



Thank you on behalf of the club and your team, for taking on the role of Team Manager this season. It is very much appreciated.

The main responsibilities of a Team Manager are to keep team members informed of game times, training and club events, ensuring alternative tops are arranged, injury management and that there are enough players to play each week. Occasionally, fill in players will be required. Please contact the Boys/Girls Co-ordinator as soon as possible should you need additional players.

If some duties are not fulfilled this can lead to the loss of individual players' game credits, points for games won and in some cases, can affect finals eligibility. Please contact a committee member if you have any questions.

You will be forwarded a team contact list shortly. Upon receipt of this list please contact the team via Text message; introducing yourself and thereby giving every team member your number so they contact you if needed. (Please include your coach in all communications).

Once you know the time of the game, contact the players and coach, and nominate a scorer for the game. Do this on a weekly basis preferably via the Stack Team app.

At each game it is your responsibility to enter the players' names and numbers into the computer accurately in preparation for the nominated scorer.

You may need to help teach some parents how to score at the games. If you are new at scoring yourself and require help, contact any committee member or President on 0480 179 557. Please ensure parents are aware that they will each need to take turns to score the games.

In the event of one of your players being injured, **NO-ONE** (not even the coach) is allowed on the court until the referee signals their permission. The coach may then assist the player from the court to receive attention as required; the parents do not enter the court at any time.

If an injury is serious please lodge via QR code which can be obtained from the door keeper if further medical attention is needed please ask the player to get a medical certificate, so he/she can be credited with games missed and lodge with club secretary.

In the event that someone has been seriously injured and needs to make a claim contact Knox Basketball office for further instructions.

Thank you and Go Phoenix!

1. Alternative Tops

Mountain Tiger's have colour priority requiring us to wear alternative tops. You should highlight potential clashes on your fixture.

When your team requires the alternative tops Amanda Spencer 0435 554 238 will contact you.

You **MUST** collect the tops on Thursday night (after 6.30pm). Please wash these tops (inside out), and then have them returned to Amanda ASAP no later than the Tuesday after the game so that they can be made available to other teams the following week.

Failure to comply with this rule will result in a walkover and a fine. When using alternative tops you will need to change the player numbers in the computer using the "change numbers" button. ***You will need to remember to check the numbers the following week in the computer system.***

DO NOT WASH THE TOPS IN EUCALYPTUS BASED PRODUCTS.

2. Scoring

You will need to organise a scoring roster. This is usually done in order of the player's uniform number.

All parents are expected to take their turn to score.

If you have parent's that do not know how to score sit with them on the score bench to teach them or contact the committee to arrange for a committee member to come to one of your games to teach them.

As the team manager you will need to "add players" onto the computer.

YOU MUST DO THIS EACH WEEK BEFORE THE NOMINATED SCORER TAKES OVER.

Active players may be added to the scoresheet at ANY time DURING the game, right up until the final siren.

Fill In players, that need to be entered manually, can only be added to the computer before half time.

It is the responsibility of the opposition team to add their players.

If in doubt ask the game referee.

Only players who are at the game in full uniform, and are able to take the court can be eligible to be added to the computer. This ensures the player receives credit for playing the game and eligibility towards playing finals.

This process ensures we maintain the integrity of the competition and that we do not give unfair advantage to players who did not play. It also protects the player who is filling in for a team from being credited games that they did not play which is important as players filling in can only do so for a maximum of 2 games (Once a player plays a third game out of their regular grade, they can no longer play in their regular team)

It is **ONLY** the team manager before the game who can add players to the playing section then there can be no argument about possible mistakes.

NB: Any scorer that adds a player to the game who is ineligible to play is committing an offence and can be charged and sent to tribunal for bringing the game into disrepute.

If a player's name does not appear, you need to add them by pressing the "ADD PLAYER" button and follow the prompts.

Please refer to the PlayHQ website for further information on how to score:

<https://support.playhq.com/hc/en-au/articles/900003258386-Electronic-scoring-guide>

Ensure that the scorer confirms scores and fouls each time they occur with the other scorer on the bench. If there is a discrepancy **STOP THE GAME**. Do NOT wait for a better time! Ask the referee to come to the bench to clear up the matter. If the view of the game is obstructed by a coach, player or spectator advise the ref.

At the end of the game if there is a difference between the scoreboard and the computer and the referees are unable to resolve the matter then the score on the computer takes precedence over the scoreboard.

3. Fill in Players

If a fill in player is required, you **MUST** contact the appropriate coordinator (Boys James on 0437799042 or Girls Jacob on 0423021456) as this needs to be approved **BEFORE** the game. There are very strict rules regarding fill in players. It is imperative that **ONE** person **ONLY** organises and approves this.

Please also inform the coach.

This rule must be abided by to avoid players being deemed ineligible to play for their regular team because they have filled in for the wrong grade or played too many games in a higher grade. Please avoid disappointment by following the correct procedure.

If you have a player from another team filling in for your team you need to enter their name on the computer by pressing the 'add new player' button and then follow the prompts.

DO NOT PLAY PLAYERS UNDER AN ASSUMED NAME

4. Injuries

In the event of one of your players being injured, **NO-ONE** (not even the coach) is allowed on the court until the referee signals their permission. The coach may then assist that player from the court to receive attention as required. Please ensure that you and the parents do not enter the court at any time.

Injuries cannot be lodged on the system anymore. Please obtain QR code from door keeper or KBI website and lodge.

Please contact the president to inform them of injured players.

5. Medical Certificates

Should a player be unable to play through illness or injury it is best to get a medical certificate for the games they miss. (This allows the missed games to count for qualifying for finals)

Please have medical certificate scanned and Email to ksc.secretary@outlook.com WITHIN 7 days of diagnosis, stating the type of injury/illness and specifying that this has prevented the player from playing basketball for a specified period of time.

6. First Aid Kits

Each team will be given a first aid kit which contains an ice pack, band aids etc. If you do not have one please contact either Tarsh Robinson on 0414 443 829 or Michelle R on 0407 547 202.

PLEASE TAKE THE FIRST AID KITS TO TRAINING SO AN ICEPACK IS AVAILABLE IN CASE OF INJURY

Please note the blood rule: If a player gets blood on their uniform they must change. Any t-shirt is fine in this circumstance. It is advisable that the team manager carries a spare t-shirt for this scenario.

7. Qualifying for Finals

A player must play at least ½ of the fixtured games plus one extra game to qualify to play finals.

i.e.: if the season has 17 rounds, play 15 games and 2 byes the player needs to play 8 + 1 games to qualify for finals.

The ONLY exception to the rule is if a Medical Certificate has been provided for games missed.

If your team has injury concerns for finals please contact Rod for advice on 0480 179 557. There are circumstances where fill in players may be used in finals.

8. Walkovers and Fines

All Players MUST notify their coach/team manager if they are to miss a game or training ASAP.

Having said this, a situation may arise when you have insufficient numbers to start the game (minimum 4)

To avoid a walkover fine you have the option of asking one or two of the opposition players or any players you can find around the venue to play on your side. Be aware they need to be correct age group or younger.

The game will still be a forfeit, but your team will avoid a fine. In the event that your team wins the match, the score will revert to a 0-10 loss. If you lose, the final score will stand.

Uniform issues don't matter. The fill in players can play out of uniform.

In the spirit of the game we strongly support this option when either team is in the position of facing a walkover (these games are not to be termed "scratch matches". If the referee disputes this with you, call for a supervisor. If you have any problems, ensure you get the names of the referees and contact Rod Kroenert on 0480 179 557 ASAP. We will contact the stadium representative straight away to explain that you were refused the right to play the match with fill ins and therefore are not liable for a walkover fine. Please be aware all walkovers and forfeits are carried over for the whole season which will affect ladder position.

9. Accessories

- To clarify what is considered acceptable hair accessories, players **are permitted** to take the court wearing "bobby pins" and/or "one touch" or "snap" clips to hold their hair back. These items pose no threat of injury to any player on the court.
- Players will not be permitted to wear barrettes, bandanas, headbands made of metal, or clips larger than a bobby pin or snap clip – especially those that are present for decorative purposes only. These items do pose a threat of injury, due to their increased size.
- If items in a player's hair are made from a non-abrasive, pliable material, they may be permitted to be worn, as (by rule) they pose no threat of injury.
- All other accessories, eg; strapping are to be **BLACK** in colour.

This includes headscarves or other fabric articles worn for religious purposes held in place by bobby pins or snap clips.

Referees and competition administrators cannot prevent a player taking the court if the religious clothing that he/she is wearing poses no threat of danger to another player. Common sense must be used in these situations. Any person preventing a player from taking the court due to the clothing that they are wearing for religious purposes may leave themselves open to legal action.

10. Teams season fixture

Fixtures can be found on the PlayHQ website

[KSC Phoenix Basketball Club | PlayHQ](#)

Always check the website EVERY week on Friday in case of late changes

NB: The fixtures do change due to unforeseen circumstances.

11. Communication

Our main form of communication is Stack Team App.

Please encourage parents to download and sign up to the app if they have not done so already.

At the beginning of the season, the Team Manager will be given restricted admin access to Stack app enabling them to create chats within their allocated team.

Game information should be sent out to teams/parents each week via chats/messages in the Stack Team App chats.

Parents should have their notifications on the Team app to ensure these are received for game times and changes.

The club will also send out emails with important club information and updates from time to time.

Please advise all of your parents to Like' our Facebook page for club news and follow us on Instagram @KSCPhoenixBasketball.

More information can be found at our club website KSC Phoenix Website
www.kscphoenixbasketball.com.au.

Further information can be found at the Knox Basketball Website; including Codes of Conduct, rules and policies www.knoxbasketball.com.au
[page \(knoxbasketball.com.au\)](http://www.knoxbasketball.com.au)

12. KNOX Extreme Heat Policy

A THERMOMETER WILL BE PLACED ON THE SCORE BENCHES DURING SUMMER. WHEN THE TEMPERATURE REACHES 32 DEGREES REFEREES WILL CALL A MANDATORY TIMEOUT AT THE 12 AND 6 MINUTE MARKS IF COACHES DON'T. AT 36 DEGREES THE GAMES STARTED WILL BE COMPLETED AND THE REMAINING GAMES AT THAT COURT WILL BE ABANDONED.

KSC PHOENIX HEAT POLICY

Purpose of this policy

To ensure members of KSC Phoenix Basketball Club are protected against any health implications from playing or training in conditions of extreme heat.

Goals of this policy

To ensure persons impacted by this policy are well informed of the health risks associated with playing in conditions of extreme heat, the preventative action needed and that they are well equipped to act in the best interests of the members to prevent any illness or injury and clear guidelines are available.

Ongoing Monitoring of this policy

KSC Phoenix Committee will review this policy annually to ensure it is always up to date with Sports Medicine Australia guidelines and in line with current climatic conditions.

Policy Guidelines

In accordance with Sports Medicine Australia guidelines, KSC Phoenix Basketball Club has created this policy to ensure all members are protected to the best of our ability from incurring any illness or injury associated with playing or training in extreme heat conditions.

As we live in a country that experiences extreme heat from time to time we need to be mindful of the implications these conditions may have on young children and adolescents playing sport.

High intensity exercise in a hot environment, with the associated elevation of body temperature, can lead to heat illness. Heat illness in sport presents as **heat exhaustion** or the more severe **heat stroke**.

The physiological and structural difference between children and adults places children at a greater risk of suffering from heat illness. These differences impact on a child's ability to respond to environmental heat and acclimatise to heat.

These differences include;

- A larger surface area/body mass ratio which affects their ability to dissipate heat when environmental temperature is greater than skin temperature. This can be an advantage when heat loss is necessary, but is a disadvantage when radiant or convective heat gain occurs;
- Immature sweating mechanisms which require a greater increase in body temperature before the onset of sweating and
- Fewer and smaller sweat glands which limit the production of sweat.

KSC Phoenix Basketball Club endeavour to prevent these illnesses as well as dehydration in their members, therefore the following guidelines must be followed:

- When the forecasted temperature is to be 36 degrees or above at 8.00am on the morning of a scheduled training session the president will contact the coach and inform him/her that the scheduled training session will be cancelled. The coach will contact players and inform them of the cancellation. He/she must then confirm with the co-ordinator that this has been done. If the forecasted temperature is not reached training is to remain cancelled unless a significant cool change during the day impacts on this decision, which will ultimately be made by the president.
- When the temperature reaches 31-35 degrees on the day of a scheduled training session coaches must ensure they run a light training session and have regular fluid breaks. (ie. limit running drills and do not run scratch matches at the end of training. Regular fluid breaks constitute stopping training every 10 minutes for players to have a drink.).

- When the temperature exceeds 31 degrees on two or more days preceding a scheduled training session, regardless of the temperature on the day of training, the coach must ensure they run a light training session and have regular fluid breaks. (Regular fluid breaks constitute stopping training every 10 minutes for players to have a drink.).
- When playing or training in hot or humid conditions, coaches and parents must instruct players to implement the following guidelines to avoid dehydration;
 - Drink approximately 500mls (2 glasses) of water in the 2 hours prior to exercise
 - During exercise, drink another 500-700ml of cool water.
 - After exercise replenish fluid deficit to ensure full re-hydration, but not over-hydrated. Drinking too much fluid can lead to a dangerous condition known as hyponatraemia (low blood sodium). Aim to drink enough to replace lost fluids, but not more than that.
 - Refer to SMA's free DRINK UP brochure available as a web download at <http://www.smartplay.com.au>.
- When playing in hot and humid conditions player rotation must be considered. Players should spend at least 25% of game time being rested. The need to ensure you have adequate substitutions is paramount. If in doubt you must ring the co-ordinator for additional players. Remember, even five minutes rest can cause a significant reduction in core temperatures.

When playing in hot and humid conditions the coach must ensure that nothing more than a half court defence is played in the second half and consider dropping back to a zone defence for some or most of second half.

- When playing in hot and humid conditions both allocated time outs must be used each half to give all players opportunities to rehydrate.
- When playing in hot or humid conditions team managers must ensure they have extra water for wetting faces, clothes and hair. A fan to enhance air movement would be beneficial.
- If a player shows any signs of Heat exhaustion, Heat stroke or dehydration the coach must substitute them immediately and advise them to seek medical assistance. Children will not necessarily recognise the symptoms and may try to continue playing and not say anything. They are to take no further part in training or games.

These guidelines are even more important when playing in the hottest part of the day, usually between 11am – 3pm.

The physical/physiological characteristics of the player will influence the capacity to tolerate exercise in the heat, including body size and endurance fitness, therefore some players may need more than 25% playing time resting. Coaches must be mindful of this.

Young children are especially at risk in the heat. Prior to puberty, the sweating mechanism, essential for effective cooling, is poorly developed. The ratio between weight and surface area in the child is also such that the body absorbs heat rapidly in hot conditions.

In practical terms, child athletes must be protected from over-exertion in hot climates, especially with intense or endurance exercise.

(Temperatures stated are based on SMA's ambient and WBGT temperature guidelines).

At ambient temperature greater than or equal to 30 degrees Celsius, children have greater difficulty getting rid of heat than adults.

Please Note: Coaches must also be mindful that they have a legal obligation to ensure club policy is enforced and not compromised in any way or they risk not having the clubs support should any matter be taken further.