



TSS Suns Basketball Club Inc.
MANAGERS HANDBOOK
2014

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Introduction

Thank you for volunteering to be a Team manager for the TSS Suns Basketball Club this season.

The purpose of this document is to provide information and guidelines for the 2014 season.

1.1 Team Manager, Coach and Assistant Coach Expectations

As a representative of TSS Suns Basketball Club there are certain standards that are expected to be upheld at all times whilst being involved with your team. Team Managers, Coaches and Assistant Coaches must abide by the codes of conduct of the TSS Suns Basketball Club at all times (These are available on the website) This also includes abstaining from smoking or the consumption of alcohol in the vicinity of any players, this includes at games, any venues, or trainings and especially whilst wearing the TSS Suns Basketball Uniform

1.2 Expectations of Team Managers

The team Manager is the main point of contact for your team. The team Manager is expected to ensure that all team members are aware of training and game times and any requests from the coach or club are communicated to parents.

As a team Manager of the TSS Suns Team we ask that you to be on time to games and in appropriate attire. A club polo shirt is provided to all Managers. We ask that your clothing is tidy and wear covered footwear while at games.

If you can't attend a game for whatever reason, we ask that you find another parent to assist for that particular game.

Team Managers are not required to attend all training sessions, it is the parents responsibility to provide ice/medical treatment should an injury occur at training venues.

2. Overview of Gold Coast Basketball Junior Basketball League (GCJBL)

The Gold Coast Junior Basketball league is the Premier Gold Coast Junior Basketball Competition. The League consists of eight clubs, TSS Suns (Southport), Celtics (Carrara), Heat (Reedy Creek), Blades (Burleigh), PBC Magpies (Palm Beach), Varsity Vipers (Varsity Lakes), Tweed Slammers (Tweed/Northern NSW) and the Pacific Pines

Panthers (Northern GC) and three grades, namely Division 1, Division 2, Division 3 and caters for age groups U9,11,13,15,17 and 19.

The purpose of the GCJBL is to provide a competition pathway for junior players on the Gold Coast.

.1 GCJBL Venue Lists

Please see below for venue addresses for the GCJBL Season

The Southport School (TSS)
Winchester Street
Southport
4215

Carrara Indoor Sports Stadium
Nerang Broadbeach Road
Carrara
4211

Tallebudgera Recreation Centre
1525 Gold Coast Hwy,
North Palm Beach
4221

Runaway Bay Indoor Sports Centre
Sports Centre Drive
Runaway Bay

2.2 Season Structure

The 2014 season runs from February 28th -13th September.

2.3 GCJBL Calendar

MONTH	FRIDAY	SATURDAY	ROUND
February	28	1	Grading round 1
March	7	8	Grading round 2
	14	15	Grading round 3
	21	22	Grading round 4
	28	29	Round 1
April	4	5	Round 2
May	2	3	Round 3
	9	10	Round 4
	16	17	Round 5
	23	24	Round 6
	30	31	Round 7
June	6	7	Round 8
	13	14	Round 9
	20	21	Round 10
	27	28	Round 11
July	18	19	Round 12
	25	26	Round 13
August	1	2	Round 14
	8	9	Round 15
	15	16	Round 16
	22	23	Round 17
	29	30	Round 18
September	5	6	Semi Finals
	12	13	Finals

2.4 Grading

The aim of the Grading games is to grade teams into divisions for their relevant age group and gender where they will compete against teams of equal calibre.

2.5 Finals Eligibility

It is the Managers job to check player's eligibility for finals, please keep in mind that players must play a minimum of 8 (50%) games to qualify for finals.

In order to ensure all players are recorded as being eligible for finals, it is vital that all Team Managers ensure the following details are correctly printed on the scoresheet:

- Correct team name
- Division / Grade and age group and gender
- Date of game
- Full Names of all players who participated in game
- Coaches name
- Venue & Court Number

- The name of any player who did not play has been crossed out on the scoresheet
- No names may be added to the scoresheet at any time

Applications for Exemption to Eligibility Rule

Teams may apply for an exemption to the finals eligibility rules only under the below circumstances:

- If a player does not qualify due to an injury.
- If a player misses GCJBL games whilst representing their State in National Junior Championships, or Australia on official national duties at national camps or playing for Australia.

2.6 Channel of Communication

The Team Manager is the first point of contact for your team. Should you need to contact a member of the TSS Suns club please email tss.suns@live.com.au.com Please do not contact Gold Coast Basketball directly, as they have a number of teams to oversee and will only redirect you back to the Club.

3. Team list and Contact Details

Each Team Manager will receive a full team list at the third team trial. The list will detail the players parents contact mobile number, email address and parents names. We ask that you please forward this via email to all parents on your team. Email or text will be the main point of contact so please ensure that the details that you have are correct.

4. Medical Forms

Please ensure that you have details for any player in your team that suffers from any medical conditions and ask what the correct procedure is for treatment if necessary.

5. Player Injury and Insurance

The GCJBL is covered by Basketball Queensland's Insurance company PSC Horsell International. Information on Player Injury Insurance Cover along with the how to Process Claims can be found on the Basketball Queensland Website under Polices – Forms.

If a player sustains and injury during a training or a game please contact TSS Suns Basketball Club as soon as possible so that an injury report can be filed. You will need this form if they wish to claim insurance for any injury. If the injury occurs at a game then please notify the court controller.

6. Trainings/Scheduled Games

It is expected that all players attend every scheduled training. The Team Manager is the first point of contact if a player is unable to attend trainings or games.

Water Bottles- each player should have their own water bottle clearly named for each game and training

It is optional for all Gold Coast representative players to attend trainings or play games until after the Queensland State Championships. While we encourage players to do both, we understand that the start of the club season always overlaps with the representative season and we must make allowances for this. In saying this, when representative season trainings and trials commence for the 2013-2014 season, club basketball will take priority. Representative coaches are made aware of this and your child will not be disadvantaged in anyway.

The team training times will be arranged by the team coach and it is very important that all efforts are made by players to attend team trainings. Remember all our coaches are volunteers and are giving up their valuable free time to coach.

The venues are set for the season and any changes that need to be made will only be done so in extreme circumstances, or when venues are not available.

It is imperative that coaches /mangers are advised of non attendance at training or games. This is not only polite it also allows coaches to plan their trainings or cancel if necessary.

Forfeiting a scheduled game due to non availability of players incurs a hefty fine from GCCRBA to TSS Suns. Forfeits can be avoided by early notification to your Manager of unavailability. As a club we can borrow players from a lower division or age group to avoid forfeits, so if the Manager is made aware of any potential player shortfalls the club can make arrangements to avoid the fine.

6.1 Training Venues

TSS Centenary Centre, Winchester Street, Southport
and St Hilda's School, High Street Southport.

7 Uniforms

TSS Suns uniforms consist of a playing singlet which is provided by the Team manager at each game All players must be wearing their own navy blue shorts with no pockets or logos. The club will be fined if the correct uniform is not worn. Report any damages to singlets to the uniform co-ordinator Kerri Fiteni.

8. Scoring Roster Duties

Each parent must take their turn at scoretable duties during the season (3 maximum) Team Managers are responsible for rostering a parent on the scorebench for each game.

Each game requires one parent (from each team) to fulfil scorebench duties.

8.1 Scorebench

There are 3 job assignments for scorebench, (the clock and scoresheet person may share the chairpersons job

- Clock
- Scoresheet - Scoresheet
- Chairperson - their job is to call the game to everyone on the bench, notify subs/time outs, clarify referee calls, show fouls with the paddles, switch the possession arrow, keep time for time outs.

8.2 Scorebench Information

Each parent will be emailed a detailed scorebench instruction sheet along with this manual but it is also available on the TSS Suns website.

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Each parent will be emailed a detailed scorebench instruction sheet along with this manual but it is also available on the TSS Suns Basketball Club website under 2014 Junior Season.

8.3 Game Day Bench

If your team is listed as "Team A" on the scoresheet, your team bench is on the left hand side of the scorebench.

15 mins prior to the game it is your responsibility to ensure the players names on the scoresheet are recorded correctly

The manager is to provide a match ball at every game and will be used at the referees discretion

Only Managers, Coaches and players are permitted to sit on the team bench. Parents are not permitted to sit on team benches during games

Abuse of officials, coaches, managers, players and opponents will not be tolerated and any case should be reported to the court controller

Parents are not to approach coaches, managers or players during games.

Parents of injured players are not permitted onto court until extent of injury is determined by coach and manager. Parents will be called when needed

8.4 Example of a scorebench Roster

Panthers U11 Boys	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Player 1	*								*								*			
Player 2		*								*								*		
Player 3			*								*								*	
Player 4				*								*								*
Player 5					*								*							
Player 6						*								*						
Player 7							*								*					
Player 8								*								*				

9. Fixtures/Results

Weekly Fixture and ladder information can be obtained from the Gold Coast Basketball website by clicking on Fixtures & Results

We recommend that Team Managers encourage parents who have an iphone to download the Sporting Pulse App which is free, where you can add your team to the homepage.

Once downloaded simply:

1. select the basketball icon
2. Search and Select "Gold Coast City Regional Basketball Inc"
3. Select your competition (GCJBL/Age Group/Gender/Division)
4. Select your team
5. Add to your favourites by pressing the star in the right hand corner

This will be added to your home screen of the app and will show your season draw as well as past results

10. Additional Information

10.1 GCJBL Game Rules

For the full set of rules pertaining to the GCJBL competition please visit the Gold Coast Basketball website under policies you will find the Gold Coast Basketball Competition Bylaws, please read through the document and refer to points 16 onwards that directly relate to the GCJBL competition.

RULES	
Match Ball	Size 5 for Under 9 boys and girls Size 6 for Females and Under 11 & Under 13 Males Size 7 for Males Under 15, 17 & Under 19
No of Players per team	12 maximum
Playing numbers	4-15, 20 – 25, 30-35, 40-45, 50 –55
Scoretable	Each team supplies 1 bench official
Warm up	5 minutes where time permits. Can be reduced to 3 minutes if games are running late at the discretion of the Court Controller.
Game time	Under 9- 19's - 4 x 10 minute running clock quarters Clock does not stop except during the last minute of the 4th quarter if the margin is 10 points or less. During all finals the clock shall stop in the last 1 minute of the game irrespective of the score and timeouts are permitted during this period
Half time interval	2 minute break.
¼ & ¾ intervals	1 minute break.
Extra Time	Extra periods are only played during finals, if the scores are tied at the end of regular time. Each extra period is two minutes and each team is given one time-out per over-time period. There is no limit on the number of over-times played
Time outs per team	1 timeout per quarter per team, but not in the last 2 minutes of any quarter. However, a timeout may be called in the last 1 minute of the game when the margin is 10 points or less.
Substitutions	Request must come from the players to the scoretable personnel For both teams when the ball becomes dead. For both teams when the ball becomes dead after a successful last free throw. For the non scoring team when a field goal is scored in the last two (2) minutes of the fourth period or the last two (2) minutes of each extra period

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Time out duration	50 seconds with a 10 second warning. Both teams ready to play after 1 minute
Under 9 Competition	The under 9 competition is governed by an amended set of rules, please see the Bylaws for full details
Zone Defense	Zone defence is not permitted in games for ages up to and including under 13's, as per Basketball Queensland guidelines.
Technical Foul for use of Foul Language or Derogatory Remarks directed at Officials by Players	Technical fouls for use of foul language or derogatory remarks directed towards officials, where a referee believes an ejection is not warranted, shall result in the player being substituted from the game and sitting five minutes of playing time on the Team Bench, irrespective of score, number of players on the court or remaining time in the game. When the Official calls the technical foul, he/she is also to look at the clock and quote the time remaining, so the scoretable officials can note it on the scoresheet. E.g. 8.41 1st quarter, and the player can then re-enter the game

10.2 Codes Of Conduct

TSS Suns Codes of conduct are available on the Club website, anyone found in breach of the codes will be reported to GCCRBA.

10.3 TSS Suns Website

The TSS Suns website is www.tsssuns.basketball.net.au This is updated regularly and contains information in regards to the club including the Gold Coast Basketball newsletter, team results, game day fixtures and much more.

10.4 Facebook Page

The TSS Suns Facebook page is updated regularly, add us as a friend to stay up to date with everything that is happening with the club.
[www.facebook.com/ tss.suns.basketball](http://www.facebook.com/tss.suns.basketball)

10.5 Social Networking Policy

The use of Facebook and other social networking sites for team purposes must be agreed upon by parents prior to being made available to players. Parents must also have full access to any pages/sites that are dedicated to the team.

10.6 Fundraising

During the season The TSS Suns will be running various fundraising events to provide our club with additional items eg first aid kits, prizegiving, etc. If you can assist the club in anyway please contact tss.suns@live.com.au

If you have any further queries please do not hesitate to email tss.suns@live.com.au