



Team Managers Handbook

1 Introduction

This manual has been developed by Eagles Junior Basketball Club with the help of a couple of team managers. It has been created to assist those who have volunteered to manage a representative team playing for the Eagles.

We acknowledge and give thanks to the managers for volunteering.

We hope you find this manual useful and, if you have any suggestions for improvements, please let our Registrars know.



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2 Checklist

Use this checklist to help throughout the season. For more information about each item, check the relevant section of this manual. The manager role is further explained in section 0.

At the start of the season

Create a team chat group on WhatsApp, Messenger or similar	
Collect player of the week award & voucher (U8 and U10 only)	
Collect Eagles jersey and distribute to all players. Provide advice on shorts. Ensure no double up in numbers.	
Notify players/families of training time and location	
Notify players/families of the first match	
Notify players/families of the season dates	
Create a roster for scoring and optionally fruit/lollies	
Familiarise yourself with the first aid location in the training / game facility	

Each week a few days prior to the match

Check for fixture changes on PlayHQ.	
Notify players/families of the time and venue for the match, and who is scoring and optionally providing fruit/lollies.	
Remind players to notify you ASAP if they are not available to play. If necessary, contact the Registrar if you need to forfeit. See Game Forfeits in section 3.	

At each match

Ensure the team sheet on the iPad is completed correctly with player names and numbers	
Ensure that at least one competent scorer is present, or a helper is provided who understands the rules	
Hand out player of the week award & voucher (U8-U10 only)	
Check that no players are wearing any jewellery, including earrings.	

Throughout the season

Advise players/families of fixture changes	
Distribute new fixture information	
Distribute club emails	

End of season

Organise a 'thank you' gift for the coach	
Organise the team wind-up	
Trophies (U12-U18 only): Advise the club of the 'coach's player' and 'most valued player'	
Liaise with the coach and forward the coach's Paper Grading results to the Registrar (U12 – U18 and, in summer season only, U10 experienced)	
Return washed game jerseys	

Finals (U12 – U18)

Check the PlayHQ website to see if your team is in finals	
Advise families of finals matches	

3 General Information

It's important to understand some of the practical details about the season and the basic things you will need to do from week-to-week as team manager. This section outlines some of these basics.

The season

Basketball is an indoor sport and is played all year. The seasons are split up in Summer and Winter.

Winter season: beginning of Term 2 to end of Term 3 (April to September) and

Summer season: beginning of Term 4 and finishes in the end of Term 1 (October to March)

Game Days by Age Group

Friday Evening: U16A, U16B, U18C and U18D

Saturdays: U8 – U14, U16C and U16D

Monday Evening: U18A and U18B

Uniforms

All players must wear their game jersey and royal blue shorts with **no pockets** to all games. If they fail to wear the incorrect uniform, they may be refused to play by the game officials.

There is no training uniform – comfortable clothes and training / basketball shoes may be worn.

Game jerseys must be collected by the manager in the beginning of the season and returned at the end of each season unless the team continues playing and can keep the jerseys. The uniform representative will be in contact with all teams to advise when jersey sets are ready for collection and when they should be returned.

Jersey sets are allocated per age group. Sizing of jerseys are according to the age group. Should one player be exceptionally tall or small for this age group please contact the uniform coordinator to add an additional size.

Coach's shirts are available for all coaches. Either the coach or manager can collect it from the uniform representative.

Eagles merchandise can be ordered at any time.

Please email ejbcuniforms@gmail.com for jerseys, coach shirts and merchandise.

Equipment

The Eagles Junior Basketball club are not providing any equipment.

We offer coaches \$50 per season which can be used towards training equipment.



Grading (U12 – U18 only)

The first 3 weeks of each season are grading weeks in which teams have the opportunity to change the grade they are playing to a higher or lower division (e.g. change from D to C grade or B to C grade). Thereafter teams are fixed in the division they are playing in.

WBA may place a team in a higher division if they win their grading games by a high margin.

Towards the end of the season the registrars will ask the managers to provide feedback from the coach on each player. This is called paper grading. This will help provide feedback to the players as well as place players in teams of the correct level.

Communication

WBA will only talk with representatives of the Eagles committee.

Should you ever wish to speak with WBA direct, please contact the Registrar first. We will try our best to get all of your questions / issues resolved.

Game Forfeits

Games can be played with 4 players. Should you not have 4 players or do not wish to play with 4 players, the manager needs to email the Registrar to inform them of the team's forfeit with the following information:

- Eagles team number
- Oppositions club name and team number
- Game day and time
- Reason

The forfeit notification needs to be sent in advance as WBA applies the following fees for late notice. These fees will be passed on to the forfeiting team.

- 72hrs prior to the game: \$0
- within 72hrs before the game: \$50
- no show at the game: \$100

Replacement Players

Teams can choose to use a replacement player to avoid forfeiting.

The rules for replacement players and forfeiting can be found in the WBA Competition Rules https://websites.mygameday.app/get_file.cgi?id=36776511.

Technical Fouls

Technical fouls can be issued by the referee to players, coaches and officials for inappropriate or disrespectful behaviour on the court. This includes swearing or any rude sign language.

Once technical fouls have been logged at the end of the game they cannot be removed.

The consequence of technical fouls is as follows. WBA will reset the count of technical fouls at the end of each season.

- 1st tech foul is a warning.
- 2nd tech foul is a 1 week suspension.
- 3rd tech foul is a 3 week suspension.
- 4th tech foul is a ban for rest of the season.

Information Sources

All rules and by-laws can be found on the following websites. Should you still have any questions please email the Registrars at ejbcregistra@gmail.com and they will answer all questions.

Wanneroo Basketball Association:

<http://www.wolfpackbasketball.com.au/>

- Competition Rules
- Code of Conduct
- By-Laws
- Policies
- Constitution
- Fixtures

Eagles Junior Basketball Club

<http://eaglesjbc.sportingpulse.net>

This website contains:

- Information on the Eagles
- Rules and Policies

PlayHQ

<https://www.playhq.com>

- Fixtures and Results

Contact Details

President:	Yves Schoof eaglesjbc@gmail.com
Vice President:	Ryan Sudano
Secretary:	Laura Sudano ejbcsecretary@gmail.com
Treasurer:	John Brooke ejbctreasurer@gmail.com
Registrars:	Sandra Meerton and Alison Benich ejbcregistra@gmail.com
Uniforms:	Daniel Bacon and Polly Bacon ejbcuniforms@gmail.com
Forfeit Officers:	Sandra Meerton and Alison Benich ejbcregistra@gmail.com



4 Manager's Role

Team List

The registrar will send the manager and the coach of each team their team list at the beginning of the season. The manager needs to ensure all details on there are correct.

- Age group
- Grade
- Training location, day and time
- Coach and manager contact details
- Player details

Developing Rosters & Spreadsheets

At the beginning of the season, the manager creates a spreadsheet to roster families on for scoring and optionally fruit and lollies for the younger age groups. This roster could also include the game times for the season.

Here is an example of what this spreadsheet could look like:

Round	Day	Time	Court	Location	Playing against	Scorer	Fruit & Lollies
1	Saturday, 30 April 2022	10:30am	Court 5	HBF	Pumas G9	Mikal	Amy
2	Saturday, 7 May 2022	BYE					
3	Saturday, 14 May 2022	11:20am	Court 6	HBF	Lakers G21	Chrissy	Sandra
4	Saturday, 21 May 2022	8:50am	Court 5	HBF	Giants G3	Torryn	Markus

Communication

The manager is the main communicator between the parents and the coach. Any issues arising within the team should be dealt with by the manager, not the coach.

The manager is also the main communicator between the team and the club. All questions should be directed to the registrars, unless it is uniform, equipment or trophy related. The registrar will then forward the question to the relevant party if required.

The manager should set up a chat group like WhatsApp for all team members as the main communication tool.

The manager should send out weekly reminders:

- about game time, location and who is rostered to do what
- asking to confirm attendance.

Game Day - Scoring

On game day, one person from your team will be rostered to score the game. There will be one person from each team on the scoring bench.

At the first game all players and their jersey numbers have to be entered into the iPad. The manager is responsible to ensure that this is done correctly.

The scoring is done on an iPad only for the U8 and U10. The older age groups also must enter the scores on the scoring board which should match the iPad at all times.

The manager is responsible to ensure all attending players are added to the team before the game starts each week. At the end of the game ensure that all parties are happy with the entered information (points, fouls, technical fouls) on the iPad before the official (referee) logs the game.

PlayHQ

The manager needs to check the fixtures weekly on PlayHQ before sending the reminder out to the team. Fixtures can change without notice!

Grading

The manager needs to advise the club at the end of the grading weeks if the team wishes to change divisions. This will need to be emailed to the Registrars.

End of season

Paper Grading (U12 – U18)

The manager and coach will receive an email from the registrar when paper grading results are due. The manager collects the paper grading result from the coach and emails them to the registrar by the due date.

Hand back of game jerseys

After the last game, the manager is responsible to collect the game jerseys and return the washed jerseys to our uniform representative. Should your team continue to play in the subsequent season, the team may choose to keep the jerseys. The uniform representative needs to be notified of this.

Wind up

It is at the discretion of each team to organise an end of season wind up.