



Team Manager

One of the most important roles is the Team Manager. As Team Manager, you are the formal link between the Club and the team (the players and their parents), as well as being a vital support to the team Coach.

If you have been nominated but can't take on the role, please consider a replacement within the team and notify the Team Manager Coordinator. scorpionsteammanagers@gmail.com

1. What do I need to communicate?

- a. At the beginning of the season you will be sent an email with your team list. This is for you to keep as a resource if needed, it is not for circulating to the whole team. If you learn of corrections or updates needed to this, please advise the Team Manager Coordinator at scorpionsteammanagers@gmail.com.
- b. You will need to communicate the training time to your team. Have a discussion with your coach if they would like other parents to assist with training. If they do, please communicate this to your team.
- c. You will need to communicate the game time to your team. This is done by entering it into Teamstuff (see 2 and 3 below)
- d. From time to time the club may ask you to communicate information to your team, their parents and the coach, however the majority of this is done directly from the club through Teamstuff.
- e. A good idea at the beginning of the season is to remind the players and parents of our code of conduct. (<https://glenirisdistrict.com/codes-of-conduct/>)

Some key points for players are: -

- i. Work equally hard for yourself and your team
- ii. Be a good sport
- iii. Treat all players as you would like to be treated
- iv. Respect the referees and other officials
- v. Listen to the advice of your coach and try to apply it at practice and in games

2. How do I communicate with my team?

- a. The club will be using the free sports management software 'Teamstuff' from Summer Season 2018/19. You will receive an invitation by email to join this team as Team Manager. Setting this up for yourself and your child is easiest using a web browser (ie, on a desktop computer, laptop etc). Once set up there is also an App for smartphones, free to download and log in as per the web browser.
- b. You will need to enter training times and games into your teams schedule on Teamstuff, it will automatically remind players; it has an availability tool to indicate who is available to play.

3. How do I find the fixtures and other information?

- a. All information is available on the Waverley Basketball Association (WBA) website under the Junior Domestic tab on the menu. (<http://www.waverleybasketball.com>)
- b. The fixture is possibly the most important piece of information that you need to communicate each week on Teamstuff. Let them know what time to arrive, the venue and court number.
 - i. Go to Fixtures on the drop down list if you are on the full website / desktop computer. On a smart phone the 'mobile version' will show and you can simply choose 'Fixtures' or 'Ladders'
 - ii. Enter your competition and section.
 - iii. At the beginning of the season, only times for grading matches will be available and are more likely to change. A full fixture is usually available once the season commences.
 - iv. The fixtures will change from time to time and you do need to check regularly that no changes have occurred, to ensure that you provide your team with the most up to date information.



4. How do I organise scorers?

- a. It is best to set up a rotating roster for this job, allocating each family with this task. It is usual that the coach's family would not also be asked to score, however this is an individual team choice. You can enter this 'duty' into Teamstuff and the parent allocated that week will receive an automatic reminder.
- b. Scoring guidelines are essential for those who have not done it before and these can be found on the WBA website, including an easy to view video.
<http://www.waverleybasketball.com/page.aspx?id=126>

5. Game time requests; what do I do?

- a. The club is able to put in a request to Waverley Basketball Association requesting that your team has certain time games; they will try their best to accommodate, however reasons would have to be strongly justifiable eg. One coach has two teams that would hopefully not clash. Please put requests in writing to the Team Manager Coordinator scorpionsteammanagers@gmail.com or our Club Secretary at glenirisdistrict@gmail.com

6. Our team is going to be short a player; what do I do?

You must have 4 players to be able to start the game. A player who is running late must go on the court prior to half time, if they arrive after half time, they cannot be added to that game on the scoresheet.

When the Coach or Team Manager learn of player absence, they can work together to find a fill-in. They should both be aware of the fill-in policy.

- a. The **fill-in policy** is quite complicated and can be found in the Documents and Policies page of the WBA website. In summary: -
 - i. A registered player should be used. If an unregistered player is used in exceptional circumstances, the Scorpions Club Registrar must be informed (**New for Winter 2018*****)
 - ii. The player should come from the age group down (with the exceptions of under 8 age groups and players from the Girls competition, can fill in in the Junior competition for the same age group).
 - iii. The section the younger player is in, should only differ by a maximum of 2 sections.
 - iv. **Once a player has filled in for a particular team they CAN NOT fill in for another team.**
- b. The Team Manager Coordinator will advise you following grading games who the eligible Scorpions teams to source a fill in. You will be able to approach the team manager of another team who can in turn ask their team for available and willing players for an additional game.
- c. It is the club preference to field a team if possible. Consequences of a forfeit include 0 game points (affects the ladder) and a large percentage bonus to the opposition. If you are unable to field a team, please notify the club (scorpionsteammanagers@gmail.com) as soon as possible so that we can inform WBA, otherwise we will incur a walkover fine in addition to the other consequences.

7. We are playing another Scorpions team; or we have a colour clash; which team changes their singlet?

- a. The home or first named team wears the 'official' colours of the club. In our case the Orange side of our singlet
- b. Some coaches like to wear the Black side playing clubs such as Solway (red) as the colours are very close in shade.

8. Our team is in the finals; how do I find out if my players have qualified to play?

- a. To play finals, a player must have played a minimum of 5 games (after grading is completed).
- b. The official number of games for each player is available via the Finals Qualifications link in the Junior Domestic section of the WBA website.



9. I would like to make a complaint about a game, what is the process?

- a. All communication to the Waverley Basketball Association must come through the committee. Please send your concern to the committee who will work through the situation. It is beneficial for complaints or concerns to be put into writing.

Thank you for agreeing to take on this vital role for your child and the club. Please remember that the committee are here to help and that you can always ask a member for assistance.