SYDNEY COMETS

MANAGERS MANUAL

 *“Welcome to the Sydney Comets Family”*

“The achievements of an organization are the results of the combined effort of each individual.”

* Vincent Lombardi

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| **WELCOME**Firstly, thank you and welcome to the Comets representative basketball family.We appreciate you volunteering your time to make this season a memorable one for all those involved. The following manual is a guideline for all managers at CSBA (City of Sydney Basketball Association), it outlines what to expect for the upcoming season and hopefully answers any questions that you have as your role as team manager.The team manager is a very important member of the team. The welfare of the players is your main responsibility.The coach is responsible for the players on the court while you are responsible for the players off the court (this especially applies when you are away at tournaments).It is important that the team manager has a close liaison with the coach and all parents are expected to support and assist the team manager. Please remember that although your son/daughter maybe in the team, whilst you have your managing ‘hat’ on you are a manager first and a parent second. The welfare of the other players is just as important as your child’s.This manual will be set out into the following categories.1. Training
2. Representative games
3. Tournaments/carnivals
4. Fundraising
5. Venues/contacts
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**DUTY STATEMENT**

This is a general outline of the duties of the manager.

1. Ensure that all players are registered in a local/domestic competition at CSBA for the duration of the year. This registers the player with BNSW and covers insurance for all games and training in the unlikely event of an injury. It is CSBA’s policy that all representative players are registered in local/domestic competitions if they are not they can not play representative basketball for CSBA.

If a player is unable to play domestic basketball at CSBA a letter MUST be submitted to the CSBA board prior to the start of the representative season. The player will be notified whether their request has been approved or denied.

1. Ensure that all players have paid the $600 representative levy and $325 for Development Players. This must be paid on Registration day (date to be advised yearly) They can not play for CSBA if this has not been paid.
2. Ensure that all coaches, assistant coaches and you are registered through CSBA (see the CBSA office to arrange this).
3. Compile a contact list of player’s names, addresses, parent’s names, phone numbers, email addresses that must be distributed to all team members.

\*\*please note that when communicating via phone or email it must be done through the parents details as this is part of Basketball Australia’s child protection policy\*\*. When emailing an athlete all emails must be ‘CC’ (carbon copied) to the parents email address as well.

In addition, it is a good idea to have the players Medicare and private health insurance details. It is advisable that the manager hold onto this information at all times during training and games, in case an injury occurs and that athletes parents are not there.

1. Be responsible for CSBA uniforms, bags, basketballs, first aid kits, drink bottles, water carrier during the season. **You are also responsible for all the uniforms and the complete, undamaged return of all allocated equipment in the team bag** to the Development Manager, Paul Mellett.

It is important that prior to the last game of the season that you notify players that they have to return their uniform to you on the day of the last game, please remind them to bring a change of clothes. \*\*Only shorts and singlets need to be collected, warm up tops remain the property of the individual.\*\*

1. Ensure that you are present when a coach meets with a junior player 1:1 as a witness to the event.
2. Enusre that all players selected have their primary registration with CSBA and they MUST play in the local competition for their age group.
3. Try to keep any issues that does not involve ‘on the court action’ away from the coach to ensure that the coach can do his/her job. If the problem continues please consult the representative committee and attempt a resolution without having to involve the coach.
4. Make sure that all parents and coaching staff have your contact details.
5. The CSBA representative committee are always there to help you with issues that may arise throughout the season, please do not be embarrassed to ask for their assistance they are there to help you.

**CSBA Representative Committee**

Nina Kormanyos

Anna Micos

Daphne Nikitianos

Peter Panousis

Mal Price

Yannick Studer

Tracey Wacher

**TRAINING**

1. Ensure that **all players** are aware that they are expected to attend two training sessions per week (1.5 hours in duration). You will need to be present at each training session. Players must always notify the Team Manager if they cannot make trainings or games as early as possible.

If you are unable to attend a training session please make the coaching staff (or nominate a suitable parent) aware of this.

1. Should a player require immediate medical attention the manager (or suitable adult) is to escort the player to an appropriate medical centre.
2. Ensure that all junior players are collected by their parent/guardian at the conclusion of training. At no point should a player be left at a training/playing venue without adult supervision.
3. CSBA provides a first aid kit for each team. Ensure that the first aid kit is at all training sessions (especially those teams that do not train at Alexandria) and games. Please contact CSBA if you need to top up the first aid kit. At the end of the season, this kit is to be returned to the CSBA for redistribution the following season.
4. All players are required to bring their own drink bottle, Comets reversible singlet and a basketball to training.
5. Ensure that the training court is safe from any obstacles or undue mess to avoid possible injuries. If the court is unsatisfactory discuss with coaching staff and if in doubt **DO NOT TRAIN OR PLAY** and contact appropriate court supervisors, who are on duty that evening.
6. Be aware of closest access to ice in case of an injury.
7. By the completion of the second training session of the week managers should have confirmed game time/duties of parents and venue locations for the upcoming weekend.
8. Managers need to ensure that all players have transport to get to game venues.
9. At the completion of training sessions and games ensure that no property (especially Association allocated items) from your team has been left behind.

**REPRESENTATIVE GAMES**

**Uniforms:**

Ensure that all players wear the uniform set down by CSBA. BNSW enforces that all undergarments that are visible must be black in colour.

All coaches and managing staff are required to wear appropriate CSBA shirt (supplied by the association) and smart casual trousers/pants/jeans and in extremely hot weather shorts or ¾ pants are allowed with sensible footwear.

Injured players are required to sit on the bench and support their team mates. It is recommended that they wear some form of the CSBA uniform so that they can be identified as part of the team.

**Player’s uniforms:**

Each team receives 10 playing singlets and 10 playing shirts and one spare uniform, (which remain the property of CSBA).

Each player holds onto their shorts for the duration of the season. In regard to playing singlets this is the manager’s decision, they can be distributed to the players for the season like the shorts making it their responsibility to bring to the games or the manager can collect and distribute them on game day, making it your responsibility to bring to the games throughout the season. **The whole team needs to do one or the other.**

If possible CSBA will distribute an extra pair of shorts and singlets in case of a blood emergency. This usually applies to teams travelling to club championships, state championships, and Melbourne tour.

**Washing Instructions:**

Managers are to inform parents that uniforms are not to be ironed or put in the clothes dryer. They should be washed on a gentle cycle and put on a clothes rack away from direct sunlight.

**Pre-Game:**

1. Ensure that the score sheet is completed correctly prior to each game (sample enclosed). If a child is not playing due to illness or non attendance they **MUST NOT** be written on the score sheet.
2. Under 12’s players must play in both halves. Please ensure that managers of this age group are aware of this and inform the coach if a player has not set foot on the court in the half. \*\*This is a BNSW directive, if all players do not take the court in the under 12’s division an the team immediately forfeits and the association is cautioned (\*\*have this checked\*\*)
3. Make sure that all players have the correct uniform, or distribute singlets prior to the team warm-up if that is your choice. Girls are NOT to roll up their shorts, it looks unprofessional and is NOT part of the uniform guidelines set out by CSBA.
4. Ensure that all players have removed jewellery, taped over piercings and have sensible fingernails; it might be handy to have a set of nail clippers in your first aid kit.
5. Ensure all drink bottles are full and labelled with each player’s name. Don’t forget a drink bottle for the coach. Make sure the water carrier is full. This needs to be done prior to arriving at the venue as some stadiums have limited facilities.
6. Ensure that only team members (including coaches and managers) occupy the team bench area during games.
7. During the warm-up players **must wear CSBA approved** apparel eg. Warm up top. If a player doesn’t have any of this gear then they can only warm up in their playing uniform.
8. If the court appears unsafe or there are any administration problems please contact the court supervisors immediately.
9. Please note that coaching staff, players and managers do not pay to enter the stadium, each stadium has different costing which is made at their discretion.

**Bench Roster:**

This is extremely important.

Prepare and distribute a bench roster.

It is a responsibility that each player can provide a representative who can take their turn doing bench duty. **Two** people from each of the competing teams are required to bench each week, this has to be provided for home/away games. Inform parents or helpers of bench courses that are able to assist them.

\*\*The team manager is not required to do bench\*\*

**Bench Duties:**

Under 12’s, Under 14’s Division 2 & 3 – Score sheet, scoreboard, chair person.

Under 14’s Division 1, Under 16’s Division 1 & 2, Under 18’s division 1 & 2 – score sheet, scoreboard, 24 second shot clock, chair person.

When completing the score sheet prior to the game for athletes that wear contact lenses place a (CL) after their name; also you maybe asked to provide a court captain if required place (CC) next to their name (see provided sample for an example).

Prior to the game get the score sheet from the referees so that the coach can mark the starting 5.

**Game:**

1. **Managers are to be reminded that during games or practices coaching from the bench or sideline is not part of the CSBA policy.**

No matter how little or great your knowledge is, it is unprofessional as a manager. The coach is the sole source of technical feedback. You need to be aware that what you say and do can render a bench technical foul. 3 bench technical fouls and the head coach is ejected from the venue until the game is over. 2 personal technical fouls and the coach is also ejected.

1. Ensure that the bench is safe without obstructions i.e. bags/balls/clothes/drink bottles. All team players bags/possessions need to be neatly kept together behind bench or in an appropriately safe place. Especially during the older age group please ensure that all mobile phones are switched off or on silent throughout the game.
2. The water carrier is to be placed at the end furthest from the score table where possible. If using team towels these need to be neatly stacked together. Ensure that each player has sufficient water throughout the game and time outs. Be pro-active in anticipating problems with players/coaching staff/parents during the game.
3. Drink bottles MUST remain in drink carrier unless being used by players. If using ice for an injury make sure that no excess stays on the floor and if need be it MUST be wiped up using a spare towel.
4. If you noticed a slippery sweat stain area on the court the manager is able to go onto the court, with referee’s permission and clean it up. The manager can also delegate someone else to do the job.
5. If a player is bleeding and blood is on his/her uniform and it cannot be washed out. Then the player must change into a spare uniform, a player cannot take the court with blood on their uniform. If the singlet number has been changed you must inform the bench immediately of the change so that they can mark it down on the score sheet.
6. If blood is on the court, it is NOT the manager’s responsibility to clean it up. The court supervisor should be called and a specialist blood kit is used to clean up the mess. DO NOT WIPE BLOOD FROM THE COURT WITH A TOWEL.
7. If a player is injured and requires further medical assistance complete an accident/injury form and record the details on the back of the game score sheet at the conclusion of the game. If an injury occurs at training complete an accident/injury (see next section) form and contact CSBA.
8. If a player is injured on the court (during a game) and requires your assistance wait for the referee’s permission to step foot on the court. Once you step foot on the court and assist that player they have to be substituted out immediately. They are permitted to return to the game if they are able.
9. If a player becomes unwell during the game and you are concerned please get their parent/guardian immediately to assist with their needs. \*\* As team manager it is not your responsibility to administer medication without previous medical information or parental approval.\*\*

**Post game:**

1. Tidy up the bench and move away as quickly as possible as the next game needs the space. Make sure each player collects all their belongings and they move to a centralised area for stretch down and team talk (liaise with the coach about parents coming down to the meeting after the game). Check the bench to make sure that there is nothing left behind.
2. Collect singlets (if applicable), collect score sheet from the office. If any problems please contact the court supervisor.
3. Let players know about training next week.

**TOURNAMENTS**

Prior to the season it is a great idea to have a face to face meeting with all parents outlining any potential travel arrangements for the upcoming season. Teams usually attend a few tournaments throughout the Season, the first one is usually in February on the Central Coast. The second on e is the Haroubur Hoops Classic held over the Easter Long Weekend and the third one is the Melbourne Classic held on the long weekend in June. The coach will decide which ones your team will attend.

 **Gosford Tournament**

Games are generally played over a Saturday/Sunday and the decision to stay at Gosford/Terrigal is Team based.

**Harbour Hoops**

Is held in Sydney and is based at Sydney University Sports & Aquatic Centre.

**Melbourne Tournament**

Games are played over 3 days (the long weekend in June and teams are generally required to be in Melbourne by the Friday evening.

**State Championships/State Cup**

This alternates each year between Country and Metropolitan venues is usually held late August early September.

Travelling away with a junior team it is important that you discuss with the coaching staff about the form of travel to destination (i.e. plane, car etc) and what accommodation is required. It is recommended that all players travel together and stay together where possible. This is a more economical option and it benefits the team dynamics.

* In some instances (especially in older age groups) a player may travel without a parent, in that case they are your responsibility.
* Prior to travelling away it is important to present a budget to the parents and collect and be responsible for the money needed. A permission form outlining the trip details should be given to all parents to sign and all medical details, Medicare numbers etc should be given to the manager. This needs to be with you at all games and trainings whilst away.
* There are various styles of accommodation around the place but when staying with a team the following is advisable.

Option 1: Team and parents stay together encouraged for U12s and U14s

Option 2: Team stay together and parents stay in separate accommodation, under coaches’ directive.

**Head Coaches travel and accommodation** will be paid for by the team. If the Coach is a parent then the team will pay for 50% of the accommodation costs.

**Travel:**

*Road/Car:*

* 1. Ensure that all players have transport to venue, it is the manager’s responsibility to ensure that all players get to the game on time.
	2. If a player requires a lift the manager must help organise this.
	3. Ensure all drivers have the correct directions to locations and correct times.
	4. Any changes contact parents immediately.

 *Road/Bus:*

* 1. If choosing bus travel, drivers must be over the age of 25 and have appropriate license (for over a 12 seater only).
	2. If seatbelts are provided in the bus they MUST be worn.
	3. DO NOT OVERLOAD a bus, only transport that amount of people the bus is required to transport. A trailer maybe a good idea to carry the extra baggage.
	4. If booking a bus ensure that you book early and shop around for the best deal.

Air travel

* 1. All players/managers/officials should be on the same flights where possible. A way to organise this is to investigate the price of the fares and inform all parents, receive the money from them and book the flights online, so this way you are not out of pocket and continually chasing up money owed to you.
	2. Discuss with the coach suitable flight departures and book accordingly.
	3. ID is extremely important – photo ID must be presented when checking in with the airline. Confirm with airline what form of id is acceptable.
	4. Remind players/officials/parents of arrival times at airports.
	5. Tell all players to carry playing uniform, basketball shoes/socks and basic game needs in their carry on luggage. Just in case the airline misplaces suitcases.
	6. It is a good idea to write up a list of what to pack especially for those players that have never traveled before. (refer attachment)
	7. When travelling to any tournament remember to take first aid kit, drink bottles and basketballs (these have to be deflated before they go under the plane so they do not pop with the change in air pressure).
	8. Make sure all players/officials are wearing Comets approved apparel (i.e. warm up shirt and tracksuit pants) whilst travelling by plane. It makes the athletes easy to find and looks professional.

On a general note, remember when travelling to be extra cautious of child protection laws. An adult cannot be in a room alone with athletes, another adult must be present and the door open if possible. Refer to page 29 of CSBA player’s manual for further child protection laws.

When organising accommodation make sure they consist of the one gender, for example all females together, all males together. This only applies when parents stay separate from the team. It is perfectly fine for a family to stay together in one room provided that all people in that room are from the same family, if another child is staying with that family then written permission must be granted from that athletes parent/guardian. Please note the same gender rule does not apply to coaching staff and officials.

**Tournament:**

1. Make sure that you have been in contact with the stadium and you are aware of game times and training times (if applicable) and venues, some tournaments are competed at different venues. For instance U16s may play at a different venue than the U12s do not assume that all teams play at the same venue. If in doubt ring the stadium holding the tournament.
2. When travelling make sure you are aware of nearest hospital and medical centres. Have all the contact details/Medicare number and health insurance details of the athlete on your person regardless of whether the parents travel to the tournament or not.
3. Ensure that all players gear is clearly labelled, carry a black marker pen with you just in case.
4. Make sure that athletes have packed all their playing gear, especially shoes. They can always borrow others clothes but basketball uniform etc is the most important item that needs to be packed.
5. Be aware of any food allergies/intolerances of players/coaches. A player with allergies is not to ‘fend’ for themselves just because they have alternative dietary needs.

**Travel Expenditure (tournaments)**

1. All expenses for a team must include officials as well as players. The association usually pays entry fees for tournament but please check with the CSBA office if you are unsure.

For under 14s travelling to national club championships, the association will usually give a small amount of money to assist with costs, contact CSBA if this is you.

When providing parents a costing outline it is important to include: travel expenses (air fare, petrol, car/bus hire etc) accommodation, laundry, entertainment (movies etc), medical expense (if medication is required and parent is not available). Evaluate the costing evenly and coaches and managers are required to pay not just the players.

1. Self contained accommodation is usually more economical as cooking meals is cheaper than eating out all the time. Keep detailed records of all receipts/expenditure (please see example) receipt all monies you receive from parents. It is always good to over budget as you can always return money at the end of the tournament. Make sure that all monies are returned to the parent and not the player.
2. All records of income/money should be made readily available if a parent or CSBA board member wishes to review them.
3. It is a good idea to keep a record of how the tournament went; what was good and or could have been improved for the following year or next tournament. You might be able to pass this information on to the next team manager. It is important to share ideas as it helps everyone to do things better.
4. A guide for approximate costs for items for Melbourne & Gosford tournaments is attached at the end of this manual.

**FUNDRAISING**

This is a TEAM initiative. CSBA has a fundraising committee that works tirelessly to raise funds for ALL junior representative teams. The committee helps cover costs of uniforms, referees, facility upgrades and much more.

Fundraising is a good way to build team spirit. If your team is travelling and the team agrees to fundraise please contact Paul Mellett or the representative committee with your fundraising ideas and dates of events. This is important so that there are no clashes of fundraising events with other Comets fundraisers. Once again when fundraising receipt all money and contact CSBA office about banking procedures.

If your team is lucky enough to secure financial sponsorship, even better but this must be approved by the CSBA board and once again refer to Paul Mellett and the representative committee.

Remember when fundraising for your team the rest of the Comets family are there and willing to support you and your team.

**WHO TO CONTACT FOR ASSISTANCE**

In summary, managing is ultimately about the welfare of your players and officials. Your job is to make sure that there is harmony amongst players, coaches and parents. Success in this area will result in a memorable season, a happy team always has a great year.

You will meet some fantastic people at CSBA and other associations throughout the year who are all passionate about promoting the culture of basketball. After all this is the greatest sport in the world.

If there are any issues, then please submit them via email to the Association and we look forward to working you all throughout the season.

**METROPOLITAN VENUES**

The following is a list of all Sydney venues that some teams may play at throughout the year. It is important that all players/parents/officials know prior to game day the location of the game.

**HOME GAMES**

City of Sydney Comets,

Alexandria Basketball Stadium

53 Maddox St,

Alexandria NSW 2015

PH: 9699 3822

Bankstown Bruins

Bankstown Basketball Stadium

Third Avenue

Condell Park NSW 2200

PH: 9707 1866

Camden Valley Wildfire

Westfields Sports High School

406A Hamilton Road

Fairfield West, NSW

Hills Hornets

Hills Basketball Stadium

Fred Caterson Reserve

Caterson Drive,

Castle Hill, NSW 2154

PH: 9894 8944

North Sydney Bears

North Sydney Indoor Sports Centre

Corner Oxley St & Clarke St

Crows Nest NSW 2065

PH: 9906 7877 or 9958 5799

Manly Sea Eagles

Northern Beaches Indoor Sports Stadium

Jacksons Rd

Warriewood NSW 2102

PH: 9913 3622

Penrith Panthers

Penrith Basketball Stadium

Herbert St

Cambridge Park, NSW 2747

PH: 4731 3252 or 4731 3222

Hawkesbury Jets

Hawkesbury Indoor Stadium

16 Stewart St

South Windsor NSW 2756

Sutherland Sharks

Sutherland Basketball Stadium

Rawson Ave,

Sutherland NSW 2232

PH: 9542 1999

Hornsby Spiders

“The Brickpit” Dartford Indoor Stadium

1a Dartford Rd

Thornleigh NSW 2120

PH: 9980 6255

Ryde Bulls Basketball Association

Ryde Aquatic Leisure Centre

Off Victoria Rd, Karen Moras Drive

Ryde NSW 2112

PH: **9686 9908**

**Blacktown Storm**

**Kevin Betts Sports Stadium (behind Shopsmart)**

**Ralph Place**

**Mount Druitt NSW 2770**

**PH: 9675 2362**

**Springwood Scorchers**

**Blaxland High School and Community Sports Centre**

**Blaxland High School**

**3 Coughlan Rd**

**Blaxland NSW 2774**

**PH: 4739 8999**

**Enter Blaxland High School Sports Centre from Coughlan Rd – use the last driveway and park in the staff car park.**

**Blue Mountain Magic**

**Blue Mountains Basketball Association**

**Katoomba Indoor Sports Centre**

**Farnells Rd**

**Katoomba NSW 2780**

**PH:** 0425 736936

Glebe Basketball Association

Glebe PCYC

2-4 Minogue Cres

**Forest Lodge, NSW 2037**

**Opposite Harold Park Raceway**

**St George Saints**

**St George Basketball Association**

Hurstville Aquatic & Leisure Centre

Cnr King Georges & Forest Roads Hurstville NSW 2220

**PH:** 9547 3290

**Macarthur Heat**

**Macarthur Basketball Association**

**Minto Indoor Sports Centre (managed by the YMCA)**

**9 Redfern Rd**

**Minto NSW 2566**

**PH: 9820 1377**

**Liverpool Spartans**

**Liverpool Basketball Association**

**Whitlam Leisure Centre**

**Memorial Avenue**

**Liverpool 2170**

**PH: 9601 7951**