



Domestic Team Managers' Handbook

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Introduction

This handbook has been developed by Collingwood Basketball Association to help team managers who have volunteered their time to manage a domestic team playing in the Eastern District Junior Basketball Association.

The team manager is the main contact person for the team. Club and team information will be sent to the team manager to be passed on to the coach, players and families.

The team manager takes on the administrative tasks for the team, therefore enabling the coach to concentrate on the games and the players.

This handbook is designed to equip the team manager to do their job, and to provide some avenues for problem solving or resolving issues.

Check List

Use this Checklist to help you throughout the season. For more information about each item, check the relevant section of this manual.

At the Start of the Season

	✓
Get contact details (phone no and email) for all players	
Get a folder and/or clip board to keep all team information together	
Print By Laws, Season Dates & Venues	
Consider organising first aid equipment	
Organise a bag to carry folder / clipboard, first aid equipment & blood singlet	
Ensure new players have Collingwood singlet and shorts	
Notify all players of training times	
Notify all players of the first match	
Create a Contact Details list and distribute to all families	
Distribute the Season Dates and Venues to all families	
Create a scoring roster	
Pick up blood singlet for team if required	

Each Week

Check if there is a uniform conflict with the team you are playing and organise alternate singlets if required	
Notify each family of the time and venue for the match, and who is scoring. Organise transport and pickups if required. Remind players to notify you ASAP if they are not available to play. If necessary find replacement players	

Each Match

Bring team list, blood singlet, basic first aid, EDJBA By Laws	
Ensure the online "team sheet" is completed with player names and numbers and coach's name	
Ensure the playing fee is collected and on the scorebench before half time	
Ensure that the scorer is present, and is competent or a helper is provided	

During the Season

Advise families of fixture changes	
Distribute new fixture information	
Distribute club emails	

Finals

Check the EDJBA web site to see if your team is in finals	
Advise families of finals matches, entry fee and team sheet payment arrangements	

End of Season

Return blood singlet if requested to do so	
Organise a thank you gift for the coach and an end of season celebration for the team	

The Domestic Program

Description

Collingwood Basketball Association (the Club) has girls and boys teams playing in the Eastern Districts Junior Basketball Association ([EDJBA](#)). The EDJBA covers an area from Collingwood through to Eltham and Park Orchards. Games are played on Saturdays.

Collingwood home matches are played at:

- Fitzroy High School (Falconer St, North Fitzroy) – FITZ
- Princes Hill Secondary College (Arnold St, North Carlton) – PHSC
- Princes Hill Primary School (Wilson St, North Carlton) – PHPS
- Carlton Baths (Rathdowne St, Carlton) – CBTH
- Alphington Grammar (Lucerne Cres, Alphington) - AG

The **Summer season** runs during the fourth and first school terms. Teams comprise players who are under the age of 8, 10, 12, 14, 16, 18 and 20 years on 1st July before the season commences.

The **Winter season** runs during the second and third school terms. Teams comprise players who are under the age of 9, 11, 13, 15, 17 and 19 on the 1st January before the season commences.

EDJBA Web Site

The EDJBA web site is at www.edjba.basketball.net.au. It contains:

- Fixtures & Results
- Venue information (online via **Venues**, and PDF list under **Administration; Resources; Venues List**)
- Season Dates (under **Administration; Resources; Competition Dates**)
- Ladders (after round 6) under **Fixtures & Results**
- Game Day Helpful Hints (a brief summary of key information) is available under **Administration; Resources; Game Day Helpful Hints**
- By Laws (under **Administration; Policies, By Laws**)

EDJBA Venues

An EDJBA venue list is available on the EDJBA web site under **Administration; Resources; Venues List**. The latest venue list should be distributed to all players at the beginning of the season as there are sometimes new venues added.

An online list of venues, including links to Maps, is available under **Venues**.

EDJBA Season Dates

The EDJBA Season Dates are available under **Administration; Resources; Competition Dates**. The Season Dates should be distributed to all players at the beginning of the season. The season dates show the grading games, regular games and finals.

Game Day Helpful Hints

This is a summary of key information that you might need to know on the day. It's available under **Administration; Resources; Game Day Helpful Hints**.

EDJBA By Laws

The EDJBA By Laws are available on the web site. The By Laws include a great deal of information about player eligibility, grading, timing, finals, playing rules etc. Team Managers should print off a copy of the By Laws and have them at each game.

Age Groups

The EDJBA has different age groups and age cut off dates in the Summer and Winter seasons.

Winter Season 2019

The Winter season teams comprise players who are under the age of 9, 11, 13, 15 and 17 on the 1st January before the season commences. The under 19 cut off date is 30th June in the year prior to that season. Therefore, for Winter 2019, the age groups are as follows:

- U9 – players born in 2010 or later
- U11 – players born in 2008 or 2009
- U13 – players born in 2006 or 2007
- U15 – players born in 2004 or 2005
- U17 – players born in 2002 or 2003
- U19 – players born between 1st July 1999 and 31st December 2001

Summer Season 2019 - 2020

The Summer season teams comprise players who are under the age of 8, 10, 12, 14, 16, 18 and 20 years on 1st July before the season commences. Therefore, for Summer 2019 - 2020, the age groups will be as follows:

- U8 – players born after 30th June 2011
- U10 – players born between 1st July 2009 and 30th June 2011
- U12 – players born between 1st July 2007 and 30th June 2009
- U14 – players born between 1st July 2005 and 30th June 2007
- U16 – players born between 1st July 2003 and 30th June 2005
- U18 – players born between 1st July 2001 and 30th June 2003
- U20 – players born between 1st July 1999 and 30th June 2001

Registration

Registration with Collingwood

Players are required to register and pay by the advertised date in order to ensure a place in a domestic team. The advertised date will be in August for the Summer season and February for the Winter season.

The Team Composition Sub-Committees will allocate teams after the close of registration and will only include financial members or members who have arranged formal alternative payment plans.

The placement of players who register and pay after the close of registration will be dependent on the already determined team composition and availability of places within the terms of the **Guidelines for Selection of Domestic Teams** (available on the Club website).

Transferring from another Club

Players who have previously played with another club in the EDJBA must advise at time of registration so a clearance can be organised from the player's previous club.

Registration Fees

Registration fees for Winter 2019 are \$145 for the first player and \$130 for each additional player in a family, or any player also playing representative basketball for Collingwood. A late fee of \$50 per player applies to payments made after the cut-off date.

The **Pay and Play Policy** (available on the Club website), outlines arrangements for players who register part way through the season, including "fill-in" players.

Players who are not registered will not be able to play in the finals.

Uniforms

The Collingwood girls and boys domestic uniforms are black with white trim. Collingwood domestic shorts can be purchased from the canteen at Collingwood and singlets are available by arrangement (email uniforms@collingwoodbasketball.com.au). EDJBA regulations preclude players from wearing shorts with pockets.

Uniform Penalties

Teams will be penalised 2 points for each player out of uniform, with a maximum penalty of 10 points. These penalty points are added to the opposition's score.

Players need to wear Collingwood domestic shorts to ensure they are not considered to be out of uniform (plain black shorts are not considered in uniform).

Colour Clashes / Alternate Singlets

The main time that a uniform clash can occur is if two Collingwood teams are playing each other. If this occurs, the higher numbered team is expected to change singlets ie if CW3 play CW4, CW4 changes. Alternate uniforms are stored at the canteen at Collingwood, and should be obtained by the team manager prior to the game. Some Collingwood v Collingwood games are being scheduled at home venues other than Collingwood, in which case alternate singlets will need to be obtained prior to the game.

After the game, the team manager should collect all alternate singlets and return them to the canteen at Collingwood. They do not need to be taken home for washing.

Blood Singlets

Where stock allows, domestic team managers are provided with an additional "blood singlet" which should be brought to all games. Players are not allowed on court with wet or dry blood stains on their uniform. Further details are available in the **Blood Policy** which is on the EDJBA web site under Policies.

Timing Regulations

- A game comprises two twenty minute halves
- The clock will stop only in the last 2 minutes of the second half for ALL whistles
- No timeouts are allowed in the last three minutes, or part thereof, in the first half of the game
- Different timing regulations apply in finals and are displayed on the score bench

Playing Rules

- The free throw line is advanced by 1 metre for age groups U12 and lower, except for U8 players, who will take free throws from behind the point of the circle nearest the ring
- The No. 6 ball is used for all girls' games, and for all boys' games from U14 and lower. Older boys games use a No. 7 ball
- The three point rule applies except for age groups U12 and below
- The 3 second rule is changed to 5 seconds for age groups U12 and lower

A Summary of the rules is below.

Age	Ball Size	Foul Line	3 Points Included	Time in Key	Zone Defence Allowed
U08 & U9 Rookies	5	Advanced 1.8m	No	5 secs	No
U9 (Non Rookies) & U10	6	Advanced 1m	No	5 secs	No
U11 & U12	6	Advanced 1m	No	5 secs	No
U13 & U14	6	Normal	Yes	3 secs	No
U15 – U20 Girls	6	Normal	Yes	3 secs	Yes
U15 – U20 Boys	7	Normal	Yes	3 secs	Yes

Contact List

At the beginning of each season, team managers should create a Contact List for all players. This can be combined with the scoring roster (examples are provided as separate documents). As a minimum, player name, number, home phone, mobile number and parent names should be included. It is also helpful to include email addresses.

Scoring Roster

At the beginning of each season, team managers should create a scoring roster. Each family should be rostered on in turn to score where feasible. Some team managers also ask the rostered parent to collect the game fees and complete the score sheet. Other team managers do these tasks themselves and just get the rostered parents to score. (If a team manager asks the rostered parent to complete the scoresheet, it is important that all families are aware of player names and numbers, and the information required on the score sheet).

If the coach of the team is a parent or sibling, that family should not be rostered to score.

If there are families new to basketball in a team, it is a good idea to organise for a second person to help them with scoring on the first few occasions.

Many team managers ensure that they have an experienced parent scoring for finals, or two parents supporting each other.

Scoring

Teams must provide a scorer each week. One scorer records the scores and fouls on the computer and the other scorer operates the score clock. Scorers should decide between themselves who does the computer and who does the score clock, but if they can't agree the convention is that the home team does the clock and the away team does the computer.

It is a good idea to have an experienced scorer sitting with a new scorer to help them learn to score correctly. **How to Score** instructions for the computer are available on the [EDJBA website](#).

Setting up the computer prior to the match

The team manager, or the rostered parent, should go to the scorebench immediately after the end of the prior game, with a list of player names and singlet numbers..

- At the beginning of each game, team information needs to be set up. Players expected to play need to be selected. Singlet numbers need to be updated if required.
- If fill in players need to be added, have their name, date of birth, suburb and postcode ready
- When prompted for the coaches name during setup, choose the coaches name if available or "NO COACH". Don't add the coaches name.

Names must be entered into the computer before half time except in cases where players have been omitted who have been present at the court at the start of the game. At the end of the game, the scorer should remove the name of any player who does not appear.

If a player arrives at a game late, they can play so long as their name is on the "score sheet" at half time. The player does not need to have paid their game fee by half time.

Game Fees

The team manager or rostered parent must collect the game fee from each player prior to the match. The game fee is a per player amount which is set by the EDJBA. The current game fee is \$8.50 per player. The game fees should be left with the scorer to be given to the referees at half time.

Some team managers collect extra money each week and use the extra towards a present for the coach at the end of the season. Others find it simpler to just collect the money required each week and take up a separate collection for the coach.

Grading

The first six weeks of each season are grading games. During this time, the EDJBA Grading Committees assess teams' performance. The teams will be assessed after each of rounds 2 – 6, and fixtured one round at a time for rounds 3 - 7. After round 6 the teams will be placed into their final grades.

If you believe your team is in too low or too high a grade in Round 4, please notify the Operations Manager by the Sunday afternoon after the game.

Grading match results count towards the ladder. Details regarding the way points are allocated for grading matches are available in the By Laws.

Notification of Fixtures

Fixtures will be available as follows:

- Round 1, mid week before round 1
- Round 2, mid week before round 2
- Round 3, mid week before round 3
- Round 4, mid week before round 4
- Round 5, mid week before round 5
- Round 6, mid week before round 6
- Round 7, mid week before round 7
- Rounds 8 – end of season, after round 7

After Round 6 it is unusual to have fixture changes.

Fixtures are now available through the EDJBA web site.

When notifying families of fixture details, it is best to explicitly list the date, time and venue details (including address) rather than just forwarding the fixture as less errors are likely to occur.

Player Numbers

Minimum Number of Players

Teams must have four players on the court to commence a game. If a team doesn't have four players, they are penalised one point per minute up to the first ten minutes. If after ten minutes the team still does not have four players a walkover will be given to the other team (see further information below).

The team manager should remind players to notify them before the game if they are not going to play so that the team manager has a chance to find replacement players.

Fill In Players

If a domestic team is likely to be short of players, "fill in" players could be played in order to avoid a forfeit or walkover. If a "fill in" player is required the following should be considered:

- A player can fill in in the **same age group**, provided they fill in for a team in a **higher section**
 - An U13C player can fill in for U13A or U13B
 - An U13A player cannot fill in for another U13 team
- A player **can play up an age group**, however a player **can only drop one grade**
For example:
 - An U15B player can play U17A, B or C grade, but not D grade
 - An U17A player can play U19 A or B grade but not C grade
- A replacement player must be the correct age
 - The player must be under the relevant age as at the cut-off date
- A replacement player should be registered with the EDJBA as a Collingwood player
 - If the player has not played domestic for Collingwood previously, the team manager should check that they have not played for another EDJBA club. Contact the Operations Manager if unsure
 - If the player has not played domestic for Collingwood previously, the Operations Manager should be advised so the player can be registered with the EDJBA
 - If the player has played domestic for another EDJBA club previously, the Operations Manager must apply for a clearance from the other club before the player's first game. As much notice as possible should be given, ideally 14 days

- A player cannot play more than 4 games in an older age group, unless permission is given by the EDJBA registrar
- A player should never play under another player's name

Forfeits and Walkovers

If a team cannot find replacement players and has less than four players available, there are two options:

- Recruit any other players to play the game, and declare the game a forfeit (preferred option)
- Declare a walkover

A forfeit game ensures that those players who want to play get to have a game (from our club and the opposition team), and no fine is incurred – this is a better outcome for everyone.

A walkover will incur a fine to the Club. A team that gives two walkovers in a season can be disqualified from the competition. Generally, the Club will pass a walkover fine on to the team who incurred it.

Forfeits

Forfeit games occur when a team plays an ineligible player. In the case above, it is in order to make up numbers to play a game.

A team without four eligible players may FORFEIT the game by noting, on the score sheet, that it has used an ineligible player to make up the numbers to at least four, so being able to make up a team to play the game and thus avoiding a walkover. Such a game counts for premiership points. Forfeit game scores stand unless the forfeiting team wins. In forfeit games normal playing fees apply.

Walkovers

If a team does not appear with four eligible or ineligible players within ten minutes of the scheduled starting time, then that team has given a walkover. The opposing team is awarded a 20-0 score. A walkover incurs a fine, so every effort should be made to play a forfeit match rather than declaring a walkover.

Comparison between Forfeits and Walkovers

	Normal Game	Forfeit	Walkover
No of players	At least four eligible* players	At least four eligible* or ineligible** players	Less than four eligible* or ineligible** players within ten minutes of start time
Premiership points	<ul style="list-style-type: none"> • Winner 3 • Loser 1 • Draw 2 each 	<ul style="list-style-type: none"> • Team not giving forfeit 3 • Team giving forfeit 1 	<ul style="list-style-type: none"> • Team not giving walkover 3 • Team giving walkover 0
Score	As per score sheet	<ul style="list-style-type: none"> • As per score sheet if team not giving forfeit wins • 2 to non forfeiting team and 0 to forfeiting team, if forfeiting team wins 	<ul style="list-style-type: none"> • 20 to team not giving walkover • 0 to team giving walkover
Fees	\$8.50 per player	\$8.50 per player	\$0, even if scratch match played
Fine	NA	\$0	\$80

*Eligible player – under the relevant age, registered with Collingwood, if from the same or a younger age group, then from an eligible team

** Ineligible player – anyone who isn't eligible! Could be older player, coach, parent etc

Working with Children's Check and Member Protection Statutory Declaration

It is a requirement of Basketball Victoria that all Team Managers and Coaches, aged 18 and over, have a current Working with Children Check (WWC) and complete a Member Protection Statutory Declaration every two years.

Working with Children Check (required by coaches and team managers 18 years and over).

If you DON'T have a current Working With Children card, the Working with Children Check form is now obtained online on the following website:

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

- To commence, go to the website and open the online application:
- Fill in the application. In the Organisation details on the form enter "Collingwood Basketball Association, PO Box 1408, North Fitzroy Vic 3068". Print a copy of the completed application
- Get a passport size photo of yourself
- Gather your proof of identity documents
- Lodge your application at a participating Australia Post retail outlet. There is no charge for volunteers

Once you have applied for the WWC check, please email the receipt number and date of application to wwc@collingwoodbasketball.com.au. If you nominate the Collingwood Basketball Association we will be forwarded a copy of your card once you are approved.

Police and registered teachers do not have to get a Working with Children check. However you need to give proof of registration such as a copy of your Victoria Institute of Teaching card etc.

If you already have a Working with Children card, please forward a copy of your card to Collingwood Basketball Association, PO Box 1408, North Fitzroy Vic 3068, or leave at the Collingwood College canteen.

Member Protection Statutory Declaration (required by coaches and team managers over the age of 18)

Basketball Victoria also requires a Member Protection Statutory Declaration to be completed by team managers and coaches. This Statutory Declaration lasts for two years.

To complete a Member Protection Statutory Declaration:

- Print a copy of the Member Protection Statutory Declaration from the Collingwood Basketball website. This can be found under *Policies; Basketball Victoria By Laws, Codes of Conduct & Policies; WWC check*
- Sign it in front of a person who is qualified to witness statutory declarations (see list on back of attached form). If you are having difficulty finding someone to witness the form, please contact wwc@collingwoodbasketball.com.au
- Post the original copy of your Stat Dec to Collingwood Basketball Association, PO Box 1408, North Fitzroy 3068 or leave at the canteen at Collingwood on a Friday night or Saturday.

If you have any queries regarding any of the above, please contact Vicki Georgiou, 0417 556 595, wwc@collingwoodbasketball.com.au

Finals

- Players must have played a minimum of five matches, and have paid their registration fees, to qualify to play in finals
- Match results throughout the season, including grading, contribute to the ladder (though percentages are only calculated from round 7). The top four teams always play in finals. Sometimes there are supplementary finals for 5th – 8th teams, and occasionally for 9th – 12th. Generally, all U8, U9, U10 and U11 teams play finals as do all A grade teams
- Finals format is usually 1 v 2 and 3 v 4 for semi finals, loser of 1 v 2 plays winner of 3 v 4 in the Preliminary, winner of Preliminary plays winner of 1 v 2 in the Grand Final.
- In some seasons, there is just two weeks of finals. Under this format, the semi finals are 1 v 4 and 2 v 3, and the winners of each semi final play in the Grand Final
- There are different fees for finals. All players and spectators pay an entry fee to the venue, and the team pays a set fee for the team sheet. The team sheet must be paid for before the match
- Team Managers will be sent the list of qualified players for their team, but do not need to fill out the scoresheet for finals. All players who have qualified will be listed. As players enter they should pay and write their singlet number on the sheet. If a player is not listed, they have probably not qualified. Don't write an additional player's name on the sheet, unless you are absolutely certain that they have qualified, as it is likely that the game will be given as a forfeit
- There are different timing rules for finals, and these will be provided on the score bench
- If a team knows in advance that they will have less than six players available for a final, they may be able to use substitute players. The team manager should contact the Club Operations Manager with as much notice as possible

Where to Get Help and Information

EDJBA Website

www.edjba.basketball.net.au

Collingwood Basketball Association Website and Social Media

www.collingwood.basketball.net.au

www.facebook.com/CASBasketball

www.instagram.com/collingwoodallstars

www.twitter.com/CWDBasketball

Collingwood Basketball Association Operations Manager

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