

NORTH ADELAIDE BASKETBALL CLUB



TEAM MANAGERS GUIDE

Thank you for becoming a Team Manager for "The Rockets".

Being a Team Manager is more than just holding drinks during a game. You, as Team Manager, are the link between your team and the Club Management. As such you will be involved in many important tasks essential to the smooth functioning of your team and the Club.

Coaches have a large workload with their coaching duties, they do not have the time to organize the day to day running of the team. That is the role of the Manager.

The Coach and the Manager must work together to ensure the smooth running of the team. In this manual we will help you understand what your responsibilities are and what is expected.



ROLE OF THE TEAM MANAGER:

The Team Manager is needed to run the administration side of the team and allow the coach to dedicate him/herself to the task of ensuring that the on court performance of the team is at the highest level possible.



In administering the team you will probably be involved in:-

- Ensure the safety and protection of the children in our care
- Creating a Team List and contact details
- Making sure the scoring tablet is correctly set up before the game
- Arranging a scorer for each game (creating a scoring roster)
- Making sure the correct players have been selected in Basketball Connect
- Ensuring all Basketball Connect player payments have gone through successfully.
- Informing team members of changes in programmed times and dates
- Looking after players clothing and jewellery, including making sure they remove it
- Maintaining up to date team details and advising the Club Admin team changes
- Distributing Club information to players and parents
- Attending to injured players during games
- Distributing, collecting and recording Club Fundraising material and money
- Liaison with the coach regarding carnivals
- Arranging the necessary forms for interstate travel
- Holding Consent Form on all players
- Trophy Selection forms (if your team or coach run this method)
- Running a receipt system for any monies collected for the team (i.e carnivals etc)



TEAM MANAGER ESSENTIALS:

- ✓ Club Polo Shirt
- ✓ First Aid Kit
- ✓ Ice Packs
- ✓ Drink Bottle Holder



The team manager is expected to wear a club team manager polo shirt to games, as well as carry a first aid kit and ice pack.

All items can be collected from the NABC Office at The Lights.

WORKING WITH CHILDREN CHECK:

Basketball SA requires all coaches and team managers to have a current Working with Children Check.

If you have been a team manager in the past and have provided this to NABC Admin already please just reply to this email letting Admin know we already have it on file.

If you haven't been a team manager before but currently have a valid WWCC please send a copy of it to NABC Admin.

If you haven't got one already this needs to be organised. Please send NABC Admin an email with your full name, DOB and email address, and we will arrange one for you.

BASKETBALL CONNECT:

It is essential that all team managers register themselves in Basketball Connect at the beginning of each season. NABC Admin will then be able to allocate you to the correct team online, and you will be able to process your teams player payments each game.

If you do not register, you cannot do the player payments.

NABC Admin will send out the registration link at the beginning of each season.

TEAM LISTS:

It is vital that each team manager has a list of players including their phone number and email address. You can obtain your team list from NABC Admin and it is required that you keep an up-to-date list.

Please notify NABC Admin of any changes within your team ASAP, so we can make the necessary changes in Basketball Connect.



TEAM COMMUNICATION:

Being able to communicate with your parents or players if you are a TM is extremely important. NABC uses the **Stack Team App** for all club communication. Within this app, there are groups already in place for each team, with players & coaches allocated to these groups.

Each team has a group chat. We recommend that the group chats are used for coach's, team managers, and parents/players to communicate directly with each other regarding games, trainings and other important information.

- The App can be downloaded from App store and Google Play
- Search '**NABC Official**' – request access to the page and the appropriate groups.

It is recommendation of NABC that you DO NOT communicate through Instagram or Messenger if you are communication with minors.



FUNDRAISING:

During the course of the season there may be various fundraising ventures undertaken to keep the cost of subscriptions to a minimum. You will be asked to distribute the material, collect it on or before the required date and ensure that any money raised is paid back to the club.



The fundraising guidelines can be found at the North Adelaide Basketball Club website > Policies.
<https://nabc-rockets.club/policies>

CARNIVALS:

All teams are encouraged to participate in the various Carnivals held during the year.

Metro League

- State Championships – Compulsory for Div1 & Div2
- Eltham Tournament – Compulsory Div1; Optional Div2
- Classics or Nunawading Tournament – Compulsory Div1 and Div2

District League

- June Long Weekend – Optional
- Must participate in one tournament either in January or September–December

Easter Carnival – No teams to participate this provides certainty for parents to plan getaways if desired.

All Tournament participation must be signed off by the NABC Committee.

Arranging Interstate Travel:

- Should your Team plan to travel interstate to play in a Carnival, Classic or Championship your participation must be signed off by the Director of Basketball.
- Any team traveling outside of South Australia has to seek approval from the Basketball SA Junior Committee. This can only be done through the by emailing NABC Admin.
- As Team Manager you will be responsible for the organisation of the Team travel arrangements. These arrangements are required to ensure that all insurance's that the Club and Basketball SA hold remain valid whilst players are interstate



PLAYER INJURIES:

In the event of a player being injured during a game it is up to you to attend to the player and allow the coach time to re-evaluate the team strategies.

Each Manager should have a small first aid kit containing items such as a compression bandage, decent fabric Elastoplasts band aids, finger tape, strapping tape. There is also a first aid kit available at all stadiums. Ice is available at all stadiums.

At the umpires direction any person may enter the court to attend to the injured player – wait to be directed by the referee. If a person enters the court to assist a player then that player must be substituted off.

After 30 seconds, if the player is ready to resume playing they may continue. However, if they are not ready the umpire will award a time out to the team and another 30 seconds (total time 1 minute –the time of a time out) can be taken to allow the injured player to continue.

If the team has no time outs left the player must be taken from the court at the end of the first 30 seconds.

In lower age groups it is not uncommon for parents to rush to their child's aid at the first sign of injury or distress. Please try and restrict this understandable parental concern. If they rush onto the court before the umpire calls them on then the coach can receive a Technical Foul.

PLAYER CONSENT FORMS:

This has replaced the medical consent form and needs to be signed by the player or their parents. This will give you their medical information and other consents including consent seek medical treatment for the player and to be photographed.

These forms need to be filled out and signed, it is especially important for the older age groups where a player is dropped off and left or drives themselves.

- If your team is attending an interstate carnival or Nationals, you will need to have them sign the travel consent form as well.

- These forms can be found at the North Adelaide Basketball Club website > Policies.
<https://nabc-rockets.club/policies>



GRIEVANCES:

From time to time grievances will arise. If a parent or player has a problem with a coach then in the first instance the person with the grievance should discuss the matter with the coach. An appointment is to be made with the coach before or after a training session, **never on game day**. At the appointed time the coach may also bring along the Age group coordinator.

If there is no satisfaction from discussions with the coach the next level up is the Age Group coordinator.

- Brenton Johnston (All Girls team & U10/U12 Boys) - brentonjohnston.bj@gmail.com
- Kevin Rock (U14 to U18 Boys)- rockkevin6@gmail.com

After this if you there is still not satisfaction to the grievance then the please contact our Vice President of Basketball:

- Rachel Meyer - vpbasketball@nabc-rockets.club

As a club we would like to thank you for the time and commitment you will put into this season!

If you have any questions, please contact our NABC admin at admin@nabc-rockets.club

