
Appendix I - Key Contacts

Kilsyth Stadium (KMDBA)

T. 03 9728 1033

Montrose Vikings Basketball Club Inc Management Committee

President: Dominic Kinsella

M. 0400 500 941 | president@montrosevikings.org.au

Secretary: Gio Stevenson

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

Treasurer: TBA

M. TBA | treasurer@montrosevikings.org.au

Head Convener: Tierney Hamilton

M. 0409 250 977 | convener@montrosevikings.org.au

Montrose Vikings Basketball Club Inc General Committee

committee@montrosevikings.org.au

Training Venues

Montrose Primary School 03 9728 2203

Games Venues

Kilsyth Stadium 03 9728 1033

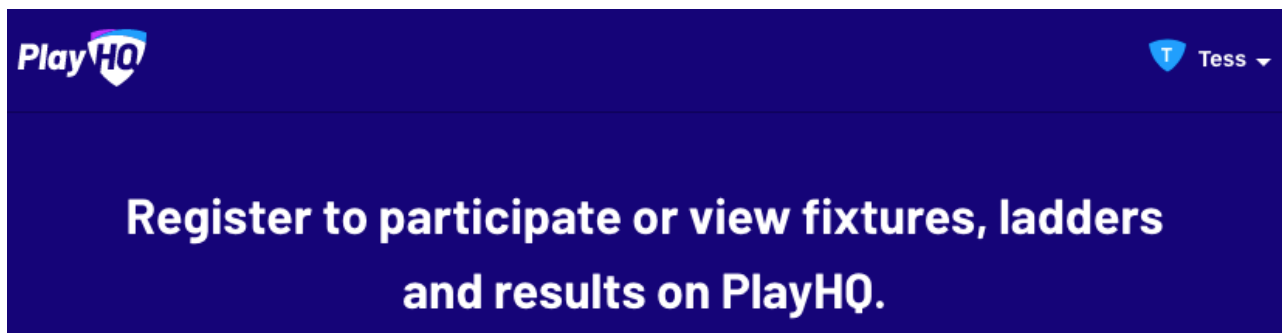
Lilydale Stadium 03 9739 6567

Oxley Stadium 03 9727 9650

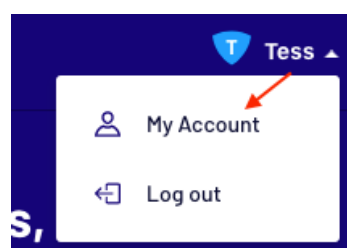
Melba College Stadium Please call Kilsyth Stadium

Appendix II - Managing your Team on PlayHQ

1. Log into PlayHQ

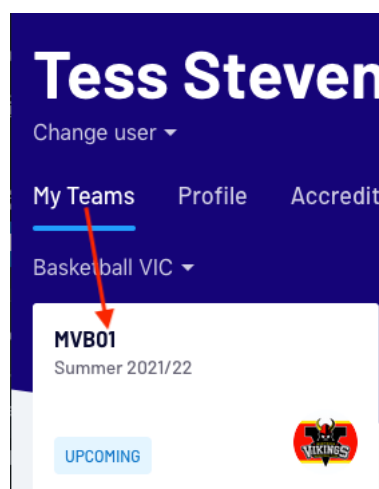


2. Click on your User Name in the top right hand corner, and select My Account from the drop down list

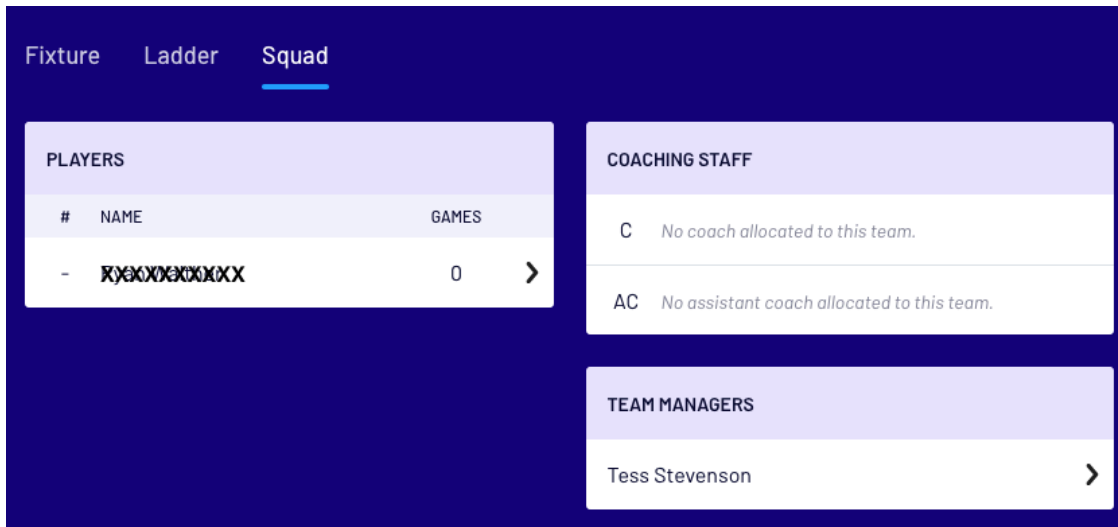
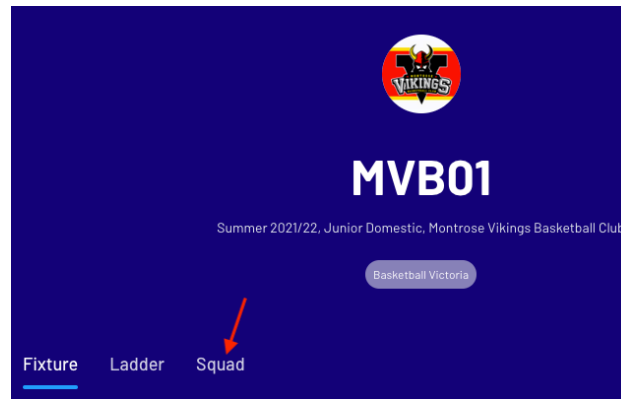


corner,

3. From the My Teams menu, select your Team



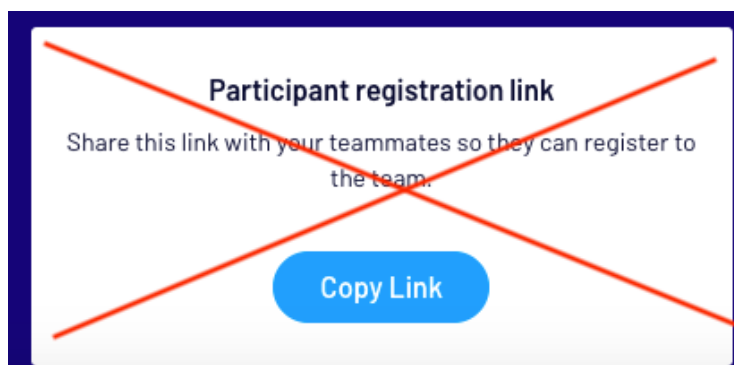
4. Click Squad to see a list of players, coaches and team managers attached to the team.



5. Click on the > next to the player's name to see contact details for the player.

IMPORTANT!!!

DO NOT GIVE OUT THE PARTICIPATION LINK ON THE SQUAD PAGE!



There is a discounted fee attached to Team Registration links and is used by the Club for families who are undergoing financial hardships or by invitation only as nominated by the Committee.

Appendix III - Team Manager Cheat Sheet

Start of Season

1. Login to PlayHQ (see Appendix II) to see team list.
2. Contact players to introduce yourself and make sure they have purchased a uniform.
3. Email secretary@montrosevikings.org.au if there are any changes. If email/mobile is incorrect, parents must update PlayHQ via their account login.
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 for general communications)
 - 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. Confirm all parents have downloaded the Teampay app and signed up with a valid credit card. Remind them they won't be charged until the day before game day.
7. 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 so that a BYE request can be made to the Association.
8. Ask players and parents/guardians to fill in a Code of Conduct form available at <https://montrosevikings.org.au/code-of-conduct/>.

Before Game Day

1. Check Fixtures page (<https://montrosevikings.org.au/fixtures-results/>) 48 & 24 hours in advance and advise players of game time and venue. (The Club will notify Team Managers/Coaches directly of any sudden game changes). Ask players to arrive at least 5 minutes early so that the game can start on time.
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. Check if your team is first named. If it is, ask a parent/guardian to sweep the court at half time.
2. Check the scorer is present; if not ask another parent/guardian if they can fill in.
3. For U9 teams up, ask a parent/guardian to fill in an online MVP vote at <https://montrosevikings.org.au/mvp/> (can ask scorer or set up another roster)

4. 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 as soon as possible:

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

Players **MUST** supply as soon as possible

- Medical Certificate
- Estimated date of return to team

5. Enjoy shouting encouragement to your players! 😊

During Season

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

Before Finals

1. You will be sent an email confirming which players are eligible to play semi/grand finals.
 - Played more than 50% of games in season
 - Are not injured or away
2. Email secretary@montrosevikings.org.au when requested with name of Eric nomination.
3. MVP votes will be counted by the Committee as they are entered online and coach/team manager notified.

End of Season

1. Advise Club if players are returning next season.
2. Advise Club if you and the Coach are returning next season.
3. Come along to Presentation Night to celebrate or commiserate with the whole Club :-)