



2023/24 VJBL TEAM MANAGER HANDBOOK

 www.broncosbasketball.com.au



ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Broadmeadows Basketball Association's programs and competitions are located in Melbourne's west, and pay our respect to their Elders past, present and emerging.

We are honoured to recognise our connection to Wurundjeri Country, history, culture, and spirituality through these locations and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands.

We respectfully acknowledge Broadmeadows Basketball's Aboriginal and Torres Strait Islander representatives and visitors.

We acknowledge and respect the Traditional Owners of lands across Australia, their Elders, Ancestors, cultures, and heritage, and recognise the continuing sovereignties of all Aboriginal and Torres Strait Islander Nations.



On behalf of the Broadmeadows Basketball Association, thank you for volunteering to be a Team Manager for your Junior Broncos Team.

This Handbook has been prepared to assist you in your role as Team Manager (TM). The TM is the vital link between the Club, athlete, the athletes' parents/guardians, and Coaches. How the TM develops and maintains these relationships can be critical to a successful season.

The relationship between the Head Coach and the TM is particularly important. Many Head Coaches describe the TM as their right-hand person, and while the Head Coach has a direct relationship with the athletes, they rely greatly on the TM to deal with the athletes' parents.

There is a variety of responsibilities to ensure efficient management of a Broadmeadows Broncos team for the duration of the season.

Please take the time to read this Handbook and refer to it during the season. Broadmeadows Broncos exists to enable our young athletes to reach high and, in some cases, elite levels of performance in basketball.



TEAM MANAGER REQUIREMENTS

To be successful in the role, Team Managers are required to:

- Have a team-oriented focus, be approachable, considerate, positive and enthusiastic;
- Have effective communication skills - pass on relevant information in a timely manner to team members, coaches and Broadmeadows Basketball Association, including Director of High Performance and Junior Broncos Coaching Coordinator where applicable;
- Be able to manage sensitive information discretely and maintain confidentiality where required;
- Hold a current Working with Children Check, or have the ability to obtain one

TEAM MANAGER DUTIES AND RESPONSIBILITIES

- Provide administration support to the Head Coach and the team:
 - Liaise and communicate all weekly game information and any club correspondence;
 - Create and maintain a parent roster for the scorebench; and,
 - Keep a record of athlete payments for team sheet fees and other team expenses;
- Familiarise yourself with the *Broadmeadows Broncos Player & Athlete Handbook* and be prepared to answer simple queries, or be able to refer queries to the appropriate person/s;
- Familiarise yourself with *Codes of Conduct for Athletes, Parents, Coaches, Officials* and report any issues to the appropriate person/s.

AT THE COMMENCEMENT/DURING THE SEASON

- Prepare and maintain a Team Contact List detailing athlete's names, DOB, singlet numbers, parent's names, contact phone numbers, emergency contacts and any relevant information e.g., medical conditions
- Prepare a score bench roster for Friday night VJBL games and communicate to all parents. Always roster two parents to the score bench for each game.

The reason two parents are rostered on to the score bench each game is to ensure that any communication from coaches or referees aren't missed.

The **first** named team (home team on VJBL website) operates the score board, time clock etc. The **second** named team (away team on VJBL website) operates the computer/scoresheet.

- All door entry and team sheet fees will be collected in a lump sum payment for each game via TeamPay
- Prepare a payment spreadsheet for recording team payments across the season.
- Familiarise yourself with the VJBL calendar for 2023/24 season - noting dates/times/venues for each game
- All athlete absences from training and games must be communicated to the team's Head Coach. Parents must give a valid reason for an athlete's absence.
- If requested by the team's Head Coach, organise a roster for stats/video. Each coach will have their preferred key metrics. Stats can be important to some coaches for athlete feedback, team planning and training sessions.
- Organise informal team-based activities – it's recommended you should aim to have AT LEAST two (2) extra-curricular activities per season as required



AT EACH GAME

- Ensure you have the following items on hand:
 - Athlete Contact List
 - First Aid Kit
 - VJBL Game Ball
- Upon entry at each venue, ensure Team Sheet has been paid
- Head Coaches, Assistant Coaches and Team Managers are required to sign the Officials Sign-In Sheet at each venue – the VJBL require a record of officials present at the game. As this is a finable offence from VJBL, please ensure that **all** officials have signed in.
- VJBL scoring is entered online via courtside computers – athletes and singlet numbers must be confirmed before the start of each game. Do **not** enter the coach's names on the computer.

In the event a computer freezes or is unavailable, VJBL scoresheets are on standby at each venue. Athlete's names and numbers must be entered on the sheet. **Athletes are required to sign the back of the sheet.** The VJBL will manually add the game count to each athlete.

Note: the VJBL will not manually enter individual game stats if score sheets are used at games.

At **all** games, it is important two (2) Broncos scorers are in attendance on the score bench.

- Ensure athletes are wearing correct Broncos uniform to every game. Please make sure athletes adhere to the following:
 - Athletes must attend games only in Broncos Apparel – warm up top/hoodie plus playing uniform.
 - Confirm singlet colour clash - if required the home team will reverse their singlet to white.
 - Ensure athletes follow [VJBL policy](#) regarding jewellery, hair etc.
- Have athletes check that their drink bottles are full and be available during the game and to top up drink bottles as required.
- Be prepared to assist with basic First Aid for any injured athlete, including obtaining ice from the stadium if required.
- Ensure that coaches and other team officials are not distracted by parents before, during or after games. Any athlete issues can be raised with the Head Coach at an alternative mutually agreed time.
- Assist the Head Coach with any pregame incidentals.

COACH & TEAM MANAGER SIGN IN SHEET

- If the Head Coach is absent, the Assistant Coach is required to sign-in as the Head Coach
- If an Assistant Coach is absent, the Team Manager should annotate 'Absent' on the sign-in sheet
- If a Team Manager is absent, the fill-in Team Manager is required to sign-in and ensure the Head Coach and/or Assistant Coach has signed in

In all instances, it is the Team Manager's responsibility to ensure everyone has correctly signed in.



SOCIAL MEDIA

Broadmeadows Basketball Association encourages the use of social media and recognises and appreciates its value as a tool for the Bronco community to engage, communicate, learn, share and drive interest and innovation in the sport. However, as social media involves the communication of matter in the public realm, it is important that all Broadmeadows Basketball Associations stakeholders, including members of Broadmeadows Broncos, abide by particular standards of behaviour whilst using these tools.

Broadmeadows Basketball Association's [Social Media Policy](#) is to protect and educate those involved with Broadmeadows Basketball and the appropriate use of social media and behaviours expected when using social media.

CONTACTING VJBL

Under no circumstances are Coaches, Assistant Coaches, Team Managers, parents or athletes to contact the VJBL office. All communications with the VJBL **MUST** go through the Club Delegate.

This is a mandated rule put in place by VJBL. For every instance that someone other than the Club Delegate contacts VJBL, the club receives a fine.

TOURNAMENT PARTICIPATION

Broadmeadows Broncos teams will have the opportunity to compete in tournaments as part of their development. Junior Broncos teams will play in at least one tournament throughout the year.

Tournament Fees

Each team is responsible for covering entry fees and related tournament expenses.

Compulsory Tournaments

- **Eltham/Dandenong Tournament** – January (Australia Day long weekend) or
- **Bendigo Junior Classic Tournament** – January (Australia Day long weekend)

- **National Junior Classic** – June (King's Birthday long weekend)

This is a prestigious Australian invitational club tournament in which the Top 8 club teams in U12 to U18 VC competition are invited to compete against the top clubs from interstate. This tournament is played in 2 or 3 venues around Melbourne over the weekend.

If your son/daughter is selected into a VC team, and the team is successful in selection, the National Junior Classic tournament is a compulsory team event.

Note: this is played on the King's Birthday long weekend. Holidays and/or any other representative sporting commitments will **NOT** be accepted as a valid reason for non-attendance at the tournament.



Compulsory Invitation Tournaments

- **Australian U14 Boys' / Girls' Club Championships** - September School Holidays

This is an invitation only tournament for the Top 4 U14 teams in Victoria to play against the top teams from around Australia. This is the most prestigious club U14 basketball competition in Australia. The girls' and boys' tournaments are held in different regional or state capitals each year in the September school holidays.

Broadmeadows Broncos U14 Teams who win the right to play in this tournament will be required to participate in fundraising events to help alleviate the costs associated and incurred by all team members.

Optional Tournaments

Other optional tournaments that Junior Bronco teams may wish to participate in include:

- **Adelaide Easter Classic Basketball Tournament** (Easter long weekend)
- **Nunawading Spectres Tournament** (King's Birthday long weekend)
- **Ballarat Junior Basketball Tournament** (King's Birthday long weekend)

Tournament Management

- For all tournaments, make sure you communicate all relevant tournament information to your team including details regarding fees, tickets, game formats etc;
- Arrange a scoring roster for each game;
- Ensure the athletes' names are filled in on the computer/score sheet;
- Make sure the Head Coach is familiar with the tournament game and timing rules - this may differ from normal season rules. Have a copy ready for your scorers;
- If using scoresheets, make sure athletes sign the back of the sheet for every game as this can determine eligibility for Finals. Make sure the Head Coach and Assistant Coach names are on the sheet for every game;
- Make sure you have all parent/guardian's contact details to pass on any last-minute details e.g., tournament fixture changes.

BIG V HOME GAME ROSTER

Broadmeadows Broncos is proud to have four teams competing in the Big V competition. This is a strong brand of basketball on show each week during the Big V season between March and August. Junior Broncos teams will be allocated a Big V game to come down and get involved. There are plenty of tasks to share around on Game Day, and it's fun way to be part of the action. Your Coach and Team Manager will be contacted with the details of when your team is scheduled to be on duty.

This provides Junior Broncos athletes a unique experience to access the club's senior athletes and provide an insight into what their basketball future could involve, whilst creating a link between Senior and Junior Broncos programs.



CONDUCT

Everyone associated with Broadmeadows Basketball Association, including Broadmeadow Broncos at all levels, are expected to conduct themselves in a professional manner.

The referees are an integral part of the game and are always to be shown respect. While we may not like their decisions at times, verbal or other abuse of referees is unacceptable and will not be tolerated by Broadmeadows Broncos.

Team Managers are encouraged to read and familiarise themselves with the following policies. These policies apply to all basketball activities, training and club sanctioned events:

- *Basketball Victoria's Policies and Codes of Conduct:*
<https://www.basketballvictoria.com.au/resources/association-resources/policies>

Where appropriate, or where reminders are required, please distribute the *Codes of Conduct* to your Head Coach, Assistant Coach/s and families.

INJURIES

Athletes must advise the Team Manager of any injury prior to training and games as soon as they are aware that they are unable to participate. All athletes are encouraged to wear a mouthguard at training and games.

Basketball Victoria provides a level of insurance to all registered members of Affiliated Associations. Registered athletes are covered for expenses associated with injuries incurred at training, games and tournaments.

Basketball Victoria's insurance provider is V-Insurance Group and details regarding the level of coverage can be found via their website - <http://www.vinsurancegroup.com/basketball>

FINALS QUALIFICATION

Team Managers need to ensure that athletes are listed on the team sheet for the game to be counted towards finals qualification. **If a venue is using a paper scoresheet, athletes MUST sign the back of the scoresheet BEFORE EACH GAME THEY PLAY to ensure they qualify for Finals.**

To be eligible to represent a team in finals, a player must play a minimum of **40%** of games with that team. In the case that 40% would not be a round number then the total will be rounded up. (i.e. 9.2 games would become 10 games). Grading Phase Two games will be included in the total.

Medical certificates may be accepted as evidence of injury/illness and can be used for exemption to game qualification criteria.

During Championship Phase, athletes injured **prior to July 1st** must have their medical certificates emailed into the VJBL Administration by the **July 1st via the Club Delegate**. Any athlete with an injury **after July 1st** (except last 2 rounds) will have fourteen (14) days from diagnosis to produce a doctors certificate to the VJBL Administration.



HOME COURTS

Our home courts is:

- **Broadmeadows Basketball Stadium** – 1 Tanderrum Way, Broadmeadows VIC 3047 ([Google Maps](#))

For a list of all VJBL venues - <https://www.basketballvictoria.com.au/resources/competition-resources/vjbl>

FOR MORE INFORMATION

w - <https://www.broncosbasketball.com.au/junior-rep/>

p - 03 9309 5655

Broadmeadows Basketball Association Head Office is located at:

1 Tanderrum Way, Broadmeadows 3047 ([Google Maps](#))

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TEAM MANAGER CHECKLIST

Obtain contact details of athletes – email address, contact number/s*	
Print/save a copy of the VJBL Rules of Operation	
Collect First Aid Kit*	
Collect Team Game Ball*	
Notify all athletes of training venues and times	
Notify all athletes of next match (venue, time court # etc.)	
Create contact details list and distribute to all families <i>NB – ensure you have permission from all parents allowing you to distribute their details</i>	
Create a Scoring and Training Roster	
Liaise with Head Coach regarding any specific team requirements	
Check with athletes’ parents of any medical conditions you may need to be aware of	
Prepare a Financial spreadsheet of recording team payment contributions for the season	

**to be provided by the Broadmeadows Basketball Association*

