



# TEAM MANAGERS GUIDELINES

WELCOME	page 2
MAIN DUTIES	page 2
CHILD SAFETY	page 2
WHAT TO DO FIRST	page 3
SCORING DUTY	page 3
SCORING ROSTER EXAMPLE	page 4
JUNIOR COACHES/SKILLS TRAINER	page 4
HOW TO FIND YOUR TEAM	page 5
ACCESS TO GYM	page 6
SATURDAY VENUES	page 7
TRAINING	page 8
AT THE GAME	page 8
SINGLET CLASH	page 8
FILL IN PLAYERS	page 9
INJURIES	page 9
FORFETING THE GAME	page 10
TEAM SHEET'S HAVE CHANGED	page 10
END OF SEASON COACH GIFTS	page 10
FINALS QUALIFICATION	page 10
SPECIAL ANNOUCEMENTS	page 11
FILL IN PLAYER GRID	page 11





## WELCOME

Welcome to another basketball season with the Donvale Dunkers and thank you for volunteering your time to team manage this season.

Here's some information and tips to guide you through the tasks you'll need to complete.

Don't worry...it's easy!!

If you have any questions, please contact us at any time.

## MAIN DUTIES

1. Reading through and completing the steps outlined on our website to become a Team Manager (fulfilling our Child Safety mandate)
2. Contacting your team each week with game times and location
3. Ensuring that you have enough players each week & contacting the club when you don't
4. Circulating information to your team from the club

## CHILD SAFETY

Donvale Dunkers wants all children to be safe, happy and empowered. We have zero tolerance of child abuse, and all allegations and safety concerns will be responded to swiftly, treated seriously and consistently with our policies and procedures.

In order to fulfill our duty to our children, Dunker's ensures that ALL Coaches and Team Managers have completed their child safety training, have a current Working with Children's Check and have signed a Club Declaration form. If a Coach or Team Manager cannot be present at training sessions, then that session must be cancelled unless prior permission from Dunkers has been obtained for another parent or guardian to step in. Contact [coordinator@donvaledunkers.org](mailto:coordinator@donvaledunkers.org) for more information relating to this.

If you consistently run into issues in this area the Club is happy to have another parent go through the Child Safety Training to support the team.

For more information regarding our Child Safety Policies please go to the [Dunkers Child Safety commitment](#)

## WHAT TO DO FIRST

You will provide you with a contact list of all your players via email (with players name, address/email, date of birth, telephone number and singlet number).

1. Contact your Coach and confirm
  - a. Training days and times
  - b. If you have 9+ players, they may wish to roster off a player each week to allow for appropriate court time.
  - c. If your Coach is U18 you will have an adult in place (either yourself, the coach's parent or another approved adult supervising all training sessions)
2. Email your Players and let them know the following -
  - a. Your name and contact details
  - b. Ask for a confirmation of player singlet numbers, as you will need to know this when confirming each player's details on the computer system at your first game.

**\*\*There can be no duplicate singlet numbers on the one team, each player must have their own number. if there are any duplicates, please let us know ASAP.**

- c. Ask them to set up a WhatsApp account so that you can communicate with them each week – we find this is the easiest option.
- d. Confirm with the team (especially new players) which size basketball will be used for this season. It is highly recommended that only the advised ball size is used at training as it helps each child get used to the size used at each game.



### MALE

U8 & U10 – Size 5

U12 & U14 – Size 6

U16 & Above – Size 7

### FEMALE

U8 & U10 – Size 5

U12 – U18's – Size 6

## SCORING DUTY

1. Create a scoring roster before the first game
  - a. Use the list provided and allocate a family each week for the entire season, with the exception of the Coach's family. Most families will need to score a number of times throughout the season.
2. It is also a good idea to encourage new scorers to sit with experienced ones to observe how it is done. There is an online guide to the scoring system that you can also encourage new scorers to read:
  - a. <https://donvaledunkers.org/playing-for-dunkers-2/playhq-scoring/>

- b. You may want to provide this link via your WhatsApp group so that your team can use it if they are unsure.
3. If any parent cannot score on their week, THEY should arrange to swap weeks with someone else.
4. **Please note that scorers must be over the age of 16 and competent to do the job!**

**SCORING ROSTER** (example only, number of rounds may not be accurate for this season)

ROUND	DATE	SCORING FAMILY
1		
2		
3		
4		
5		
6		
...		
...		
...		
... <b>Elimination Final</b>		
... <b>GRAND FINAL</b>		

## JUNIOR COACHES / SKILLS TRAINERS

At times the club will have players expressing a desire to learn how to be a coach.

Players 14 years or in year 8 may take on the role of a Skills Trainer.

Players 15 years or in Year 9 may take on the role of a Junior Coach.

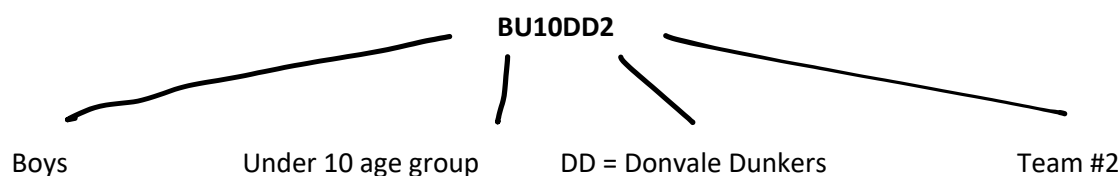
All of our information of what's required for this role is outlined clearly on our website - [u18-volunteer](#)

There is no expectation that every coach will take on a junior volunteer. If you are approached it is at your discretion as to whether you take this on. Please contact your Age Group Coordinator before starting any arrangement as they will need to go through some prerequisite steps.

It is absolutely essential that Child Safety considerations in these documents are understood and adhered to. At no time may an U18 junior coach or skills trainer be left alone with the team no matter how old they are. There must be a Club approved adult (whether coach, team manager or parent) present with them at all times.

## HOW TO FIND YOUR TEAM

1. Your team's name will look like this



2. By going to PlayHQ's page you'll see the list of our teams
3. Click here [PlayHQ Dunkers](#) and you'll see the following spreadsheet. Your team is shown as X10 Donvale Dunkers 2. The Grade is shown as D grade. Press the Select button for game day venue and time.



### Melbourne East Basketball Association (MEBA)

#### Junior Domestic - Saturday Competition (GEBC)

Summer 2020/21

ACTIVE

All grades

All genders

All age groups

Reset

TEAM	GRADE	GENDER	AGE GROUP	
X08 Donvale Dunkers 1	Saturday U8 Mixed 1	Mixed	U8	Select >
X10 Donvale Dunkers 1	Saturday U10 Mixed C2	Mixed	U10	Select >
X10 Donvale Dunkers 2	Saturday U10 Mixed D	Mixed	U10	Select >

4. Scroll down to the correct Saturday date and pass onto your team all the information
  - a. Date – Saturday 23<sup>rd</sup>
  - b. Venue – Mullauna College, Court – 2
  - c. Time – 8:00am
  - d. Opposition – E Bees #1
  - e. Scorer – check your roster

### X10 Donvale Dunkers 2

Melbourne East Basketball Association (MEBA), Junior Domestic - Saturday Competition (GEBC), Summer 2020/21

Fixture Ladder

SATURDAY U10 MIXED D

VIEW GRADE →

**Round 1**

Saturday, 23 January 2021

X10 Donvale Dunkers 2

**27**

FINAL

X10 E.Bees 1

**18**

08:00 AM

Mullauna College/Crt2

View Map

- The first 6 games are grading games, so information is posted approx. 3-4 days prior to the game, generally by Wednesday at 5pm. These are sent out by MEBA. Dunkers has no control over when game times are released.
- It is good practice to check again late in the week, eg Friday afternoon, as there can be late changes sometimes. If this happens, you may want to consider the extra step of sending a text message to your team, to be sure everyone sees the changes in time.
- Once grading has ended, MEBA often post fixtures for the rest of that half of the season - possibly another 3-4 games. During the school holidays they will usually post the second half of the season.

## ACCESS TO THE GYM

Your coach will have been provided with a DCC pass card which enables them to gain entry into the foyer of the gym and into the courts themselves.

In the Dunkers hire agreement with Donvale Christian College we have agreed to ensuring that the venue is well looked after and locked up at the end of our training sessions. Please read through the following.



*\*\* No team is to enter the gym without being supervised by their coach or team manager who must be over the age of 18 years. \*\**

DCC has asked us to ensure that the gym is left clean, and the following procedures followed if you are the last team training for the night

- No food or drinks (other than water) in the gym please
- Please leave a tidy gym and foyer after each training session
- Please turn off fans at the end of the last training session.
- Throw rubbish away in the outside bins after each training session
- Make sure that all doors leading to the gym are closed at the end of the last training session.
- Lights are turned off on a timer
- Louvers are set

If you are normally the last team to use the gym, and you for whatever reason need to cancel training, (eg most players away on camp or holidays) please advise your Age Group Coordinator. This will mean we are able to ensure that another team that night can take responsibility for locking up the gym.

- If there are issues with your Pass Card not opening the gym please contact the Club Coordinator.
- No students can be considered an Adult under our agreement with DCC and therefore they can't run a training session alone, nor have a pass card.

## SATURDAY VENUES

N	NUNAWADING BASKETBALL CENTRE	Burwood Highway, East Burwood	Map 62 Ref C7
R	THE RINGS	Canterbury Road, Ringwood	Map 63 Ref E1
SAL	EVA BURROWS COLLEGE, THE SALVATION ARMY	100 Maidstone St, Ringwood	Map 63 Ref G1
FH	FOREST HILL SEC. COLLEGE	Mahoneys Road, East Burwood	Map 62 Ref C5
KS	KNOX SCHOOL	220 Burwood Highway, Wantirna South	Map 63 Ref E8
M	MULLAUNA SEC. COLLEGE	Tirana Street, Mitcham	Map 48 Ref J6
V	VERMONT PRIMARY SCHOOL	Nurlendi Road, Vermont	Map 62 Ref K3
B	BRENTWOOD SEC COLLEGE	65-71 Watsons Rd, Glen Waverley	Map 71 Ref D7
H	HUNTINGTOWER SCHOOL	77 Waimarie Dr, Mount Waverley	Map 70 Ref G1
MG	MULGRAVE COLLEGE	23-31 Gladeswood Dr, Mulgrave	Map 81 Ref A4
SPL	SPORTLINK CENTRE	2 Hanover Road, Vermont South	Map 62 Ref G7
W	WESLEY COLLEGE	620 High Street Road, Glen Waverley	Map 62 Ref A12

## TRAINING

Your Coach will have chosen a training day and time. This time will have been provided to you by the club.

Ideally your role at training is to be mindful that our Child Safety guidelines are being adhered to. If you're in any doubt, please contact the Club's Child Safety Officer (listed on the website)

Training will be cancelled if the coach is unable to train and if you are unable to supervise training that week.

**\*\*No other parent may step into that role without permission from the Club. Official supervision must be done by a person who has not only advised their WWCC details to the Club and signed the appropriate Member Protection Declaration but must also have completed their child safety training.**

## AT THE GAME

1. Arrive at the stadium 10 minutes prior to the start of the game
2. Ensure your scorer is present and get them to ensure the electronic scoring system is ready for your game prior to it starting. The referees will help you if you need it.
  - Tick the active players – ONLY tick those who will be playing
  - Change their singlet numbers if necessary
  - Enter personal information of any players not listed.





## SINGLET CLASH

1. If you find the opposition for Saturday's game is either Waverley Raiders or Huntingtower Heat please remind your players to wear the purple side of the singlet for that game. The shorts are not reversible and stay on the aqua for all games.
2. This is only the case if you are the first team listed on the team sheet for that game
3. NB. If we are not first listed, it is the other team's responsibility to wear alternative singlets. However, if the other club for some reason isn't able to reverse tops, please ask your team to reverse their tops. There are toilets located at each venue and these can be used 😊

Example of Clash Singlet situation - In this case as Dunkers is listed first, we would wear our tops in reverse – (purple)

### Round 2

Saturday, 30 January 2021

 B18 Donvale Dunkers 2	<b>52</b>	 06:30 PM
	FINAL	
 B18 Heathmont Hornets 2	<b>24</b>	 Nunawading Basketball Centre/Crt4 <a href="#">View Map</a>



Donvale Dunkers has uniform clashes with the following clubs -

**Waverley Raiders (WR)**

**Huntingtower Heat (HT)**

**Other Donvale Dunkers teams (DD)**



## FILL IN PLAYERS

Sometimes due to injuries, your team may not have enough players for a game (you can play with 4 players minimum - although not ideal).

If you need to find fill in players, please be aware of the following rules

- If the fill in player plays for Dunkers already, they must be the age group below and playing at a lower grade (see the Fill in player grid attached)
- If the player doesn't play for Dunkers ensure that they aren't currently playing for another team in our association (MEBA).
- Any eligible player must be the correct age to play in your team.
  - For Winter players must be under the age as of 31<sup>st</sup> December previous year.
  - For Summer players must be under the age as of 30<sup>th</sup> June that year.
- It is the Team Managers responsibility to ensure that all fill in players are correctly entered onto the PlayHQ system at the game (including date of birth and an email address). Coaches' bags will contain a spare uniform "0" to be used when needed. This uniform is not to be used as a regular players uniform.

## INJURIES

- We do our best to ensure a safe environment for our players. Unfortunately, injuries may still occur. The club does not expect the coach or Team Managers to hold a First Aid qualification, but the coach has been given a First Aid Kit to deal with minor injuries. We would ask that all parents of players U12 and younger are either on the school property or have arranged for someone else to be responsible for their child which includes dealing with minor injuries.
- If there's any doubt as to the severity of an injury please don't hesitate to call 000.
- Restocking the First Aid Kit – please contact [coordinator@donvaledunkers.org](mailto:coordinator@donvaledunkers.org) if your kit is needing to be restocked.
- All Saturday venues have first aid kits available so in the case of a more serious injury please see the venue staff.
- In the event of a serious injury you may need to get an injury claim form (download from the MEBA website). The \$25 Basketball Victoria fee provides a level of insurance for each player and coach at both training and games.

## FORFEITING A GAME

This happens sometimes, and while we try to avoid it by finding fill-in players, it is important to know what to do when it does happen.

1. **As soon** as you are aware that you are struggling to get players, you should contact the club – [coordinator@donvaledunkers.org](mailto:coordinator@donvaledunkers.org). They may be able to assist you to find other players, but if not, they will organise the forfeit of the game.
  - a. The deadline is 5pm Friday, before a Saturday game. This is to allow time to inform the other Club and Venue staff.

Please Note - At times games are scheduled for the first and last weekend of school holidays and sometimes on a public weekend. Scheduling is not done at a club level and therefore we can't control this. It would be wise to find out from your families early in the week prior to a Saturday game that falls on one of these weekends whether they are able to play. We find most of our forfeits happen on these dates.

It is important to try and avoid this situation as the Club will be fined \$100.

## TEAM SHEET ARRANGEMENTS HAVE CHANGED

Team Managers no longer have the responsibility of collecting money from players and paying team sheets at the venue each week. Instead, the club now pays MEBA directly each week saving you the hassle 😊

## END OF SEASON COACH GIFT

We have further simplified the process for Team Managers by removing the need to collect money for an end of season gift for the Coach.

We have built into the registration fees a small amount per player that we then purchase a voucher with, and present to the Coach at Presentation Day. All we would ask you to do, is provide a card for the players to sign, and present this either at your last training session or game, or at your break up if you are having one. Many teams elect to go to McDonalds or similar after their final game for this. You are welcome to organise a small get together at a park or similar if you prefer.

If you have a Skills Trainer (junior assistant coach) this would be a situation where a small collection and purchase of a gift is appropriate, as this is not a role that each team has filled, and so we don't budget it into registration fees. As a guide a \$10 - \$20 Rebel voucher would be appropriate.

## FINALS QUALIFICATION

If a player is injured or is absent during the season and does not play enough games to qualify for finals (each player must play at least half the games to be eligible to play finals (grading games are

included in the total), that player can request to still play in the finals but this request must be made to the Club Coordinator and submitted before the last match of the season.

It is most important that you let the Club Coordinator know about this as early as possible so that they can put your request in along with the doctor's certificate by the due date. Additionally, if you don't qualify 6 or more players for a final let us know and we can request a substitute player.

## SPECIAL ACCOUNCEMENTS

As we come out of COVID we need Team Managers and Coaches to be aware of any communications from the club outlining any requirements from MEBA or Basketball Victoria. This may relate to wearing masks, social distancing or checking procedures into venues.

Obviously if there are any other health crisis the Club will be communicating these directly with you. We use a combination of asking Team Managers to pass on information via your WhatsApp group and where time is important, club wide text messages.

<https://donvaledunkers.org>

## AGE GROUP COORDINATORS

We have a new system where we've assigned Age Group Coordinators. Please feel free to contact them for any questions you may have. These can be found on our website with contact info [Age Group Coordinators](#)

If you don't know what to do or how answer questions from your players go to our FAQs page to find out more [Dunkers FAQs](#) . If you can't find the answer, email your Age Group Coordinator.

## THE COMMITTEE

We are volunteers doing our best to make Dunkers a great club for DCC families. If you have any questions, please don't hesitate to contact the relevant person. Thank You for your support and effort this season!

## QUESTIONS

No question is a silly one. We want you to feel supported in the role that you are taking on, so it can be the best possible experience for everyone.

We have a list of Club policies on our website that may also give you more information in the area that you need. <https://donvaledunkers.org/playing-for-dunkers-2/policies/>

**From the Donvale Dunkers Committee**

# PLAY IN DIFFERENT AGE GROUPS (FOR FILL-IN PLAYERS ONLY)

X = NOT ELIGIBLE TO PLAY IN THIS AGE GROUP

ABCD = denotes grades

Your team	U10 Grade	U12 Grade	U14 Grade	U16 Grade	U18 Grade	U21 Grade	U23 Grade
Fill in age & grade							
U8-1	ABCD	x	x	x	x	x	x
U8.2	ABCD	x	x	x	x	x	x
U8.3	ABCD	x	x	x	x	x	x
U8.4	ABCD	x	x	x	x	x	x
U10A	-	AB	ABC	x	x	x	x
U10B	-	ABC	ABCD	x	x	x	x
U10C	-	ABCD	ABCD	x	x	x	x
U10D	-	ABCD	ABCD	x	x	x	x
U12A	x	-	AB	ABC	x	x	x
U12B	x	-	ABC	ABCD	x	x	x
U12C	x	-	ABCD	ABCD	x	x	x
U12D	x	-	ABCD	ABCD	x	x	x
U14A	x	x	-	AB	ABC	x	x
U14B	x	x	-	ABC	ABCD	x	x
U14C	x	x	-	ABCD	ABCD	x	x
U14D	x	x	-	ABCD	ABCD	x	x
U16A	x	x	x	-	A	AB	AB
U16B	x	x	x	-	AB	ABC	ABC
U16C	x	x	x	-	ABC	ABCD	ABCD
U16D	x	x	x	-	ABCD	ABCD	ABCD
U18A	x	x	x	x	-	A	AB
U18B	x	x	x	x	-	AB	ABC
U18C	x	x	x	x	-	ABC	ABCD