

TEAM MANAGER/TEAM HELPER GUIDE

Please note that this document is not a substitute for a more comprehensive document produced by VJBL. It is an interim assistance document. It is not just for team managers as many teams work on a roster basis, so all parents should be aware of basics procedures and precautions.

PREPARATION

It is wise to have access to some documents which may be needed at short notice on any particular evening

1. A list of venue addresses (available on VJBL web site)
2. A list of venue contacts for emergencies (also available off VJBL web site).
3. The timing regulations for East (available on East web site).
4. A list of your own team and their contacts and a contact for your association to seek advice if necessary.

Then you will be set up for emergencies such as traffic delays and non arrivals.

ARRIVAL

Have players sign the back of the scoresheet as early as possible. It is frustrating to Coaches to have the distraction of signing when they are doing pre-game preparations

Do not leave the court where you believe you are scheduled without good reason. Scoresheets made out, or the venue plan, might not reflect recent changes. Investigate thoroughly before you leave the court. However, if there are three teams at a court and the venue authorities are clear you belong somewhere else, then set off rapidly to the new location (if possible a phone call to the correct venue letting them know of circumstances would be of help).

SCORESHEET

Make sure the following details are on the scoresheet:

- (a) Team Name and number - every parent should know it.
- (b) Grade (EB etc) and Age group.
- (c) First name and family (neatly printed) of each player, clearly written, with singlet number.
- (d) Coaches name in full. (fines occur if this is not)
- (e) On the back of the scoresheet a list of names of players with their consistent signature beside their printed name. (Signature should be legible)

CONDUCT OF GAME

Teams are entitled to five minutes warm up and the normal timing regulations even if games are running late. Referees cannot abbreviate these. Venue Managers may do so in extreme circumstances. Report to the East Administrator and venue authorities any departure from this.

Teams, including spectators, are required to conduct themselves in a sportsmanlike manner and according to BV's Codes of Conduct (available on BV web site and your Association). Spectators can be ejected and reported.

AFTER THE GAME

The scorer should wait until the referees have confirmed the scores. Take such records as are valuable to your team.

SUBSTITUTE OR NEW PLAYERS

These players should have date of birth and address on back beside signature. It is unwise for teams to use new players without their association's approval, as the players may be ineligible. New players must submit a registration card to the VJBL Registrar within 14 days of playing.

GENERAL

Check if a change of uniform is necessary to provide colour contrast (see VJBL web site)

Read Bulletins on a regular basis so you are informed of dates, seasons, special rulings, deadlines and other relevant matters. (available on East web site)

Keep informed.

Ask questions.

Help your team enjoy their experience of the competition.

Best wishes for a season of fun and achievement.