



Live it, Love it. LAKERS!!

MT LILYDALE LAKERS BASKETBALL CLUB TEAM MANAGERS GUIDE

Thank you for volunteering your time to manage a Lakers basketball team. Our Club could not run without the support of volunteers like you. 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 and Club.

Checklist for Team Managers BEFORE the season starts:

Forward your Working With Children Check (WWCC) details to the WWCC Co-ordinator. (See Contacts page on Lakers Website)	
Create a Team Contacts List and distribute to all families. Check that parents are happy for their personal details to appear on this list for privacy reasons. The relevant Girls/Boys Co-ordinator will forward you a list of players and contact numbers prior to the start of the season. (See blank template on Team Manager page of Lakers Website)	
Notify all players of training time (See Training Schedule under Team Information on Lakers Website)	
Notify all players of the first match (see Domestic Fixtures on www.kilsythbasketball.com.au)	
Liaise with the Coach regarding any specific team requirements	
Ensure any new players to the club have completed the KMDBA Membership Form. Once completed, hand this in at any of the Stadium Offices with a fee of \$1.10 [covers the player for insurance in case of injury] (see link www.kilsythbasketball.com.au/wp-content/uploads/2016/08/KMDBA-Membership-Form.pdf or these forms are available from the office/canteen at each stadium)	
Encourage all parents to "Like" the MLBC Lakers Facebook page to keep up to date with information	
Encourage all parents to pay their registration for the season. For families who are still to pay, direct them to the online Pay Fees link on the Lakers website.	
Advise families that the fixtures are online and can be accessed via the Kilsyth Basketball website.	

DURING the season:

DUTIES OF TEAM MANAGERS

- ✓ Welcome the parents and players, making sure that everyone knows each other.
- ✓ Prepare a scoring roster
- ✓ Pay for the team sheet fees on game day
- ✓ Collect money from parents (weekly or in larger amounts)
- ✓ Assist parents who are new to scoring
- ✓ Check that the team players are all in the computer on game day
- ✓ Add new or fill in players to the computer in the proper manner (the referees can always assist)
- ✓ If a player stops playing during any stage of the season please notify your coordinator immediately
- ✓ If first listed on the fixture delegate sweeping of the court at half time.
- ✓ Support your coach in any way possible and assist with injured players
- ✓ Distribute communication from the club
- ✓ Smile and enjoy the game

TRAINING

Ideally you will be able to make it to training. It is recommended to have adult supervision at training to keep an eye on proceedings, provide disciplinary back-up for the coach and for first aid or medical emergencies. It is very important that we respect the Doyle Centre, the Committee has worked hard to secure an arrangement with Mount Lilydale Mercy College to use this Centre for our training. Please notify parents that their children, including player siblings, are their own responsibility during training. We encourage parents to stay and watch training whenever possible. Parents must be aware of safety issues arising from 'dropping off' at training without checking that the coach is in attendance. Also, we don't want the coach being the only adult at a training session for the safety of the children. Neither should the coach have to stay around after training has finished waiting for parents to collect children. Please ensure that your coach has an updated contact list of phone numbers to use in case of an emergency at training.

GAME TIMES

Go to the Kilsyth Basketball website, click on Domestic Fixtures. You will need to specify which season you are interested in eg Summer 2018/19 or Winter 2019. Then you will need to select which day your team plays on and what Age level and Grade they are in. You will also need to know your Team number. If you are unsure, speak to your coordinator. A link to the fixtures is also on our website, www.mlclakers.com.au

SCORING

Organise a roster to have a Lakers representative on the bench as scorer or timekeeper. (See Scoring Roster Template on Lakers website) Each team is required to provide a competent bench official (scorer or timekeeper) for every game. It is also recommended that in a close game or finals a support person sits on the bench to help out with the events of the game. Any new parents to the sport will need a competent scorer to sit with them and help them score the first time. At the start of the game you will need to assist the scorer to activate those players on the electronic scoreboard who you are expecting to play. Add any new players or fill-in's to your team list. Check that the player's singlet numbers are correct.

The clock will stop in Junior Domestic games, U9 to U21 inclusive, for all whistles in the last three (3) minutes of the second half.

Click here for a link on scoring with the paper scoresheet
www.kilsythbasketball.com.au/wp-content/uploads/2016/08/How-to-Score.pdf

PAYING THE TEAM SHEET FEES

You will need to pay the Team Sheet Fee at the office/canteen at the stadium. Aim to get to the stadium 15 minutes before the game to allow time for this. For the first game of the season it is easier to be prepared to pay at first out of your own pocket and then be reimbursed by parents on the day.

Junior Domestic Team Sheet Fees:

- U12+ \$37 per team
- U8 to U11 \$32 per team

COLLECTION OF TEAM SHEET FEES

The Club will provide you with a zippered folder to keep the money in. Depending on the number of players in the team the amount you need to collect per week can vary. It is important to consult with the parents first to reach a consensus about Team Sheet fees –don't just decide for yourself. Some parents will want to bring the money each week, some pay the season in full up front and others some at the start and some at half way. There is no right or wrong way to do it, do what works for you and your team. Many teams elect to pay a little more each week and collect a surplus to use towards an end of season break up and/or a present for the Coach. Discuss this with the parents at the beginning of the season. Keep a record of fees collected. See the Team Payment Record template on the Lakers website.

COURT SWEEPING

The Team which is first named on the computer (or sheet) is required to sweep the court at half time (encourage older/younger siblings to assist)

ALTERNATE TOPS

Kilsyth Heat – If MLBC Lakers are playing against a Kilsyth Heat team then the Lakers team must wear alternate singlets as the Lakers came into the competition after Kilsyth Heat. Alternate tops can be arranged through Darren Edmondson, our Coach's Coordinator. PH: 0436 025 607. (Please don't leave this until the last minute as you will need to arrange to pick them up from Darren's house in Lilydale.) Alternately you can borrow them from the stadium at no charge.

Playing another Lakers team - The FIRST LISTED team on the fixture must change their tops if you are playing another Lakers team. Please contact Darren, as above. Alternately you can borrow them from the stadium at no charge.

INJURIES

If a player is injured during the game, you should help them off the court and assist the parents as necessary. As stated in the 'Junior Competition Rules', it is recommended that every team carry a first aid kit to games and training. This is not intended for you or the coach to administer first aid, but rather for the parents to have suitable first aid items to assist their own injured child or to allow their child to use.

If a player requires to be taken to a doctor or hospital for treatment, have it noted at the office of the stadium you are at.

For injured players who wish to claim on insurance, they need to contact Kilsyth stadium on phone 9728 1033 to complete a claim form, as soon as possible after the injury (as there are time limits).

For injured or ill players who wish to receive credit for games missed, to assist with qualifying for finals, there are two types of requirements:

1. For those players that have already played a game in the current season and are registered in their team for that season, obtain a signed medical certificate, quoting the dates that they are unavailable to play and lodge a copy of this with the club and a copy with Kilsyth stadium, within **fourteen (14) days** of the date of the medical certificate. The certificate must be lodged no later than the day they return to playing.
2. For those players that have not played a game in the current season, they need to have been registered in their team at the start of the season, obtain a signed medical certificate, quoting the time period that they expect to be unavailable to play and what the injury or illness is. The certificate must be lodged with the club and the club will then lodge a request with the Kilsyth Commission to have credit given for the games missed in that season.

NOT ENOUGH PLAYERS

Occasionally you may not have enough players in your team due to illness, school commitments or injury. Notify your Co-ordinator who will try to get 'fill ins' for your team. Please leave this to your Co-ordinator as there are rules

as to who you can have to fill in and you will forfeit the game if you put the wrong player in the team. Eg. A/A Reserve players cannot play C/ C Reserve. Players cannot play in the same age group on the same day.

As a last resort the Co-ordinator will notify the Club President of a walkover. It costs the club between \$60.00 and \$100.00 every time we give a walkover so the decision must be made by one of the Club's executive. Kilsyth Basketball Association will not accept a walkover from anyone other than the Club President. If a team needs to forfeit more than once in a season, the club will consider withdrawing the team.

SHOT CLOCK

Boys and Girls teams in U16 and U18 A or A Reserve must also provide a person to man the shot clock. The second named team on the fixture provides this person.

(See also Shot Clock Official Rule http://websites.sportstg.com/assoc_page.cgi?client=1-3911-0-85961-0&SID=50487&&news_task=DETAIL&articleID=4714320)

INFORMATION

Keep parents informed of team plans such as changes in game times, changes in training schedules, Special Lakers Events and the coach's requirements. Sometimes training sessions will need to re-locate if the College needs to use the Doyle Centre, you will need to inform the team of this. Encourage all parents to like the Lakers Facebook page!!

END of season:

PLANNING FOR THE NEXT SEASON

Towards the end of the season the relevant Co-ordinator will ask you to complete an "Expression of Interest" form for the following season. Talk to all the parents/players and find out if they are keen to play again the following season. Complete the details on the form and return this to your relevant Co-ordinator. This assists in planning teams for the following season. Advise parents and players of Age restrictions for teams (some players will need to go up an age group). For the Winter Season, the players must be under the stated age as of June 30th and for the Summer Season, players must be under the stated age as of 31st December.

END OF SEASON BREAK UP

Discuss with the parents, players and coach whether you would all like to have an end of season break up. This is often a great way to finish off a fun season. You may like to organise a gift as a thank you to your coach for all their hard work, time and dedication.

IMPORTANT WEBSITES AND LINKS

MLBC Lakers www.mlbcclakers.com.au

Kilsyth Basketball www.kilsythbasketball.com.au

Junior Competition Rules: www.kilsythbasketball.com.au/rules-and-policies/

Basketball Victoria Code of Conduct: www.basketballvictoria.com.au/policies/

Child Protection Policy: www.mlbcclakers.com.au/child_protection_policy.html

Member Protection/Concerns: www.mlbcclakers.com.au/member_protection.html