



WYNDHAM WAY 2025-2026

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:

- Download the STACK app from the App Store or Google Play.
- STACK will be set up VIA the WBA it will be the responsibility of the team manager to upload games, training and track attendance of the players in the team.
- Team managers will need to add themselves to the Team Manager group on STACK for communication.
- Player contact list with phone numbers and email addresses will be provided by the WBA.
- Events – these should be populated in the app at least 3 weeks in advance when possible.

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 STACK
- Create and Distribute Scoring Roster – Create a scoring roster and add the scorers for each game into the game description in STACK. 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, clock or Shot 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/wp-content/uploads/2020/11/PlayHQ-Scoring-Guide.pdf>

https://www.youtube.com/watch?time_continue=49&v=QZss295GVrc

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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 Colour Clash – Check the team colours for the team you are playing each week, and if there will be a colour 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.
- 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 programs.adamin@wyndhambasketball.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

GAME DAY TASKS – AT THE GAME ON FRIDAY NIGHT, COMPLETE THE FOLLOWING:

- 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.
- Ensure the players in the team have downloaded the Teampay app. Teampay is used to take the Friday night game payments. Payments need to be processed by the team manager. Please advise the team a day and time that works best for you.
- 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.

TEAM MANAGER RESPONSIBILITIES – END OF SEASON

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

- A gift for the coach
- A gift for the assistant coach
- Break-up party – Organise a break-up party for a date, time and location that suits the majority of families.

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 programs.admin@wyndhambasketball.com



CONTACTS

PRIMARY CONTACT

Program Administrator programs.admin@wyndhambasketball.com

SECONDARY CONTACT/S

General Information info@wyndhambasketball.com

Easy VJBL game payments

Pay from anywhere & anytime

Your teams game payment can be made from anywhere & anytime via your mobile device (you don't need to be at the venue)

Split the game payment evenly

The game fee can be split evenly amongst each player, meaning less chasing players/parents for their portion of the game fee

No need to collect excess funds

You no longer need to collect and hold excess funds - you can pay weekly at the click of a few buttons

No more spreadsheets/manual tracking

Access a full audit trail of all payments from your app

Fast & Easy

Significantly easier for parents/guardians - they can simply turn up and watch the game, knowing payment has been taken care of

Teampay Support

For assistance getting set up or if you have any questions, please feel free to contact support@teampay.com.au



**Over 1000 VJBL teams used Teampay to pay their game fees last season*

