



ALTONA GATORS
TEAM MANAGER HANDBOOK
2023

Altona Gators Basketball - Team Manager Guide

The Altona Gators would like to thank you for volunteering to be a Team Manager of one of our Victorian Junior Basketball League (VJBL) representative teams. Your assistance is greatly appreciated and vital to ensure the effective and efficient running of our club.

Team Managers play a crucial role in assisting with the administration of the team as well as ensuring all coaches, players and parents are provided with timely communication including announcements from Club Administration, schedule changes, tournament information and financial requirements amongst others.

The following information aims to assist team managers to be able to fulfill their role to the best of their ability.

Key Support People

These people can be contacted to help support you in your role as Team Manager, we do strongly encourage you to read through this document and post in the Team Managers page in Slack first before reaching out.

Role	Person	Email
Director or Coaching	Randy Shanklin	Randy.shanklin@gators.net.au
Program Coordinator	Marie Costello	marie.costello@gators.net.au
Communications/Delegate	Kate Coffey	Kate.coffey@gators.net.au
Social Media	Lisa Torchia	social@gators.net.au

Resource Documents

Please find attached in your Altona Gators Team Manager welcome pack the following documents which will assist you in the role:

- VJBL Venue Guide
- VJBL Venue Team Sheet Payment Options Guide
- VJBL Clash Tops List
- VJBL Rules of Operation
- Altona Gators Team Finance template
- Altona Gators Scoring Roster template
- Medical Information Form for each player

Getting started

Once you have accepted the position as Team Manager you are required to do the following.

- Register with PlayHQ as a Team Manager (utilise the link provided to players to register for the season)
- Email the Altona Gators Program Coordinator, Marie Costello marie.costello@gators.net.au a back and front photo of your Working with Children's Check (WWCC).
 - If you do not have a WWCC please arrange to obtain one immediately as it is a VJBL requirement for all Team Managers to have one.
<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>
- You will be added to SLACK which is an information sharing app which allows the club administrators to distribute information regarding training times, meetings, and events etc. You can either log in through the app on your phone or online through the website.

Team Manager Responsibilities – Start of Season

The responsibilities of a team manager at the start of the season include the following activities:

- **Create and Team Contact List** - Make a list of all player information including the following.
 - Playing number
 - Date of Birth (DOB)
 - Parents Names
 - Phone Numbers
 - Email address
 - Address

Distribute to the coach for their reference.

Be sure to double check all details with parents / players.

Note: Please see the template provided in your Altona Gators Team Manage Welcome Pack (Altona Gators Team Contact List Template).

- **Establish Team Communications** – Reach out to all parents/players to let them know the method you will be using to communicate to the coach, parents, and players. This is a personal choice however some recommendations include.
 - Heja
 - Team App
- **Training Communication** – Create a calendar / schedule advising parents/players of the following mid-week and weekend training information.
 - Day and date
 - Training start time
 - Training finish time
 - Location (an address and access details as required)
 - Court allocation
- **Game Communication** – Create a calendar / schedule advising parents/players of the following game information.
 - Game date
 - Grading Phase or Round (e.g., Round 3 or Grading Phase 1 – Game 2)
 - Opponent (v's Craigieburn 2)
 - Game Time
 - Arrival Time
 - Location (include address)
 - Weekly scorer appointment
 - Weekly spotter / shot clock appointment

Note: Please see the document provided in your Altona Gators Team Manage Welcome Pack (VJBL Venue Guide).

- **Create and Distribute Scoring Roster** – Create and circulate a scoring roster to all parents.
 - All parents (accept the team manager) are expected to participate in scoring throughout the year.
 - It is required to have two (2) parents on the bench each week (x1 scorer and x1 spotter / shot clock operator).

Note: Please see the template provided in your Altona Gators Team Manage Welcome Pack (Altona Gators Scoring Roster Template).

- **Distribute Scoring Resources to Parents** – Send these links to all your parents and ask them to watch and read them, so they can become informed, comfortable, and confident with how to score:
 - Scoring – General:
 - https://www.youtube.com/watch?time_continue=49&v=QZss295GVrc
 - PlayHQ Electronic Scoring Guide:
 - https://gators.net.au/wp-content/uploads/2021/06/PHQ_Electronic_Scoring_Guide.pdf
 - PlayHQ Electronic Scoring Video:
 - https://www.youtube.com/watch?v=OdTboL_uYqk

Team Manager Responsibilities – During Season

The responsibilities of a team manager during the season include the following activities:

- **Club Team App Communication** - You should also encourage each parent and player to download team app and be asked to be added to 'Altona Gators' which will allow them to access lots of relevant information about the club and VJBL competition (You can have a separate page for your team notifications)
- **Coach & Parent Communications** – Provide general support to the team coaches and keep them up to date with what is happening in the team
 - Advise coaches of absences from games or training
 - Liaise between Altona Gators administration, coaches and parents passing on required information for example.
 - tournament information
 - upcoming events
 - changes in training day/time/location
 - reminders about fee payment
- **Check for Playing Singlet Colour Clash** – Check the team colours for the team you are playing each week, and if there will be a colour clash. If your team is the first team on the fixture (i.e., home team) you are required to wear the Altona Gators white clash playing singlet.
 - You will need to collect a set of white clash singlets; these can be collected from the office on Sunday's Prior to the game (once the reversibles arrive this will no longer be relevant)

Note: Please see the VJBL document in you Altona Gators Team Manage Welcome Pack (VJBL Clash Tops).
- **Update and Share the Team Kitty Tracker** – Every week, check that the actual balance of the team kitty matches the balance in the Team Finances Spreadsheet.
 - You may wish to distribute the Team Finances Spreadsheet to provide parents transparency with the team finances. Ensure to show all payments in and out, and the current balance of the team kitty.
 - Please note that parents and/or committee can request to see the Team Finances Spreadsheet at any time.
- **Club Events** – When requested, coordinate the team efforts and participation in events, for example, organizing attendance at the Altona Gators Presentation Day or Big V games etc.
- **Team Game Day Photos** – Ask a parent to take photos of the team during games. These photos can be used for Altona Gators social media posts as well as a slide show presentation during the Altona Gators Presentation Day.
- **Dealing with Complaints** – Throughout the year, there may be player or parent that raises a concern. It is not your responsibility as a Team Manager to mediate the dispute and you are asked to proceed as follows.
 - In the first instance raise the issue with the Head Coach of your team
 - If the dispute is in relation to a coaching or player development please email the Altona Gators Director of Coaching, Randy Shanklin at randy.shanklin@gators.net.au
 - Any administrative or finance concerns should be referred to the Altona Gators Program Coordinator, Marie Costello at marie.costello@gators.net.au
 - [Please raise any issues or concerns as soon as possible](#)
- **Team Manager Availability** - If you will not be available to attend a game, please ask another parent to complete the role. When delegating the task to another team member it is important that you provide them with all the information required. The delegate will require the team contact details, medical details, full player names and numbers.

Team Manager Responsibilities – Game Day

At the game on Friday nights, complete the following:

- Advise the stadium entry staff that you are a Team Manager, and they will direct you to the Coaches/Team Manager's sign-in sheet. Sign the sign-in sheet as Team Manager of your team and you won't need to pay the stadium entry fee.
- Pay for the score sheet at the door or office of the venue. Record the amount paid on a Team Finance Spreadsheet.

Note: Please see the VJBL document in you Altona Gators Team Manage Welcome Pack (VJBL Venue Team Sheet Payment Options Guide). Further information will be distributed shortly with respect to Team pay

- Collect the weekly payment for each player and mark on the Team Finances Spreadsheet to keep an accurate record of who has paid.

Note: If there are players who are not playing due to injury or absence, they are still required to pay the stipulated weekly amount.

- Ensure you have checked the iPad / laptop provided for scoring and selected all required players for that week's game
 - Check player names are correct
 - Check playing numbers are correct
- Ensure your scorer and spotter are at the bench and ready to go at least 10 minutes prior to the game start time.
- Sit nearby the players bench to assist coach or players if needed, for example to get first aid help for injuries or for refilling of water bottles.

Team Manager Responsibilities – Team Finances

The team kitty covers Friday night score sheets, if your team trains on the holidays, tournament registrations that are not covered by the club and any other costs incidental to the team.

- It may be prudent to send out the team's spreadsheet of finances once per month to ensure transparency and that all parents can understand the financial position of the team.
- The attached spreadsheet can be used to record the team finances. Please note the following information with respect to the spreadsheet
- Once per month, please send a copy of your team finance tracker to (marie.costello@gators.net.au)

We wish you and you team all the very best for the 2023 season, please remember should you need any assistant please don't hesitate to reach out.

Thank you once again for your valuable contribution to Altona Gators.