



Team Manager's Guide

Thank you for volunteering to be a Team Manager for the Ivanhoe Knights Basketball Club. We're excited to have you as part of the team!

You play a key role in ensuring teams are organised and have all the required information for their training and game day needs.

Please find below information and resources to support you in your role including key documents and game day information. For any questions or further information, please don't hesitate to contact us.

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Key Duties of a Team Manager

The key duty of a Team Manager is to provide a communication link between your team and the club. As such, the role requires you to have a reliable email address that you check regularly, and that you are accessible via phone on game days.

Key information throughout the season such as any changes to your team, game time or venue changes, important dates and events, or rule reminders will be sent directly to the Team Managers via email. It is essential that this is communicated efficiently with the team. Many teams choose to do this through a phone messaging group such as WhatsApp or Messenger.

With the recent introduction of '[My Hoops](#)' all families now have the ability to see all their child's basketballs games in one spot on their phone. App can be download in the iOS or Android app store, free of charge.

Overall, it's not an onerous role but one that is very important and much appreciated by the Ivanhoe Knights Committee. Thank you!

Team Information

Prior to the season commencing, you will be sent an email with your team information. This will include:

- Team name (eg. BOYS U14.06 – boys, under 14 age group, team number 6)
- Coach's name and contact details (for junior Coaches under 18 this will include parent contact details)
- Training details (day, time, venue)
- Players' names
- Singlet numbers (where provided when registering)
- Parent contact details

It is important that this information is disseminated efficiently to the team via the parent email addresses provided. Prior to the first training session, you should confirm all contact details and singlet numbers are correct and inform the club of any changes required via the provided feedback form.

Team Changes

In some cases, changes will need to be made to the players and/or training allocations for the team. Any changes will be communicated to the team manager via email and should be passed on to the team (including the Coach). In the case of any changes, contact details and singlet numbers should be re-confirmed.

- Training Changes – The club allocates training details based on availability in player and coach registrations, however sometimes further changes are required.
- Player Changes – On occasion, players will need to be moved into other teams prior to the season commencing. This is usually a result of being unable to train at the time provided to the team.

For any player or training change requests, please ask the Coach or affected parents to complete the Selection Feedback form provided in your team information email. Any feedback outside of this form (calls, emails) will not be considered.

Team Compats

In the busy world that we live in, we understand that players will often have multiple



commitments on a Saturday. Our club and the EDJBA aim to allow as many kids to play basketball as possible, so allow some requests around available game times. Teams can place season long time requests for specific reasons, including:

- Saturday morning school sport
- Coaches work or school sport commitments
- Other ongoing sport or educational commitments

The information from player registration forms will be used to create season-long compats. No action is required as Team Manager unless requirements have changed.

The EDJBA will try to fulfil requests, but at times games may fall outside of this range. In these cases, see information on fill-in players.

On occasion, we understand teams will need to request specific game times on a week-to-week basis. These can be emailed to ikbc@ivanhoeknights.org. Please provide the following when making a request:

- Earliest time you can play that week
- Latest time you can play that week
- Why you need the specific time frame
- How many players/coach are affected

Any requests must provide a valid reason and indicate the number of players affected.

Please note: The EDJBA provide strict time frames on compat requests which may be weeks in advance. Timing will be communicated via email to Team Managers, and requests outside of these time frames cannot be considered.

Game Fixtures

Game times are available on PlayHQ for all Ivanhoe Knights teams. During grading games (first 6 games of the season), games are usually released on the Wednesday prior to the game day on Saturday.

After this period, the EDJBA will endeavour to release games in advance. Please ensure to check game times proactively each week and confirm the details with your team.

Season dates are available on the [EDJBA website](#). Training commences the week prior to the first game of the season. There are no games or training on public holidays or school holidays.

Uniforms and Singlet Numbers

The team information shows the singlet number of each player. Please confirm with parents they are correct and let the Club know where there are inconsistencies. This



is important as the computer-based scoring uses the players name and singlet number from the Club's database.

Where singlet numbers clash, players/parents should not organise singlet swaps amongst themselves. Please have parents liaise with the Club to arrange a temporary swap singlet for the season.

When an Ivanhoe Knights team plays another Ivanhoe Knights team, the HOME team listed on the fixture (first named team) is required to wear the yellow reversible singlets.

Please note, uniform penalties apply for players not wearing correct uniform. The penalty is 2 points per player out of uniform, up to a maximum penalty of 10 points.

Game Day Information

Everything you and team need for a fun, successful game day is provided below. Please refer parents to the below documents.

It is the onus of coaches and parents to familiarise themselves with the rules for the age group. The [EDJBA Game Day Overview](#) is a convenient guide that you can refer them to, as well as [the Summary of rules for different age groups](#).

You may find it helpful to communicate the [EDJBA Venue List](#) with your team, which provides details on all venues you may play at across the season.

Scoring

Scoring is an important part of the game-day process, and creation of a parent roster is a team manager process. Parents should take turns each week to do the scoring at the game.

In your team information email a Scoring Roster template will be provided with the game dates provided. Please ensure this is completed and disseminated to parents prior to the first game and any swaps or changes are accommodated.

Please refer to the guides below and our [website](#) for detailed instructions on scoring. You may like to share these with new parent scorers.

- [Play HQ Scoring Guide – Game Day Scorers](#)
- [Play HQ Scoring Guide – Team Manager](#)
- [Working the clock](#)
- [Alternating Possession](#)

Referees and Venue Managers are available to help with any questions around scoring on game day. Please note, scores or player point allocation cannot be changed after the game has been completed.

Fill-in Players

Players may be unavailable for games due to illness, injury or other activities. A game can start if you have at least four players. Please familiarise yourself with the fill in rules as per the EDJBA.



11) ELIGIBILITY OF "FILL IN" PLAYERS FOR GAMES

- a) Teams are expected to arrange for "fill in" players within the limits of eligibility rules set out in By-Law 2, when too few of their regular players are available.
- b) Where a player plays for a team other than the player's team under 9 b), they will be considered a "fill in" player
- c) A player can be a "fill in" player in a younger age group than the player's team if the player is within the age requirements under By-Law 2 for the younger age group
- d) A player can "fill in" for a team which is not the player's team, subject to the following rules:
 - i) **A player may fill in for an older age group**, provided they "fill in" for a team in a higher section, the same section or **one** section lower than the "player's team"
 - ii) **A player may fill in for the same age** provided they "fill in" for a team in a higher section than the "player's team"
 - iii) **A player may fill in for a younger age group**, provided they are within the age requirements under By-Law 2 for the younger group and they "fill in" for a team in a higher section than the "player's team"

	ALLOWED	NOT ALLOWED
Player from a Section A team can "fill in" for:		
- Older age group	Section A or B	Section C, D or E
- Same or Younger age group	NIL	Section A, B,C,D or E
Player from a Section B team can "fill in" for:		
- Older age group	Section A, B or C	Section D or E
- Same or Younger age group	Section A	Section B,C,D or E
Player from a Section C team can "fill in" for:		
- Older age group	Section A, B, C or D	Section E
- Same or Younger age group	Section A or B	Section C,D or E

Notes on Fill-In Players

- Sections are determined by the first letter of the grade you play in. So, a team in BA and a team in BE are both classified as B section.
- Players previously registered with another club in the EDJBA **cannot** fill in for Ivanhoe Knights, even if not currently playing ie. Played for Eltham last season.
- IKBC allows a fill in who doesn't currently play in the EDJBA, to play two games with a team who needs an extra player. Before this occurs, we recommend looking within the club to find replacements per the EDJBA fill in rules provided above.
 - Fill in players who do not have a Basketball Victoria (BV) licence are allowed to fill in a maximum of 2 times per calendar year across the state. For these two times, the players are covered for insurance. If they continue to fill in and don't have a BV licence, they are not covered by insurance.
- The rules for fill-ins are more restrictive during finals so check with the club if required.



On Game Day

- Fill-In players details must be added to the iPad on game day with the correct first and surname, date of birth, and singlet number.
- A player should NEVER play under another player's name. In this instance, the player is not covered by insurance and the player, coach and potentially the scorer and referee/s can be reported.
- Ensure the player has a Knights uniform and that the number does not clash with any existing team members. Incorrect uniform or numbers for fill-in players will incur penalty, see Uniforms for more information.
- **A \$50 infringement may be issued by the EDJBA where player details are not completed correctly.**

Extra information on fill in eligibility can be found in the [EDJBA By-Laws](#).

For support in connecting with appropriate teams for fill-ins please contact us at ikbc@ivanhoeknights.org.

Forfeits and Walkovers

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

- Recruit ineligible players to play the game, and the game will be a forfeit (preferred option)
- Give a walkover (a walkover fine is payable by the team)

Forfeits

Forfeit games occur when a team plays an ineligible player. An ineligible player could be:

- someone from the same age group and section eg U14C grade playing in another U14 C grade game
- someone from a higher age group eg U16 player playing in an U14 game
- someone previously registered with another EDJBA club

A team without four eligible players can play a FORFEIT game by playing 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. These games count for premiership points. Forfeit game scores stand unless the forfeiting team wins.

Walkovers

If a team does not have four eligible or ineligible players within ten minutes of the scheduled starting time, then the team has given a walkover. The opposing team is awarded a 20-0 score. A walkover incurs a fine for the first instance and increases for successive walkovers. This is payable by the team, not the club.

Wherever possible, we encourage teams to proactively consider fill-in players rather than giving walkovers.



Finals

Finals occur over three Saturdays after the last regular round of the season.

The teams who participate in finals are:

- All teams in Under 14 and below
- All 'A' grade teams
- All pools with 12 teams play top 4 and middle 4 finals
- All remaining pools only play top 4 finals

For more information see the [EDJBA website](#).

End of Season Celebrations

We encourage all teams to organise an end of season celebration at the amazing Terminus Hotel in Fitzroy North. The Terminus are a Knights major sponsor and is a great venue to have a lovely meal together. Teams can thank their coach by organising a small gift.

The Club will be organising more in season celebrations and social activities so please keep an eye on your email and our socials for more information

Medals

Around the end of the season the Coach will nominate two award winners for each team, a Most Valuable Player and a Coach's Award. These medals will be available for collection, this will be communicated via email to team managers and coaches.



Ivanhoe Knights Key Contact Details

Please refer to our [website](#) and the information above before seeking assistance. If you need further support, please see details below.

General Enquiries (Mon-Fri, business hours. Note, not monitored on weekends)	Administrator ikbc@ivanhoeknights.org
Game Day Enquiries	Venue Managers 0490 815 475
Coaching Enquiries	Dylan Theis Player & Coach Development Director coaching.director@ivanhoeknights.org

Other Resources

- [EDJBA Website](#)
- [EDJBA By-Laws](#)
- [Basketball Victoria Website](#)
- [PlayHQ Website](#)



Appendix 1. Email Template for Team Information

Dear parents,

My name is [name], and I am your team manager for the Summer 24/25 season at the Ivanhoe Knights. Our team information is below.

[insert image of team information from team manager email]

Please confirm that the listed contact details and singlet number for your child are correct.

The season will begin on Saturday October 12th 2024 and consists of 6 grading games, 10 regular season games and 3 finals. See [EDJBA Season dates](#). Training will begin from the week commencing Monday October 7th. No games will be played Saturday November 2nd for Melbourne Cup Weekend or Saturday 8th March for Labour Day, No Training Tuesday 5th November for Melbourne Cup or Monday 10th March for Labour Day.

Game times are available on [PlayHQ](#) and the MyHoops App for all Ivanhoe Knights teams. Games are usually released by the Wednesday prior to the game day on Saturday. See the [EDJBA Venue List](#) for information on game venues.

Any feedback regarding teams, including player selection and training allocation, must be submitted via the [Summer 24/25 Feedback Form](#) **Any feedback outside of this form (calls, emails) will not be considered.**

Before the season starts, I will send through a roster for game day scoring. If you haven't scored before, please refer to the club [website](#) and the [EDJBA guide](#). You may also like to review [the rules for the age group](#).

If you have any general questions about the team or the upcoming season, please get in touch.

Kind regards,

Your Team Manager