

# Ranges Basketball Club Inc

## Team Manager Information

Thank you for taking on the role of team manager for your child's team. In order to assist you with your responsibilities we have put together information relevant to the role.

We require you firstly to advise the Ranges Team Managers Coordinator and the Secretary of your details, ie; name, email address, home phone no., mobile no. and the team which you are the coordinator for. Please refer to the Ranges website for the current Team Manager Coordinator and Secretary's details. [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au)

## Team Manager Responsibilities

### START OF THE SEASON

- Prepare a Scoring Roster - to ensure the responsibility is shared evenly across the team and parents are prepared in advance
- Prepare a Sweeping Roster - to ensure the responsibility is shared evenly across the team and parents are prepared in advance
- Distribute team fixture
- Ensure any new or fill in players are registered, registration forms available from the Ranges website. Registration form and fees for new players to be mailed to our P.O. Box 106 Olinda Vic 3788, please also email the secretary for KABA registration forms

### ON OR PRIOR TO GAME DAY

- Pay the team fees before each game
- Collect money from players/parents (up to individual teams if they collect in advance or on a week by week basis)
- Ensure the rostered scorer is on hand
- Ensure the rostered sweeper is on hand
- Distribute information as required by Ranges Committee
- Be the contact person if a team member is sick or injured
- Ensure player details are correct on the Jamware scoreboard, errors to be reported to Secretary for correction.
- Assist coach with finding fill in players when necessary, remember players can play up for 2 games only. Contact Grade Coordinator if necessary.
- **Where a team has to forfeit, the team fees must be paid to the club to assist in the payment of a fine. Prior warning to the club secretary of a forfeit can mean a greatly reduced fine.**

### Players playing in a higher Grade

A player can only play in a higher grade twice in any eligible age group during the season. If they play a third game up they will be re-graded to the grade of their third game up.

### FUNDRAISING / EVENT INFORMATION

- Team Managers will be advised ASAP of any Fundraising or Club events, this information will be emailed as required
- If an event requires participation or help from parents, a team roster should be prepared with all parents understanding their times and responsibilities

### CONTACTS

- Refer to Ranges Website [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au)

## UNIFORMS & MERCHANDISE

- Uniforms to be purchased at The Print Shop - Factory 2 Macquarie Place, Boronia. Phone 9720 3585 Cash only. Before ordering uniforms players will need to contact the uniform coordinator for a number. Second hand donated uniforms are sometimes available from the Secretary while awaiting a new uniform
- Merchandise to be ordered via the Club. Refer to Ranges Website [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au)
- Alternate uniforms are available from the secretary if you have a uniform clash or you are a new team waiting for uniforms to be purchased

## JEWELLERY – NEW RULES

Because of a new “insurance directive” referees are not allowed to permit players with jewellery or long finger nails to take to the court. It is no longer enough simply to “tape over” the offensive items.

Jewellery must be removed or players will be prevented from taking part in game. Finger nails must also be cut rather than taped. Basketball Victoria’s Insurers are no longer willing to take any unnecessary risks where there’s even the slight possibility of injury or disfigurement.

So, believe it or not, if you have permanent “sleepers” in your ears you won’t be able to play in the finals until they are removed!

## VENUES

Refer our website for details: [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au)

## PLAYER ELIGIBILITY FOR FINALS

Players must play at least half plus one of the scheduled games for their team in the season to qualify for finals. A new rule has just been brought in by Knox requiring the score bench to mark players either present or absent,

**The only exception which allows players to play in finals if they have not played the required amount of games is if they have a medical certificate stating that they were unable to play.** (If this is the case the original certificate should be given to The Club Secretary as soon as possible after the injury occurs).

**If there is any doubt, please contact the club secretary for clarification, don’t leave it to the week of the finals!**

## CODES OF CONDUCT – PLAYERS, PARENTS, COACHES & SPECTATORS

Refer our website for details: [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au) or refer to the Parent Handbook available at the Knox Stadium

## FORMS & other information available under the Team Manager Section on the Website [www.rangesbasketball.com.au](http://www.rangesbasketball.com.au)

- Registration Form
- Junior Clearance Form
- List of Venues
- Codes of Conduct, Players, Parents & Spectators
- Ranges Rules of Association
- Injury Guide
- Knox Junior Domestic Rules
- Safe Installation of Basketball Rings