
Montrose Vikings Basketball Club

Team Managers Guide

July 2024



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SECTION I: Club Policies

Introduction

Montrose Vikings Basketball Club Inc. is a founding member of the [Kilsyth and Mountain District Basketball Association](#) (KMDBA). The Club caters for all age competitions from Miniball Teams to Under 23 years of age for both boys and girls.

A community-based Club, the emphasis is on the children having fun whilst learning the basics of basketball, keeping fit and playing with their friends.

Club Objective

Provide a positive and safe environment for all Players to develop basketball skills as part of a Team, enabling them “to be the best they can be”.

Our Collective Responsibilities

- Provide appropriate training facilities and Coaching staff to ensure Players have the opportunity to learn correct techniques.
- Create a safe environment for children to participate in basketball which is supportive and encouraging.
- Work with the KMDBA to participate effectively in the competitions with Teams who are equipped, trained and graded to compete at the appropriate levels.
- Provide information on Club policies and processes to ensure all members are informed of Club operations and activities.
- Encourage and facilitate communication with Team Managers, Coaches, Parents, and Players.
- Abide by all statutory requirements as defined by Incorporation law as it applies within the state of Victoria.
- Adhere to the guidelines as defined by Basketball Australia and KMDBA.

For a full copy of the Club’s Policies and Procedures June 2024 go to www.montrosevikings.org.au/policies-procedures/

For a copy of the Kilsyth By-Laws (June 2023) go to www.montrosevikings.org.au/Kilsyth-bylaws

Appointment of Coaches / Team Managers

To enable the effective management of the Club and therefore satisfy its obligations to members, Coaches and Team Managers are appointed by the Committee.

Nominations for these roles will be reviewed at the commencement of each season and appointments announced as appropriate. As part of this appointment process, all Team Managers and Coaches will be provided with information kits and equipment.

The Montrose Vikings Basketball Committee reserves the right to terminate any Coach or Team Manager appointment at any time.

Working with Children Checks

Coaches and Team Managers **MUST hold a current Working with Children Check** - www.workingwithchildren.vic.gov.au.

Applying for a volunteer WWCC is free – please add the Montrose Vikings as your volunteer organisation on your application. If you already hold a WWCC, please add the Montrose Vikings to your listed volunteer organisations. The details are:

Montrose Vikings Basketball Club
PO Box 300
Kilsyth
VIC 3137
Contact #: 0439 801 346

A Coach under 18-years of age is considered a minor and does not require a WWCC – they will be supervised by another adult Coach or Team Manager over 18-years of age and with a current WWCC.

The results of WWCC are confidential. The Club Secretary is provided with a copy of the WWCC certificate in hardcopy on completion of your application from the Department of Government Services. No other personal information is disclosed.

Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. The following Codes of Conduct are based on those developed by Basketball Victoria to assist everyone to obtain the maximum benefit and enjoyment from their involvement in basketball. As a result, the quality of participation will be improved.

Please refer to pages 13 and 14 of the Club's Policies and Procedures June 2024 for the full list of Code of Conduct for Parents/Guardians/Players - www.montrosevikings.org.au/policies-procedures/ .

Coaches / Team Managers

Understand and play by the rules. Understanding the rules is your responsibility. The rules exist for the safety, proper order and enjoyment of all people involved in basketball. Do not ignore or deliberately break any rules.

Respect referees and other officials. Accept bad calls graciously. Abuse of referees is unacceptable behaviour.

Control your temper. Display control, respect and professionalism to all involved with the sport. This includes opponents, Coaches, officials, administrators, Parents and spectators. Encourage Players to do the same.

Be a good sport. Be prepared to win or lose. Acknowledge good plays by BOTH teams. Good manners and respect can be infectious. Everyone likes to be praised when they do something well. If you acknowledge the achievements of your opponents, it is likely they will follow suit. Always introduce yourself to your opponents on court, congratulate them whether you win or lose and accept a loss gracefully.

Respect the rights, dignity and worth of every person. Avoid any remarks that could be construed as offensive or discriminatory. Ensure that the time Players spend with you is a positive experience. All young people are deserving of equal attention and opportunities. Constructive guidance and encouragement when a player does well will assist a player to improve their game.

Be reasonable in your demands on Players' time, energy and enthusiasm.

Show concern and caution toward sick and injured Players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.

Any physical contact with a young person should be appropriate to the situation and only where necessary for the player's skill development.

Avoid overplaying the talented Players. The average player also needs and deserve their share of court time.

Protecting Our Children

Child protection is about keeping children and young people safe from abuse, discrimination and harassment, and protecting them from people who are unsuitable to work with children. This is often a legal requirement, covered by Australian child protection and anti-discrimination laws. It is also an ethical obligation and a very important consideration in meeting 'duty of care' obligations.

Most Coaches, officials, trainers, Team Managers and other volunteers involved in sport and recreation are encouraging, supportive, competent and ethical in their activities. For most people sport is an enjoyable experience but for those who experience discrimination, harassment and abuse, their experience can be very different.

Coaches, officials and others, due to their close involvement with Players and participants, especially with children and young people, have a responsibility to provide sporting activities within a fair and safe environment.

Preventative advice for Coaches / Team Managers	
Directive	Solution
No 1-on-1 skills sessions	Invite 2 or more Players or have an observer (Parent/assistant Coach)
No transporting of a single Player to and from practice/games	Parents to organise this
No physical manipulation of Players	Use other Coaching techniques
No 1-on-1 interviews	Have witnesses
No individual SMS messages to Players	Always include others
No individual emails to Players	Always include others
Do not spend a disproportionate amount of time with one player	Spend your time among all Players
For any Team, at least one of the appointed officials must be of the same gender as the Team	Involve Parents
Learn about playing by the rules!	

Remember - the intention of a comment or action by the person giving it is **not relevant**. The behaviour or comment is to be considered from the point of view of the person receiving it.

Be Vigilant

Sport for most kids is about having fun. However, the fun of sport can be spoilt by adults who do or say things that make kids feel bad, unsafe or scared. As Parents and officials, we all have a responsibility to be aware and report anything which may be a concern.

Complaint Process

The Montrose Vikings Basketball Club is committed to creating a safe environment for all members and any complaints will be taken seriously and handled confidentially and promptly with due consideration for all affected parties and their respective rights.

All members including Parents/guardians, players, Coaches, Team Managers and other officials are encouraged to raise issues or complaints promptly with the Boys/Girls Convener, Secretary and President. If the complaint is toward another Club member, player, Coach, Team Manager, etc, the President shall write to the relevant Club President to advise of the complaint and can escalate as required to KMDBA.

If the complaint is towards a Vikings Club member (including Parents/guardians, players, Coaches, Team Managers and other officials), the President (or delegate of the Executive Committee) shall make contact with the relevant person to investigate the complaint, and follow this with an email communication outlining the contact made/ discussion and associated results. If it is determined that further action should be taken by the Club, the matter will be referred to the committee per the below.

Depending on the severity of the issue, we will not hesitate in seeking legal advice to ensure the matters are dealt with appropriately.

For details on Disciplinary Action – refer to pages 15 and 16 of the Club’s Policies and Procedures June 2024 - <http://www.montrosevikings.org.au/policies-procedures/>

SECTION II: Team Manager

Firstly, thank you for putting your hand up as a Team Manager for the Montrose Vikings 😊!

The Role

A summary of the Team Manager role:

- Setting up Team messaging
- Share information with the Team regarding Team members, Coach, training, etc
- Weekly teamsheet payments via TeamPay
- Weekly messaging to families of the game time and location
- A roster for scoring at games
- Working with your Coach to find fill-in Players as needed
- Communication with the Club Secretary

You and the Coach will be the only people in your Team contacted by the Club with your Team list. You will need to reach out to each Player's key contact and advise them of their Team and Team members at the commencement of each season.

Set up Team messaging

This will be your preferred way to communicate with your Players and their families for the season regarding training, games, Club messages, etc. We recommend WhatsApp, Facebook Messenger, or simply email or text. Using whatever messaging system *you* prefer, please include the key contact for each Player to the group chat.

Below is an example of what you would include in your first communications with your team:

Welcome to your Team **Vikings B05 – Under 16 B**

Your Coach is **Mary Smith** and your Team Manager is **John Johnston**.

Training will be held on **Thursdays, 7.30pm-8.30pm** at the **Montrose Primary School Gym**.

Your Team members are:

- **Aa**
- **Bb**
- **Cc**
- **Dd**
- **Ee**
- **Ff**
- **Gg**

Please let me know ASAP your Player's singlet number and if you haven't already, download the **TeamPay** app. I will issue our Teampay code to you shortly. Then you can add your child to the team, ready for weekly team sheet payments.



TeamPay

Download the TeamPay App – this allows you to process the weekly Teamsheet payments.

You will receive the TeamPay code for your Team first. You must set yourself as the Captain in TeamPay, before you pass the code onto your Team Players/Parents.

A **minimum of 24 hours before the game**, please go into TeamPay and add +1 against all your Players to process the weekly Teamsheet payment.

Please note that if you have a Player out due to illness/injury/holiday/etc – they are still expected to pay their portion of Teamsheet fees for the first 4 weeks of non-play. After 4 weeks, you would not add a +1 against the Players name.

If your Team experiences a series of injuries or illnesses that leaves you with 4 or less “paying Players” each week, please reach out the Club Secretary for support at Secretary@montrosevikings.org.au

If you have difficulty with payments not clearing for a Player (and not a once off error!) please reach out to the Club for assistance. You are also entitled to employ the Club’s “NO PAY NO PLAY” policy.

Need help with TeamPay? – check out the [How to Guides - Teampay](#)

Game Day Fixtures

Each week, look up the fixture and send out the details to your Team.

Please note that fixtures are determined by KMDBA. The Club is not part of the fixturing process. Fixtures can change, particularly at the beginning of the season during grading. Details of you Team’s game may only be available a few days prior. Please check regularly.



Fixtures are available via PlayHQ –

Website: www.playhq.com/basketball-victoria/org/kilsyth-basketball/5433b0e3



OR

MyHoops app – download via your App store.

Scoring

Scoring can be a little daunting at first, but once mastered gives a greater understanding of the referees calls and general rules of basketball.

Set-up a Scoring Roster for your Team noting:

- If your Team has a Coach with a child in the Team, the Coaching family is

excluded from the Scoring Roster.

- Team Manager families are also excluded from the Scoring Roster.

For any given round, the team listed first on the fixture is the HOME Team. When scoring, HOME Team's role on the score bench is to operate the "buttons" – that is the scoreboard and clock during the game.

AWAY Team's role on the score bench is to operate the "computer" and keep record of the game's score, fouls, etc for PlayHQ statistics.

The above HOME vs. AWAY roles can be flexible if you, or your oppositions scorer is not familiar or uncomfortable with a role. Please work together and share information during the game so the online and real time score boards are accurate. It is noted that in the event of a dispute between scorers, the computer will be the definitive result used.

Please ensure Players who are injured or ill and NOT playing, are NOT marked as present on the computer. If players are incorrectly marked as playing when in fact injured, this may affect their eligibility to qualify for finals.

For an overview and instructions on using the PlayHQ Scoring system, see https://youtu.be/OdTboL_uYqk

For an overview and instructions on using the "buttons" scoring system at Kilsyth Court 1, see https://youtu.be/XjEyxYtDZcs?si=9Ge_ReLZWPaOFNQs

Court sweeping

HOME Team is also responsible for sweeping the court at half-time.

Please nominate a volunteer for this role for every home game of your Team. This could be communicated at the same time as the scoring for the week.

Fill-in Players

If you need to find some fill-in Players for your game, the Kilsyth By-Laws are comprehensive.

There are a couple of key things to note:

- U12 Girls and under are eligible to play in Boys Teams (up to U12 boys)
- U12 Boys and under are eligible to play in Girls Teams (up to U12 girls)
- A / ARES Graded Players cannot play in C Grade or below, regardless of the age group.

A flow-chart has been created, based on Kilsyth's By-Laws to help you determine who can fill-in for your Team – See Attachment 2.

Please note that fill-in Players that do not meet the criteria of the By-Laws will result in the game (regardless of final score) being marked as a Montrose Vikings forfeit.

Useful information for you and your Team

Team sizes

The Club aims to have between 6-8 Players per Team, so there is 1-3 Players on the bench at any given time during the game.

Sometimes one Team in an age group may have more players than another and it can seem sensible to split age groups up evenly, but grading of Players into appropriate Teams for their capability is the priority of the Club.

Grading at the Club

At the Montrose Vikings we prioritise the grading of Players into Teams that best match their capabilities. Grading is completed by the Club Convenors of which there are 3 – Boys Junior, Boys and Girls.

Please note that existing player and Parents friendships will be secondary to the above decision-making process. Player grading decisions will be based on individual capabilities and needs of the Team structures.

Grading by KMDBA

The first 4-6 weeks of the season (as notified by KMDBA) are where your Team is graded based on their wins, losses and margins. Following the grading period conducted by KMDBA, Teams may be moved up or down grades.

There is some opportunity to request grading be revised after this time if you strongly feel KMDBA did not put your Team in an appropriate grade. There are many factors considered at the end of the grading phase that determine the appropriate grade, not just the end score (i.e: court availability, number of teams in a grade).

Please reach out to your appropriate convenor in the first instance –

- Boys Junior (U9 and below) – boys-junior@montrosevikings.org.au
- Boys (U10 and above) – boys@montrosevikings.org.au
- Girls – girls@montrosevikings.org.au

Forfeits/Walkovers

Four Players are required as the minimum number to start a game, but the game can continue with only three Players once the game is underway.

If your Team is unable to play a game, the Team Manager MUST contact the Montrose Vikings Secretary AND Committee (in case the Secretary is not available) at Secretary@montrosevikings.org.au AND committee@montrosevikings.org.au as soon as possible.

The Club secretary/ president will advise KMDBA, and Kilsyth will advise the opposing Team. A MINIMUM of 48 hours notice is required to avoid paying any penalty fines.

Penalty fines of \$80 or greater can apply for late notification.

On the day, if you cannot field a Team and a last minute forfeit occurs, a 20 to 0 point win will be awarded to the opposing Team. An additional penalty fee of \$99 will also be incurred. If your Team forfeit occurs because a Player does not attend a game without prior notice, the Club reserves the right to pass on the penalty fee to the individual family.

Important note: If your Team gives 2 or more walkovers in a season the team may be disqualified for the remainder of the season.

Please see KMDBA's By-Laws, Clause 12 - Walkovers and Forfeits - www.montrosevikings.org.au/Kilsyth-bylaws

Injury/Illness – medical exemptions

If a player is injured during a game and cannot return to the court, please email Secretary@montrosevikings.org.au with the following details as soon as possible:

- Name of player
- Team name
- Date of injury
- Injury description

It is important to notify families that if the Player is likely to miss a number of games due to injury/illness, they MUST supply a Medical Certificate with the date of the injury/illness to the Club Secretary.

The Medical Certificate MUST reach KMDBA through the Secretary prior to the Player taking the Court again. This is very important if the Player wants to ensure they will qualify for finals. KMDBA will not accept a medical certificate for games missed once the Player has resumed playing.

Finals / Qualifying

Each season the top four Teams qualify for the finals. For a Player to qualify for finals they must have played at least 50% of games for the season.

The 50% can include games they were injured or ill, as long as a medical certificate was supplied to KMDBA prior to the Player re-taking the Court.

A list of all qualified Players will be made available to Team Managers before semi-finals. If a Player is not on the list they have not qualified and cannot play finals.

Uniforms

Uniforms are to be sourced directly from Kilsyth Basketball stadium's Locker Room. www.kilsythbasketball.com.au/the-locker-room The Locker Room register singlet numbers to ensure there are no clashes. **Uniforms must be fully reversible.**

Second-hand uniforms (fully reversible only) are often available – reach out to Secretary@montrosevikings.org.au for further information.

Montrose Vikings has priority to wear our red-sided uniform in all instances, EXCEPT when playing SEBC Saints. If this is disputed by the referee then please refer them to their COLOUR PRIORITY chart which is located in the officials room in each stadium.

If two Montrose Vikings Teams are in the same draw and play each other, the first named Team (home Team) on the fixture will reverse their singlet to white (in line with the rules as set by Kilsyth Cobras/VJBL).

Other Information

Other information is available on the website at www.montrosevikings.org.au or the Club's Facebook Group – join www.facebook.com/groups/montrosevikings

Appendix I - Key Contacts

President: Matthew Heemskerk

M. 0436 948 276 | president@montrosevikings.org.au

Secretary: Gemma Heemskerk

M. 0439 801 346 | secretary@montrosevikings.org.au

Committee: for general enquiries

committee@montrosevikings.org.au

Boys – Junior Convenor (U9 and below): Alister Stuart

boys-junior@montrosevikings.org.au

Boys Convenor (U10 and above): Ben Woods

boys@montrosevikings.org.au

Girls Convenor: Sam Ingram

girls@montrosevikings.org.au

Venues

Training Venues

Montrose Primary School - 17-21 Leith Road Montrose

Bimbadeen Primary School - 118 Hayrick Lane, Mooroolbark

Games Venues

Kilsyth Stadium – 123 Liverpool Road, Kilsyth - 9728 1033

Lilydale Stadium – Hutchinson Street, Lilydale - 9739 6567

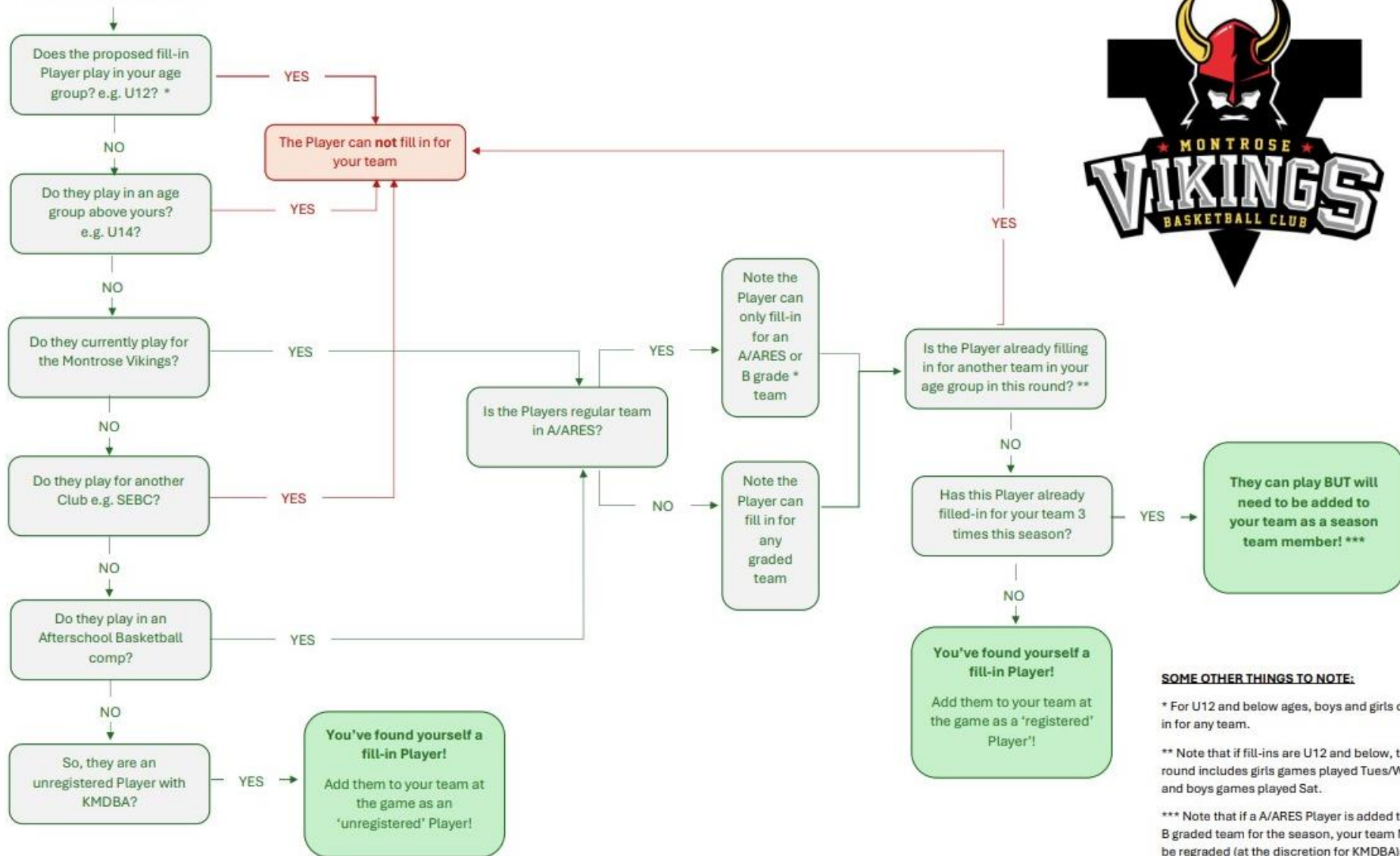
Oxley Stadium – 15-49 Old Melbourne Road, Chirnside Park - 9727 9650

Melba College Stadium – 20 Bretnall Road, Croydon - Please call Kilsyth Stadium

WHO CAN FILL-IN FOR MY TEAM?



START HERE



SOME OTHER THINGS TO NOTE:

- * For U12 and below ages, boys and girls can fill in for any team.
- ** Note that if fill-ins are U12 and below, the round includes girls games played Tues/Wed and boys games played Sat.
- *** Note that if a A/ARES Player is added to your B graded team for the season, your team MAY be regraded (at the discretion for KMDBA).