



# **Representative Managers Guide 2018**



## *Manager Appointment:*

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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: Super City, Easter tournament, Northern Zone Championship and Nationals (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 2018 session. The players are representing their Association at a Regional level and they should be proud of their achievements.

## *Role Description:*

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### **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 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.



## Tournament Specific Tasks:

- Create a budget for the Nationals tournament which is financially viable for all players.
- Get quotes for accommodation, flights and transport.
- Inform parents of cost for the National event.
- 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:

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The below applies to all Association Representative Teams for the 2018 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:

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### Timelines:

WWABI – Training not included:

**2018 Rep Fees WWABI \$300 – No Training**

### Payment Schedule

**2017 – Deposit \$50.00 Non refundable**

02-Feb \$50.00

02-Mar \$50.00

30-Mar \$50.00

27-Apr \$50.00

25-May \$50.00

**Online Payment Link for WWABI**

**<https://eventdesq.sportstg.com/index.cfm?fuseaction=main&EventDesqID=27123&OrgID=20743>**



**Training court hire refund clause:**

If in the event an individual team can access a gym for training at no cost then we can refund that team the training court hire equivalent back up to one training per week. (This only applies when all team fees are paid and over 1 months' notice is given).

**Discounts:**

**Coach/Manager Discount:**

To acknowledge the many hours of voluntary work that the appointed Coach and Manager give to our teams, if they have a direct family member (child/sibling) in the team they can apply for the following discount:

*Coach – 50% off total fees*

*Manager – 30% off total fees*

Application to receive discount must be completed via the General Manager and applies to the appointed Head Coach and one Manager only per team.

**Additional children:**

Families with more than 1 child in the representative programme can apply for family discount. This only applies to direct siblings and the discount applies as follows:

- 2nd Child 10% off second child fees (1st Child will relate to the eldest)
- 3 or more Children from same family please contact General Manager.

**Payment Options:**

1. Credit card payment online (Link to be sent in January)
2. **Direct Credit: (ANZ 01 1845 0016703 00 Child's Name and Team as reference)**
3. Cheque: Make cheque out to Auckland Basketball Services Ltd. and send cheque to the Office (PO Box 26599, Epsom, Auckland 1344)

**Payments can be made:**

1. In full or
2. Via payment plan. Please email our Financial Manager, Carolyn Jones, to arrange this, [Carolyn@absl.co.nz](mailto:Carolyn@absl.co.nz)
3. **ABSL policy is NO PAY NO PLAY!**



## Uniform:

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### 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, Papatoetoe & 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.

## Key Contacts:

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| Name                 | Position            | Email  | Phone       |
|----------------------|---------------------|--|-------------|
| <b>Aik Ho</b>        | Development Manager | <a href="mailto:aik@absl.co.nz">aik@absl.co.nz</a>         | 021 555504  |
| <b>Tania Hunter</b>  | Development Manager | <a href="mailto:Tania@absl.co.nz">Tania@absl.co.nz</a>     | 021 853114  |
| <b>Lindsay Tait</b>  | Development Manager | <a href="mailto:Lindsay@absl.co.nz">Lindsay@absl.co.nz</a> | 021851224   |
| <b>Carolyn Jones</b> | Finance Manager     | <a href="mailto:carolyn@absl.co.nz">carolyn@absl.co.nz</a> | 09 623 7651 |
| <b>Tui Tait</b>      | Events              | <a href="mailto:tui@absl.co.nz">tui@absl.co.nz</a>         | 027 2007689 |

## Athletes

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| Name | Mobile | Email | Uniform # |
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## Key Dates:

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| Date  | Event   | Location         |
|---|---|------------------|
| 17 <sup>th</sup> Mar                        | Super City                                    | Auckland/Harbour |
| 24 <sup>th</sup> Mar                        | Super City                                    | Auckland/Harbour |
| 30 <sup>th</sup> Mar – 02 <sup>nd</sup> Apr | Easter Tournament                             | Harbour          |
| 14 <sup>th</sup> Apr                        | Super City                                    | Auckland/Harbour |
| 05 <sup>th</sup> May                        | Super City                                    | Auckland/Harbour |
| 12 <sup>th</sup> May                        | Super City                                    | Auckland/Harbour |
| 19 <sup>th</sup> May                        | Super City                                    | Auckland/Harbour |
| 26 <sup>th</sup> – 27 <sup>th</sup> May     | Northern Zone Championship U15/U17 Qualifying | Harbour          |
| 02 <sup>nd</sup> – 05 Jun                   | <b>AON U19 Nationals</b>                      | Harbour          |
| 11 <sup>th</sup> – 14 <sup>th</sup> July    | <b>AON U17 Nationals</b>                      | Wellington       |
| 18 <sup>th</sup> – 21 <sup>st</sup> July    | <b>AON U15 Nationals</b>                      | Harbour          |

## Venue Information:

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| Stadium                                 | Address   |
|---|---|
| Allan Brewster                          | Tavern Lane, Papatoetoe, Auckland                             |
| Auckland Grammar (AGS)                  | Auckland Grammar School<br>Mountain Road<br>Epsom             |
| Auckland University of Technology (AUT) | 90 Akoranga Drive, Northcote, Auckland                        |
| Breakers gym                            | 7 Atlas Place, Mairangi Bay, Auckland                         |
| Pulman Park (Gate A)                    | 90 Walters Rd, Papakura, Auckland                             |
| Massey Albany                           | Massey University East Precinct, Dairy Flat Highway, Auckland |
| Massey YMCA                             | 545 Don Buck Road, Massey, Auckland                           |
| North Shore Events Centre (NSEC)        | Argus Place, Auckland   |
| Trusts Arena                            | 65-67 Central Park Dr, Henderson, Auckland                    |

Visit the [www.absl.co.nz](http://www.absl.co.nz) website:

- Representative
- Resources
- [www.supercitybasketball.co.nz](http://www.supercitybasketball.co.nz)



