
Montrose Vikings Basketball

Team Managers Guide



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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 Miniball teams to Under 21 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.

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 the 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 Working with Children Check will be posted to the Montrose Vikings Basketball Club when the application is approved by the Government.

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 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 or 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 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.

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
- Melba College Stadium, Brentall Road, Croydon VIC 3136

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

Transfers

Players can transfer to / from the Montrose Vikings by request. Players will not be transferred from Montrose Vikings until the current season's subscriptions are paid. All transfers are conducted online (through PlayHQ) with various levels of approval before being accepted.

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) either in full online or by other arrangement. A family membership applies to children within the same immediate family. Once approved, the PlayHQ system will 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 <https://montrosevikings.org.au/code-of-conduct/>

Association (KMDBA) - Player Registration

All new players (and those who have not been previously registered) will need to create an account on PlayHQ (<http://playhq.com>). Each season, a unique code will be provided to register with PlayHQ and pay the appropriate payment. The player will be allocated a 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 \$80 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. 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 Montrose Vikings in advance, then the Team will be asked to pay the penalty fee of \$99.**

Team Sheets

Team sheet fees (otherwise known as the weekly game fees) will be paid via **Teampay**.

The Teampay app will include the team name and number, players' name, and game details. A guide on how Teampay operates is available on the website under the Team Managers & Coaches link.

Before each game, the Team Manager must ensure the team sheet is complete and pay the team sheet fee. Payment for the game can be done up to two days before. This is handy if you know you will be away during a game and can pre-pay.

Before the Game

The team listed first (left hand side on the computer or top on the fixture page) 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, hand the completed slip to the Team Manager who then enters it online at <https://montrosevikings.org.au/mvp/>. The nominated parent should enter in their votes and sign before the end of the game. It is up to the Team Manager to make sure MVPs are collected each week. See Scoring for further responsibilities during the Season. **Only teams in U9 upwards need to select MVP and Eric nominations.**

Forfeits/Walkovers

If the team is unable to play a game, the Team Manager MUST contact Montrose Vikings Committee on committee@montrosevikings.org.au 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/rules-and-policies/>)

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 may be used. See the Team Managers & Coaches link on the website for an example. Once grading has been completed, the computer Stadium Scoring will be used. For an overview and instructions on using the PlayHQ Scoring system, see https://youtu.be/OdTboL_uYqk
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 PlayHQ and have played the minimum number of games required for that season. A list of all qualified players will be made available to team managers before semi-finals. 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. Alternatively, if all members in a team have a reversible Vikings singlet, they may switch over to the reverse side.

If two Montrose Vikings teams are in the same draw and play each other, the second team should reverse their singlets (**ONLY** if all players in the team have the reversible singlets, they can simply reverse their singlet, otherwise, they will need to organise for the alternate bibs). Alternatively, alternate singlets can be loaned from Montrose Vikings (email: secretary@montrosevikings.org.au) at least one week prior to the game..

Uniforms may be ordered through The Locker Room (the shop inside Kilsyth Stadium) via <http://www.kilsythbasketball.com.au/store/>.

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 (up to U12 boys).
- U12 Boys and under are eligible to play in girls teams (up to U12 girls).
- 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: Dominic Kinsella

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

Secretary: TBA

M. | secretary@montrosevikings.org.au

Treasurer: Matt Heemskerk

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

Head Convener: Tierney Hamilton

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

Boys Co-ordinator: Ben Woods

M. 0438 009 722 | boys@montrosevikings.org.au

Girls Co-ordinator: Taryn Matthews

M. 0433 972 955 | girls@montrosevikings.org.au

Montrose Vikings Basketball Club Inc General Committee

committee@montrosevikings.org.au

Training Venues

Montrose Primary School	03 9728 2203
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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 - Team Manager Cheat Sheet

Start of Season

1. Check Team Sheets for player information.
2. Contact players and make sure they have
 - purchased a uniform
 - provided mobile number(s) AND email address are correct
3. Email secretary@montrosevikings.org.au if there are any changes, including singlet number. 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. Download the Teampay app. If you already have the app, then use the Teampay code for your team to sign up. As Team Manager, you should be listed as Team Captain.
7. Ask players to sign up to Teampay using the code provided in Step 6. Make sure YOU as Team Manager have signed up to Teampay FIRST!
8. 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.
9. Ask players and parents/guardians to fill in a Code of Conduct form available at <https://montrosevikings.org.au/code-of-conduct/>.
10. Check that players have registered in Teampay. Remind them they won't be charged until the day before game day.

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.
5. Process the weekly team sheet fees via Teampay the day before game day (e.g. for games on Tuesday, process payments on Monday; games on Wednesday, process payments on Tuesday, games on Saturday, process payments on Friday). See the guide at <https://montrosevikings.org.au/teampay-and-montrose-vikings/>. Team Managers must mark off each player each week, regardless of whether they play or not.

On Game Day

1. Pay team sheet via Teampay app (unless you've already completed it the day before).
2. Check if your team is first named. If it is, ask a parent/guardian to sweep the court at half time.
3. Check that the scorer is present; if not ask another parent/guardian if they can fill in.
4. Ask a parent/guardian to fill in an MVP vote using the slips at <https://montrosevikings.org.au/team-managers-coaches/> (can ask scorer or set up another roster)
5. 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
6. 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/>
3. Advise Club of any fill-ins **BEFORE** the game.

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 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 :-)