



## TEAM MANAGER GUIDELINES 2018

Firstly, thank you for volunteering as a Team Manager for your child's basketball team!

We love that you are invested in your child's growth and participation in basketball, appreciate your commitment and welcome your contribution to our club. Northcote Jets relies heavily on individuals like yourself to enrich our community and we're delighted to have you represent the Northcote Jets Basketball community. Below are a few guidelines we'd like you to consider as a Team Manager.

### TEAM MANAGER RESPONSIBILITIES

You will be the main contact for all players and parents in your team. You are the conduit between the players, parents and the coach. All feedback must be provided through you, to the coach. Parents should feel confident they can discuss any concerns or queries with you. To seek clarity on any feedback raised by the parent, please consult your coach.

Please communicate to all players and parents that they must notify you if a player is unavailable to play a game. You then need to advise the coach. Occasionally, you may need to find another player to make up the team if less than 5 players are available. If so, please contact Maree so she can assist if needed.

When players are filling in from a lower-age group, you are required to complete an Indemnification Form. Copies are provided in the team folder. Once completed, please submit to the Coburg Administrator prior to the game. Failure to comply will result in a Club fine (\$100) and the respective player cannot take the court. If you need assistance, please ask Maree Sofra 0402 914 491, Melanie Pinto 0408 011 092 or Janine Travaglini 0437 425 651. Your coach will also need to advise Matt Neylon (Northcote Jets President) 0417 348 270. Please note, a player can only be nominated to 'play up' in one team in that age group. They are not permitted to 'play up' across multiple teams.

Each week you are required to prepare the scoring sheet. Please arrive 15 mins prior to game time to do so. Ask for your game sheet on arrival at reception. e.g. Under 10g Blue, Northcote Jets. It is encouraged that you set up a scoring roster for all parents to participate throughout the season. This will develop all parents' confidence with scoring and enhance knowledge on the rules of the game. Children will also benefit by seeing their parent/s engaged in their sport.

### START TIME

All players are expected to arrive at the venue 15 min prior to the game for warm up.

### SCORE SHEET

**MOST IMPORTANT-** Put coaches name in the appropriate box otherwise it's a \$10 fine per team!

Please bring a 4-color pen when scoring. Choose any color to complete the first-half of the game. **Please do not complete the second half of the score sheet in red.**

Write the full name of each player and have them sign the back of the score sheet before the game begins. If not possible, please ensure it is completed before submitting to the Coburg Administrator. The singlet numbers on the score sheet are listed from lowest to highest. **Players cannot change their numbers.**

You can refer to the following [video link](https://www.youtube.com/watch?v=gshpK-JL0bE) to help guide you through the scoring process. A hard copy is also in the Team Manager's folder. <https://www.youtube.com/watch?v=gshpK-JL0bE>

### REGISTER YOUR TEAM

Please complete the compulsory Coburg Domestic Registration Form for your team. You will need to register all players' details including names, addresses, phone numbers, DOB and player signatures (example provided in Team Manager's folder).

Take a photo of the completed document and send a copy to Maree Sofra [mareesofra@icloud.com](mailto:mareesofra@icloud.com) or via text 0402 914 491. You will also need to submit the form to the Coburg Administrator (Anna) at Coburg Stadium by Round 1. This is a once off registration form you need to complete for your team at the beginning of the season only.

### TRAINING EXPECTATIONS

Please ensure your players arrive on time each week for training. Please ask parents to advise you if their child cannot train.

Players must respect others during both training and games. The Team Manager is responsible to mediate in the event of inappropriate behavior.

### ESCALATION PROCESS

You are required to escalate any inappropriate incidents to your coach. In the unlikely event the coach does not respond accordingly, you must escalate the incident to the President.

### PLAYER AND PARENT CODE OF CONDUCT: A MESSAGE FROM COBURG BASKETBALL ASSOCIATION

A zero tolerance policy is applied against any inappropriate or abusive behavior from parents, spectators, players, coaches and officials to ensure a safe and enjoyable playing experience for all players and participants.

At no stage is anyone other than the coach to approach a referee with a complaint.

If there are concerns, the Team Manager should find the court supervisor (orange top) and discuss them. If there is an unsatisfactory resolution then do a report and email to our club delegate, Matt Neylon: [neylon@netspace.net.au](mailto:neylon@netspace.net.au).

Email by the weekend of the incident, they have 48 hours to submit. Report should include the following :

- Date, court number and time of game.
- Teams and clubs involved, players top number if possible.
- Description of incident and referee(s) in charge.

Any parent/guardian, spectator, player and or coach who feels it necessary to persistently or willfully question or challenge the rulings of the referees, berate or abuse players, berate or abuse other parents or spectators, display conduct which is inappropriate in a sporting environment will be asked to leave the venue immediately. Failure to leave when requested will result in the supervisor taking appropriate action to safeguard the safety of players, coaches, spectators, officials and parents. No warning need be given in the event of the above action becoming necessary. A parents, spectator, player or coach who has been requested to leave an event may be suspended directly or required to attend a hearing. It should be noted that any repeated inappropriate behavior by a parent, player, spectator will result in a tribunal or disciplinary action by administrator. All spectators, parents, coaches, officials and players must accept responsibility for their behavior. All incidents will be documented by the supervisor.



Thank you again for taking the time to review your responsibilities.  
If you have any queries or require clarification, please don't hesitate to contact Maree, Janine, or Melanie.