

Frankston & District Basketball Assoc Inc

Team Manager's Guide (Saturday Comp Teams)

As team manager, you are a vital person to the FDBA, as you provide the link between your team and us. There are a number of things you need to do for your team, to make sure their competition runs smoothly.

1. Keep a 'kitty' with sufficient money in it to be able to pay your match fee without needing to collect money prior to the game, so you can pay your match fee in a timely manner.

On Game Day

2. Please arrive at least 10 minutes before your game is due to start.

3. Approach your venue doorkeeper, pay the match fee (unless your club pre-pays) and collect any handouts for your team.

4. Go to your game court.

5. When the scoring computer becomes available at the conclusion of the game before yours, enter your players for that match from the list of available players. All players that have played at least 1 game during the season will be on your 'available' player list.

6. If you have a new player press the "Add New Player to Game" button. Basic details for the "New Player" must be added before half time or the game cannot continue.

7. Enter singlet numbers for any player for which a singlet number is not listed. Singlets numbers are remembered from match to match, so you should only have to do this once.

ONLY ADD THE NAMES OF PLAYERS WHO ARE PLAYING IN THAT MATCH

Forfeits

If your team cannot play for any reason it will forfeit the match. All forfeits are penalised with the forfeiting team being required to pay their match fee. The non forfeiting team will be refunded their match fee.

A \$10 fine is charged if you do not notify the FDBA prior to the match with at least enough time for us to inform the other team (generally 24 hours).