



MaroonDAH Basketball Club
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TIPS FOR TEAM MANAGERS

WHEN YOU ARRIVE AT THE STADIUM

TEAM SHEET FEE

Pay the team sheet fee at the canteen/office at the stadium. For the first game of the season it is easier to be prepared to pay at first out of your own pocket and then to be reimbursed by the parents on the day. Team sheet fees vary between age groups. Trying to collect the money from parents before registering the team is not advisable since it holds up the process and could delay the start of the match (especially if parents are running late). A flat pencil case inside a clipboard is perfect for keeping money – be aware of security issues.

REGISTRATION OF NEW PLAYERS AND NEW COACHES

All players (or coaches) who are new to the Kilsyth and Mountain District Association (KMDBA) need to fill out a purple KMDBA membership form (available from the canteen/office at each stadium) at the start of the season. It's a good idea to collect a few copies of this form to hand out to new players. Advise parents that they need to hand in the form to the canteen/office on the first day and pay a nominal fee - this covers the player for insurance in case of injury.

CHECK THAT YOUR SCORER IS READY

Check that your rostered scorer has turned up – if not, do some quick delegation. If a parent doesn't know how to score, arrange for another parent, who does, to sit with them during the game to teach them. If anyone doesn't know how to score, direct them to the information on our website. Assist the scorer to activate those players you are expecting to play. Add any new players or fill-ins to your team list. If you are expecting someone who may be running late activate them. They can be removed at half time if they don't arrive. This will avoid needing to add players once the game has commenced which is difficult. At half time check that those players who are active are all present including the opposing team.

COLLECTING MONEY

Collect money from parents/players to pay for the team sheet fee and mark it off on your 'Team Payment Record' sheet (this template is on the website). This is a great way to introduce yourself to the parents and start to bring them together as a team. You need to decide on an appropriate amount to charge parents according to the number of players in your team. For example, if you only have 7 players and need to pay \$37 team sheet, you need to charge more than \$5 per player. A team payment record sheet is available to download from the website -www.maroonDAHmagic.com.au. This then provides you with a sheet to keep a record of the cash float. **It is a good idea at the start of the season to charge the players \$10 for the first couple of weeks so that you accumulate a float, before dropping it back to \$5 per week.** This can save you from having to collect the odd amount of \$7. If you run short you can again ask for 'one off' higher amounts. From then on, you will always have enough in the float to pay the team sheet fee before collecting money for the next week. If you have enough money left in the float at the end of the season, this should be spent on a gift for the coach and/or subsidised outing for the players.

INJURIES

If a player is injured during the game, you should help them off the court and assist the parents as necessary. As stated in the 'Junior Competition Rules', it is recommended that every team carry a first aid kit to games and training. Maroondah Magic supplies coaches with a medical supplies kit. This is not intended for you or the coach to administer first aid, but rather for the parents to have suitable first aid items to assist their own injured child or to allow their child to use.

If a player requires to be taken to a doctor or hospital for treatment, have it noted at the office of the stadium you are at. For injured players who wish to claim on insurance, they need to contact Kilsyth stadium on 9728 1033 to complete a claim form, as soon as possible after the injury (as there are time limits).

For injured or ill players who wish to receive credit for games missed, to assist with qualifying for finals, there are two types of requirements:

1. For those players that have already played a game in the current season and are registered in their team for that season, obtain a signed medical certificate, quoting the dates that they are unavailable to play and lodge a copy of this with the club and a copy with Kilsyth stadium, within fourteen days of the date of the medical certificate. The certificate must be lodged no later than the day they return to playing.
2. For those players that have not played a game in the current season, they need to have been registered in their team at the start of the season, obtain a signed medical certificate, quoting the time period that they expect to be unavailable to play and what the injury or illness is. The certificate must be lodged with the club and the club will then lodge a request with the Kilsyth Commission to have credit given for the games missed in that season.

DURING THE SEASON:

NOTIFY TEAM MEMBERS

Notify all team members of any new versions of fixtures – these occur quite often towards the start of the season as teams are reallocated into higher or lower grades. When the new fixture is posted online, advise families and remind them where they can view the fixture eg: Maroondah Magic Website (www.maroondahmagic.com.au), Fox Sports Pulse. There have been many occasions where families have turned up to wrong venues or at wrong times due to miscommunication of new fixtures. This only creates disappointment and frustration.

CANCELLATION OF TRAINING SESSIONS

If there is a cancellation of training you must notify the training Venue Co-ordinator (contact details are on the 'Contacts' page of the website) giving at least 24 hours' notice.

UPDATE YOUR TEAM INFORMATION

Keep an updated list of players, including singlet numbers, addresses and telephone numbers. It's great for parents to have a copy of this list, however for privacy reasons, please check with each parent first as to whether they are happy for their personal details to appear on the list. Consider making a small card that shows player name and number with parent's christian names and give to each family. If there are any changes during the season, please let the Age Co-ordinator know. It is important that changes to personal

details are recorded on the Club's database.

SAFETY AT TRAINING VENUES

Please notify parents that their children, including player siblings, are their own responsibility during training. We encourage parents to stay and watch training whenever possible. **Parents must be aware of safety issues arising from 'dropping off' at venues without checking that the coach is in attendance.** Also, we don't want the coach

being the only adult at a training session for the safety of the children. Neither should the coach have to stay around after training has finished waiting for parents to collect children. Please ensure that your coach has an updated contact list of phone numbers to use in case of an emergency at training. We also have a responsibility to protect equipment belonging to the schools where we train. It is not appropriate for players or sibling to be using mats or other gym equipment.

AT THE END OF THE SEASON

PLANNING FOR THE FOLLOWING SEASON

Towards the end of the season, you will be asked to complete an 'Intention to Play' form for your team for the following season. Ask all players/parents if they plan to return for the next season and return the form to your Age Co-ordinator. Advise parents and players of Age restrictions for teams (some players will need to go up an age group). For the Winter Season, the players must be under the stated age as of June 30th and for the Summer Season, players must be under the stated age as of 31st December.

Kind regards

Maroondah Magic Basketball Club Committee