
GBA Recreational League

Team Manager's Handbook



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1. INTRODUCTION BY THE PRESIDENT OF THE GBA

1.1 INTRODUCTION

A team manager is an important part for every basketball team and is extremely necessary as they deal with the administrative details, coordinate team practices and games and provide communication/information with all parents and players. Having a dedicated volunteer as a team manager is important as they help the coaches, players and parents to ensure the team run smoothly.

We hope the Team Manager's Reference Guide helps you in your duties. To obtain an electronic version of the guide, visit www.gbahornets.com . Thank you for volunteering and I wish you the best of luck in your upcoming season.

Sincerely,

David Byck
President
Goulbourn Basketball Association

2. THE TEAM MANAGER'S RESPONSIBILITIES

2.1 INTRODUCTION

Most coaches prefer to leave the administrative duties to the team manager and concentrate their efforts on coaching. This reference guide outlines what is generally expected from the team manager over the course of the season and provides information on the team manager's responsibilities and duties for recreational teams. This guide is intended to help with the management of your team and hopefully you will benefit from its use.

The following is a guideline summarizing the administrative duties and timelines the team manager must be aware of or perform immediately following selection of the team. Each item is explained further in the reference guide.

2.1.0 Usage of the GBA Logo

To ensure the logo is represented according to the GBA specifications, any promotional items bearing the GBA logo must be approved by either the Director of Uniforms (for clothing items) or the Director of Communications (for all promotional items such as team banners, tournament programs, etc.).

2.1.1 DUTIES AND TIMELINE SUMMARY FOR TEAM MANAGERS

A. Administrative Duties at Start of the Season:

- arrange parent & coach meeting
- arrange uniform pick up and distribution
- arrange ball & equipment pick up and distribution
- collect 2 cheques from each player
 - 1 for uniform deposit (\$50.00) payable to GBA and post-dated to end of season
 - 1 for ball deposit (\$50.00) payable to GBA and post-dated to end of season
- collect completed contact form and medical form
- make copies of medical forms for coach

- prepare a team contact list – forward copy to parents
- recruit Volunteers

B. Games/Scheduling:

- schedule scorekeepers and timekeepers for all games

C. Ongoing activities throughout the season:

- keep parents and players informed continuously when changes occur
- keep in contact with volunteers to ensure functions are being carried out

E. Year-end Duties:

- distribute and collect Coach Evaluation forms
- ensure all uniforms, balls and equipment are returned
- return deposit cheques to parents

2.2 COMMUNICATION

One of the most important jobs for a manager is to keep all players and their families current on team activities, games and practices. Parents need to know where they are going, what time they need to arrive and who is responsible for what during the game. Regular reminders on upcoming activities can save a lot of time and help eliminate making phone calls.

The team manager often becomes the liaison between the coaches and parents therefore you also need to keep in contact with the coaches and advise them of any issues or concerns that may arise.

2.2.1 TEAM CONTACT LIST

The manager prepares a team contact list containing the players' name, uniform number, home phone number, player's e-mail address (if applicable), as well as the parents' names, e-mail address, and cell phone numbers. A Team Contact List form is to be completed by each player and returned to the team manager.

If interested, plasticized wallet cards with the players name, jersey number, parents' name, and phone numbers can be purchased from Ursula Hiratsuka (uHIRATSUKA@sympatico.ca). These wallet sized cards come in very handy and if purchasing them remember to purchase two cards per player (one for each parent). **Note: Privacy laws dictate that permission is needed to distribute any personal information, therefore make sure approval received on the forms.**

2.2.2 TEAM FORMS

Several forms must be completed by both the players and parents at the start of the season and returned to the team manager. They are located on the GBA website and include:

- Medical Form
- Team Contact List

A copy of each player's medical form should be put in a separate folder and given to the head coach so information is available at every game and practice. These forms are often kept in the first aid box.

An introductory letter or e-mail from the manager is a great way to introduce yourself and request completion of above forms.

2.2.3 TEAM MEETINGS

The best form of communication with the players and parents is face to face. It is recommended that a meeting be held at the beginning of the season as it provides an excellent opportunity to:

- introduce the coaching staff and gives the coach an opportunity to express his/her coaching philosophy
- provide a venue to discuss volunteer positions and recruit volunteers
- give the parents an opportunity to have all of their questions answered
- provide information and schedule on the upcoming year's activities
- distribute required team forms, if you have not already done so

Any of the information conveyed to the parents should be given to them both verbally and in writing.

2.2.4 TEAM GAMES AND PRACTICES

The GBA provides each team with at least a 1 hour weekly practice time. A regular practice schedule will be sent to the coach. If your team will not be using their pre-assigned gym time, you should notify the Director of Facilities immediately, as other teams may be interested in the practice time.

The GBA house league teams belong to the West End Basketball League (WEBL), which consists of teams from areas such as Kanata, Naismith, Ottawa, Ottawa South and Bedrock associations. At the initial WEBL meeting, Host clubs are chosen for each division. They are responsible for scheduling the league games. Note that the most or all games will be played in the gyms associated with the Host club.

All games will be played in accordance with rules established by Basketball Ontario and set forth in the Basketball Ontario Coach Manual (<https://www.basketball.on.ca/site/content/2006CoachesManual.pdf>). Some changes have been made for the different age groups. See WEBL Rules which apply to the team age group;

WEBL Rules – Novice Boys and Girls (Attachment 4.1)

WEBL Rules – Atom Boys and Girls (Attachment 4.2)

WEBL Rules – Bantam Boys and Girls (Attachment 4.3)

WEBL Rules – Midget and Juvenile Boys and Girls (Attachment 4.4)

2.2.5 GAME SHEETS

You are responsible for making sure that there is a scorekeeper and a clock person at every home game. Game sheets can be obtained from the coach. Responsibilities for scorekeeper and game sheets are outlined under Volunteers.

2.2.6 REFEREES

Referees for exhibition games and out of our area games (i.e. Carleton Place) are paid cash at the end or start of the game. House league scheduled games and tournaments are paid by the GBA. Referees will need to fill in a form and obtain the coaches signatures, which then gets sent to the Director of Finance for payment.

The contact information for the Referee Scheduler can be found on the website at www.qbahornets.com.

2.2.7 GYM CHANGES/CANCELLATIONS

You must notify all players if there is a change in time and/or location of practice or game. The Director of Facilities is responsible for booking the gym time and will notify the coach of any changes or gym cancellations. Ask the coach to ensure that your name is on the e-mail distribution list as well.

2.2.8 TEAM PHOTOS

Team photos are coordinated through the GBA. Detailed information packages outlining time and ordering options will be provided to you prior to the team's scheduled photo session.

2.2.9 COACH EVALUATION FORMS

Before the season ends, the team manager **must** encourage both players and parents to complete the Coach Evaluation Forms. These evaluations are very important as the information helps determine how successful the season was and provides insight into possible coaches for the following season. The forms will be emailed to the players towards the end of the season.

2.3 GBA BASKETBALL BALLS, UNIFORMS AND EQUIPMENT

The GBA provides each team with basketballs, team uniforms and practice equipment. Each player must provide a \$50.00 uniform deposit cheque, payable to the GBA, which is required from the Atom, Bantam, Midget and Juvenile teams. The uniform deposit cheques are collected when the uniforms are distributed. Cheques can be post-dated to the end of the season and are held by the manager.

The manager should prepare a list with the players' name and uniform number and give to the coach (information required for game score sheets). At the end of the season, the manager is responsible for collecting all the uniforms. When the uniform is returned then the deposit cheque is returned to the parents. For any unreturned uniforms, the deposit cheque must be forwarded to the GBA Director of Uniforms in lieu of the returned uniform.

For Novice and younger house league teams, team t-shirts are ordered for the players. The Director of Uniforms will email the coaches an order form. The coaches (or manager) need to size the players at the first practice and email the order form back to the Director of Uniforms that first week.

Note: Players must be reminded not to put their uniform in the dryer or iron them. No heat and hang to dry!!

At year-end, the Director of Uniforms and the Director of Equipment will contact teams to arrange a time and date for uniforms and equipment to be dropped off.

Each team is also provided with pinheys, score pad, whistle, clipboard, first aid kit, and pylons, which are ordered through the Director of Equipment.

2.3.1 Coaches Apparel

The GBA provides each coach with a shirt. The Director of Uniforms will email the coach an order form and an order deadline date. You also need to order t-shirts for any student volunteers who assist with coaching.

2.4 MANAGER'S REFERENCE TOOLS

Once basketball season starts, there is a lot you should be aware of. It is suggested that you set up a binder to organize all the season's information. Bring it to every game/practice – you never know when you will need what. Some items to include are:

- a calendar for marking down all practices and games,
- duplicate copies of player medical information sheet, birth certificates,
- a list of contact numbers and email addresses for team members and parents
- a West End Basketball League (WEBL) contact list with other coaches and team contacts in the league
- any maps which are provided for locations to games
- a copy of WEBL rule changes appropriate for your age group
- a copy of the Basketball Ontario rule book (coach usually keeps)
- a copy of the GBA Executive, which can be downloaded from the GBA website www.gbahornets.com

2.5 YEAR END TOURNAMENT

At the end of the season, a year end tournament will be organized for all teams in the WEBL. Each association that hosts a level of championship games will be responsible for assigning a tournament convenor. The convenor will organize the games, tournament medals and other details for all games being hosted by the GBA.

2.6 RECRUITING VOLUNTEERS

2.6.1 INTRODUCTION

Being a team manager is a large responsibility and you should get help from the other parents on your team. Many team management tasks can be delegated to volunteers. This way, every volunteer feels like they have contributed to the season and ... your role is easier.

2.6.2 Team Volunteer Positions

Roles and responsibilities of each of the volunteer positions are described below. We suggest that you distribute a copy of the positions available to all the parents and recruit help at your first meeting, setting the stage for a team effort off the court. Ask parents to volunteer but don't be afraid to delegate if no one comes forward

Remember: delegated tasks still need some management on your part. Here is a list of the volunteers normally required:

- Assistant Coach (decided by the coach)
- GBA Clothing Coordinator
- Clock Keeper (Time Keeper)
- Score Keeper
- Team Reporter/Photographer

2.6.3 Assistant Coach

The coach decides the role of the Assistant Coach. Normally, the coach prepares the practice plan and the assistant coach helps guide the children through the drills. During the games, the assistant coach may be tasked with making the line changes.

2.6.4 Clock person (Time Keeper)

Every team is responsible for providing a timekeeper at home game. It would be best to arrange to have parents perform these functions. There are a few ways to do this. The first is to get 2 or 3 teams' people to volunteer for this job. Having more than one team means that there should be no problem in getting at least one team ready for each game. The other method is just to divide up the home games and assign two parents to a game.

If parents are not familiar with the position, have them sit with an experienced time keeper to learn the ropes. You can then rotate your parent volunteers throughout the season.

There is also a score keeper/time keeper manual under "Team Tools" on the GBA website at www.gbahornets.com.

It is important that the games run on time; so make sure that your timekeepers know how to run the clock. Have them practice while the players are on the court for a practice or scrimmage so that they will not have any trouble during a game. The clocks are usually locked away in the storage area. You will need to find the school custodian to retrieve them for you.

2.6.5 Scorekeeper

Prior to the game, ensure that the home and visitor player information (team names, player's names and jersey numbers) is completed on the form. The score sheet is easier to complete if the player numbers are listed in order. Do not use team nicknames as there may be more than one Goulbourn team at the same level. Ensure that both the home and visitor coaches sign the form. After the game, it is your responsibility to get the game sheet, provide a copy to the visiting team and to your coach and send game results to the convenor.

2.6.6 Team Reporter/Photographer

It is always nice to have someone do up an article on a couple games that can be put in the Stittsville News, on the GBA website. The players love to see their name in the paper and there is no charge. Articles and a team photo should be submitted to the Director of Communications who will put the article and picture on the GBA website and send it to the Stittsville News and EMC newspapers. Note that all player registration forms contain a photo consent form for publishing a player's full name and photo. Should a parent object to having their player's name and/or picture published, proceed with the picture without including that player.

4. WEST END BASKETBALL LEAGUE (WEBL) RULE CHANGES

4.1 WEBL RULES – NOVICE BOYS AND GIRLS

All games will be played in accordance with rules established by Basketball Ontario and set forth in the Basketball Ontario Coach Manual (note that Novice Rules are outlined on pages 20-23) at: <http://www.basketball.on.ca/site/content/2011CoachesManual.pdf> with the following changes:

- Games will consist of four (4) minute shifts. Play will continue until 10 minutes before the end of the allotted time for the game. Coaches must have the players in the next shift at half court ready to come on the floor with 30 seconds left in the current shift.
- Novice games start in January and are played on a half court.
- All teams shall have a minimum of 5 players to start the game.
- Straight time for all games.
- All games will be equal time for all players throughout the game (no player shall play more than one shift more than any other player).
- There will be no half-time break, no breaks between shifts and no time-outs.
- All periods will start in the direction of the possession arrow.
- 8-foot basket height for all games.
- No 3-second (in the key) violations.
- Pressing is not permitted. Once the defensive team gets possession, they shall be allowed to establish front court status (both feet and ball across the half court line).
- Shooting fouls will be awarded one free throw worth 2 points. The attempt may be taken from anywhere within the key. If the attempt is successful, the defensive team takes the ball out of bounds. If unsuccessful, the offensive team inbounds on the baseline of the defending team.
- All other fouls will result in possession for the fouled team. No bonus will be in effect.
- SPECIAL NOTE – Novice level games will be played 4 on 4. The 4 on 4 format allows for more opportunities for all of the players to handle the ball. It also creates more space for players to use the skills learned in practice.

Note that the above are changes to the Basketball Ontario established rules only. For complete rules, please review the Coaches Manual.

4.2 WEBL RULES – ATOM BOYS AND GIRLS

All games will be played in accordance with rules established by Basketball Ontario and set forth in the Basketball Ontario Coach Manual (note that Atom Rules are outlined on pages 30-38) at: (<http://www.basketball.on.ca/site/content/2011CoachesManual.pdf>) with the following changes:

- Games will consist of four (4) minute shifts. Play will continue until 10 minutes before the end of the allotted time for the game. Coaches must ensure that the next shift of players is at the scorer's table with 30 seconds remaining in the current shift.
- All teams shall have a minimum of 5 players to start the game.
- Straight time for all games.
- All games will be equal time for all players throughout the game (no player shall play more than one shift more than any other player).
- There will be no half-time break, no breaks between shifts and no time-outs.
- All periods will start in the direction of the possession arrow.
- No 3-second (in the key) violations will be called for the first half of the season. Refs will issue warnings to players. Starting in January refs will enforce this rule.
- Pressing is not permitted. Once the defensive team gets possession, they shall be allowed to establish front court status (both feet and ball across the half court line).
- Shooting fouls will be awarded one free throw worth 2 points. If the attempt is successful, the defensive team takes the ball out of bounds. If unsuccessful, the offensive team inbounds on the baseline of the defending team.
- All other fouls will result in possession for the fouled team. No bonus will be in effect.

Note that the above are changes to the Basketball Ontario established rules only. For complete rules, please review the Coaches Manual.

4.3 WEBL RULES – BANTAM BOYS AND GIRLS

All games will be played in accordance with rules established by Basketball Ontario and set forth in the Basketball Ontario Coach Manual (note that Bantam Rules are outlined on page 40) at: (<http://www.basketball.on.ca/site/content/2011CoachesManual.pdf>) with the following changes:

- Games will consist of eight (8) shifts of 4 minutes each. Coaches must ensure that the next shift of players is at the scorer's table with 30 seconds remaining in the current shift.
- All teams shall have a minimum of 5 players to start the game.
- All games will be equal time for all players throughout the game (no player shall play more than one shift more than any other player).

- There will be a 5 minute half-time break. If we need to reduce this time due to scheduling restraints, the WEBL executive will need to vote/agree to that change.
- There will be two (2) one-minute time-outs allowed per team (one per half with no carry-over allowed).
- Half court zone and half court zone presses are not allowed. Players must play man-to-man defense. Half court man to man is permitted. No double teaming or trapping allowed.
- The drop back rule established in the Coach Manual will apply except that it will be in effect when a team is winning by 15 points (not 20 as per the manual).
- All periods will start in the direction of the possession arrow.

Note that the above are changes to the Basketball Ontario established rules only. For complete rules, please review the Coaches Manual.

4.4 WEBL RULES – MIDGET AND JUVENILE BOYS AND GIRLS

All games will be played in accordance with rules established by Basketball Ontario and set forth in the Basketball Ontario Coach Manual (note that Midget Rules are outlined on page 42) at:

<http://www.basketball.on.ca/site/content/2011CoachesManual.pdf>

with the following changes:

- All teams shall have a minimum of 5 players to start the game.
- All games will be free substitution during any stoppage in play. All WEBL teams are required to provide equal playing time for all players throughout the game.
- The drop back rule established in the Coach Manual (see Bantam section) will apply except that it will be in effect when a team is winning by 15 points (not 20 as per the manual).

Note that the above are changes to the Basketball Ontario established rules only. For complete rules, please review the Coaches Manual.