
Montrose Vikings Basketball

Team Managers Guide

April 2017



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SECTION I: Club Policies

Introduction

Montrose Vikings Basketball Club Inc. is a founding member of the Kilsyth & Mountain District Basketball Association (KMDBA). The club caters for all age competitions from the mini-ball 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.

Our 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 K&MDBA (Kilsyth & Mountain District Basketball Association) 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 K&MDBA

Appointment of Coaches / Team Managers

To enable the effective management of the club and therefore satisfy its obligations to members, Coaches and Team Managers **MUST** be 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 and asked to sign individual agreements.

Coaches and Team Managers will be asked to apply for a **Working with Children Check** available online at <http://www.workingwithchildren.vic.gov.au>. Where a coach is under 18 years they will be supervised by another adult coach and/or adult team manager.

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

Working with Children Checks

The results of Working with Children checks will be reviewed by our Management Committee who will assess the suitability of potential coaching staff. Access to information provided by the Department of Justice & Regulation as a result of these applications will be kept in strictest confidence. The outcome of applications provided by the Department of Justice & Regulation will be simply a “suitable” or “not suitable” for the position of Coach for junior players. No other personal information is disclosed. Affected individuals will be given the opportunity to discuss the outcome of their application if requested.

It should be noted, the guidelines for determining suitability of potential coaches are purely focussed on offences indicating a potential future risk to children in their care.

If potential coaches are not comfortable with this process we would advise them to not apply or discuss any concerns before signing an application.

Applications can be made online at <http://www.workingwithchildren.vic.gov.au>. A certified true copy of the Team Manager’s Working with Children Check should be provided to the Montrose Vikings Basketball Committee. This means that your card needs to be sighted, and a photocopy verified, by a person in an authorised category. A list of these can be found on the internet. The easiest option is to visit the local police station.

Coaches and Team Managers will also be asked to complete a Member Declaration as part of the Childcare Protection Policy that came into play in Australia in January 2017.

Code of Conduct

Basketball is intended to be a recreational activity for enjoyment and health. The 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.

Coaches / Team Managers

- 1. Understand and play by the rules.** Understanding and 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.
- 2. Respect referees and other officials.** Accept bad calls graciously. Abuse of referees is unacceptable behaviour.
- 3. 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.
- 4. Be a good sport. Be prepared to Win and Lose.** Acknowledge all good plays whether they be **by** your team or the other team. 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.
- 5. 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.
6. Be reasonable in your demands on players' time, energy and enthusiasm.
- 7. 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.
8. Any physical contact with a young person should be appropriate to the situation and only where necessary for the player's skill development.

9. **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.

The majority of 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 single athletes to and from practice/games	Get parents to organise this
No physical manipulation of athletes	Use other coaching techniques
No 1 on 1 interviews	Have witnesses
No individual SMS messages to athletes	Always include others
No individual emails to individual players	Always include others
Do not spend a disproportionate amount of time with one players	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.

We ALL need to 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 or 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, players, coaches, team managers and other officials are encouraged to raise issues or complaints promptly with a committee member.

The President will act in consultation with the Committee to resolve any issues amicably. All decisions will be made final by the Committee, which reserves the right to revoke club membership (without refund) if it is decided that an egregious breach of the Code Of Conduct has taken place.

Games Venues

Games are played at:

- Kilsyth Sports Centre, 115 Liverpool Road Kilsyth VIC 3137
- Lilydale Basketball Stadium, Hutchinson Street, Lilydale VIC 3140
- Oxley Stadium, Old Melbourne Road, Chirnside Park VIC 3116

Please check your fixtures (<http://montrosevikings.org.au/fixtures-results/>) for times.

Transfers

Players can transfer to / from the Montrose Vikings on completion of the Player Transfer Form (see http://www.kilsythbasketball.com.au/fileadmin/user_upload/Menu_Headers/Resources/Transfer_Form.pdf). Players will not be transferred from Montrose Vikings until the current seasons subscriptions are paid.

Applications for transfer are presented and discussed at the Junior Forum Committee and attended by Club President.

SECTION II: Team Manager

Players

Montrose Vikings - Player Registration

New players must complete a Montrose Vikings registration form online at <http://montrosevikings.org.au/registration/> and pay the appropriate fees at the beginning of each season (Summer & Winter) as per the invoice. A family membership applies to children within the same immediate family.

Once approved, the Treasurer will invoice the family and provide receipts on payment of registration fees.

At the beginning of each season, each player and parent/guardian must sign a Code of Conduct form which is available online at <http://montrosevikings.org.au/registration/>

Association (KMDBA) - Player Registration

All new players (and those who have not been previously registered) will need to complete a KMDBA registration form (see <http://montrosevikings.org.au/registration/>) and visit the Kilsyth Stadium office with the appropriate payment. The player will be allocated a KMDBA Member number and will appear on team sheets for future games. Players **MUST** complete - and pay the fee - **BEFORE** they start their first game otherwise they will not be graded and will not be able to play.

Parent/Guardian Responsibilities

Players are expected to attend each training and game session. If players do not attend a game, then the team may have to forfeit which means a penalty fee from \$65 upwards paid by the team members, ie. the parents/guardians. For training, it is a Montrose Vikings policy that parents/guardians have to pick up their children from inside the training venue. Under no circumstances are the children to leave unaccompanied.

Team Sizes

Each team aims to have 5 players on the court at all times. The recommended number of players per team is 7 or 8 which means there are 2-3 players being rested on the bench. More players than this means reduced time on the court and less players may make it difficult to field teams when players are injured or unavailable. Four players are required as the minimum number allowed to start a game, but only three are required once the game is underway. **Please note: If a game is to be forfeited, without notifying KMDBA in advance, then the Team will be asked to pay the penalty fee of \$99.**

Team Sheets

Team sheets are located in the foyers at the various stadiums. The team sheet will include the team name and number, players name, coaches name, court number and starting times etc. If any players have not yet registered with KMDBA, this will be noted on the Team Sheet and the Team Manager will need to follow up with the player to complete it before end of Grading.

Before each game, the Team Manager must ensure the team sheet is complete and pay the cashier. During grading (usually first three weeks of a season), if the opposing team has not paid, then leave on the stand, otherwise once you have paid, take the team sheet to the Scorers' bench. Payment for the game can be done up to two days before, either by credit card or cash at the Stadium. This is handy if you know you will be away during a game and can pre-pay.

Before the Game

The team listed first on the team sheet is responsible for sweeping the court midway through the game. The Team Manager should identify a volunteer and ensure it is done promptly at half-time to avoid delays starting the game.

During the Season

Once grading is over, the Team Manager should identify a parent each game to fill in the Most Valued Player (MVP) slip (see Appendix III). The parent should sign and date the slip before handing it to the Team Manager at the end of the game. It is up to the Team Manager to keep these slips and total up the points per player at the end of the season or on request from the Committee. See Scoring for further responsibilities during the Season. **Only teams in U9 upwards need to select MVP and Eric nominations.**

Collecting Team Sheet Fees

The Team Manager must collect game fees from each player to pay the Team Sheet. The fees collected will depend on what level your team is. For example, U10 pays \$28 per game so for a team of 6 players in U10, \$5 per player per game is sufficient and usually easier to collect without arranging for change. However, U12 and up have to pay \$33 per game so a team of 6 will need to collect at least \$6 per player per game. The Team Manager will have to make sure that the fees collected per player per game are enough to cover the Team Sheet fees. A standard template has been provided for managing “Collection & Payment of Team Sheet Fees” in Appendix II.

If any surplus money is left at the end of each season you may elect to use it towards an end of season break-up or a present for the Coach.

Forfeits/Walkovers

If the team is unable to play a game, the Team Manager **MUST** contact the Kilsyth Stadium on 03 9728 1033 as soon as possible. **Teams will be responsible for paying any fines incurred.** Please see KMDBA’s By-Laws, Clause 12 Walkovers and Forfeits (http://www.kilsythbasketball.com.au/fileadmin/user_upload/temp/Kilsyth_Basketball_By-Laws_October_2014.pdf)

Scoring

Scoring can be a little daunting at first, but once mastered you will have a greater understanding of the referees calls and general rules. Seek advice from the opposing team’s scorer and work together if unsure.

During grading (usually first three weeks of each season), manual score sheets are used. See Appendix IV for an example. Once grading has been completed, the computer Stadium Scoring will be used. For an overview and instructions on using the Stadium Scoring system, see <http://montrosevikings.org.au/team-managers-coaches/>

It is the Team Manager’s responsibility to set up a Scoring roster to be shared amongst the parents.

Finals / Qualifying

Each season the top four teams qualify for the finals. In order for the player to qualify for the finals they must be registered with the KMDBA and have played the minimum number of games required for that season. A list of all qualified players is available via SportingPulse. Check with Stadium cashier if unsure. If the player is not on the list they have not qualified and cannot play finals.

Eric & MVP Awards

“The Eric Award” is for the player who best represents Montrose Vikings – this is intended for the player who always demonstrates good sportsmanship, always listens to the coach, and is reliable in attendance at training and games, as well as a consistent team player who assists other players rather than seeking glory on their own.

“Most Valuable Player” (MVP) is essentially the Best & Fairest for the team as determined by parents, guardians or other spectators during a game. The responses are collated at the end of each season.

For more in-depth discussion about Eric and MVP awards, please see <http://montrosevikings.org.au/about-us/mvp-and-eric-awards/>

Uniforms

Montrose Vikings has priority over all other team colours. For example when playing SEBC Saints who also wear Red, then SEBC must change singlets. 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, alternate singlets can be loaned from the office prior to the game. If singlets are required due to a colour clash, then no hire fee is applicable.

Uniform, training singlets as well as coach and team manager tops can be ordered online at <http://montrosevikings.org.au/registration/uniforms/>

Fill-in Players

If you have one or two players away and you need a fill-in, these are the rules as set out by the Basketball Victoria Association:

- U12 Girls and under are eligible to play in boys teams.
- U12 Boys and under are eligible to play in girls teams.
- A or ARes Grade cannot play in C Grade or below regardless of the age group.

Other Information

Other information is available on the website at montrosevikings.org.au or the Club’s Facebook page at <https://www.facebook.com/groups/montrosevikings/>

Appendix I - Key Contacts

Kilsyth Stadium (KMDBA)

T. 03 9728 1033

Montrose Vikings Basketball Club Inc Management Committee

President: Brent Strahan

M. 0430 783 657 | president@montrosevikings.org.au

Secretary: Gio Stevenson

M. 0402 29 24 36 | secretary@montrosevikings.org.au

Treasurer: Ange Marshall

M. 0448 990 881 | treasurer@montrosevikings.org.au

Uniform Officer: Louise Davis

M. 0426 632 409 | uniforms@montrosevikings.org.au

Recruitment Officer:

M. | recruitment@montrosevikings.org.au

Fundraising Officer: Kelly Yelland

M. 0411 238 547 | fundraising@montrosevikings.org.au

Fees Officer: Ange Marshall

M. 0448 990 881 | fees@montrosevikings.org.au

Montrose Vikings Basketball Club Inc General Committee

Jez Bader, Claire Haun, Mel Plausinaitis, Jamie Antrobus

Training/Games Venues

Kilsyth Primary School 03 9725 4320

Billanook Primary School 03 9728 2225











Kilsyth Stadium 03 9728 1033

Lilydale Stadium 03 9739 6567

Oxley Stadium 03 9727 9650

Yarra Hills Secondary College 03 9839 8800

Appendix III - Most Valued Player (MVP) Slips

 Montrose Vikings Basketball Club <hr/> signed: _____ date: _____	 Montrose Vikings Basketball Club <hr/> signed: _____ date: _____
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Appendix V - Team Manager Cheat Sheet

Start of Season

1. Check Team Sheets for player information.
2. Contact players and make sure they have
 - filled in a purple KMDBA form
 - purchased a uniform
 - provided you with a mobile number AND an email address
3. Update the team lists online (see email sent at beginning of season for link).
4. Information for a player **MUST** include
 - Name
 - Address (including suburb and postcode)
 - Contact number (minimum a mobile number)
 - Email address (this will be used to send out invoices)
 - Date of Birth
 - Singlet number (to avoid clashes in a team)
5. Set up a Scoring roster for the season and advise parents/guardians.
6. Ask players if they will be going on camps/excursions/events during the season to determine if they will be unable to play a particular game. Advise Club of date unable to play.
7. Ask players and parents/guardians to fill in a Code of Conduct form available at <https://montrosevikings.org.au/registration/>. Team managers should keep these.

Before Game Day

1. Check Fixtures page (<https://montrosevikings.org.au/fixtures-results/>) 48 hours in advance and advise players of game time and venue. (The Club will notify Team Managers/Coaches directly of any sudden game changes).
2. Remind parent/guardian that they are scoring.
3. Ask players if they are unable to play that week's game.
4. Advise Club if team is unable to play as soon as possible

On Game Day

1. Pay team sheet at game venue.
2. Check team sheets if player is listed as unregistered. If yes, ask them to fill in KMDBA form and pay the fee.
3. Check if your team is first named. If it is, ask a parent/guardian to sweep the court at half time.
4. Check that scorer is present; if not ask another parent/guardian if they can fill in.
5. Ask a parent/guardian to fill in an MVP slip (can ask scorer or set up another roster)

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6. Collect game fee from parent/guardian and mark on Team Fees sheet.
 7. If a player is injured during a game that means they cannot play (eg. broken arm), please email info@montrosevikings.org.au with the following details:
 - Name of player
 - Team name
 - Date of injury
 - Injury description
 - Medical Certificate
 - Estimated date of return to team
 8. Collect completed MVP from parent/guardian.

During Season

1. Advise Club of any player leaving team.
2. Advise Club of new player joining team. Make sure they fill in the New Player Registration form at <https://montrosevikings.org.au/registration/>

Before Finals

1. Check that players are eligible
 - Played more than 50% of games in season
 - Have paid Club fee (invoiced at beginning of season)
2. Count MVP votes. Email secretary@montrosevikings.org.au with name of MVP and Eric nomination.

End of Season

1. Advise Club if players are returning next season.
2. Advise Club if you and the Coach are returning next season.