

Northside Wizards Basketball

CLUB TEAM MANAGERS

CHECKLIST

PRIOR TO GAME DAY:

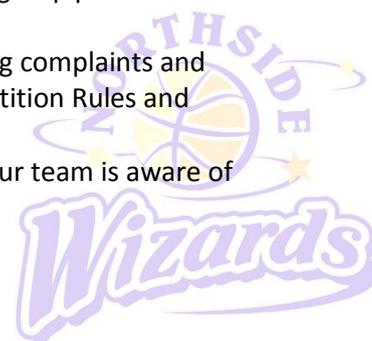
- Check your team's game time on the Northside Wizards website – be sure to make sure you are looking at the correct date and round. Confirmed Fixture Grids are uploaded on the website every Tuesday evening. If you have a clash or issues with your game time please contact the Competitions Manager before 10am Tuesdays.
- Ensure all players are registered (financial) and are added to the team on Fox Sporting Pulse. Contact your Club registrar to ensure your online team list is correct.

ON GAME DAY:

- See Scoretable staff and confirm which players are present to activate on stadium scoring. Also check player singlet numbers are correct on the system.
- Ensure your team is in correct Uniform with shirts tucked in, on the correct court and ready to play.
- Ensure your team is seated on the correct bench – first team on stadium scoring is on the left side bench (your score will be placed on scoreboard that correlates to your bench side).
- Advise parents they must be seated on the stadium seating and are not allowed to stand or sit on the team's bench.
- Remind all parents to adhere to the code of conduct and support and encourage players and officials. The Coach will receive a technical foul for your team spectators that breach FIBA rules.
- Check the end results, with Scoretable, is correct and recorded on the Match Report correctly. Refer Competition rule 5.25.
- After the game has finished, please move your team quickly from the bench and playing arena. Congregate in the venue foyer to collect singlets and have a post-match discussion.

BE THE BEST TEAM MANAGER YOU CAN BE:

- If your team requires an additional player from a lower age group, please contact the Northside Wizards Office to confirm the player is eligible and add the player to your team. If on game day, you need to add a player from lower age group please see the Court Supervisor 30 minutes prior to your game.
- Advise parents and the team coach of the procedures for lodging complaints and where they can access the Northside Wizards Basketball Competition Rules and Basketball Queensland Code of Behaviour.
- Have regular contact/meetings with your Club Committee so your team is aware of any updates, changes or coming events for Junior Players.



PROCEDURE FOR LODGING COMPLAINTS

-For Coaches, Managers, Spectators and Players-

COMPETITION ISSUE

1. On game day (if issues arises), advise the Court Supervisor of the issue immediately
2. Formalise the complaint/issue in writing with suggestions for resolutions
3. Forward to your club representative
4. Club Representative to address/respond OR forward to Wizards Office
5. Wizards Office will then respond to Club Representative OR table at the next Junior Committee Meeting

ISSUE INVOLVING SPECTATOR/TEAM MANAGER/COACH

1. On game day (if issues arises), advise the Court Supervisor of the issue immediately
2. If the issue is still unresolved, formalise the complaint/issue in writing with suggestions for resolutions
3. Forward to your club representative and forward a copy to the Wizards Office
4. Club Representative to address/respond OR forward to Wizards office
5. Wizards Office will then respond to Club Representative AND/OR send issue to Tribunal Hearings Officer

REFEREE ISSUE

1. On game day (if issues arises), advise the Referee Supervisor of the issue – do not engage the match referee.
2. If the issue is still unresolved, formalise the complaint/issue in writing with suggestions for resolutions
3. Forward to Competitions Managers
4. Competitions Manager will liaise with Referee Technical Director
5. Competitions Manager OR Referee Technical Director will then respond directly to the person who submitted the complaint.

VENUE/SAFETY ISSUE

1. On game day (if issues arises), advise the Court Supervisor of the issue immediately
2. If the issue is still unresolved, formalise the complaint/issue in writing with suggestions for resolutions
3. Forward directly to the Wizards Office
4. Wizards will liaise with Venue Management body to resolve issue

