



FHS BASKETBALL CLUB

<http://www.fhs.vic.edu.au/fhs-basketball-club/>

TEAM MANAGER HANDBOOK

On behalf of the FHS Basketball Club, thank you for volunteering to be a TM (Team Manager) for your FHS Basketball 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, players, the players' parents/guardians and coaches. How the TM develops and maintains these relationships can be critical to a successful season.

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

All teams are required to organise their own Coach and Team Manager. As we are a high school it is common that the older teams are happy to play without a coach.

Please take the time to read this handbook and refer to it during the season. Further information is available on our FHS Basketball Club web page on the Frankston High School website: <http://www.fhs.vic.edu.au/fhs-basketball-club/>

Please Note: FHS Basketball Club facilitates the registration of teams to play in competitions. It is our preference that teams, Coaches and Team Managers are organised and then brought to the club to register. We are happy to try and connect individual players to form teams however you will still need to organise a Team Manager, Coach or parent supervisor to liaise with the club. It is not the responsibility of the club to build teams or supply coaches. There are clubs we can refer you to if you are unable to fulfill these requirements.

TEAM MANAGER REQUIREMENTS

Team Managers are required to:

- Hold a current WWCC (Working with Children Check).
- Have a team-oriented focus, be approachable, considerate, positive and enthusiastic.
- Pass on relevant information in a timely manner to team members, coaches, parents and FHS Basketball Club administration where applicable.
- Be able to manage sensitive information and maintain confidentiality where required.
- Be available via email and phone where required.
- Create and maintain a parent roster for scoring.
- Prepare and maintain a Team Contact List detailing player's names, DOB, singlet numbers, parent's names, contact phone numbers, emergency contacts and any relevant information e.g. medical
- Collect and pay game fees (when required)
- Liaise and communicate all weekly game information and any club correspondence.
- Organise a parent training roster to ensure one parent is always in attendance at training for player safety and coach support as required (especially when a team has no coach*)

** As we are a high school it is common that the older teams are happy to play without a coach. They still welcome at FHS Basketball and to play in the competition however they need to be mindful they will need adults present for scoring and to assist with any concerns that may arise (for example, injuries). If a team does not have a coach training will still be available to them under the **supervision of a parent of the team who has a WWCC.** This situation will be discussed with the Training Coordinator in more detail.*

SEASONS

The seasons run for around 18 weeks but vary with the Victorian School Terms.

Summer season runs in Term 4 and Term 1

Winter seasons runs in Term 2 and Term 3

REGISTRATION & STRUCTURE OF EACH SEASON

FHS Basketball Club has an all-inclusive fee which covers administration, team registration, weekly game fees and training. One payment for each season. This payment may vary slightly each season as the duration of the season will change depending on the Victorian School Terms.

To play in the FDBA competition you must register your team through an affiliated club like FHS Basketball Club. For all other associations you also have the choice to register as an independent FHS team.

Please see below information for EACH of the basketball associations and decide which Basketball Association your team would like to register for competition.

FDBA (Frankston)

Days of Competition

U12–U14 Boys & Girls	Saturday
U16–U21 Girls	Monday
U16 Boys	Wednesday
U18–U21 Boys	Thursday

To play in the FDBA competition you must register your team through an affiliated club like FHS Basketball Club. We have an all-inclusive low fee* which covers administration, team registration, weekly game fees and training. One payment for each season.

**This payment may vary each season as the duration of the season will change depending on the Victorian School Terms. It will not be a big variation. This is done to keep the cost at Frankston High Basketball as low as possible.*

Please see our website for direct link to FDBA Competition Guide

WPBA (Western Port)

Days of Competition

U12 Boys & Girls	Saturday
U14–U18 Boys	Monday
U14-U16 Girls	Tuesday

To play in the WPBA competition you have two options:

- 1) register through FHS Basketball Club with a one all-inclusive low fee* which covers administration, team registration, weekly game fees and training. One payment for each season.
- 2) register through FHS Basketball Club by only paying a once off team registrations fee and training (if required). Then the Team Manager pays the weekly game fees directly to WPBA.

Please see our website for direct link to WPBA Competition Guide

MDBA (Mornington)

Days of Competition

U12 Boys & Girls	Saturday
U14–U21 Girls	Monday
U18 & U21 Boys	Tuesday
U16 Boys	Wednesday
U14 Boys	Thursday

To play in the MDBA competition you register through FHS Basketball Club by only paying a once off team registration fee and training (if required). Then the Team Manager pays the weekly game fees directly to WPBA.

Please see our website for direct link to MDBA Competition Guide

HOW TO REGISTER WITH FHS BASKETBALL CLUB

Now that you have selected the association that best suits your team, please email the following forms (found on website) to FHS Basketball Club. We will then register the team and send the TM a **PlayHQ TEAM LINK**. The TM will use this link to register as a TM and then email ALL PLAYERS and COACH in the team to register individually.

Team Managers' requirements for registration of team:

- 1) Download and fill in the **TEAM DATA SHEET** including BASKETBALL ASSOCIATION in which the team will be COMPETING in. A WWCC is required for both TM & Coach.
- 2) Download and fill in **MEMBER PROTECTION DECLARATION** (needs to be witnessed in the same manner as a Statutory Declaration).
- 3) Download and fill in the **CODE OF CONDUCT** form. Everyone associated with FHS Basketball Club are expected to conduct themselves in a professional manner. TMs are required to distribute give a copy of the *Codes of Conduct* to coaches/parents/players.
- 4) Email **ALL 3** documents to FHSBasketball.enrolments@fhs.vic.edu.au
- 5) Upon receipt of all documents, you will receive the TEAM LINK for registration purposes. Please use this link to register as a TM and then forward this link to all players and coach.

Players who are not students at Frankston High School

We do accept players who do not go to Frankston High School. All new players need to be endorsed by the school, and all new players and parents need to sign and adhere to the Frankston High Basketball Code of Conduct

TEAM TRAINING

All teams have an opportunity to train with their coach to improve on their skills and build some confidence for the games. Training times vary each season and are at the discretion of the school and the FHS Basketball Coordinator. Each season Coaches and TM's will be asked to notify the coordinator of their request to train and be expected to fulfill the schools' requirements for these training sessions. Not all teams may choose to run training (especially the older age group/rep teams).

Current Training Days/Times (days may change each season)

Monday	3.45-4.30pm	4.30-5.15pm	5.15-6.00pm
Thursday	3.45-4.30pm	4.30-5.15pm	5.15-6.00pm

Contact: FHSBasketball.training@fhs.vic.edu.au

UNIFORM

Our uniforms can be ordered directly from the Online Order Platform located on our website. Each player orders the uniform and it is delivered to Frankston High School.

Uniforms cost \$85. Please note all our singlets are reversible.

It is important when ordering uniforms that the TM coordinates player numbers. The club is happy for the players to select their own numbers but you must make sure there are no number clashes within the team.

Legal numbers that the players may use are 00, 0 – 99

All FHS Basketball Club teams are required to play in the official uniform.

Contact: FHSBasketball.uniform@fhs.vic.edu.au