

RAIDERS



Managers Handbook

2023/24



RAIDERS

RAIDERS CONTACT DETAILS

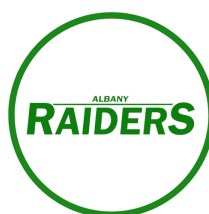
Email: raiders@albany.basketball

Raiders Coordinators:

Raiders Administrator:

Head Coach:

A HEJA group Team Managers Ask Question group will be set up at the beginning of each season.



INTRODUCTION

Firstly, thank you for volunteering to be a team manager for Albany Raiders. The purpose of this document is to provide information to assist the team manager in managing their team throughout the season.

Each team must have a team manager to act as the first point of contact for parents and help carry out the administration duties on behalf of the team. Relevant information will be sent to the team manager, who then will need to pass this on to the parents, players and the Coaches. We suggest you use HEJA to Communicate with your team, it is simple to use, and you are able to schedule trainings and games for the group to respond with their attendance.

SQUAD LISTS

Once the manager has been selected and approved by the Raiders and the ABA you will receive a list of players who attended the trials with contact details. The Raiders coordinator will then email you with training times, costs and a time to organise a time to collect your Raiders bag. In your Raiders bag you will have your squads' uniforms, training balls for the Coache and first aid kit.

TRAINING

It is recommended to have adult supervision at training to keep an eye on proceedings, to assist your coach in any matters they may ask for help with and also to just offer support to parents who may have questions.

You will be given a time and court that will be yours on the weekly basis to train on. The manager should keep a running record of who attends trainings. This will help coaches to make decision to who will play the domestic competition games and who will attend championship tournaments. After each training session discuss with your coach who will be playing the next game and announce the squad on your HEJA group. It is suggested to meet with your players 30 minutes prior to the game to collect the uniforms and be ready. Any training that are cancelled or require rescheduling please email the coordinator ASAP. Please also note any extra trainings your Coach requires will be a cost to the squad and the responsibility of the manager to orgainse this includes the booking of the court and collecting the money from players to pay ALAC.

UNIFORMS

Inside your Raiders bag you will receive at the start of the season, will be enough uniform 12 players. You will only ever have 10 players playing at one time so two extras are in case of the blood rule or any tears. Always take the spare uniforms along to the game just in case of this situation.

Write yourself a list of uniform sizes in your bag and the numbers of each one. This can then be used on a weekly basis so you can quickly organise which child will fit into what uniform. Another suggestion is to keep a record each week of who wears which uniforms so then your regular players will hopefully wear the same number and saves changing on the iPad.

It is also the team managers responsibility to wash the uniforms after each game.

RAIDERS UNIFORMS NEVER GO HOME WITH PLAYERS.

Each player is required to have a reversible singlet for training. These singlets are used in training and for scrimmages. Please also remind each player to purchase a Raiders Polo, the polo is to be worn at all tournaments.

All bags must be returned at the end of the season for checking and restocking.



GAME NIGHT

Work out your team players for the week and prior to the game have sizing's and numbers ready. All players should meet you court side 30mins prior to scheduled game time for you to distribute the uniforms. Make sure that all names and numbers are correctly put into the computer prior to the game.

Most coaches are happy for the managers to sit on the bench to assist with any injuries throughout the game. If you are unable to attend a game, please have someone stand in for you as team manager.

At the end of the game collect the uniforms from the team and wash them ready for the next week. REMEMBER, NO UNIFORMS GO HOME – EVER!!!

SCORING ROSTER

As the team manager we recommend you organise a parent to score each game. Make a roster or appoint someone each week for this duty. All parents should take turns if parents are unsure how to score this is a great opportunity for them to learn as you are required to have scorers for all tournaments you go away for.

INJURIES

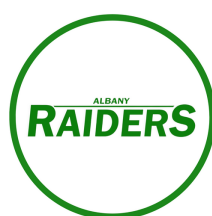
It is recommended that the managers should carry a basic first aid with them to all games. This first aid kit can be found in your game bag. Please note there is a ruling that no blood-stained clothing is allowed to be worn on court. While the player is bleeding, they are not to be allowed on the court. Always keep a spare change of uniform in the bag in case of this situation. With any major injury please notify the Games Controller and complete the injury form. If at any time throughout the season you require more supplies for your squads first aid kit, please email us.

STATE CHAMPIONSHIPS

State Championships is a competition is held in Perth in November or December depending on age group. This competition is held at Bendat Stadium in Floreat. Please see players Calander for your dates.

Raiders teams will travel to Perth and play against other Perth teams. This is a coach choice to whether your Raiders team will travel for this competition. It will also be up to the Coach to select 10 players to represent Albany.

All players attending State Championships will have to arrange their own accommodation, transport and food for the weekend. The Raiders coordinators will notify you if your team is entering a team. A link will be sent to you to pass onto your team for each player to register. Please note Coaches, Assistant Coaches and Team Managers must use the same link to register. Albany Raiders will pay your nomination fees for this competition. The team manager will need to orgainse Scorers for each game. Please note we do not orgainse fixtures for this tournament.



COUNTRY CHAMPIONSHIPS

Country Championships is in February every year in Perth at Bendat Stadium. The coach will be required to select a squad of 10 players however the coach may choose to take less.

Before you go it is up to you to get each player to fill out a consent form to attend, this will be sent to you to pass onto each player. The Manager keeps this information and at the competition of the tournament will give the information to the Raiders coordinator. Please ensure you are aware of any allergies of any players.

This becomes a costly trip. It is up to the manager to decide to fundraise or not. Teams will be required to stay together and booking arrangements have already been made at Quality Resort Sorrento Beach.

Fundraising or not we suggest you budget approximately \$ pp for the weekend this includes team nomination fees, accommodation, Food - breakfasts for 2 days, lunches, dinner and snacks.

Each team are given 3-5 apartments you may need to find additional parents to help out and stay at Quality Resort Sorrento Beach with the squad. If this is the case those parents will need Working with Childrens. In each apartment they have ovens washing machines and 2 bathrooms.

You will also be required to roster parents on for scoring. You will also be required to sit on the bench and assist with any injuries, fill water bottles up, check the iPad before each game to players numbers are correct. You will also need to wash and dry all uniforms between Saturday and Sunday. Please remind your Squad we do not fixture these games. We are invited to these tournaments.

RAIDERS WINDUPS

At the end of the season, we will have the "Raiders Values Award" windup to celebrate the end of the season and all our achievements. This is usually on a Friday evening at ALAC. The Raiders values award is not always your best player but the person who has turned up to every training, done the right thing and being a team player. All squads are required to attend this wind up. Squads are welcome to host individual windup, this will be at cost your squad.

Can all Bags with uniforms, balls and first aid kits be returned on this evening.

COACHES GIFT

We ask that the team manager collects money for a gift for the coaches. This is up to each team how much they spend. This gift can be given at either the Raiders windup or the Squads windup.



ACCOUNTABILITY

Managers need to keep a manager's income and Expenditure record. As managers are handling significant sums of cash etc. throughout the season, we ask that you keep a good record of amounts received, from whom and what for.

Money needing to be deposited into the Raiders account from a team managers throughout the season the details are.

Westpac -

BSB -

Account no.-

Reference - Squad age (ie U14 boys)

Best wishes and thank you for being a valuable person. Squads cannot operate without a manager.

Any questions don't hesitate to email your Raiders coordinator on raiders@albany.basketball or send us message via the HEJA group chat. We will organise a Managers Meeting before each tournament to answer any questions. We will also be able to provide any other information in regard to each tournament, meal plans and offer general support. Lets make this the best season ever.



FUNDRAISING IDEAS

- Bunning's sausage sizzle. Bunning sausage sizzle can raise between \$1000 & \$1800 for your squad. You will be required to contact Bunnings Activities Organiser / Community Involvement officer (albanyWHAO@bunnings.com.au) they will require you to provide a letter of application on a letter head and a copy ABA Certificate of Currency. Bunnings will provide you with suggested amounts of sausages, buns, sauce and drinks to purchase. In the past other teams have asked for donations of food etc. for the squad to keep costs down or written letters to Coles and Woollies for donations. You will also need to provide a float and volunteers on the day, bunnings is very helpful with supplying you with all this information.
- IGA North Road allows sausages sizzles.
- Money boards.
- Raffle hampers.
- Cadbury chocolates is another way to fundraise. You can find all information on how to purchase chocolate here <https://www.fundraising.com.au/products>
- Jolly Socks <https://jollysoles.com.au/>

If teams do not wish to fundraise it is up to the team managers to collect the squad's money before the go away.



COSTINGS

Fees \$ inc rego & court fees

Games Fees Est on 2022/23 season \$550 -\$750 this cost to be divided between each player.

Slammers out of pocket cost

States out of pocket (Raiders to pay nomination)

County Champs Accom, food, nomination fees

Extra court trainings at teams cost

Merch is not compulsory, but you must have a reversible singlet for training and polo for tournaments.



