



# Team Manager Information Pack 2017

Please refer to the website for updates

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## Team Manager Duties

The role of a Team Manager is vital to the successful operation of a basketball team. The Team Manager is responsible for the smooth running of the team and organising the team sheet on game day.

PLEASE REMEMBER THAT THE TEAM MANAGER AND COACH ARE REPRESENTING MOOROOLBARK FLASHES BASKETBALL CLUB. THEIR BEHAVIOUR REFLECTS ON ALL FLASHES TEAMS, PLAYERS, COMMITTEE AND MEMBERS.

PLEASE NOTE THAT ONLY COACHES WITH A CURRENT WORKING WITH CHILDREN CARD ARE PERMITTED TO COACH ON BEHALF OF MOOROOLBARK FLASHES BASKETBALL CLUB. If your coach is unable to coach a particular game, please let your coordinator know, as we have a number of coaches who are available to fill in.

The following is a list of duties expected of a Team Manager:

- Always arrive at least 15-20 minutes before the scheduled starting time of the game in order to have enough time to collect money from each player's family and pay for the team sheet.
- If playing another Flashes team, the first named team is responsible for collecting alternate singlets. Please see the Boys/Girls Coordinator to arrange alternate singlets during the week before the clash game.
- If playing Fosters, the first named team is supposed to change singlets where possible. Please see the Boys Coordinator to arrange alternate singlets during the week before the clash game.
- Fixtures are available online via the K&MDBA website and via a link on the Flashes website. They are also accessible via the free Fox Sports Pulse app for mobile devices. Some teams find it useful for the team manager to text the game times prior to each game. Note that at the start of the season it is best to refer directly to the website as the app sometimes takes a while to update if there are fixture changes.
- Please let the coach know as soon as possible if players are unable to make the game. If fill in players are required, any players from a younger age group may be used (Note that A grade players cannot fill in to C grade teams). Fill in players are not required to pay for the

team sheet. If you have any queries in regard to this, or need help finding fill ins, please contact a Coordinator.

- Players should arrive 10-15 minutes before the game to allow players to stretch, warm up and receive instructions from the coach.

### **Game costs**

The team sheet fees are:

U7s	\$27
U8-U11s	\$32
U12-U21s	\$37

For a standard game fee of \$37, most teams collect \$6 or \$7 per player to build up their kitty, which can then be used to provide free games at the end of the season or to put towards an end of season breakup. The team sheet must be paid at the front desk before the game can commence.

### **Scoring**

Both teams must provide a competent scorer for the game. This is required to be an adult or someone over 16 years of age. One scorer is responsible for electronic scoring, while the other operates the clock. Both scorers should communicate with each other after every point and foul to ensure there is agreement as to the scoreline and foul count.

All parents must take their turn at scoring, it is recommended that you make up a roster at the start of the season. If parents are new to scoring, then someone competent should buddy up with them until they feel confident.

For Grand Finals a referee will be present on the bench, and the club will provide a scorer for your team.

Please note that the clock stops for all whistles in the last three minutes of the game in all age groups from U9 – U21. Some older competitions also run a 24 second shot clock.

### **Unregistered players:**

A player is deemed unregistered when they haven't filled out a purple form for membership of the Kilsyth association. There is usually a list of unregistered players at the point where the team sheet is paid, and it is also highlighted on the electronic scoresheet. Please check to ensure your team doesn't have unregistered players.

### **Grading:**

The format for grading can change from season to season, but there is usually four grading games at the start of the season followed by some moving of teams from section to section as appropriate. Note that although the coordinator does their best to get our teams in the correct grades at the start of the season, it doesn't always work out. Note also that often other clubs may have started their

teams in too low a section, resulting in some lopsided games during the first few weeks. If you are concerned about the grade your team is in, please talk to your coordinator.

### **Singlet clashes:**

There is an agreement between Fosters and Flashes that the first named team on the team sheet will change singlets for the game. Please contact your coordinator to arrange to pick up the singlets prior to the game, and please make sure that this is organised many days before the game.

Note that Fosters are in the process of obtaining reversible singlets, so this will reduce the need to use clash singlets in the future.

### **Finals qualification:**

A player must play in 50% of the games to qualify in a team for finals, excluding byes. Miniball does not have finals. It is the responsibility of the Team Manager and Coach to ensure that players play sufficient games to qualify for finals.

If a paper scoresheet is used, any players that need to be added to the sheet must also fill out their full details on the back of the sheet. Any players that do not score or foul should also sign the sheet to ensure the game counts towards finals qualification.

If a player suffers any injury during the season that may prevent them qualifying for finals, then a medical certificate should be lodged with the Flashes Junior Delegate who will record it and pass it on to the Convenor. Please do not give a medical certificate to anyone except for the Junior Delegate. Medical certificates need to be handed to the Junior Delegate ASAP, as Kilsyth must receive them within two weeks of the injury occurring.

### **Forfeits**

Forfeits should be made as soon you are aware that you will not have enough players and have been unable to find suitable fill ins. The Team Manager should notify the Coordinator via text message containing the team number and age group.

Please note **that individual teams are responsible for forfeit fees**. Early notification (prior to 24hrs before the game) of a forfeit has a reduced fee:

Early notification forfeit:           \$67

Full forfeit fee:                       \$99

### **Grievances/problems**

If you have any problems or grievances arise, advise the coach and if you think it's necessary, contact the coordinator. If your issue is unable to be resolved, written grievances may be made to the committee via the secretary at [secretary.mfbc@gmail.com](mailto:secretary.mfbc@gmail.com).

Don't get personally involved. Your committee takes all grievances seriously and we are striving to be a club with a good reputation for taking our codes of conduct seriously too. Any breach of the codes will be addressed by the committee.

## **Training**

**PLEASE NOTE:** There must be at least TWO parents/guardians in attendance for a training session to commence. This is for the safety of the children in case they are injured or wander off during the training session. Coaches are responsible for coaching – they are not a babysitting service! If TWO parents are not in attendance, then a coach is within their rights to cancel the training session.

## **Security at Mooroolbark College Training Venue**

Teams that train at 4pm are responsible for picking the key up and unlocking our training venue. As there are two teams for each time slot team managers need to communicate with each other and decide who is picking up the key. The opposite is applicable for the last time slot, as those teams need to lock up the venue and return the key.

The key for our training venue is a very important, if we lose the key, we lose our training venue. We all need to take responsibility for the key! If the team after yours hasn't turned up for training after you have finished please give them five minutes, and if there is still no one there make sure the key is returned to its home and the stadium locked when you leave. Please communicate with teams training before/after yours if you are not training on a given night, and also let the Coordinator know.

The key can be picked up and returned to:

The Meter Box at  
144 Manchester Road, Mooroolbark.

The key should NEVER, under any circumstances, be delivered to another address for later use; the only two places the key should be left at are the one above and during training at our training venue, Mooroolbark College.

## **New players**

If anyone wishes to join your team, or any other team at the club, please get them to first contact the relevant Coordinator to ensure that an appropriate vacancy exists. Do not assume that because there is a vacancy in your team that the Coordinator has not already filled the position. Players and coaches from other clubs are not to be approached and poached. If you are approached by someone wishing to join Flashes, please pass on the relevant coordinator details so that they can contact the club directly.

Please also keep the Coordinators informed if players leave the team for any reason.

If a coach is not able to train or coach a game, the Coordinator should be notified via text message.

## **Working with Children card**

All coaches, team managers and committee members over the age of 18 at Mooroolbark Flashes are required to have a current Working with Children card. It is free for volunteers, but you will need a current passport photo. The form can be filled out online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and then the process gets completed at the Post Office.

You'll need to provide contact details for the club:

PO BOX 484  
Mooroolbark Vic 3138  
Phone: 0421 865 895

Although it is a slight inconvenience to get this check carried out, it is an essential safeguard to help ensure the safety of our kids whilst at basketball.

The Mooroolbark Flashes Basketball Club Committee do not accept any responsibility for any person acting in a coaching position unless they are named on the scoresheet as that teams nominated coach. Only coaches with a current Working with Children card will be permitted to coach a junior basketball team on game day or at training.

### **Social media policy**

The club has its own facebook page administered by our Webmaster. If teams or coaches wish to post positive comments or photos from Flashes games, training or events, please contact the Webmaster.

The club requests that all players, parents and coaches refrain from commenting on their games on Facebook or other social media outlets. Criticism of our club, coaches, referees, players and opposition will not be tolerated.

### **Kilsyth Association Rules and Policies**

The following is a summary of some notable rules and policies applicable to junior domestic basketball. A full list is available via the K & MDBA website at [www.kilsythbasketball.com.au](http://www.kilsythbasketball.com.au)>Resources>Rules and Policies.

**Photography:** Parents, guardians and family members are welcome to take photos of their own children, however it is requested that the privacy of other patrons be respected and photos of them are not taken.

**Hot weather:** If the court temperature exceeds 30C, then the referees will call an extra timeout at the mid point of each half. Coaches are encouraged to use their time outs as well. Should the ambient court temperature reach 38C, then the game will be cancelled.

**Zones:** No zones are permitted in the first half of all junior ages up to U14. This is to help players to develop better skills both offensively and defensively. Note that as a club, we do not encourage the use of zones at any time up to U14s for this reason.

**Injuries:** Players injured during a game who wish to claim compensation for the injury must lodge a claim form within thirty days of that injury occurring.

**Ball sizes:** Size 5 ball for miniball. Boys - size 6 for U9 to U14 inclusive, then size 7 for U15 to U21. Girls – size 6 for U9 to U21.

**Game timing:** U7 boys and U8 girls miniball – 17 minute halves. All other competitions 20 minute halves. For all games U9 to U21, the clock stops in the last three minutes of the second half for all whistles.