Manager should be notified, and the Committee is to be notified by the Coach. An alternative Coach/arrangement will then be organised.

Policies are now in place regarding training during extreme heat. If it is deemed to be unacceptable to train due to the heat, an alternative (theoretical) training can be undertaken by the Coaches. The Committee reserves the right to cancel training as situations demand. In this case, all Coaches and Team Managers will be notified in a timely manner. Likewise, there will be no training on Public Holidays/school holidays. It is the responsibility of the Team Manager to notify the team of training cancellation.

Team Folders

Please see Appendices A-C as an example of the Team Folders. It is the Team Manager's responsibility to keep this folder up-to-date at all times. At the end of the season, the Team Folders will be collected by the Treasurer to collect any monies and to prepare them for the next season.

Finals

Finals are held in the final three weeks of the season. To be eligible for finals, the teams need to finish within the top four of their pool. This can be confirmed on the Sportspulse website. If unsure, there is generally a horizontal line within the table of the 'Ladder' on the website. Any teams above this line are in finals. The exception for this rule are the Under 8's – ALL under 8's players progress to the grand final!

If your team has not made the finals, there will be no further training sessions for this season.

Registration Day

Registration Day will be held at the end of each season, generally in the week prior to finals commencing. All Team Managers will be presented with Re-registration Forms to be handed out to their teams. It is recommended that all players pay their registration deposit on Registration Day, for consistency and ease of money handling.

Registration Day is a good opportunity for any players/parents to upsize their playing tops and discuss issues with Committee members. This is also the opportunity for Team Managers to hand in the folders to the Treasurer if their team has not made finals. If your team has made finals, please see the Treasurer at this time to ensure that you have sufficient funds to cover the costs of

team sheets for the final series. The Team Manager is then to make arrangements to hand over the Team Folder at the conclusion of the season.

Club Policies

As the Mill Park Robelz Basketball Club is still a relatively 'young' club, Policies are being created and structure is being implemented. All Policies can be found on the club website. As new Policies are created and passed by the Committee, they will be added to the website. It is the Team Manager's responsibility to direct their players to this website to ensure that all are informed of the regulations of our Club.

Meetings

Meetings are held on a monthly basis from 7.30pm at various venues. Team Managers will be contacted via text message of the next meeting. All Team Managers and Coaches are encouraged to attend these meetings to be kept informed of the latest updates.

The Annual General Meeting is held once per year, generally within the last six months. At this meeting, all positions are dissolved, and new Committee members are elected. All involved within the Club are encouraged to attend this meeting. Notification of this meeting will be given in a timely manner.

Disputes

No parent is to approach the Coach of the team for any reason. Any disputes are to go through the Team Manager, who will then raise the issue with the Coach/Committee. Under NO circumstances is the Whittlesea City Basketball Association to be contacted by a Team Manager/Coach/Parent/Player. All issues for the Association are to go through the Club Contact.

Banking Details

Commonwealth Bank – Mill Park Branch

BSB: 063 886

A/C No.: 1038 2169

All direct deposits are to use the player's surname as reference.

There will be, of course, situations arise that are not covered in this handbook. Should this occur, please feel free to contact the President for clarification of matters.

Contact Numbers

President	Luch Berardi	0488 061 177
Vice President	Suzanne Matropaolo	0411 237 652
Secretary	Jodie Reid	0419 532 243
Treasurer	Oly Dionis	0402 105 501
Registration Officer	Luch Berardi	0488 061 177
Uniforms/Merchandise	Mena Lattos	0403 307 200
Coach Liaison Officer	Anthony Dionis	0412 126 544
Coach Liaison Officer	John Bickerton	0422 612 275
Fundraising	Jo Beradi	0426 299 003
Fundraising	Monique Locklier	0430 068 635