

# TEAM MANAGER'S



# HANDBOOK

# 2019



## 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, though there is usually no fee for volunteers. 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 their individual team. The most important part of this role is communication between the Club and parents of players. This involves ensuring parents are aware of any requirements to keep them active and involved with the game and the Club.

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.

All games are held on Saturdays at one of five locations. These are:

Mill Park Basketball Stadium - Redleap Ave, Mill Park

Darebin Sports & Community Stadium - 857 Plenty Road. Reservoir

Epping Leisure City - 43-51 Miller Street, Epping

Lalor East Primary School - Cleveland St, Thomastown

Mernda Park Primary School - 40 Riverdale Boulevard, Mernda

Mernda Central Secondary College - 70 Breadalbane Avenue, Mernda

(It's best to remind parents not to get confused between the two as these are easy to get mixed up)

Game times and locations are found on the SportsTG website:-



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.

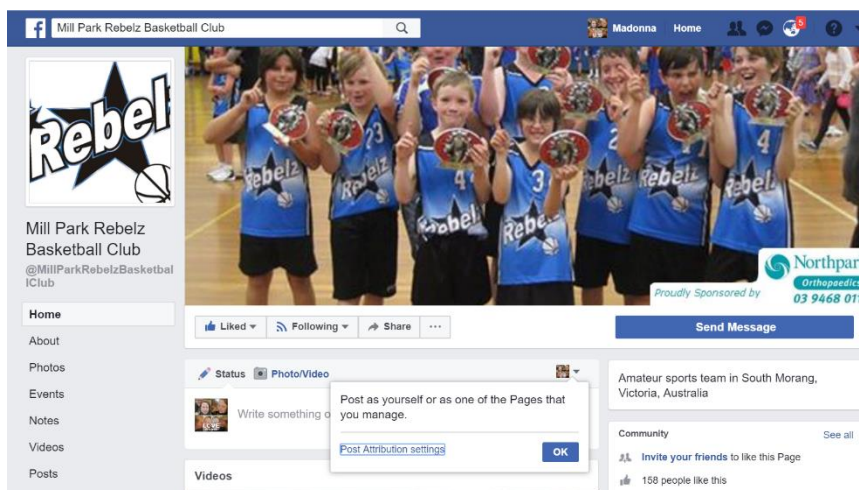
NB: Occasionally other options for venues will be allocated by the Whittlesea Basketball Association as circumstances demand. Should this occur, all Team Managers will be notified of a change of venue.

Please note that there is a Team App available for smartphones, where it is possible to save your team as a 'favourite'. Club notifications will often be posted on this app so it is recommended that you advise all team members/parents to have access to this.

Also, please encourage parents to be aware of and 'Like' the Mill Park Rebelz Facebook page.



Team App  
Team Mates Pty Ltd



## Monies

Many payments can now be handled via Bank Transfer.

### 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 and reason for payment as reference.

Eg: Smith – new jersey

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 \$60 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).

Most parents may choose 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.

If parents wish to pay cash, the Team Manager can collect these monies and are to receipt them with the receipt book supplied by the Club.

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. It is important to keep track of players's numbers in your team so as to avoid clashes. 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 should be recorded and advised to the Treasurer as soon as possible. Communication can be via text or email ([treasurer@millparkrebelz.com.au](mailto:treasurer@millparkrebelz.com.au)). The Treasurer will arrange to meet with Team Managers to collect monies received from their teams. 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. If you have not been provided with a receipt book, please contact the Treasurer.

Other monies that may be collected by Team Managers include merchandise or fundraising 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 as merchandise becomes available. Again, if payment is collected by the Merchandise Officer directly, the Team Managers will be notified.

Uniform payments can be made to the Treasurer or directly to the Uniform Officer. 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 may be organised periodically. 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 games. 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

Team Sheet fees are now paid by the club directly to the Whittlesea Basketball Association (WCBA). There is no longer a requirement for the Team Managers to handle payment of these each Saturday. 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 all details are correct on the computer located on each court's score bench prior to the game commencing. Players must play for AT LEAST seven (7) games to be eligible to participate in finals.

If a new team member has started after the commencement of the season, and 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. This must occur prior to game start.

Any injuries incurred during a game MUST be recorded by the referees and updated in the computer systems 'Comments' area. It is the Team Manager's responsibility to ensure this occurs. 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

Team managers may be responsible for help to train parents who have not scored before. If you need assistance with understanding scoring please ask one of the Committee to help. Assistance on the day can be sought from the referees on court. 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 Communications Liaison Officer for direction.

It is recommended that all Team Managers create a scoring roster for their teams. An example of this will be attached in an email. 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.

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.

## 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 SportsTG 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.

It is the Team Manager's responsibility to determine whether the team has progressed to Finals. This may not always be easily determined and may not be known until the next games are posted. If you are unsure or require assistance with determining a team's likelihood of playing in Finals, please contact a committee member.

### 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 deal with any outstanding payments which may need to be resolved at the conclusion of the season.

### Club Policies

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 to advise 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.

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	Anthony Dionis	0412 126 544
Vice President	Suzanne Mastropaolo	0411 237 652
Secretary	Madonna Smit	0418 373 223
Treasurer	Jennie Hay	0407 906 001
Communications Officer	Oly Dionis	0402 105 501
Registration Officer	Luch Berardi	0488 061 177
Uniforms/Merchandise	Cynthia Savini	0435 917 205
Coach Liaison Officer	Anthony Dionis	0412 126 544
Fundraising	Jo Berardi	0426 299 003