



Live it, Love it. LAKERS!

## MOUNT LILYDALE LAKERS BASKETBALL CLUB TEAM MANAGERS/COACHES GUIDE

Thank you for volunteering your time to COACH or TEAM 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 Welfare Officer. (See Contacts page on Lakers Website) Register as a Team Manager on PlayHQ	
The relevant Girls/Boys Co-ordinator will forward you a list of players and contact numbers of your team, prior to the start of the season. Please contact these players to notify them of the team and of the team sheet fees you will be required to collect from them. As well as their first training session and game. You may also like to mention the requirement of a rotating scoring roster between players parents/guardians You can find a template to collate this information under the TEAM > Team managers section on our website <a href="https://www.mlbcclakers.com.au/index.php/managers/">https://www.mlbcclakers.com.au/index.php/managers/</a>	
Notify all players of training time You can find this under the COACHES section of our website <a href="https://www.mlbcclakers.com.au/index.php/training/">https://www.mlbcclakers.com.au/index.php/training/</a>	
Advise families that the fixtures are online and can be accessed via PLAYHQ or the Kilsyth Basketball website	
Notify all players of the first match Domestic Fixtures are found on <a href="https://www.playhq.com">https://www.playhq.com</a> <a href="http://www.kilsythbasketball.com.au">www.kilsythbasketball.com.au</a> )	
Liaise with the Coach regarding any specific team requirements.	
Encourage parents to "Like" the MLBC Lakers Facebook and/or Instagram page to keep up to date with weekly information. All other information can be found on our website <a href="https://www.mlbcclakers.com.au">https://www.mlbcclakers.com.au</a>	

## DURING the season:

### SNAPSHOT OF TEAM MANAGER DUTIES

- ✓ 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 in 4 weekly increments for you to pay weekly team sheets
- ✓ 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.
- ✓ Organise clash tops (for players who don't have reversible tops ) when versing Kilsyth Heat OR if you're first named Lakers team when playing another Lakers team
- ✓ Support your coach in any way possible and assist with injured players
- ✓ Distribute communication from the club
- ✓ Notify the Coach of any players who are unable to attend a training session or a game

### TRAINING

Ideally you will be able to make it to training. There **must be** adult supervision at training to keep an eye on proceedings, provide disciplinary back-up for the coach and for first aid or medical emergencies. This can be rotated between parents.

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.

We must 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.

### GAME TIMES

Go to PlayHQ and search MLBCLakers or the Kilsyth Basketball website and click on Domestic Fixtures. You will need to specify which season you are interested in e.g. Summer 2020/21 or Winter 2021. 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.mlbcclakers.com.au](http://www.mlbcclakers.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 <https://www.mlbcclakers.com.au/index.php/managers/>

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, U8 to U21 inclusive, for all whistles in the last three (3) minutes of the second half.

## **PAYING THE TEAM SHEET FEES**

As the Team Manager, you will need to pay the Team Sheet Fees via the TEAM PAY APP every week before the game. We suggest processing the payment at least 2 days before your scheduled game each week, to allow for any issues that might arise. This fee goes to the Kilsyth association.

At the start of each new season you will be given a unique team code by our coordinators once they've received them from Kilsyth. Each parent/guardian on your team will need to download the TEAM PAY APP, register an account, add their preferred debit /credit card details and then enter this unique code to allow you to manage the team and process the team sheet payments each week.

You may need to assist some parents/guardians with setting this up.

PAYMENTS ARE SPLIT EVENLY BETWEEN EACH PLAYER EVERY GAME REGARDLESS OF SICK LEAVE. This makes it fair and equitable for all across the season. Extenuating circumstances can be discussed between yourself and the party involved and if need be you can contact the club Treasure, Vice President or President for advice regarding the situation.

## **COURT SWEEPING**

The Team which is first listed name on the fixture is required to sweep the court at half time (encourage older/younger siblings to assist)

## **ALTERNATE (AKA, CLASH) 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 our Uniform coordinator ( [uniforms@mlbclakers.com.au](mailto:uniforms@mlbclakers.com.au) ), for those players who don't have REVERSIBLE tops. (Please don't leave this until the last minute as you will need to arrange to pick them up from their house). Alternatively you can borrow a whole set for the team 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 the uniform officer, as above.

## **NOT ENOUGH PLAYERS**

Occasionally you may not have enough players in your team due to illness, school commitments or injury. You must 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.*

## **FORFEITS**

As a last resort the Co-ordinator will notify the Club President of a walkover (forfeit). It costs the club around \$100.00 every time we give a walkover so the decision must be made by a Club 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, they will need to pay subsequent forfeit fees and 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](http://websites.sportstg.com/assoc_page.cgi?client=1-3911-0-85961-0&SID=50487&&news_task=DETAIL&articleID=4714320))

## **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.

## **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.

## **IMPORTANT WEBSITES AND LINKS**

MLBC Lakers [www.mlbcclakers.com.au](http://www.mlbcclakers.com.au)

Kilsyth Basketball [www.kilsythbasketball.com.au](http://www.kilsythbasketball.com.au)

Junior Competition Rules: [www.kilsythbasketball.com.au/rules-and-policies/](http://www.kilsythbasketball.com.au/rules-and-policies/)

Basketball Victoria Code of Conduct: [www.basketballvictoria.com.au/policies/](http://www.basketballvictoria.com.au/policies/)

Child Protection Policy: [www.mlbcclakers.com.au/child\\_protection\\_policy.html](http://www.mlbcclakers.com.au/child_protection_policy.html)

Member Protection/Concerns: [www.mlbcclakers.com.au/member\\_protection.html](http://www.mlbcclakers.com.au/member_protection.html)