Diamond Creek Basketball Club

Team Manager's Manual

The Diamond Creek Basketball Club (DCBC) thanks you for agreeing to perform the role of Team Manager and provide you with this handout to assist you in this task.

The Team Manager is responsible for the day-to-day administration of the team and also provides support to the Coach.

The Team Manager can also act as a liaison between parents, the Coach and the Age Group Co-ordinator if required. This should be worked out between you and the Coach prior to the season but it is recommended that you take this role if your team has a junior Coach.

Please note a Team Manager is not intended to be a supervisor of children, a transporter of children, a substitute coach or a personal counsellor. Parents are expected to supervise their own children or make their own arrangements.

Team List

At the beginning of the season, you will be provided with a team list (If you did not receive one with this manual, please ask your Age Group Co-ordinator for one). This will provide you with each player's name, singlet number and parents' names and contact details.

Scoring Roster

All families are expected to take their turn at scoring. At the beginning of the season, draw up a roster for scoring each game. The Team Manager and Coach are not included in the scoring roster as they have enough responsibility on game day.

Providing the roster in advance allows families to plan their attendance and avoids one source of organisational confusion on game day. Once drawn up the roster can either printed and handed out or emailed to all families. The roster format can be similar to this example below: (A blank roster form in attached at the end of the manual.)

Diamond Creek Basketball Club - Boys U12-4 - Scoring Roster

Date	Family
01/02/16	Smith
08/02/16	Jones
15/02/16	Davies
22/02/16	Williams
01/03/16	Smith
08/03/16	Jones

It is recommended that as a courtesy, the Team Manager should send out a text message/email a few days before the game to remind families of the game time and venue, and who will be scoring for that game.

Fundraising

All teams are required to help the club out with its fundraising activities. All families are required to nominate a day and time (2 or 3 hour period) where they are available to help out with club BBQ's and other fundraising activities.

The club will put out a roster of dates where these activities will occur and team managers will be responsible for getting parents to nominate a date and time when they will be available.

Scoring

Check that all the players from your team are listed and that their numbers are correct. **Select only the players that are present and add them to the game. Check that only players that are present from the other team are also listed.**

If a player is new to the team or is not listed, they will need to be added to the system. If you are unsure of how to do this please ask the referee or court supervisor. (See "New Players/Fill-ins")

Please make sure that any new player is already registered with the DCBC and the Diamond Valley Basketball Association (DVBA). If you are unsure please contact the age-group co-ordinator.

If there is a fault with the laptop paper score sheets may be in use. If you are required to use one, the score sheet will be provided but it is likely you will need to fill out the player's names and singlet numbers. It is recommended you carry a copy of the team sheet to aid this.

If you or any parent are unsure of how to use the PlayHQ system, please read the "how to" at the end of this manual.

If you or the parent are unsure how to use a manual scoresheet, please ask an official before the game.

Alternative Singlets

When two Diamond Creek teams play each other the second named team on the fixture must reverse their singlet.

When playing Rosanna East, we must also reverse our singlets.

All other instances where there is a clash of singlets, the opposition team is required to reverse their singlets or provide alternative singlets.

Injuries

If a player is injured, you should assist the Coach in looking after the ill/injured player until you have parental support. Ensure all serious injuries are reported to the court supervisor and all relevant forms completed.

First aid kits and ice are available at the three main venues

Walkovers

If for any reason you are not able to field at least 4 players on game day, the age-group coordinator will need to be notified at least 24 hours before the game. The reason for this is that to avoid the club being fined the DVBA needs to be contacted 24 hours before the game.

Fill-ins

All Fill-ins must be organised by the Age-group Co-ordinators. If the correct procedure is not followed the DVBA may deduct game points from your team, or you may forfeit the game.

If your team requires a fill-in contact your age group coordinator and they will organise one for you. Try to let them know by Thursday at the latest to ensure that they have time to arrange a fill-in for you. Fill-in's can only come from the age-group below and play for teams a maximum if 1 grade lower than their designated grade and any grade higher.

Fill-in players must be entered on PlayHQ on the first day they play. In addition to this they must be registered with the DVBA and DCBC. Failure to do this will result in the loss of game points. If players are not recorded and become injured, they may not be covered by insurance.

Fill-in's can only play 3 games without being formally added to your team. Players wanting to play on a regular basis must contact the age-group coordinator and decide to join the team. A second game fee will need to be paid.

Fill-in's are not to be used as a 7th player.

Note: Ensure that all details are filled out and correct when entering players on PlayHQ. Errors can cause issues in the future.

Player Qualification

Each player must have played more than half the season including grading to qualify for the finals (U10, U12, U14, U16, U18 & U20's). Under 8's do not play finals.

In the event of injury, special consideration can be requested from the DVBA to allow a player to play finals who has not met the above criteria.

Grading

For U10, U12, U14, U16, U18 & U20's the first five weeks of the season are for grading and therefore only one round at a time is posted on the fixture. Teams can be moved between grades at this time so you may find that your team is not listed in the same grade as the previous week. You will need to ensure all of your team is aware of the time and venue for each game. Players may also be moved from one team to another during these games. If this occurs please ensure their details are entered on Sporting Pulse at their first game.

U8 are graded in 5 week blocks so there will be a more complete fixture listed.

Finals

Times and courts for all finals are posted on PlayHQ in the week before each round.

Team Trophies

All U8 teams receive a participation trophy from the Diamond Valley Basketball Association at their last game of the season.

Each U10, U12, U14, U16, U18 & U20's team will receive two (2) trophies. These will be supplied by Diamond Creek Basketball Club.

These are awarded as **Most Valuable Player (MVP)** and **Coach's Award/Best Team Player**. Both awards are to be awarded by the coach at the end of the season applying the criteria below.

The recipient of the **CREEKERS MVP** would typically be the team member who, in the judgement of the coach, best meets the following criteria.

A Player who;

- Has a consistent high level of performance and contributes the most to the team's overall result - win, draw or lose on game day.
- Consistently contributes to the overall team result - not just in scoring.
- Works well with their team mates to create opportunities resulting in a successful outcome whether it is defensive of offensive play.
- Demonstrates leadership qualities, sportsmanship and excellent team spirit.
- Consistently shows a positive attitude and enthusiastic approach.
- Has excellent attendance at training and games and is always correctly attired.
- Has the ability to follow coach's instructions in game play on game day.

The recipient of the **CREEKERS CA / TP** would typically be the team member who, in the judgement of the coach, best meets the following criteria for the entire season.

A Player who;

- Has a respectful attitude towards their team mates.
- Puts their best effort in at training and on game day.
- Has excellent attendance at training and games and is always correctly attired.
- Shows the most improvement over the duration of the season.
- Demonstrates a willingness to learn and grow as a sporting person.
- Demonstrates leadership qualities, sportsmanship and excellent team spirit.
- Consistently shows a positive attitude and an enthusiastic approach.

DVBA By-laws booklet

The DVBA By-laws can be found on the DVBA website:

http://dvbasketball.com.au/wp-content/uploads/2020/07/DVBA-NJBL-By-Laws-Game-Day-Final.pdf

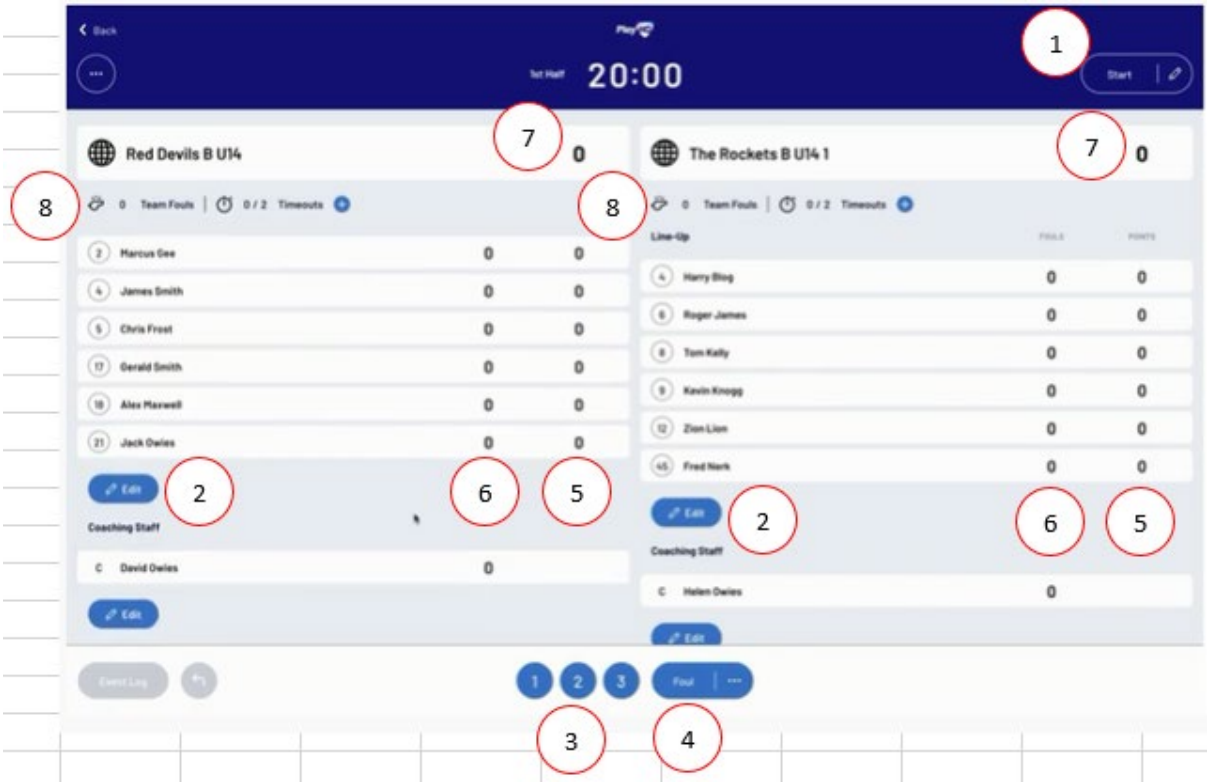
We recommend you save the link in your phone as this may be of assistance to you throughout the season.

How to score

An instruction video can be found here:

https://support.playhq.com/hc/en-au/articles/900003258386-Electronic-scoring-guide

Scoring Screen:



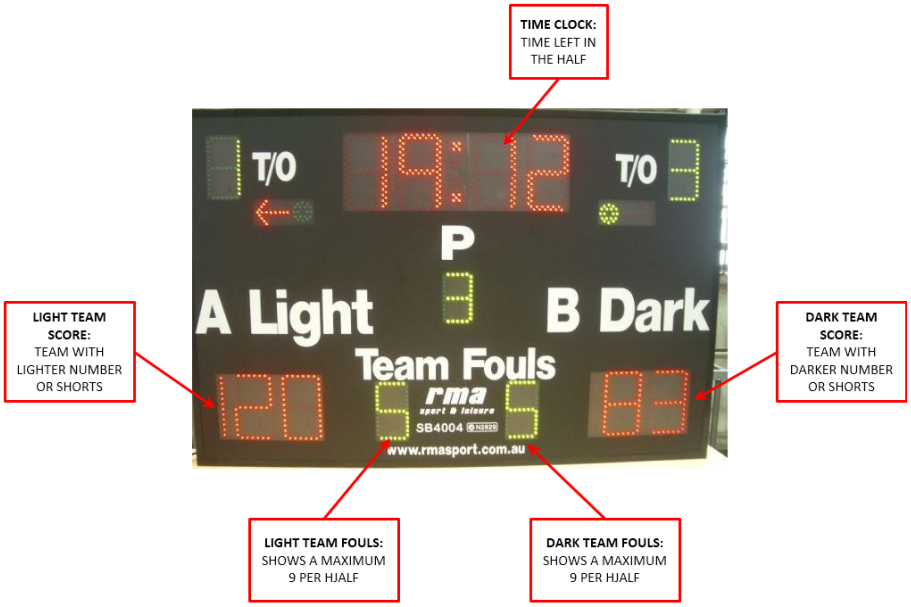
1. Start Clock
2. Change Player details, i.e. Number etc.
3. Points: 1, 2 & 3
4. Foul
5. Player Points
6. Player Fouls
7. Team Points
8. Team Fouls

To allocate points or fouls to a player, first select the player (Name will be highlighted) then the points/foul.

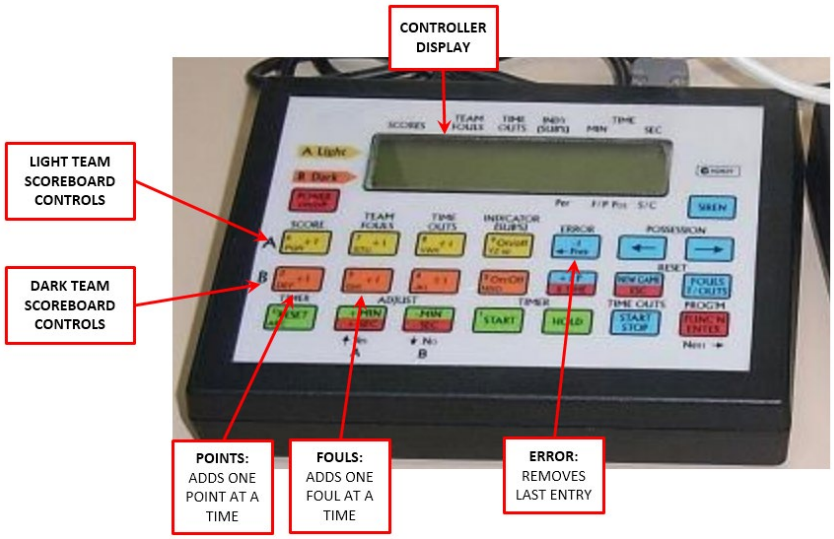
If you are still unsure ask your counterpart from the other team or the umpire prior to commencement of the game. Ensure that the Umpire activates the clock prior to starting the game.

Scoreboard

The basics you will need to know are:



Scoreboard Controller



Points:

For U8, U10 & U12's all Field Goals score two (2) points while goals scored from free throws score one (1) point.

For U14, U16 & U18's Field Goals sore two (2) points except those shot outside the three-point line which score three (3) points. Goals scored from free throws score one (1) point.

Note: Where there are a two (2) three-point lines marked on the court, the inner (shorter) line will be the line used for all Age Groups for which three-point shots count.

All scores will be indicated by the umpire with 1, 2 or 3 fingers.

Fouls:

All fouls will be indicated by the umpire by Team and singlet number.

Jump Balls:

All age groups now use the arrow system. This arrow indicates the direction in which a free will be given when a jump ball is called. This must be reversed after each “jump”.

The arrow will take the form of an arrow that can be flipped or may be a drink bottle or other object moved to either end of the scoring desk.

Clock/Time-outs:

U8: Clock runs no matter what.

U10 and above:

- No time out is permitted in the last three (3) minutes of the first half
- Time outs are only permitted in the last three (3) minutes of the second half if the score difference is 10 points or less in which case the clock will stop.
- Clock stops in the last minute of the second half when the score difference is 10 points or less for every whistle.

Scoring Roster for Teams

Team -

Coach -

Team Manager -

Roster for scoring

Rnd	Date	Time	Court	Versing	Scoring
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					