



SAINT EDMUNDS BASKETBALL CLUB INC.
TEAM MANAGERS INFORMATION BOOKLET

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ROLE OF THE TEAM MANAGER

As Team Manager you will have a lot of people, mainly parents, looking to you for assistance and guidance.

This information booklet was put together to assist you in knowing what is expected of a Team Manager, including items of information which you may need to know during your time as the Team Manager.

The Team Manager's role is central to the smooth and successful operation of a junior basketball team. The Team Manager is generally responsible for the routine administrative functions relating to the team on, and to a lesser extent, off the court.

The Coach combined with the Team Manager are the public face of the Saints Basketball Club, and for that reason, every effort should be made to present 'your' Club in a positive light.

The following information should help you in your role as Team Manager. If you require any further assistance, please do not hesitate to contact either the Boys or Girls Coordinator, or the Club President:

president@sebcsaints.com.au

boyscoordinator@sebcsaints.com.au

girlscoordinator@sebcsaints.com.au

COMMUNICATION

The Team Manager's role is pivotal when it comes to communication.

This includes:

- Communications from the Saints Committee
- Newsletters
- Game fixtures
- Registration details etc.
- Any issues, ideas, etc, that parents may want known to the Club.

On the subject of communication, any known grievances should be brought to both the coach's notice and dependent upon the nature of the grievance, to the Club through the girl's or boy's coordinators.

Don't encourage "car park meetings rather conduct frank discussion with the parties involved to clear the air. Please note that not all problems can be resolved to everyone's satisfaction and remember that it's quite normal for someone to be unhappy about whatever issue may concern them, at any given time; you should not get personally involved.

ARRIVAL AT THE GAME

Always arrive at the game at least 10 - 15 minutes early, to allow you time to complete the team sheet, pay for the game, collect money from the parents, and ensure that your team has a scorer. The Team that pays the Team Sheet last is responsible for taking the sheet to the score bench.

Parents should arrive at least 10 minutes early, so that the children have time to warm up and to get some last minute instructions from their coach.

GAME COSTS

Usually this varies between teams according to the number of players in the side. The cost of the team game sheet remains the same, no matter how many players you have.

This money is used to cover the cost of each game; any left over money (game kitty) is used to pay for games when short of players. The kitty money is also used for free games, Club raffles or an end of season get together if the funds and parents allow.

The idea is to have a set amount that you charge and collect of the parents each week that is sufficient to cover the associated costs involved.

SCORING

Both teams will need to provide a scorer. This must be either an adult or an older child (13 years or older).

There are two scorers at each game, one responsible for the score sheet and the other responsible for the electronic score board. Communication between scorers is a must, acknowledge all calls, i.e. scores, fouls, subs, and time outs. By doing this the score sheet and score board will match, if they do not match the referee will go by what is on the score sheet, not the board.

Parents must take their turn in scoring. If some of the parents don't know how to score, they can learn, as there are plenty of people around who are experienced scorers.

If the court requires sweeping prior to a game then the scorer may be the best person to perform this task also.

FIRST AID

The K&MDBA Junior Committee recommend that the only First Aid that is administered is ice.

GENERAL INFORMATION

REGISTRATION

Registration is payable before the commencement of each season. Each child's playing fee will need to be paid; otherwise they will not be able to play the next season. As Team Manager, it will be your responsibility to hand out new registration forms to the parents as required.

FILL-INS

It is the Team Managers duty to ensure, that every fill-in player for the team has been registered on the front and back of the score sheet, for the game they are filling in for. Premiership points are deducted for unregistered players.

Also, each player must have filled in a Saints Registration form and had it signed by a parent/guardian before they take the court for their first game for the current season.

Please notify the boys/girls coordinator of any new additions or deletions to the Team.

ATTENDANCE AT GAMES

Any absence or delay should be advised to the coach as early as possible. Some teams only have a small number of players and the omission of 2 or 3 players may result in the forfeiting of a game. If sufficiently early notice is given of an absence, a replacement player may be lined up. Punctuality is stressed.

For Your Knowledge:

Players who do not come to training without a good reason may risk their place in the team. Equally, players who do not display the right attitude at training will also risk their place. Any parent, whose child cannot attend training, should notify the Coach or Team Manager (who will notify the Coach) in advance. Again punctuality is stressed.

UNREGISTERED PLAYERS

A list is posted on the notice board at Lilydale and Kilsyth weekly. This list must be checked each week to ensure the team does not have unregistered players. Points are deducted from teams who violate this rule.

FINALS QUALIFYING LIST

Approximately six weeks before the finals the K&MDBA will post in both stadiums a list of the team and either if that player has qualified (Q) or how many games that player has played or is required to play to qualify.

PARENTAL PARTICIPATION

The club is always looking for willing helpers. These include prospective Coaches, Team Managers, and help with the administrative functions etc. Please encourage involvement.

One means of getting parents involved is through their assistance in running station drills at the training venue. The more parents that get to know about the game, the better position they will be in to assist with the development of their own children in the sport.

INSURANCE

Children are automatically covered by Sports Injury Insurance, taken out by K&MDBA. Part of your Club registration fees goes to cover this cost. In the event of an injury during the game please report it to the Kiosk at either stadium. In the event of an injury at training please report it to the boys/girls coordinator.

ADDITIONAL INFORMATION

Additional information that may assist you in your duties as Team Manager can be found and downloaded at the Saints website www.sebcsaints.com.au under the downloads section. This information includes scoring rosters and game payment sheets, etc...

If you require any additional information, please contact the boys or girls coordinator.

K&MDBA JUNIOR RULES

These rules are generally stable but may change from season to season upon direction from the Junior Committee.

The latest revision of these rules can be found and downloaded from the SEBC website under 'Download'.