



2017 Team Managers Guide

Introduction

This handbook has been developed by Mornington District Basketball Association to assist Team Managers who have volunteered their time to manage a Breakers team.

As Team Manager you are responsible for the overall administration and management of the team which enables the coach to concentrate on the coaching and training aspects of the team. As Team Manager you will be the liaison person between the team, coach, parents, office administration and the Committee of Management. As Team Manger you are expected to work closely with the Coach to bring about a high level of team spirit & camaraderie.

Check list for Team Managers at the start of the season



Collect contact details of all players including email address from the office.	
Print a copy of the MUVJBL Rules of Operation or save a copy to your mobile device.	
Arrange collection of the Breakers team bag from the office.	
Attend Scoring School if you haven't done so previously and advise parents of details.	
Follow the MDBA Facebook page where regular updates are provided.	
Organise a First Aid Kit.	
Ensure every player has a uniform and you don't have number clashes. Uniforms are available to loan at the commencement of the season.	
Notify all players of training times.	
Notify all players of the first match.	
Create a Contact Details list and distribute to all families, check with families that they are happy for their details to be distributed.	
Create a scoring roster.	
Pick up blood singlet for team if required.	
Liaise with the Coach regarding any specific team requirements.	
Collect a Team Managers pass from the MDBA Office.	
Get a folder and/or clip board to keep all team information together.	
Collect player medical details forms from the office when directed.	

Communication

All general communication between the MDBA and Breakers teams is done electronically through Facebook, MDBA Website morningtonbasketball.com.au and Email. We request all Team Managers to regularly check their emails and follow our Facebook page facebook.com/MorningtonBasketballClub. This is the fastest and most reliable way of distributing information.

If you are not receiving emails it is your responsibility to check with the office that your email address is up to date.

Team App

Many teams in the past have successfully used "Team App" as their main form of communicating with their team. Team App is a platform that allows teams to improve communication by creating their own smartphone app.

Design your app, choose from a huge range of features and you will have a fully functional Team App created in less than 10 minutes for further details visit www.teamapp.com

Contact List

At the beginning of each season, team managers should create a contact list for all players. This can be combined with the scoring roster. This should contain the player name, singlet number, home phone, mobile number, parent names and email addresses.

Financials

As Team Manager you are responsible for maintaining and keeping accurate records of all financial transactions associated with your team. The Club at any stage during the season has the right to audit a team's finances.

To assist Team Managers with maintaining accurate records you will need to use the **2017 Breakers Team Manager's Finance Report** which is an excel spreadsheet. This spreadsheet can be downloaded on our website under the Team Manager's Toolkit page. You will need to edit the page to suit the competition you are playing in. We recommend saving this to your PC and updating whenever a financial transaction with team money has occurred.

Training Attendance

Non-attendance at training can be disruptive to a team and it is the Team Manager's responsibility to maintain a record of training attendance. To assist you with this task you will need to use the **2017 Breakers Training Attendance Report** which is an excel spreadsheet. This spreadsheet can be downloaded on our website under the Team Manager's Toolkit page. We recommend saving this to your PC and updating it at every training session.

The record should be referred to when managing issues of poor attendance at training and to acknowledge players that have good training attendance. The Club reserves the right to view this information during the Season as requested.

Player Medical Details

You will be required to carry a copy of each player's medical details with you at every game and training session. If you have concerns regarding managing a player's medical condition, this should be discussed with the parent in private prior to the commencement of the season.

Injuries and medical certificates

If a player has a long term injury it is imperative that a medical certificate from a registered practitioner is submitted to the office as a matter of priority. Certificates should be submitted to the Program Manager as soon as possible after the injury.

At the Game you will need to do the following:

- Have a copy of your complete team list
- Basic First Aid
- Pay the team sheet a minimum of 20 minutes prior to the game
- Ensure player details are recorded accurately on the scoresheet
- Fill in the Coaches details
- Maintain a record of payments
- Ensure a competent scorer is in place or provide them with an Assistant

During the Season

- Advise families of fixture changes
- Advise families of training schedules updates
- Distribute Club emails
- Advise families of Club events
- Act as a point of contact for any issues or concerns within the team and escalate to the Coach and/or Club
- Other duties as directed

Finals

- Check the MUVJBL website for finals updates and fixtures
- Follow the direction of emails sent from the Club and MUVJBL Delegate
- Advise families of changes to training schedules
- Advise families of finals matches, entry fee and team sheet payment arrangements

End of Season

- Return all property of the MDBA to the office as directed
- Follow the direction of emails regarding the end of year Presentation
- Coordinate the end of year team function/celebration
- Forward team photos from during the season to the office

Uniform

All players must wear the following compulsory uniform items:

- Playing singlet
- Playing shorts
- Hoodie
- Reversible training singlet
- Socks

Loan uniforms are available from the Club and require a \$50.00 deposit which is fully refundable upon return.

Scoring Roster

At the beginning of each season the Team Manager will need to create and distribute a scoring roster. Each family should be rostered on in turn to score.

The MDBA will run a Scoring School prior to the commencement of the official Season and it is expected that parents who have not scored previously in MUVJBL games attend the sessions.

When on the score bench you are there as a match official and not as a spectating parent. It is vital that all score bench officials are competent.

Team Manager Availability

On occasions Team Managers will not be available for whatever reason. When delegating the task to another team member it is important that you provide them with all the information required. The delegate will require the team contact details, medical details, full player names and numbers.

Statutory Declaration

All Team Managers must have a valid Working with Children Check before they can undertake any official duties as a Team Manager. Basketball Victoria also requires a Member Protection Statutory Declaration to be completed by Team managers. You will be requested to sign this in the office once your position has been confirmed.

Police and registered teachers do not have to get a Working with Children check. However you need to give proof of registration such as a copy of your Victoria Institute of Teaching card etc.

Playing Rules

Team Managers and Coaches should familiarise themselves with the MUVJBL Rules of Operation a copy can be found at vjbl.com.au

Code of Conduct

As a Team Manager you are expected to abide Basketball Victoria's Code of Conduct. At all times you should refer to this document when dealing with Parents, Players and Coaches and yourself. The Code of Conduct can be found on the MDBA website or at vjbl.com.au.

Complaints and Issues Management

From time to time contentious issues arise that may initially cause some anger or concern. It is important that these issues are raised and dealt with at the earliest possible stage.

Team Managers must respect coaches and parents and realise that sensible and productive discussions rarely occur if a person is angry or emotional.

Most issues can be resolved through discussion with the Team Manager and/or Coach. If you are not satisfied with the outcome or response you should direct your inquiry to the MDBA Operations Manager programmanager@morningtonbasektball.com.au

IT IS UNWISE TO RAISE A CONTENTIOUS ISSUE WITH A COACH IMMEDIATELY AFTER A GAME.

Parent's behaviour

Our parents are a vital resource in the successful running of the Breakers program. There are times where a very small percentage of parents create friction and tension amongst a team. Parents that cause conflict with players, coaches, team managers and officials are not welcome at Mornington Basketball in 2017. Conflict causes major disruptions to teams and the Committee of Management will have a zero tolerance towards behaviour outside of Basketball Victoria's Code of Conduct. Please familiarise yourself with the Code of Conduct prior to and during the Season and also remind your players, coach and parents to do the same.

Where to find further information.

- Morningtonbasketball.com.au
- Basketballvictoria.com.au
- Vjbl.com.au
- fiba.com/downloads/Rules/2014/OBR_Summary2014_V6.pdf
- manager@morningtonbasketball.com.au