



Maroondah Magic Basketball Club

Team Manager Role Overview

Hello and thank you for volunteering to be a Team Manager!

This document aims to equip you with the key information for the season in your role as the Team Manager, but if you have any questions or need any help, the Team Manager Coordinator for the club will be on hand to help.

The Team Manager Coordinator for this season is:

Samantha Rowland – 0430 413 417

Sam.MMBC@gmail.com

Working With Children Check

The Club requires all Team Managers to have a Working with Children Check. If you already have a Working with Children Check, please ensure you have updated it to add Maroondah Magic Basketball Club. If you do not have one, please apply for a Volunteer one adding Maroondah Magic Basketball Club. You can apply for one for free at your local Post Office or online at <https://www.vic.gov.au/working-with-children-check>.

Key Contacts

Boys Age Group Coordinators:

Grade	Primary Coordinator	Back Up Coordinator
Boys U7 – U8	Kim Owen 0417 554 843	Peter Cunningham 0400 577 476
Boys U9 – U10	Matt Treeby 0421 738 422	Peter Cunningham 0400 577 476
Boys U11 – U12	Andrew Emmett 0433 287 225	Peter Cunningham 0400 577 476
Boys U13 – U15	Sara Thom 0404 070 394	
Boys U16 – U23	Tim O’Callaghan 0428 004 155	

Girls Age Group Coordinators:

Grade	Primary Coordinator(s)	Back Up Coordinator
Girls U7 – U10	Belinda Timms 0425 762 999	Megan Deayton 0413 303 746
Girls U12 – U14	Caitlin Marshall 0452 511 909 Megan Deayton 0413 303 746	
Girls U15 – U23	Melynda Chapman 0406 989 005	Megan Deayton 0413 303 746

Unform Coordinator:

- Emily McNamara 0417 712 267

Training Venue Coordinator:

- Aileen McCullough 0450 066 199



Team Manager Responsibilities – Quick Overview:

At the Start of the Season

- Introduce yourself to the parents/guardians of the team players and establish a preferred form of communication (some teams opt to communicate via text, email, WhatsApp, or Facebook group)
- Agree how the game fees (team sheet fees) will be paid each week (preference is to use Teampay)
- If the weekly fees will be processed using Teampay: set up Teampay for your team(s) using the Teampay code provided to you by the Team Manager Coordinator and then distribute the Teampay code to the parents/guardians of the team players for them to join
- Set up rosters allocating team parents/guardians for:
 - Scoring – required for all games (except the Grand Final)
 - Sweeping the court at half time – required for HOME games (home team is the first team listed)
 - Operating the shot clock – required for U16 and older, A grade or A/ARes combined AWAY games

Each Week Prior to Match Day

- Remind the parents/guardians/team players and coach of the details (location, court, time) of the upcoming game and the allocated scorer, and if required, the sweeper and/or shot clock operator
- Process the game payment if using Teampay (recommended to action on Mondays for Girls teams and Thursdays for Boys teams)
- Request any fill-ins for absent players to the relevant age coordinator, ideally with 2 days notice

On Match Day

- Process the game payment if paying at the Stadium office/canteen
- Check the allocated scorer has arrived and is good to go
- Verify the team players (and shirt numbers) with the scorer managing the computer (only add those that have turned up – late arrivals can be added during the game)
- If it is a U16 and older A grade or A/ARes combined AWAY game, check the shot clock operator has arrived and is good to go
- If it is a HOME game, check the allocated sweeper has arrived and is good for half time
- After the game, let the Team Manager Coordinator or the Uniform Coordinator know if there were any incorrect shirt numbers on PlayHQ

Towards the End of the Season

- Coordinate the team to complete the Intent to Play form for the next season (this is issued by the Team Manager Coordinator in the second half of the season)
- Many teams like to show their appreciation to the coach with a card or gift at the end of the season – as Team Manager, this may be something you would like to suggest and coordinate
- In addition, many teams like to have a 'get together' at the end of the season – again as Team Manager, this may be something you would like to suggest and coordinate

Your Team Information

Your team will have a unique Maroondah Magic Basketball Club reference (name) for example MMB77 or MMG32. This reference is what you will use when checking fixture lists and communicating with the Club.

Your team coach should provide you with the details of the team players and training details. Please keep an up-to-date list of your team players along with their contact details and singlet numbers. If there are any changes during the season, please let the Maroondah Magic Basketball Club know either via the Team Manager Coordinator or the relevant Age Group Coordinator.

Fixture List and Game Details

The fixture list is detailed on PlayHQ and is available at <https://www.playhq.com/basketball-victoria/org/maroondah-magic-basketball-club/56998324>. Once you have selected the current season you will see a list of all Maroondah Magic Basketball Club Teams and selecting your team will show you the current fixture list.

We recommend you review the fixture list two days before each game and send a communication to the team confirming the upcoming game. Then the day before the game, do a quick check to make sure nothing has changed. The first three (sometimes four) rounds of the season are grading rounds where often games are switched around at short notice so especially keep an eye on the fixtures during this time.

The first team listed for a game is considered the Home Team. If you are playing another Maroondah Magic team, the Home Team will wear the singlets in the normal way (green) and the second team listed (Away Team) will reverse their singlets (yellow).

Checking Uniforms and Singlet Numbers

All team players must wear the Maroondah Magic Basketball Club branded uniform for matches. (There is no uniform requirement for training.) Uniform orders can be placed online through XLR8 at <https://mymaker.com/product-category/maroondahmagicbc/>.

If your players have different singlet numbers to that on PlayHQ please let the Team Manager Coordinator or the Uniform Coordinator know so it can be updated in PlayHQ. If you have a number clash within your team, please contact the Uniform Coordinator to assist with swapping singlets/numbers.

Setting up the Scoring Roster

Each team is to provide a scorer for each game. One scorer will operate the PlayHQ computer, and one will operate the scoreboard and arrow. For U16 and older A grade or A/ARes combined games, the AWAY team (second team listed on the game fixture) must also provide a secondary person to be the shot clock operator.

As Team Manager, you will need to ensure that there is a scorer, and if necessary, a shot clock operator, organised for each week's game. One suggestion is to set up a scoring roster at the start of the season. There is a Scoring Roster template available if needed on the Maroondah Magic Basketball Club website under Resources. Please also check that the scorer is comfortable scoring. If they are new to scoring, then if you can, sit with them the first time they score to support them. There is a Scoring Guide available on the Maroondah Magic Basketball Club website under Resources that covers the basics.



Setting up the Sweeping Roster

If your team is the HOME Team (first team listed on the game fixture), you will also need to ensure you have a sweeper organised. The sweeper is required to sweep the court at half time. Depending on how many home games you have, you may wish to set up a sweeping roster at the beginning of the season or coordinate on a week-by-week basis.

Managing the Weekly Game Fees

The game fees (team sheet fees) are set by Kilsyth and typically range between \$90 and \$110 per team per week. **All players** allocated to a team on a permanent basis are required to pay their share of the weekly team fee, whether they play or not. If the player is injured, away on holiday, or sick, they are still to contribute, with the only exception being if a player leaves the team permanently.

Note: No fees are payable if your team has a bye. Also, temporary fill-in players are not required to contribute.

Processing Payment via Teampay

- The preferred method of payment by Kilsyth for all basketball teams is via Teampay, which is a secure app used for making payments to local sports organisations.
- At the start of the season, the Team Manager Coordinator will provide you with your team's unique code for you to set up the team in the Teampay app. You will need to download the app if you do not already have it and register. Once registered, you can select to join a team and you will enter the code provided.
- Once you have set the team up, you will need to advise each player/parent/guardian in your team, to download the app, register and join the team using the same code that you will share to them.
- You will then be able to process the weekly fee payment prior to the game each week. We recommend reminding the team in advance that you will be processing the fee later that day or the next day. Please ensure all payments are processed at the latest the day before the game.
- More detailed Teampay guides for both Team Managers and players/parents/guardians are available on the Maroondah Magic Basketball Club website under Resources.

Alternatives to Everyone Using Teampay

- Alternatively, with agreement from the team, the Team Manager may collect the weekly fees direct to the bank account and then pay via Teampay themselves. It is also possible to pay Kilsyth directly with cash although this is least preferred. In this instance you will need to pay the weekly fee at the stadium canteen/office each week.

Not Enough Players – Temporary Fill-in Players

If the team needs a fill-in player due to team player absence or injury, please let the relevant Age Group Coordinator know with as much notice as possible. Neither the Team Manager nor the Coach should coordinate any team fill-ins as there are certain rules around who can and cannot fill in. Fill-ins cannot be used for the last round before finals, nor finals. Approved fill-in players coordinated through the Age Group Coordinator are not expected to pay fees for the game they are filling in for – the absent players are still to pay their weekly fees.

The Bench on Game Day

Only the Coach and Team Players should sit in the bench area during the game. If you notice any parents or other supporters in this area, please kindly ask them to move to the spectator area.

Teams Making Finals

For all grades except for miniball, at the end of the normal rounds, the top teams will enter the finals rounds. You can review the fixture list to confirm whether your team has made finals or not. There are three rounds of finals: Finals Round 1, Preliminary Finals and Grand Final played over three weeks and the fixture list will update after each stage.

Only players who have played in at least half of the team's games for the season can play in finals. To check eligibility, you can review the team fixture list on PlayHQ to work out how many games the team has played for the season (i.e. the number of rounds less any byes). If you then select each game, you will be able to see the list of players to check whether the player played in the game or not. Once you know the total number of games, the player played in, if that number is equal to or greater than half of the number of games the team played in the season, then they are eligible.

The weekly game fee (team sheet fee) is required to be paid for each finals round game your team is in.

Scorers need to be coordinated by the Team Manager for the Finals Round 1 and Preliminary Finals games. A scorer will be provided for the Grand Final and this will be communicated to you the week prior.

For teams who make the Grand Final, immediately after the game concludes, the team will need to go to the presentation area at the venue for the official presentation to the Runners Up and Winners. Following the official presentation, the teams then need to go to the photography area at the venue for the official photos. In the week prior you should receive a copy of the Photo order form to share with the team as it is cash only payment on the day. There is no obligation for the team to purchase but for those that do, the photographer will return the photos to the Kilsyth Basketball venue at the start of the next season for collection by you as the Team Manager to distribute to the team.

End of Season/Presentation Day

At the end of the season, you may like to coordinate an end of season get together for the team to celebrate the season. In addition, some teams like to coordinate a thank you card and a small gift for the Coach. Both are optional and up to the team to decide.

The Club organises a presentation day at the end of the season for all grades from Miniball to U10. At the presentation day, awards, medals, and trophies are handed out. All teams are encouraged to attend.

For the older grades, there is no formal presentation day, however, those making the Grand Final will receive trophies from the Club in recognition of their achievements. You or your coach will be notified when trophies are ready for collection in the days before the Grand Final.

Injuries/Medical Leave

If a player is injured during the game and is taken off court, assist the coach/parents/guardians as necessary. The coach should have a first aid kit with them if needed. If the player needs to be taken to a doctor or hospital for treatment, have it noted with the stadium office. For injured players who wish to claim on insurance they need to contact Kilsyth Stadium on 03 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. 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.

Safety at Venues

Please keep an eye out to ensure safety at venues. Ultimately children (players and player siblings) are their parent/guardian's responsibility. We also must be respectful of the venue environment and equipment. There is a Players Code of Conduct, Parents Code of Conduct and Spectators Code of Conduct on the Maroondah Magic Basketball Club website under Other Documents.