



**Koonung Comets Basketball Club**  
**Team Managers' Handbook**

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## 1. Introduction

Firstly, thank you for volunteering to be a team manager of a Koonung Comets basketball team.

The purpose of this document is to provide information and guidelines to assist the team manager to do their job and manage the team throughout the season.

Each team must have a team manager to act as the first point of contact for parents and to carry out administrative duties on behalf of the team. Relevant club and team information will be sent to the team manager, who then passes this on to the parents, players and coach. Email is now used as the main way to communicate with team managers and their team.

## 2. Overview of Domestic Basketball

Koonung Comets Basketball Club (the Club) is affiliated with the Eastern District Junior Basketball Association (EDJBA). The EDJBA is one of the largest domestic competitions in Australia, operating in the Eastern suburbs of Melbourne, covering an area from Collingwood through to Park Orchards and Eltham. The competition accommodates both boys and girls, in age groups ranging from under 8 through to under 20, with teams entered into varying grades within each age group.

### 2.1 EDJBA Website

The EDJBA website is [www.edjba.basketball.net.au](http://www.edjba.basketball.net.au) and contains information about venues, seasons, results and fixtures.

### 2.2 Venue Lists

A detailed listing of each EDJBA venue is available on the website. At the beginning of the season the team manager should distribute the latest venue list to all players, as changes are made to venues from time to time.

The venue list also provides a summary of the playing and timing rules, scoresheet details and current playing fees.

### 2.3 Season Structure

The EDJBA season dates are available on their website. There are two seasons played throughout the year, winter and summer.

Winter season runs from April to September and is the “odds” season with teams comprising of players who are under the age of 9, 11, 13, 15, 17 and 19 on the 1<sup>st</sup> January before the season commences.

Summer season runs from October to March and is the “evens” season with teams comprising of players who are under the age of 8, 10, 12, 14, 16, 18 and 20 on the 1<sup>st</sup> July before the season commences.

Games start at 8.30am for junior players and progress throughout the day with the last game being played at 9.00pm, generally for the older age groups.

## 2.4 Grading

The first six weeks of each season are grading games. It is during this time that the EDJBA reviews teams' performances and teams may be moved up or down grades depending on their results, and identified strengths and weaknesses. During this grading phase, if you believe your team is not in the appropriate grade please contact a member of the Club's Coaching Committee via the Club's website.

## 2.5 Game Fees

The EDJBA sets a game fee, which is a per player amount paid each week. The team manager should collect the game fee from each player prior to the match. The game fees should then be handed to the scorer who will then give the money to the referees at the half time break. Current season game fees are available on the Club's website and the EDJBA website.

## 2.6 Koonung Comets Website/Details

The Club's website is [www.kcbc.asn.au](http://www.kcbc.asn.au). Current information including fixtures, results and ladders are posted regularly on the Club's website. The team manager should encourage all players and parents to regularly visit the Club's website, as it is a great way of communicating to everyone what's currently happening at the Club.

## 3. Registration

The Club generally holds a combined grading/registration day prior to the commencement of each season, in August and February. Registration forms are posted to all existing players before this day. Player registration forms for new players can be found on the Club's website. A registration form needs to be completed for each player and lodged with the Club's registrar. If a child has played with another EDJBA club previously, they must complete a green transfer card before they can start playing with the Club. Similarly for new players to the EDJBA and the Club, they must complete an orange registration card to register with the EDJBA.

## 4. Team List

Following the grading/registration day the Club's Coaching Committee will allocate players to teams in their age group. The Club will prepare a Team Contact List for every team and this will be provided to the team manager at the commencement of the season. The Team Contact List will include details for each player including, name, number, email address, phone numbers and parent names. The team manager needs to ensure every player/family has a copy of this list. Any changes to player contact details should be provided to the Club's registrar to ensure the Club's database is updated accordingly.

Some team managers like to prepare a summary of player contact details in a small credit card size format (usually laminated), so it can be kept as a handy reference in parents' wallets.

## 5. Uniforms

### 5.1 General

When players first register with the Club they must purchase a uniform, consisting of shorts and singlet. Uniforms can be purchased by contacting the Uniforms Officer via the Club's website. The Uniforms Officer will allocate a singlet (and number) for collection on a pre organised date after a fitting has taken place. The days and times for uniform sales are generally advertised by the Club. The EDJBA does not allow players to wear shorts with pockets or have singlets with the following numbers 0, 00, 1, 2 and 3.

### 5.2 Uniform Clashes

As no other clubs in the EDJBA currently have a uniform the same colour as Koonung, the only time that a uniform clash happens is when two Koonung teams play each other. In this case, it will be a home game and there will be alternative singlets available at the home venue for one of the teams to change in to.

### 5.3 Blood Singlets

If players get blood on their uniform, they will need to leave the court. At the start of each season the team manager should check if the coach has a spare (old) singlet that can be brought to each game and be used should a child need to change their singlet. If a spare Koonung singlet is not available, the EDJBA does allow a child to change into an alternative clean non team singlet/top so long as it doesn't clash in colour with the opposition's team uniform. Further information regarding the EDJBA blood policy is available on their website.

### 5.4 Uniform Penalties/Number Clashes

Teams can be penalised for players out of uniform, with penalty points being added to the opposition's score. It is therefore important that the team manager ensures all players have the correct uniform at the start of each season.

Also, it is important to check if any singlet numbers clash, which can occur from time to time, as children cross over into the different age groups when seasons change. If this happens, the player who has had the number the longest keeps their number. In this situation, the team manager organises the player to obtain a singlet with another number that will not clash with their team for that season. The player must first exhaust available avenues by either borrowing a singlet from a friend or swapping with another team where a clash will not occur. Failing this, the player should then contact the Uniform Shop as they have a small number of donated singlets which may be suitable, that can be borrowed for the season. A small monetary deposit is required, which is refundable once the singlet has been washed and returned at the end of the season.

### **6. Training**

During the season, training sessions are held each week for every team. The sessions run for one hour and the training day, venue and time will be advised at the start of each season. The team manager needs to provide details of the allocated training time to every player. The Club expects every player to attend training and if players are unable to attend training, they need to advise the team manager and coach beforehand.

The Club requires that at least one parent from each team must be in attendance for the duration of every training session. In order to ensure that this happens at all times, it may be necessary for the team manager to prepare a training roster, such that each family is rostered on to attend the weekly training sessions in turn.

### **7. Scoring Roster**

Each team must provide a scorer for every game. At the beginning of each season the team manager should put together a scoring roster for that season, rostering on each family in turn. If the coach of the team is a parent or sibling, then that family would not be expected to score. For finals games team managers should consider rostering the experienced parents to score or having two parents to help each other.

### **8. Scoring/Scoresheet**

As noted above, each team must provide a scorer. One scorer completes the sheet, recording the scores and fouls and the other scorer operates the clock. The scorers from both teams should agree between themselves who completes which task. If scorers cannot agree, then the generally accepted convention is that the home team operates the clock and the away team does the scoresheet.

Prior to the game commencing, the team manager, or the rostered parent, must write the names and numbers of the players and the name of the coach on the scoresheet. It is important that both first and surnames are legibly written on the sheet at all times and failure to do so will result in the Club being fined. If a player arrives late and the game is already in progress, they are still able to take the court as long as their name is on the score sheet at half time and they have paid their fee by half time.

The Club will generally run one or two 'How to Score' sessions at the start of each season, for any parents who are new to the game and need to learn how to score. These sessions will be advertised on the Club's website. New parents should be encouraged to attend a session.

### **9. Fixtures**

The fixtures are prepared by the EDJBA and are distributed to all participating clubs. The Club's Fixture Officer will send fixtures to team managers as soon as they are made available by the EDJBA. To take into account grading in the first few weeks of the season, the fixtures are initially made available for Rounds 1-3 and then Rounds 4-6. After grading finishes, fixtures are generally then available for Rounds 7-8 and then finally from Rounds 9 – to end of season. Sometimes fixture changes occur and if so, the Club will send details of the changes to the team managers.

The team manager needs to communicate details of each week's fixture to the families in their team. Rather than just forwarding on the fixture, it is recommended that the team manager emails each family and provides specific details as to the date, time and venue address for each game. A weekly reminder email is a good idea. Providing these specific details should avoid confusion and minimise players turning up to the wrong venue or at the wrong time.

### **10. Game Results**

Results of each week's games are posted on the websites of both the EDJBA and the Club. Ladders are released from the EDJBA after the grading period is complete and are then posted weekly on the Club's website.

### **11. Other**

#### **11.1 EDJBA By-Laws**

As team manager it is important to familiarise yourself with the By-Laws of the EDJBA which can be found on their website. The By-Laws provide details/rules regarding such things as registrations, clearances, walkovers, forfeits, grading point calculation, on court standards, disputes and protests.

#### **11.2 Policies and Guidelines**

There are a number of Club and EDJBA policies and guidelines which are in place to provide clarification of a number of areas concerning the game and to protect players. The policies and guidelines must be adhered to. The EDJBA website documents policies covering many areas including the following: first aid, blood, heat, jewellery, child supervision, safety guidelines, religious clothing and photography. Again, please refer to these policies and guidelines.

#### **11.3 Codes of Conduct**

Basketball Victoria has developed a number of Codes of Conduct, which are published on the EDJBA website. These Codes have been developed to give basketball participants some guide as to the expectations that Basketball Victoria has on those participants, to improve the quality of participation and help participants get maximum enjoyment from their involvement in basketball. You will find there is a Code of Conduct for officials, players, coaches, parents, spectators and administrators.

#### **11.4 Timing Regulations**

The team manager should be familiar with the timing regulations for the regular season, which can be found on the EDJBA website. Timing regulations do vary for finals games and these are generally made available to each venue, to be displayed on the score bench during the finals period.