



## TEAM MANAGER OUTLINE

### WELCOME

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Welcome to a new basketball season with the Vermont Vultures, and thank you for volunteering your time to manage a team/s this season!

Vermont Vultures has a long history of promoting junior basketball for boys and girls in the Vermont and surrounding areas of the eastern suburbs of Melbourne, Victoria, Australia. We provide opportunities for training, improvement in skills, and competition in an enjoyable environment. We promote and instil a culture of pride, dedication and respect within the basketball and wider community.

Vermont Vultures is a domestic club of the Melbourne East Basketball Association (MEBA Inc.) – an affiliated association of Basketball Victoria, the peak governing body for basketball in Victoria, Australia. We field teams in both the Midweek and Saturday Junior Domestic Competitions in all levels from Under 8s upwards. The Saturday competition is also known as the Greater Eastern Basketball Conference (GEBC).

The role of a team manager is to assist at a team level, taking care of the issues involved in getting a team on the court, and managing team communication. This allows the coach to focus on training & coaching the team.

This document is intended to be a guide to assist you through the tasks you will need to complete as a team manager.

If you have any questions, please do not hesitate to contact us at: [clubadmin@vermontvultures.org.au](mailto:clubadmin@vermontvultures.org.au)

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## COVID-19 PROCESSES

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*To be updated with information related to COVID-specific processes (ie: payments, check-in, game regulations etc)*

*COVID protocols are constantly changing so we will update here as required.*

<https://vermontvultures.org.au/covid19-safe-protocols>

## BEFORE THE FIRST GAME

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The Vermont Vultures' Admin coordinator will communicate with the team manager (if one has been allocated) and provide a contact list of all of your players via email (with players name, email, date of birth, contact number).

YOUR TASK –

Contact the coach (details will have been provided) and agree on who is communicating what and when to the parents.

Email your players and let them know the following –

1. Your name and contact details
2. Ask for a confirmation of players singlet number/s, as you will need to know this when confirming each player's details on the computer system at your first game.
  - there can be no duplicate singlet numbers on the one team, each player must have their own unique number. If there are any duplicates, please let us know ASAP.
  - If players are waiting on a new uniform and don't have their numbers yet, ask them to update you with it, or they can contact [uniforms@vermontvultures.org.au](mailto:uniforms@vermontvultures.org.au) to confirm what number will be supplied.
3. Training time and venue if known (see more information in following section regarding training)
4. Confirm with the team (especially new players) which size basketball will be used for the season. It is recommended that only the advised ball is used at training as it helps each child get used to the size used at each game.
  - Female
    - u/8 – size 5 basketball
    - All other age groups – size 6 basketball
  - Male
    - u/8 – size 5 basketball
    - u/10, u/12, u/14 – size 6 basketball
    - u/16 & above – size 7 basketball
5. Payments for the team sheet (the weekly team fee imposed by the Association) and venue admission is now handled by a cashless system called TEAMMO. This is a post-COVID change so that cash is not being handled by each venue. Each team manager will be required to manage the payments for their team.
  - You can find instructions for TEAMMO via our website. Please keep an eye on emails and social media for updates.  
<https://vermontvultures.org.au/wp-content/uploads/2021/01/Teammo-Training-Guide-for-Teams-Jan-2021.pdf> and <https://www.youtube.com/watch?v=bukPhrwYQfU>
  - Details of the set up process and payment options:  
<http://vermontvultures.org.au/wp-content/uploads/2021/02/Teammo-App-Instructions-Vultures.pdf>

6. Let your team know that if they are attending/playing multiple basketball games on the same day, a free pass ink stamp will no longer be required as the the entry fees are included in the team sheet payment.
7. Team messaging – in order to communicate effectively with the team, many people opt to use a platform such as WhatsApp to update game times, advise scoring roster etc.
8. The Club will pay teamsheet fees for any Vultures team that makes the Grand Final of a season. Please keep this in mind when calculating the TEAMMO payment amounts for your team.

## **FIXTURES**

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The first 6 games are grading games, so information is posted to the online fixture & is typically released by Thursday:

- Fixtures are provided via the Nunawading Basketball website / PlayHQ link: <https://www.playhq.com/basketball-victoria/org/melbourne-east-basketball-association/87b2f13c>
- It is good practice to check fixtures on Wednesday, but also again later in the week (Fri afternoon) as there can sometimes be late changes. If this happens, you may want to consider the extra step of sending a message to your team to be sure that everyone sees the changes in time.
- Once grading has ended, MEBA often post fixtures for a number of games in advance.
- Team Manager is responsible for distributing game information via the preferred communication platform. (ie: WhatsApp team chat)

## **TRAINING**

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Prior to the start of each season, coaches submit a request for a list of training day/times and this information is used to allocate the most suitable training timeslot for each team. The team manager will inform the players/families of time and venue at the start of the season.

Where the coach has chosen a training time and day, this will be communicated to you by the Venues Manager in the initial communication ([venuesmanager@vermontvultures.org.au](mailto:venuesmanager@vermontvultures.org.au)). If a training time has not been confirmed yet, you will need to work with the coach and Vultures' Venues manager to find an appropriate time for the teams' training session.

Training sessions are held on weeknights. We aim to allocate earlier timeslots to younger age groups as much as possible. However, this is highly dependent on the availability of coaches and number of teams in each age group.

Each team is allocated a 1-hour training slot within the approximate range of time below:

- Under 8s – 4pm to 6pm
- Under 10s – 4pm to 7pm
- Under 12s – 5pm to 8pm
- Under 14s – 6pm to 9pm
- Under 16s & older – 8pm to 10pm

For the current season, training venues include:

- Vermont Primary School, Nurlendi Rd, Vermont 3133
- Vermont Secondary College, 27 Morack Rd, Vermont 3133
- Forest Hill College, 178 Mahoneys Rd, Forest Hill 3131
- Mullauna College, 456 Springfield Rd, Mitcham 3132
- Eva Burrows College, 100 Maidstone St, Ringwood 3134
- Rangeview Primary School, 27 Churinga Ave, Mitcham 3132
- Nunawading Basketball Stadium, Burwood Hwy, Burwood East 3151

Ideally, your role at training is to ensure the session is being run in a suitable manner, adhering to safety and wellbeing guidelines. See below for a link to our Child Safety Policy. <http://vermontvultures.org.au/wp-content/uploads/2020/10/Vermont-Vultures-Child-Safety-Policy-2020.pdf>

It is recommended that for the younger age groups, a parent/guardian remains at the training session. Where this is not possible, please ensure you have contact details for them in case of an emergency.

## **INJURIES**

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We do our best to ensure a safe environment for our players, however unfortunately injuries may still occur.

Coaches should have items in their coaching kit provided by the Club. Some managers and coaches also carry their own first aid kit which we recommend.

If an injury is sustained during a game, this will need to be registered on the scoresheet by a referee for insurance purposes. An injury claim form will also need to be completed. These are available from the Nunawading Basketball Centre – call (03) 9802 6711.

If there is any doubt as to severity of an injury, please do not hesitate to contact 000.

## **FILL IN PLAYERS**

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Sometimes your team will not have enough players for a game (minimum is 4 players to field a team). The club can offer assistance in finding fill-in players for you. If insufficient players turn up for a game, the team will incur a walkover fine from the association. The cost will not be covered by the club, the team is expected to cover the fee. Please let your team know the importance of advising you in advance if anyone is unable to play (sickness, school camp, other commitment etc)

If you need to find fill in players, please be aware of the following rules

- Please refer to Section 16 of the attached document, and page 24 for a grid outlining eligibility
  - [https://websites.sportstg.com/get\\_file.cgi?id=3845376](https://websites.sportstg.com/get_file.cgi?id=3845376)

Please contact the Club directly if you have any other questions regarding fill-ins / player eligibility.

## **SCORING DUTY**

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Each team MUST provide 1 scorer at each game. Please create a roster to involve all families. Include this detail in the communication to the team for that weeks' game. It is recommended that new scorers sit with an experienced scorer to learn the ropes - once you've done it a few times, it becomes second nature! There is an online guide to the scoring system which can be a helpful for new scorers:

Please note that the minimum age for a scorer is 15 years of age.

A new scoring system aligned with PlayHQ will be used from Summer 20/21:

<https://basketballvictoria.com.au/electronic-scoring/>

## **SINGLET CLASH**

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In the event that you play a team with a similar colour top as Vermont Vultures and you are the first team listed on the team sheet for that game, then your team would need to turn your singlet to the reversible side for that game.

NB. If you are not the first listed, then it is the other team's responsibility to wear alternative singlets.

## **AT THE GAME (please refer to specific COVID section at the top of this document for updates)**

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1. Arrive at the stadium 15 minutes prior to the start of the game
2. When you are entering, let the venue attendant know which team you are representing so that they can mark off team/court records
3. Get the electronic system ready for your game prior to it starting. The referees will be able to help if necessary.
  - Tick the active players – only those who will be playing
    - if a player is not at the court when the game commences, you can add them to the active players list once they arrive (up until half time only)
    - it is important that only players who are playing a game are marked on the system, as finals qualification rules apply
  - Ensure singlet numbers are correct
  - Enter personal information of any players not listed

## AWARDS VOTING

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For age groups u10 and above, votes are collected during the season (not including grading games) for MVP (Most Valuable Player) and a Coaches Award, which are presented at the end of season Presentation Day.

The team MVP is traditionally determined by coaches and 1 parent voting each week on a player 3,2,1 voting system. It should be encouraged that voting be based on the players contribution to the team in the that game. It should not be based purely on scoring because defence and assists can be a major contributing factor in a teams' success which allows other players to flourish. These factors should also be taken into account when voting.

Team Managers will need to collect MVP 3-2-1 votes from a parent and the coach after each game (rotation system, like scoring) – use the following form <https://vermontvultures.org.au/wp-content/uploads/2021/01/MVP-Voting-Slip.pdf> . Simply ask a parent to place votes against each number (3 being the most valuable player on the day). The coach will also provide their nominations. As Team Manager, you will need to keep track of these votes and collate them at the end of the season – this can be done via an excel spreadsheet which is available from the club, or you can stick to a paper system if you'd like! The highest scoring player will receive the award.

The Coaches Award is awarded to 1 player per team on whichever criteria the coach sees fit. It can be based on a number of factors including: scoring ability, most improved or carrying out coach instructions in a game setting.

N.B. u8 aren't forgotten! They are given participation medals at the end of the season.

## AGE GROUP COORDINATORS

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Each playing age group has an assigned coordinator. Please contact the club at [clubadmin@vermontvultures.org.au](mailto:clubadmin@vermontvultures.org.au) with any questions you may have, and your enquiry will be forwarded to the appropriate coordinator.

## WWCC

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All coaches and team managers are required to have a current Working With Children Check (WWCC). The details of the card are required to be provided to the Club under the Child Safety Standards. Should you not have a WWCC, an application can be done at a Post Office, or via the website:

[https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply?utm\\_expid=.wXGVpudHQn28NWyycvXbeg.0&utm\\_referrer=https%3A%2F%2Fwww.workingwithchildren.vic.gov.au%2F](https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply?utm_expid=.wXGVpudHQn28NWyycvXbeg.0&utm_referrer=https%3A%2F%2Fwww.workingwithchildren.vic.gov.au%2F)

The club takes Member Welfare and Child Safety seriously. For more information on our policy please go to the link to our website: <http://vermontvultures.org.au/wp-content/uploads/2020/10/Vermont-Vultures-Child-Safety-Policy-2020.pdf>

Should you have any queries in regards to the WWCC requirements or Child Safety queries or concerns, please email [playerwelfare@vermontvultures.org.au](mailto:playerwelfare@vermontvultures.org.au) or contact any committee member.

## **COMMUNICATION / UPDATES**

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Club information will be sent via email for you to forward on to your team. Club updates, news and extra information can also be found on the website and the Facebook page. We encourage you to ask your team to like & follow the Facebook page as it is a great source of season updates and club information.

We recommend that you direct your coach to the Coaches Facebook group. As it is a closed group, access will be granted by the Club.

## **GENERAL QUESTIONS**

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We know sometimes that all of this information can be a little overwhelming – especially if your family is new to basketball! Please check out our website [www.vermontvultures.org.au](http://www.vermontvultures.org.au), and our Facebook page, as they are updated regularly. Do not hesitate to contact us with any questions (or to make suggestions) – [clubadmin@vermontvultures.org.au](mailto:clubadmin@vermontvultures.org.au)

Again, thank you for volunteering for this role, and good luck for the season!