



# Team Manager HANDBOOK

**WOODEND HAWKS BASKETBALL CLUB**

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## Woodend Hawks contacts

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***Thank you for taking on the very important role of Team Manager.***

The Team Manager plays a key role in the Club, ensuring teams are organised and have the appropriate support. The Team Manager is also crucial as a feedback loop to the Coach and Committee ensuring any issues can be quickly resolved.

The Team Manager (TM) acts as a liaison person between team/coach/parents/Hawks Coordinator. The TM's role is to maintain the general running of a team, allowing the Coach to concentrate on the training and coaching elements of the game.

## Team Communications

It is recommended the Team Manager creates a group chat for the season (FB messenger, WhatsApp or Stack TeamApp). This can be used to send out important information regarding training and games, as well as a general informal chat for parents. It is recommended the Team Manager:

- Sends a message out each week confirming game details – location, time, scoring family and if singlets need to be reversed due to a colour clash with the opposing team
- Advises any changes to training
- Ensures that another adult attends all trainings to support the coach with any issues that may arise
- Acts as a contact point for families to advise if player is unavailable
- Assists in coordinating team celebrations and photos!
- TMs are also a welcoming face and point of contact for those families playing in their first season with our Club, who may have queries and require a little extra support.

## Game Information

Prepare and distribute to all parents a scoring roster for the season. It is a requirement of the club that each player provides a person who can take their turn to score over the duration of the season. Generally the TM will rely on the parents in the team to assist with scoring duties but TMs may help out as required.

Send a message out each week confirming game details – location, time, scoring family and requested player arrival time. TM's should also advise if singlets need to be reversed due to a colour clash with the opposing club. Families are to advise the Team Manager if a player is unavailable to play or train.

There is a \$3 entry fee for each person (including players) at every game. Ensure new families are aware of this. The smaller stadiums usually only accept cash.

## At the Game

The Team Manager should sit on the team bench to be ready to support the players or coach as required. The TM should always have the team's First Aid Kit (with contents up to date) to access as needed (ice may be available at Boardman Stadium, but cold packs are needed for other venues). More information re First Aid Kits provided elsewhere in this handbook.

Ensure that all players are in the correct playing uniform. Where colour clashes occur, Woodend must always change their uniform (as per SBA colour priority rule below).

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**SBA Colour Priority Rule** – when playing these teams Hawks teams change to clash tops.

<b>1.Saints</b>	<b>2. Lions</b>	<b>3. Rupertswood</b>	<b>4. Woodend</b>
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Add player names and numbers to the electronic scoring system/score sheet prior to the match checking that all names/numbers are correct. *[Link to YouTube demonstration in Resources section at the end of this Handbook.]*

Ensure that the team has a basketball to warm up with.

Make sure that the parent who is scoring knows their main responsibilities and is aware of the game timing rules. There is usually a copy of scoring rules on the bench. *[These rules are provided in the Resources section at the end of this Handbook – a screen shot of this could be sent to parents if needed.]*

If the Team Manager is unable to be at a game, request a fill in from other parents. To be able to fill in as TM the parent must have a current Working With Childrens Card and details of this must be provided to the Coordinator prior to game day (if possible).

TMs should be aware that all players are to be given fair and even playing time at each game. The only time this may alter is in the last few minutes of a final or very close game. Time allocation is overseen by the Coach during the match.

Referees can be seen wearing either green or black and white striped shirts. The green shirts are still in their learning stage and the fully qualified and more experienced are in black and white stripes. Please be aware that any referee wearing a green lanyard or using a green whistle is Under18 years of age. It is not acceptable behaviour for a player to question or shown any disrespect towards any referee. Basketball Victoria, green whistle campaign – [more information](#).

## Game Day Etiquette

The start of each new season provides a good opportunity for Hawks families to be reminded of the club's expectations around how everyone is to conduct themselves at games. Most of the below can also be found in the [Basketball Victoria Codes of Conduct](#).

Basketball is most enjoyable when everyone sticks to their roles – Coaches coach, Referees control the game and Parents cheer supportively. A few reminders to help the season ahead run smoothly:

Players should arrive at least 15 minutes before the start of the game, with a filled drink bottle, shoes changed, and any jewellery removed.

Players are to stay with their teams for the duration of the game. Players develop rewarding bonds with their teammates through the season and remaining together during games is a valuable way to promote team bonding.

During a game, the only people on the bench are to be the Coach, Team Manager and the Players in the team. This includes during timeouts and halftime. Unless a Player is injured or distressed, communication with a Player during a game should be through the Team Manager.

There is only one Coach during a game. Team Managers, Parents or Spectators coaching from the sidelines, or during timeouts and halftime, may be giving instructions to players which conflict with the Coaches. This is overwhelming and confusing for Players and frustrating for Coaches. Support

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our Coaches by allowing them to be the only Coach during a game and ensuring their voices can be heard by Players on the court.

Referees will get calls wrong. It is never acceptable for Coaches, Team Managers, Parents, Carers or Spectators to dispute Referee calls during a game. As a club, we encourage players to accept the decisions of Referees, even if they disagree with the call. Players find this easier to learn when it is modelled by all concerned.

If an issue needs to be raised with a Referee during a game, this is only to be done by the Coach, at an appropriate break in play.

Coaches and Team Managers should be made aware of any existing or arising medical issues or concerns with respect to their Players.

Demonstrate our club spirit by cheering on our teams, focusing on positive encouragement for all the Players on the team. Ridicule for mistakes is never acceptable. Applaud good performance regardless of whether it comes from our team or our opponents.

SBA operates a [Zero Tolerance Policy](#) with respect to abusive behaviour towards referees. As a club, we are wholly in support of this policy.

If you have any questions or concerns, please don't hesitate to raise them with your Coach, Team Manager or a Member of the Committee.

## Training

Training is an important part of basketball, and every player should be encouraged to attend.

***Reminder: A parent as well as the coach needs to be present at every training session.***

Team Managers should advise the coordinator when their team is not training to avoid unnecessary court hire costs.

## Fill-In Players

From time to time, your team may require fill-in players. The use of fill-in players, when done well, benefits both the individual player as a development opportunity, whilst allowing the team to play a game without risk of forfeiture.

Fill in players can be sought if regular numbers are reduced on match day. Fill-in players are sought at the Coaches discretion as they are the ones most familiar with the requirements/circumstances of their team. The Coach should speak with the team and parents when a fill in player(s) is to be used, so there is clarity and understanding around this.

Guidelines for using fill-in players:

### Team Managers

- Inform the Coach as soon as you are aware that there may be low numbers available to play an approaching match.
- The Team Manager needs to notify the Club Coordinator, via the Coach & TM WhatsApp chat of fill-in players by Wednesday night before a Saturday game. A check for clashes with player numbers should also be done. The Team Manager should check that fill-in players are in the scoring system before the game to avoid delays to the start of the game.

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- Fill in players must be registered Hawks players. [please note: There are SBA Bylaws which restrict the number of games a junior player can play in a higher grade per season.]
  - Make sure you greet a fill-in player and their parents before the game. Make them feel welcome and introduce them to the team.
  - Remember to thank the player and their parents after the game - for offering their time and travelling to allow your game to proceed.

### Coaches

- Make sure you ask for only the number of players that you need to play the game – that you intend to give genuine game time to. Fill-in players shouldn't be seen as a, "back-up only if required".
- Make sure you greet a fill-in player and their parents before the game. Make them feel welcome and introduce them to the team. You may wish to have a quick chat with a player to know a bit more about how they play, as well as let the fill-in player understand how your team plays i.e. an u14 player filling in for an u16 team may not have played zone defence before, so a little bit of time explaining a zone defence may be helpful.
- Fill-in players need to be aware that they would play limited minutes, however some court time must be given i.e. 5-10 minutes minimum.
- Consider your regular players' expectations for the amount of game time a fill-in player receives. That is, a fill-in player shouldn't receive more time than a regular player.
- Manage your fill-in player's court time if you're apprehensive about putting them into a pressure situation i.e. consider giving them court time early in the game when there is less pressure, rather than leave it to the end of the game (and then possibly not at all) when there may be more pressure in a close game situation.
- Remember to thank the player and their parents after the game - for offering their time and travelling to allow your game to proceed.

The overall experience for fill-in players should be a win-win for both the player and the team. This will encourage players to put their hand up again for another Hawks team who may need their help in the future.

### Walkovers

A walkover occurs when a team does not have enough players present at a game. The minimum number of players required to start a game is 4. The Team Manager is to advise Hawks Coordinator of a walkover by 10am on Friday to ensure we notify SBA and are not charged.

***Please be aware that:*** if a team is responsible for three walkovers then, according to SBA rules, that team will be disqualified from the competition.

### Complaints and Issues Management

Team Managers act as a point of contact for any issues or concerns within the team and are responsible for escalating these to the Coach and/or Club, if required. Any concerns from a parent or player are to be directed to the Team Managers NOT directly to the coach.

It is unwise to raise a contentious issue with a Coach immediately after a game.

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Most issues can be resolved through discussion with the Team Manager and/or Coach. If you are not satisfied with the outcome or response you should contact the Hawks Coordinator or President.

Sunbury Basketball has introduced a Zero Tolerance Policy to address instances of abuse or poor behaviour from spectators or Coaches. It is important to familiarise yourself with the policy and ensure the parents of your team are also familiar. Any instances that you observe or experience should be reported to the committee.

Woodend Hawks also adopts a zero tolerance approach with respect to how parents talk to Players, Coaches and Officials/Referees. They are expected to cheer and support the team, but not to coach from the sidelines. If they have any issues with how a game is coached or refereed, it is expected that they raise it with the Team Manager. Any poor behaviour or disrespect directed at Team Managers, Coaches or Officials/Referees should be immediately reported to the Hawks Committee.

## First Aid Kits

The Club provides a First Aid Kit for each team. Ensure that the First Aid Kit is at all training sessions and matches. If you need to get the kit replenished throughout the season please contact the coordinator.

At the end of the season, the First Aid Kit is to be returned to the Coordinator.

## Injuries and Medical Certificates

When an injury occurs on Match Day, it is the responsibility of the Team Manager to report the injury as soon as possible after the conclusion of the match. QR codes linking to the SBA Injury Report Form are provided around Boardman Stadium and a link is also provided here - [Injury Report Form](#)

If a player has a long term injury it is imperative that a medical certificate from a registered practitioner is submitted to SBA as a matter of priority. This is important for finals eligibility. If this occurs to a player in your team please send medical certificate to Hawks Co coordinator and President **immediately**.

Medical certificates may also be accepted as evidence of injury/illness and can be used for exemption to game qualification criteria, only if the medical certificate is submitted to the Junior Delegate Committee within fourteen (14) days of the diagnosis. Certificates received after 14 days may not be accepted.

## Finals Eligibility

To qualify for finals a player must have been checked in as present for their team in one half of the scheduled playing rounds, i.e. the number of playable games team can play in the season. Grading games and byes do not count.

In the case of uneven number of playing rounds, the required number of games for finals qualification shall be rounded up to the next whole number. Example: - in a 15 round competition where, a team has two (2) byes, half of the 13 available playing games would be 6.5, rounding up would be 7 games required to qualify for finals.

This information should be communicated with the team/families at the start of the season. Games played can be checked in PlayHQ under the team/ player statistics. Please contact Hawks Coordinator if you need assistance confirming a player finals eligibility.

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## End of Year Presentations and Awards

The basketball year is split into 2 seasons: Summer (Terms 4 and 1) and Winter (Terms 2 and 3). Once a year a Club Presentation Day is held where all club families are invited to get together and celebrate their teams' achievements for the year. There is an opportunity Coaches and/or MVP Awards to be presented should the Coach wish to recognise players at the end of each season. The Committee will circulate information regarding awards towards the end of each season, for consideration.

The club tracks game achievements for each player. Players are presented with a medal once they reach 50, 100, 150, 200 games.

## Working with Children Permit

Team Managers need to have a valid Working with Children permit and enter these details when they register for the season on PlayHQ.

## Documents

Team Managers should make themselves familiar with the below documents:

[Sunbury Basketball Association By-laws](#)

[Sunbury Basketball Association Zero Tolerance Policy](#)

[Basketball Victoria Codes of Conduct](#)

– document includes Codes of Conduct for Administrators, Coaches, Officials Parents and Players

## Resources

PlayHQ– Electronic Scoring – [Scoring the Game YouTube](#) (3:51min)

### Timing Rules -

## Sunbury Basketball Assoc. Timing Rules Normal Rounds

50 min schedule - 20 min halves

Each team is permitted three minutes warm-up at the beginning of the game. Referees cannot vary this warm up time.

### First Half:

- One time-out per team
- Clock will stop for referees time-outs only
- No substitutions in the last minute of the half unless compulsory

**Half Time - 2 minutes**

### Second Half:

- One time-out per team
- Clock will stop for referees time outs
- Clock will stop in the last three minutes for -
  - ⇒ All time-outs
  - ⇒ All shooting fouls
  - ⇒ All compulsory substitutions

In the last minute of the game clock will stop for all referees whistles.

**Score bench - please do not coach or be verbally involved in the game other than as scorer or timer.**