



Representative Managers Guide 2019

Manager Appointment:

Team managers are appointed by Auckland Basketball Services Ltd (ABSL) to manage the Association representative teams for the season. This includes the following competitions and tournaments: Auckland Super City, Auckland Super City Easter Slam tournament, Northern Zone Qualifying Tournament and BBNZ National Tournament (if the team is successful at qualifying).

All representative teams will be entered into tournaments determined by the CEO.

Individuals/Teams may not enter any competition or tournament claiming to be a representative team of either Association unless approved in writing by the CEO.

ABSL appreciates and thanks you for all the effort you will be putting into the 2019 session. The players are representing their Association at a Regional level and they should be proud of their achievements.

Role Description:

General Tasks:

- Liaise with ABSL office personnel in respect of all relevant matters affecting the team.
- Advise the coach, parents and players of all relevant information in regard to training sessions prior to sessions start (e.g. match times, rules etc). A text reminder each week of training and game details is a good idea.
- Communicate with ABSL if and when a player withdraws from the representative program.
- Ensure that at all times the players behave in a manner (both on and off the court) that reflects positively of their association and where necessary, initiate appropriate disciplinary action as set out in the Code of Conduct agreement.
- Prior to the start of the Auckland Super City competition you will be provided a team medical sheet with any conditions which you need to be aware of, this information needs to be kept with the team folder which will be provided at the beginning of the season by ABSL.
- All medical information must be destroyed appropriately or returned to ABSL at end of season.
- Ensure that all injured players receive appropriate medical attention and that parents/guardians are notified immediately.
- Provide assistance and support to the coach and participate in team talks and activities as necessary.
- Be responsible for the team equipment including uniform, basketballs and First Aid bag for the season. After each game all player singlets need to be collected by the manager, washed and ready for the next game. Return all equipment ABSL at end of season.
- Be responsible for team fundraising. ABSL may be able to provide you with some fundraising opportunities or a letter of support if needed.
- The coach may require the Manager to keep a score sheet during the game and check the foul status at the end of each quarter.
- Organise score bench duties for each game which are to be completed by parents, or suitable adult.

Practice Time:

- Ensure first aid kit is available at all practice sessions
- Ensure that another responsible adult will be with you at practice.
- Ensure to the best of ability that training environment is safe.

Game Time:

- Ensure all players have shoes on, uniform on and have used the toilet facilities before the coach calls for them. Check players have removed all jewellery.
- Check players are in the correct uniforms
- Have team lists with player numbers handy as you will be required to fill out score sheets.
- If your team has no assistant coach, ensure you put your own name down, in case of coach being ejected
- Have knowledge of the rules of the tournament to assist the coach if required.
- Ensure all players have two drink bottles filled with water and are appropriately placed by team bench.
- Take team statistics if coach instructs.
- Fill drink bottles to ensure players are constantly hydrating. Hand out sweat towels etc.
- Deal with any injuries – it is the coach's job to go on court to get any injured child. Many coaches will hesitate to rush out due to once a coach goes on court, the injured player must sub out, regardless of how serious the injury may be.
- Collect valuables (Best to tell players not to bring valuables to game, keep clothing and team items together.
- Resist being a backseat coach
- Encourage the team!

Tournament Time:

- Find out who the tournament controller and referee co-ordinator are and know where to find them if you need them.
- Have team lists with player numbers handy as you will be required to complete score sheets. Find out if you are required to complete score sheets for the first game only or for every game.
- Double check that you have filled the score sheets in correctly, all names entered against the correct number
- Check players are in the correct uniforms
- If your team has no assistant coach, ensure you put your own name down, in case of coach being ejected
- Ensure team is dressed alike in a tidy appropriate manner – no beanies, no offensive t-shirts.
- Have knowledge of the rules of the tournament to assist the coach if required.

National Tournament Specific Tasks:

- Create a budget for the National tournament which is financially viable for all players.
- Get quotes for accommodation, flights and transport.
- Inform parents of cost for the National event.
- Inform ALL parents that athletes will stay together.
- Ensure players are accompanied by the coach, manager or a parent at all times. **Players must not leave the accommodation, tournament venue or any other location without the Manager's prior approval.**

- Create a menu for the time away on tournament which is reasonable in terms of cost and is appropriate for a sporting tournament.
- Be responsible for all the team's finances. Keep a record of ALL the income and expenditure of the team. **KEEP ALL RECEIPTS FOR EXPENSES INCURRED BY THE TEAM AS PART OF ATTENDING NATIONALS.**
- Attend managers meeting prior to start of the tournament.
- Provide feedback to ABSL:
 - In regards to the operations of the tournament,
 - Coach, Parent and athlete behaviour
 - Suitability of accommodation,
 - Any damages that may have occurred (accommodation and vehicle)
 - Other relevant information.

Fees and Payment information:

The below applies to all Association Representative Teams for the 2019 season. Selection into a Representative team requires full commitment throughout the entire season including all of the scheduled trainings, events and tournaments as set in the Representative season.

Should a team qualify for Nationals or choose to partake in any additional tournaments/events these costs will sit outside of the below fee structure.

Payment and Policy information:

Timelines:

Payment of player fees needs to be made in full prior to the 19th January 2019. Athletes will be notified of selection in December 2018. Note that players with outstanding fees will not be able to participate in the Easter Tournament. If a player is ineligible to play due to outstanding fees ABSL requires the help of the team manager to ensure ABSL policies are enforced at competition.

Discounts:

Coach/Manager/Sibling discount - Please contact your association administrator to arrange discount and payment options. All discounts must be approved by ABSL.

Please note discounts are not applicable if the funds have been raised via an ABSL fundraising opportunity

Payment Options:

All payments are to be made via STG payment link – [REDACTED]

<https://absl.secure.force.com/RepresentativeRegister>

Uniform:

Coaches/Managers:

Prior to the start of competition all coaches will be provided with two Association tops, managers will be provided with either a long sleeve tee or a polo t-shirt for their respective Association which will need to be worn at all competitions and tournaments.

Sizing for coaches/manager's shirts will be requested. If a manager was not appointed at the time then a range of sizing's will be ordered and will be distributed on a first in first served basis as managers are appointed.

Other apparel will be available to purchase from SAS.

Players:

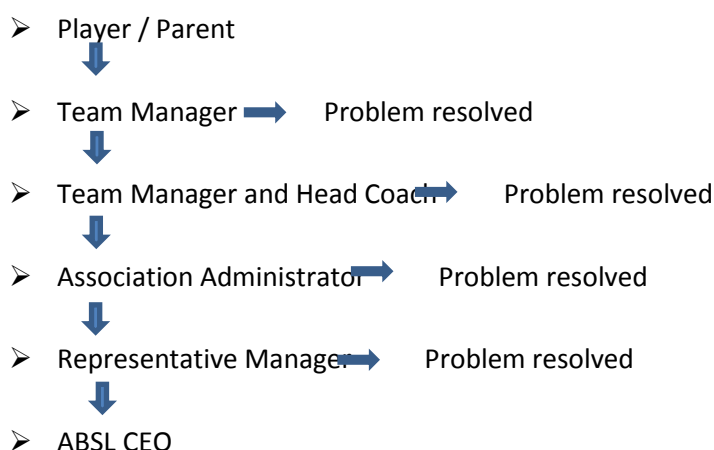
All Association Representative Players will be allocated a reversible playing singlet for the season. These are to remain as a team set and be collected and retained by the respective managers at the end of each game.

Players are required to purchase their own shorts, which are theirs to keep. These cost an additional \$40.00 and can be purchased from a SAS Sport outlet (located in Papakura, Manukau & Trusts Arena), or through the SAS online store.

All players will receive a warm up t-shirt as part of their Rep fees which they get to keep.

Player / Parent Feedback Process:

The below diagram outlines the various levels available for dealing with feedback within the representative programme.



Unless the feedback is an issue or complaint that concerns the person in the roles listed above, the process should not be 'jumped'. Eg if a parent rings the CEO they will be asked to speak to the Manager first.

If for a valid reason you feel you cannot approach a person in roles above, contact with people involved further up the process is permitted. Please be aware you may be referred back to the relevant level for your issue.

Documentation to be held by Team Manager:

- Completed and signed Medical Disclosure form for each player
- Signed Player Code of Conduct
- Signed Player Limitation Personal Release Agreement
- Signed Parent Code of Conduct
- Signed Coach Code of Conduct

All documentation must be completed before first competition game and must be provided to ABSL upon request at any time.

Player Identification must also be provided to ABSL upon request at any time to verify player eligibility – Birth Certificate, Passport and/or Student ID.

Limitations:

Please be aware that any purchases or hireage of facilities, which has not been approved by ABSL may be deemed a personal cost which will fall back on the staff member who has purchased / hired.

Representative information and resources:

- All Representative information can be found on the ABSL website – www.absl.co.nz
- All Representative documentation can be found on the ABSL website
- Budget and Fundraising templates are available from CMBB Administrator upon request

Important Contact Information:

Name	Position	Email	Phone
Tania Hunter	Representative Manager	tania@absl.co.nz	021853114
Melanie Dong	CMBB Administrator	melanie@absl.co.nz	0212709315
Tracy Aitga	ABSL CEO	tracy@absl.co.nz	

Checklist:

PRE-SEASON

- CMBB Team Folder received
- All player, parent and coach contact details received
- Ensure that all parents/players have your contact details
- Player uniforms received and assigned
- Create Team list including player numbers
- First Aid Kit received
- Team Basketballs received
- Player warm up shirts received and assigned
- Coach and Manager uniforms received and assigned
- All Medical Disclosure forms received
- All Player Code of Conduct forms received
- All Player Limitation Personal Release Agreement form received
- All Parent Code of Conduct forms received
- Coach Code of Conduct form received
- Full team list provided to CMBB Administrator to enter team into Auckland Super City competition

DURING SEASON

- Investigate travel and accommodation options for National Tournament.
- Create an affordable budget for National Tournament and submit to CMBB Administrator & Representative Manager for approval - at least 6 weeks prior tournament
- Full team list provided to CMBB Administrator to enter team into BBNZ database if team qualifies for National tournament.

END OF SEASON

- Reconcile team uniforms
- Return all playing uniforms
- Return team basketballs
- Return Team Folder
- Return First Aid Kit
- Season Feedback (if any)



CONFIDENTIAL
**PERSONAL INFORMATION &
MEDICAL DISCLOSURE FORM**

It is important to gain as much information about the players as possible. The following questions need to be answered so that we can provide a safe experience for everyone involved. This form must be filled out and signed by the player. It must then be signed by a parent or legal guardian.

Athlete Name _____ Date of Birth _____

MEDICAL DISCLOSURE

(Please circle)

Muscle Pain	Diabetes
Vision Impairment	Hypoglycemia
Breathing Problems	ADD/ADHD
Anxiety/Depression	Other
Sleep Walking/Talking	

Please comment about the nature of the problem(s) below. Include degree of severity, treatment & medication:

Are there any special dietary needs that we need to cater for? Yes/No
(This is not likes or dislikes; this is allergies/cultural beliefs etc.)
Please comment about the nature of dietary needs. Include degree of severity, treatment & medication:

Is there any other information about yourself child that we should know about, in order to ensure that you are not at risk emotionally or physically?

EMERGENCY CONTACT INFORMATION

Please provide as much information as possible.

EMERGENCY CONTACT 1:

Name: _____

Relationship: _____

Daytime Phone _____

Evening Phone _____

Mobile Phone _____

EMERGENCY CONTACT 2:

Name _____

Relationship: _____

Daytime Phone _____

Evening Phone _____

Mobile Phone _____

I give permission for the manager to administer any medication to my child if required.

Name of Medication:

Quantity:

In the unlikely event of a medical emergency, I consent to the Team Management, making medical decisions on behalf of my child, until such time as the Emergency Contacts can be contacted.

Parent or Guardian Signature:

Code of Conduct:

As an ABSL Basketball representative a high standard of behaviour is expected at all times. Players are expected to be positive and to accept responsibility for all their actions.

Players

I will:

- Always play by the rules
- Never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition
- Control my temper. I understand that verbal abuse of officials and other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- Work equally hard for myself and my team
- Be a good sport and applaud all good plays whether they are made by my team or the opposition
- Treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- Cooperate with my coach, team mates and opponents
- Display modesty in victory and graciousness in defeat
- Participate for my own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Thank the opposition and officials at the end of the game
- Comply with anti-doping policies.

I will not:

- Arrive at the venue or play sport while intoxicated.
- Use Social media as vehicle to defame or “bully” my peers/coaches/managers/opposition.

In the event that a player is expelled from the team, ABSL agrees to notify the guardian immediately.

THE player and the guardian shall indemnify and hold harmless ABSL, its employees, directors, officers, sponsors, contractors, volunteers and agents from any and all claims, demands, actions and costs which may incur as a result of the athlete’s failure to satisfy any provision(s) of this Agreement. This indemnification shall survive termination of this Agreement.

PARENT/GUARDIAN/ATHLETE TO COMPLETE:

By signing below the player and the guardian acknowledge having read and understood the Representative Rules as listed above, and agree to abide by all such rules.

The Player: _____

Date: _____

The Parent/Guardian: _____

Date: _____

Limited Personal Release Agreement

The following form is a limited personal release agreement. It allows you to use the model's name or image only for the purposes specified in the agreement.

Grant

For consideration which I acknowledge, I grant to Auckland Basketball Services Limited (ABSL) and ABSL assigns licensees, and successors, the right to use my image for the following purposes:

Social media

Promotion and Marketing

In the following territory of New Zealand for a period of one year(s) (the "Term").

I grant the right to use my name and image for the purposes listed above in all forms and media, including composite or modified representations, and waive the right to inspect or approve versions of my image used for publication or the written copy that may be used in connection with the images.

Release

I release ABSL and ABSL's assigns, licensees, and successors from any claims that may arise regarding the use of my image including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity, or copyright. Company is permitted, although not obligated, to include my name as a credit in connection with the image.

Name:

Date:

Signature:

Address:

Witness Signature:

Parent/Guardian Consent (include if the person is Under 18)

I am the parent or guardian of the minor named above. I have the legal right to consent to and do consent to the terms and conditions of this release.

Parent/Guardian Name:

Date:

Parent/Guardian Signature:

Parent/Guardian Address:

Witness Signature:

Explanation for Limited and Unlimited Personal Releases

The Grant section establishes the rights granted by the person. In the unlimited agreement, a "blanket" grant is used. This grant is broad and intended to encompass all potential uses, whether informational, commercial, or other.

In the limited agreement, the uses must be listed—for example, "For use on the cover of trade book and for related advertisements." This release also has limitations regarding territory and term. Insert the appropriate geographic region and term—for example, "North America for a period of two years."

The Release section is the person's promise not to sue the company for legal claims such as libel and invasion of privacy.

If the person is a minor, the parent or guardian should sign where it is marked Parent/Guardian Consent. Since issues about release authenticity often crop up many years after a photo was made, a witness should sign the agreement to verify the person's signature or the signature of the parent. The witness should be an adult. An employee or assistant is suitable.