



FERNTREE GULLY FALCONS BASKETBALL CLUB

TEAM MANAGERS PACK

Summer 2019

Ferntree Gully Falcons – Team Manager Co-ordinator

Email: team.manager.coordinator@ftgfalcons.com.au



Be sure to stay up-to-date with all the club events and information sign up to TeamApp - <http://www.ferntreegullyfalconsau.teamapp.com/>

Ferntree Gully Falcons – Team Manager Pack

Firstly, on behalf of the club and your team, **thank you** for taking on the role of Team Manager. It's greatly appreciated that you have volunteered for this very important position in support of your team.

This document is intended to inform you of your responsibilities as a team manager, and to make you aware of some important policies that affect your team.

Responsibilities

The responsibilities of Team Managers include the following:

- **Email your contact details to the Team Manager Co-ordinator ASAP @ team.manager.coordinator@ftgfalcons.com.au** . This will allow us to send you the documents you will need for your player families, as well as keep you informed with any news or updates.
- **Complete the team manager introduction letter to your team** with your details and hand it out or email to each family. This letter provides all the basic information required by player families.
- **Come to an agreement with the parents about weekly team sheet fees.** Explain that any extra money will go towards a fun outing at the end of the season and a gift for the coach(es). Depending on team numbers you may wish to set the fee at \$8 or more to ensure the Knox Basketball Association fee is covered and you are able to build up a kitty.
- At least 15 minutes before each game, **you will need to pay the Knox Basketball Association team sheet fee** (normally where you pay for entrance to the venue).
- Essential information for player families often comes through at short notice throughout the season. When requested please forward this information on

	SATURDAY	SUNDAY
Team Sheet – Junior Domestic	\$39.50 per team	\$36.50 per team
Stadium Entry	\$2.50 per player/spectator (aged 5+)	\$3 per player/spectator (aged 14+)

We are always interested in having our club member volunteer to assist us during the year and there are many roles with which you could help. If you are interested in assisting the committee with finals scoring, presentation nights, fundraising, grading or any committee role, please contact either our secretary or the president.

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to player families as quickly as possible; email or SMS is the easiest way to do this.

- **Make sure families are familiar with the player, parents, and spectator's code of conduct.** These are available on the Knox Basketball website <http://www.knoxbasketball.com.au/>.
- **Player intent forms** for next season are emailed to all player families during **Round 9** and returned via email to the player intent email address by **Round 11**

Policies to be aware of:

A number of policies have been included in this pack that you will need to be familiar with – please take the time to read them. The following policies are included:

- Walkover Policy
- Blood Policy
- Medicals Policy
- Weekly Team Sheet Fees Policy
- Clash/Alternate Strip Policy
- Take it Easy Policy

Fixture

The fixture for your team will be published via the Fox Sports Pulse website (http://www.foxsportspulse.com/assoc_page.cgi?assoc=2307&pID=1). You are **strongly** encouraged to check the fixture 24-48 hours prior to the game as the fixture can and does change from time to time. You may also wish to SMS your team with the final fixture information 24 hours prior to the game to avoid any confusion.

Typically, the fixture is released one round at a time for the first 4-6 rounds; once grading has been completed the full fixture will be released.

Forms and Documents

If you need, we will email you electronic copies of this document and the most common forms/documents you will need for your player families, including:

- Team Manager Introduction Letter for Player Families
- Scoring Roster
- Weekly Team Sheet Fees Records
- List of Committee Members

Once again thank you for taking on this important role.

Kind regards,

Ferntree Gully Falcons – Team Manager Co-ordinator

Email: team.manager.coordinator@ftgfalcons.com.au

Walkover Policy

A walkover occurs when a team does not have enough players present at a game. The minimum number of players required to start a game is 4. There are two types of walkover and both cost the club money. A “notified walkover” occurs when the club notifies Knox Basketball prior to Wednesday before the game; this costs **\$50.00**. An “un-notified walkover” occurs if Knox Basketball is notified after the Wednesday prior to the game at a cost of **\$75.00 Payable by the team**.

To avoid a walkover fill-in players can be used. Please contact the boys or girl’s coordinator to arrange fill-ins. A player can fill-in for another team if they play in the same grade or play in a lower grade than the team they are filling in for. A player **cannot** fill-in for a team that is in a lower grade than they usually play; this will cause a forfeit for that game and will affect the team’s percentage on the ladder.

There is no limit to the number of games a player can fill-in for a team at the same grade, but a player filling in for a higher grade can only fill-in twice. It is **vital** that a committee member oversees the process of arranging fill-ins to ensure players filling in from a lower grade are not forced to change to a higher grade.

If your team has a walkover game, please ensure you let the club secretary know as soon as possible which of your players were available to ensure they are credited for the game (low game credits will affect players eligibility to play in finals games).

Please check our website <http://www.ftgfalcons.com.au/walkover-policy/> for the most up-to-date revision of this policy.

Blood Policy

The health and safety of players, parents, and spectators is an important responsibility for all team managers, coaches, and assistants and therefore it is necessary to familiarise yourself and the members of your team with the Blood Policy, summarised below:

- Any player that is bleeding will be asked to leave the playing court immediately
- The affected player will not be permitted to return to the playing court until:
 - The bleeding area is treated and securely covered.
 - All blood is completely cleaned from the player.
 - Any uniform items that have blood (wet or dry) on them have been exchanged for a clean uniform.
- Any blood spilt on the floor is wiped thoroughly with the provided disinfectant solution (see “Blood Clean-Up Kit” below).
- Persons attending to bleeding players and blood on surfaces should:
 - Take precautions to avoid contact with any body fluids, particularly blood, or soiled items, even if the risk is low.
 - Take care to avoid blood from the wounded player coming into contact with skin punctures or cuts, particularly on the fingers, or reaching the eyes or the mucous membranes of the nose or mouth.
 - Always wear latex, disposable surgical gloves in anticipation of contact with body fluids from the nose, mouth or a wound when touching nasal mucous membranes or broken skin (abrasions, dermatitis) or when handling soiled objects. The gloves must be discarded after use.
 - Thoroughly wash hands before and particularly **immediately after contact** with the person being treated, even if gloves have been worn. Wash all areas that have come into contact with body fluids.
- All blood incidents must be reported **immediately** (via SMS or phone call) to the club secretary.

Blood Clean-up Kit

A blood clean-up kit, comprising of disinfectant, latex gloves, wipes, and disposal bags will be made available at each training venue to facilitate the clean-up of any

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spilt blood. Arrangement for these kits are currently being finalised and they will be distributed to each of the training venues as soon as possible.

Once the affected area has been cleaned up, using the provided disinfectant and wipes, all soiled items (e.g. wipes and gloves) should be placed into one of the provided disposal bags and the tied **securely** before disposal.

Medicals

Any injuries that cause a player to miss games will require a medical certificate to be supplied. This is to ensure the player remains eligible to play in the finals **even if they miss the minimum number of games**. A medical certificate needs to be submitted to the club secretary within 14 days of the date of the injury.

Providing a medical certificate also enables the team to use substitute players during finals games if the injured player cannot play because of their injury, but **only** if appropriate medical certificates have been supplied.

The timely provision of medical certificates ensures that full-strength teams can be fielded during finals so your assistance and understanding in this matter is greatly appreciated.

Weekly Team Sheet Fees Policy

The Ferntree Gully Falcons operate a “No Pay, No Play” policy – if you find in your role as team manager that you are experiencing any difficulty with the collection of weekly team sheet fees from player families please contact the team manager coordinator via email to discuss options.

Team managers are **NOT** expected to cover weekly team sheet fees for other player families – if there is a genuine reason that prevents a player family from providing weekly team sheet fees then alternate arrangements can be made, but this is at the discretion of the Ferntree Gully Falcons committee.

Clash/Alternate Strip Policy

When two Ferntree Gully Falcons teams play against each other in a round the higher numbered Falcons team must wear the alternate strip. For example, if B10/4 plays B10/5, the B10/5 team must wear the alternate strip.

The team manager for the higher numbered team is responsible for arranging the collection of the alternate strip from the Uniform shop prior to the match. Please contact the team manager coordinator via team.manager.coordinator@ftgfalcons.com.au as early as possible in the week before the clash to allow enough time to organise and collect the alternate strip.

On the day of the clash round the team manager must also correct the jersey numbers in the computerised scoring system prior to the game commencing.

Take It Easy Policy

The Ferntree Gully Falcons fully supports Knox Basketball's "Take It Easy Policy". We encourage all team managers to reinforce this policy with all players and coaches:



KNOX BASKETBALL'S "TAKE IT EASY" POLICY

5 THINGS TO ALWAYS KEEP IN MIND WHEN YOU ARE AT JUNIOR BASKETBALL

- 1 WE DON'T PLAY IN THE NBA, AND YOU DON'T PLAY FOR GOLDEN STATE**
- 2 OUR PLAYERS ARE KIDS.**
- 3 OUR COACHES ARE VOLUNTEERS.**
- 4 OUR REFEREES ARE ONLY HUMAN.**
- 5 BASKETBALL IS JUST A GAME WE LOVE!**

#TAKEITEASY

The graphic features a stylized basketball logo on the left, which is a yellow and blue falcon head inside a basketball. The text is arranged in a clean, bold layout with a horizontal line separating the title from the list of five points.

We are always interested in having our club member volunteer to assist us during the year and there are many roles with which you could help. If you are interested in assisting the committee with finals scoring, presentation nights, fundraising, grading or any committee role, please contact either our secretary or the president.

Training Venue Procedures

Kent Park Primary School – Greenaway Drive, Ferntree Gully

Opening - First team training

Please contact the venue coordinator via venues@ftgfalcons.com.au or 0411 716 927 to enquire as to the location of the key and alarm fob prior to training.

The front glass doors of the school hall are to be unlocked and the alarm disarmed by passing the alarm fob over the sensor located on the wall in the foyer.

- A **green** light indicates the alarm is off - **enter**
- A **red** light indicates the alarm is on – **do not enter**

During training the key is to be left sitting on the light switch.

Located inside the disability toilet are two FTG Falcons sandwich boards, one is to be placed outside the front doors, and the other at the front corner of the front office building.

NO BALLS ARE TO BE BOUNCED OUTSIDE THE SCHOOL HALL, as we need to be mindful of the school staff and the residential homes surrounding the school.

Please check the toilets before your training session and report any issues to the venue coordinator.

Large fans can be utilised and left out during SUMMER season ONLY.

Closing – Last team training

Bring the 2 FTG Falcons sandwich boards back inside into the disability toilet

Please ensure all chairs are packed away and that all rubbish is taken with you.

All lights are to be turned off after the final training session.

Arm the alarm by passing fob over sensor and lock doors.

Return key to key location.

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St Andrews Christian College – 130 Tyner Road, Wantirna

Opening - First team training

The venue will be already open and accessible during Falcons training sessions.

Please check the toilets before training session and report any issues to the venue co-ordinator

Closing – Last team training

Leave the venue open as the cleaner comes in to clean and locks up after all sessions are complete

Please be respectful and considerate of all college property

No children are allowed to play on the St Andrews play equipment or outside court and must be supervised at all times. An adult is to accompany any child to the toilets.

If the door is locked or you have any other venue/training issues please contact Shay Forster, our venue co-ordinator on 0411 716 927.

Any changes to allocated training times are to be managed through the venue co-ordinator.

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Carrington Park Family Leisure Centre - 20 O'Connor Road, Knoxfield

Access to the stadium is via the double doors at the side of the stadium (near the playground and tennis courts) and NOT via the Front door.

THE STADIUM IS ARMED WITH A SECURITY SYSTEM, THEREFORE THE ENTRY AND EXIT IS VIA THE USE OF A KEY FOB.

All coaches will be issued their own key fob. The key fobs are the property of the Knox City Council, and your name has been supplied to the Council in order to track the key fob and access/exit to the stadium. It is extremely important that you look after these key fobs and advise the Venue Co-ordinator immediately if your key fob is lost or damaged. The key fobs can be used from 3.30pm to 9.30pm on your allocated training night and in most instances the first coach opening, and coach closing will be the only ones using their key fobs.

Opening - First team training

To DISARM the Stadium Security - Using the Key Fob that you have been allocated present your key fob at the rear entry door key fob reader. The light will flash from red to green/blue and back to red (so when you see it flash the door is open, and you will hear it click open also).

The Security system will DISARM automatically and temporarily UNLOCK the electric door lock for you to enter. The door unlocks for 5 seconds. You just need to pull on the door handle.

The red indicator light surrounding the ARMING BUTTON (located on the silver panel between the key fob reader and number pad) will turn OFF on presenting your key fob to the reader. Make sure the light surrounding the arming button is off before you enter to ensure alarm doesn't go off. "The Arming Button is **NOT** required to be used for disarming the system when opening the stadium".

If the door re-locks before you open it just present your key fob again.

You will need to hold the door open with the orange bollard that sits inside the entrance, as the door automatically locks if shut and cannot be opened from the outside.

Please check the toilets before your training session and report any issues to the venue coordinator.

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Closing – Last team training

Close the door between the stadium and the toilet area making sure it is locked. Take note whether there are other groups using other areas of the building.

Please ensure all chairs are packed away/stacked and that all rubbish is taken with you.

All lights are to be turned off after the final training session.

Place the bollard into the entrance area and close the door, which will lock automatically.

To ARM the Security System - Press and hold in the security system **ARMING BUTTON (located on the silver panel between the key fob reader and number pad)**.

Present your Key Fob to the key fob reader, WHILST HOLDING IN THE ARMING BUTTON.

Release security system arming button, and the security system “Area” will now ARM automatically. The red indicator light on the arming button will turn ON.

NOTE if any other Groups are in the building, you do not need to turn the alarm system on, just shut the door and it will lock automatically.

If you try to turn the alarm on and the doors are not shut properly or there are people in the building the alarm siren will activate, so you will need disarm the alarm system by presenting your key fob and re-enter the building and check the internal and external doors are closed properly and that no one is remaining in the building.

NO BALLS ARE TO BE BOUNCED OUTSIDE THE STADIUM, as we need to be mindful of the other users of the Venue and the residential homes surrounding the stadium.

Any changes to allocated training times are to be managed through the venue co-ordinator.