



REPRESENTATIVE GUIDE FOR TEAM MANAGERS

Introduction

Thank you for volunteering to be Team Manager for a Junior Representative (VJBL) team. Your role is extremely important in keeping our coaches, parents and players informed of what is happening throughout the season. Our association relies on volunteers such as you, as it minimizes our overhead costs which, in turn, help us keep player fees affordable.

Team Manager Responsibilities – Start of Season

The responsibilities of a team manager at the start of the season include the following activities:

- **Setup Heja team app** – Heja can be used to communicate upcoming events and important information to your team:
 - Download the Heja app from the App Store or Google Play.
 - Create a new team and send the team code to all coaches and parents, using the player contact list provided by the WBA.
 - Add mid-week training sessions and Sunday training sessions into Heja as upcoming events – these should be populated in the app at least 3 weeks in advance at all times.
 - Add Friday night games into the calendar – these should be populated in the app at least 3 weeks in advance at all times. The fixtures can be found here: <https://www.playhq.com/basketball-victoria/org/victorian-junior-basketball-league-vjbl/08f42de2>
- **Training Communication** – Advise the parents of the day, time and location for the weekly training sessions (both Sunday and mid-week) for the team, by adding them into Heja.
- **Create and Distribute Scoring Roster** – Create a scoring roster and add the scorers for each game into the game description and game notes in Heja. All parents are expected to participate in scoring throughout the year. It is recommended that you create scoring pairs so there are 2 people on the bench each week (one to do scoresheet or clock, one to assist). You should also consider pairing an experienced scorer with a beginner.
- **Distribute Scoring Videos** – Send these links to all your parents and ask them to watch them, so they can become comfortable with how to score on the scoresheet, stadium scoring, game clock and shot clock: <https://wyndhambasketball.com/about-the-program/>
 - Scoring – General:
 - https://www.youtube.com/watch?time_continue=49&v=QZss295GVrc
 - Scoring on PC/Tablet:
 - <https://vimeo.com/162483366>
 - Scoring on Paper Scoresheet:
 - <https://www.youtube.com/watch?v=gshpK-JL0bE>

Team Manager Responsibilities – During Season

The responsibilities of a team manager during the season include the following activities:

- **Coach & Parent Communications** – Provide general support to the team coaches and keep them up to date with what is happening in the team, e.g. Advise coaches of absences from games or training. Also, pass on messages from the committee, head coaches and/or team coaches to all the parents in the team. For example, tournament information, upcoming events, changes in training day/time/location, reminders about fee payment, etc.



- **Check for Color Clash** – Check the team colors for the team you are playing each week, and if there will be a color clash and your team is the first team on the fixture (i.e. home team), then advise your players to wear the royal blue reversible singlet instead of gold playing singlet. Note: It is advisable to ask all players to take both tops to every game, just in case.

- **Game Day Tasks** – At the game on Friday night, complete the following:
 - If the stadium charges a door entry fee, advise the stadium entry staff that you are a Team Manager and they will direct you to the Coaches sign-in sheet. Sign the sign-in sheet as Team Manager of your team and you won't need to pay the stadium entry fee.
 - Pay for the score sheet at the door or office of the venue. Record the amount paid on a Team Kitty Tracker. Note that most venues now only accept credit card, so you will need to use the Team Kitty to keep track of what you have paid on your credit card so you can reimburse yourself the cash so you are not out of pocket.
 - If the venue uses paper scoresheets:
 - Complete the player names, numbers and coaches names on the scoresheet (front and back). If you are the second team to pay for the score sheet, then you can take the score sheet with you to the court.
 - Ask each player to sign their name in full (not just initials) on the back of the scoresheet. This is mandatory for finals qualification.
 - *Note: Teams who incorrectly complete their scoresheets (e.g. missing coaches name) receive a fine from the VJBL. These fines are required to be paid from the team kitty as they are not covered by the association.*
 - Collect the weekly payment (\$15 each if you have 8 or more active players; otherwise \$20 each) for each player and mark on the Team Kitty Tracker who has paid.
Note: If there are players who are not playing due to injury or absence, it is suggested that \$10 is still collected from players to ensure there are enough funds in the kitty to cover costs, with the exception of long term injuries of 6 weeks or more where it is not recommended to collect any money.
 - Ensure your scorers are at the bench and ready to go at least 10 minutes prior to the game start time.
 - Sit nearby the players bench to assist coach or players if needed, for example to get first aid help for injuries or for refilling of water bottles.

- **Update and Share the Team Kitty Tracker** – Every week, check that the actual balance of the team kitty matches the balance in the Team Kitty Tracker. On a periodic basis (e.g. end of term), distribute the Team Kitty Tracker to show all payments in and out, and the current balance of the team kitty. Please note that parents and/or committee can request to see the Team Kitty Tracker at any time.

Note: Once there is a balance of a few hundred dollars in the kitty, the team manager may choose at their discretion to reduce the weekly payment in order to prevent carrying too much excess money at any one time.

- **Fundraising & Events** – When requested, coordinate the team contribution to fundraising efforts and participation in events, for example, organizing attendance at VJBL presentation or Big V games, and distributing and collecting fundraising chocolate forms and money.

- **Pay Fines** – At times, fines are issued by the VJBL, for example, when a coach doesn't sign the sign-in sheet at a game, or when the coach name is not listed on a paper scoresheet. These fines must be paid out of the team kitty. Pay the fine into the WBA bank account when requested by the WBA Treasurer or Bookkeeper.

- **Dealing with Complaints** – Throughout the year, there may be player or parent complaints that require escalation. These complaints should be directed first to the Team Manager and/or Coach. The TM should organize a meeting at a suitable time (e.g. after training - not



before or after game or before training). If the matter cannot be resolved at the TM/Coach level, matters should be referred to the WBA via a submission in writing to info@werribeebasketball.com and it will be referred to the appropriate group.

Note: Please do not contact the Player & Coach Development Manager or the Boys/Girls Coaching Leads with complaints. Their role is player and coach development, not dealing with complaints.

Team Manager Responsibilities – End of Season

The responsibilities of a team manager at the end of the season include the following activities, with all payments ideally to be made from the team kitty:

- **A gift for the coach** – Suggested amount is \$20 per player, however alternative amounts can be allocated with the agreement of all parents.
- **A gift for the assistant coach** – Suggested amount is \$10 per player, however alternative amounts can be allocated with the agreement of all parents.
- **Break-up party** – Organise a break-up party for a date, time and location that suits the majority of families. *Note: If doing an organised activity, do not use team kitty funds to pay for siblings or parents, only the players.*
- **Redistribute any team kitty money** – Hand back any remaining team kitty money to the parents.

First time team managers sometimes find the role to be a challenging one. It is recommended that all new team managers find someone in their team who has been a team manager before, to help them get up to speed with the role. For further information about being a team manager, please send an email to info@wyndhambasketball.com