



Team Managers Handbook 2024-2025

Welcome

Following is information to acquaint Team Managers with information pertaining to the Victorian Junior Basketball League Representative Competition.

All contact with VJBL should be directed through your Association contact.

The emergency VJBL phone is for use by anyone on Friday nights only after 4pm, so if you have a rule query, get lost, not sure about something happening at a game or venue then call 0430 541 847 It is usually easier to get something sorted out while it is happening than deal with it later.

The VJBL consists of various levels of competition, Victorian Junior Championship (VC) and Victorian Junior League 1 – Below (VJL) The competition provides a pathway and extends opportunity to all players, officials, coaches, administrators and spectators to participate across all levels.

Our Competition

The VJBL competition is played on a Friday evening at associated venues across the state. See VJBL Calendar on the website for details. Each week over 1500 teams participate in the competition which equates to about 750 games on over 200 Courts across approximately 80 venues. The VJBL is arguably the largest competition of its kind, offering a graduated system of junior basketball competition giving opportunities for players to reach the peak, but also to climb the foothills.

The VJBL is made up of associations who enter representative teams. In most cases, these teams are selected from a 'domestic' competition that is played out of that particular association.

The VJBL Competition comes under the governing body of Basketball Victoria.

The League was designed to give keen junior basketballers an opportunity to participate at a more competitive level than their local domestic competitions. The VJBL allows teams to compete against composite teams from other Associations. The competition has developed as such to incorporate Associations Victoria wide.

Victorian Junior
Championship League

Victorian Junior Leagues
1-13

There are 2 tiers of competition within the VJBL:

1. Victorian Junior Championship League (highest level of competition) (VC)
2. Victorian Junior League 1 through 13 (VJL)

Age Group Eligibility:

All players must be under the specified age as at 31st December 2025.

Players born in 2017 or later are not eligible to play VJBL in the 2024/25 season

Under 12 – eligible players must not turn 12 in 2025; they are born in 2014, 2015, 2016

Under 14 – eligible players must not turn 14 in 2025, they are born in 2012, 2013

Under 16 – eligible players must not turn 16 in 2025, they are born in 2010, 2011

Under 18 – eligible players must not turn 18 in 2025, they are born in 2008, 2009

Season

Games within the VJBL structure are usually played for about 40 weeks of the year commencing approximately early-mid November and going through to October the following year. There are usually two areas of competition played throughout the year as follows:

Grading Phase One & Two – Usually late November – March

These two different grading phases decide where the teams will play throughout the main season.

Championship Phase for the whole competition, goes from March through to September.

The basketball year finishes usually mid-December and recommences at the end of January.

Team Managers

All associations will appoint a Team Manager for each team. The Team Manager is usually a volunteer from one of the parents/guardians and assists the team in many ways and will usually be responsible for paying team sheets and arranging scoring rosters for their games.

If you have any queries or issues on a Friday night after 4pm, contact the Friday night emergency phone **0430 541 847** to avoid any unnecessary fines.

For a full list of fines please refer to the VJBL Rules of Operation which can be found on the VJBL Website.

We suggest that team managers take a copy of the rules to each game or have the link saved in their phones, for any rules that may need clarification if the emergency phone line is busy.

Team Managers at all levels are expected to conduct themselves in a manner which does not bring discredit to themselves, their children and their club.

Behavioural Tech Foul

These rules are in place to discourage players, coaches and bench staff from negative behaviour. Your association may also have strict penalties for bad behaviour for players coaching and bench staff.

<https://www.basketballvictoria.com.au/cdn/i8g7jxfr9zww00cc>

Spectator Behaviour

At no point before, during or after a game are spectators permitted to approach a referee. All spectators must abide by the Basketball Victoria (BV) Spectator Code of Conduct. If asked to leave the venue by a venue official, spectator/s must do so immediately, or reports and loss of games may be applied.

<https://www.basketballvictoria.com.au/cdn/ljjs15nuxkgs0k0w>

Uniforms

All players are required to wear a team uniform, during Grading Phase One, the VJBL Administration have a more relaxed approach to this and for further information please speak to your Association contact.

Your association will advise all players about uniform requirements for your specific association, however the VJBL expects a high standard of presentation from teams on court and coaching staff on the sidelines.

Team Managers should note that if a singlet color clash occurs, the home/ first named team **MUST** wear their alternate singlet colour. (fines occur if this is not done) Advise your VJBL contact if this occurs.

Entry Fees

A team sheet fee is applied to each team for games played at their home venue and away games – The team sheet fee covers players and spectators regardless of numbers.

Currently team fees are:

- \$125 per game (60 Minute Timeslot – 4 x 10 Minute Quarters)
- \$160 per game (80 Minute Timeslot – 4 x 7 or 4 x 8 Minute Quarters)

Some associations will include this in their season fees and make the payment each week to the applicable venue and other associations leave this to individual teams to arrange payment each week either to the Team Manager who can pay the amount by credit card at the venue or directly through Teampay. Read the Teampay information sheet.

https://drive.google.com/drive/folders/1NbiLJNzJTNOMeSuz_LhXtgTNLVU5NCX4?usp=sharing

Coaches /TM Screening

- The VJBL screening, as per the requirements of the Basketball Victoria Member Protection By-laws apply to all Associations
- **Penalty applies** for Associations who fail to meet these requirements.
- **All Coaches, Administrators, Team Managers and** other Association personnel who have face-to-face contact, or by telephone or other oral contact, by post, email or other electronic communication, including social media / newsletter distribution with children under 18 years of age **must have a WWC Card unless the relevant person is under 18 years of age.**
- The VJBL Administrator must receive lists of Association applicants once all documentation is sighted (A) WWC, (B) Members Declaration and (C) Coaching Staff Code of Conduct (D) Sighted by Association official and a record of all documentation kept by Association. (E) Return to VJBL
- This Screening process must be completed by: (See required dates in important information)
- (ALL Coaching staff) A, B, C, D, E - 1st Game, Round 1 Grading Phase One - each year
- (Team Managers) A, B, D, E - Round 1, Grading Phase Two - each year
- Other Association personnel when appointed - who have face-to-face contact, or by telephone or other oral contact, by post, email or other electronic communication, including social media / newsletter distribution with children under 18 years of age. A, B, D

Finals Qualification / Medical certificates

If a paper scoresheet is used (rarely happens), players are required to sign the back of the scoresheet. This is to ensure they play enough games to qualify for finals and crossover grading games.

All players in each grade (Victorian Championship and Victorian Junior League 1-12 must play a certain amount of games to qualify for finals. To be eligible to represent a team in finals, a player must play a minimum of 40% of games with that team. Grading Phase **Two** and Championship season games will be included in the total.

In the case that 40% would not be a round number then the total will be rounded up. (i.e. 9.2 games would become **10** games) Grading Phase 2 AND Championship season games are included in the game count.

If a new player is ineligible to qualify for finals they are not permitted to play with the team, unless permission is granted in exceptional circumstances by VJBL Administration.

This ruling is applicable across all divisions of the VJBL.

Exemption is only granted on the basis of documented medical reasons or approved exceptional circumstances. Players Injured during Championship phase prior to the 1st July must have their medical certificates emailed into the VJBL Administration by the 1st July. Team Managers should advise their Association contact of any injuries in the team so they can ensure medical certificates are sent through to the VJBL. See Rules of Operation for full details

Any player diagnosed with an injury after the 1st July (except last 2 rounds) will have 14 days from diagnosis to produce a doctor's certificate to the VJBL Administration via email by the VJBL contact

A medical certificate submitted to cover either or both of the last two rounds for the season must be received by VJBL Administration by close of business on the Monday following the last game.

See Rules of Operation for full details as more medical certificate restrictions apply during grading

<https://www.basketballvictoria.com.au/resources/competition-resources/vjbl>

Fixtures & ladders

In the early stages of Grading and the beginning of the Championship season, fixtures will usually be posted on a weekly basis at 5pm on the Tuesday prior to the game. This is due to the fact that we need the results from the previous week to work out who is playing the week after. As soon as possible, blocks of fixtures are released for families to plan.

Ladders are contingent on results being obtained.

Unofficial results are posted on the VJBL website on the Saturday following the game. These results are verified once the official data is received, should any errors occur then they are rectified at this time.

Handy Hints for Team Managers

Your Association or coach may already have a list of expected duties for Team Managers. This list may be helpful but is not a requirement.

TM to take to games

- List of player details – name, date of birth, address, phone, parents names. Before you circulate player / parent details within the team, ensure all parents approve the information shared with the team
 - Fixture
 - Attendance sheet
 - Scoring roster
 - Timing rules (different grades may have different rules)
 - Playing rules
 - List of venues
 - Singlet colours of opposition (Check fixture to ensure no uniform contrast clash) Be aware that if there is a clash, the HOME team or, if at a neutral venue the first named team must change singlets.
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- Each team, before the start of the game must provide a competent scorer. All parents should take a turn and a roster is usually provided by the Team Manager so that all parents are involved. Any parent who is not confident with scoring should be given assistance by another parent in the team. Scorers should be aware of timing rules for the age group and grade. Team Managers should have a copy of timing regulations on hand in case they are not supplied on the bench.
 - During games, the Team Manager will usually sit on the bench with the team and be ready with drinks etc. at time outs. Be aware of the foul situation by checking with the scorer from time to time and convey to the coach when needed. Your coach may require other assistance from you. Check with your coach.
 - It is worthwhile keeping a record of the score in case the scoresheet or data is lost.
 - Ensure your team scorer stays at the scorebench until the referee has signed off on the game and that everyone agrees that the score is correct.
 - It is important that you support your coach 100% and that if any problems with parents or players within the team come about then the coach needs to be aware of what is happening.
 - Ensure that team members are correctly dressed in uniform – regulation singlets tucked in, shorts and any other clothing items required by your Association. Rules may be relaxed during Grading while Associations are waiting for new uniforms.
 - Your Association VJBL contact must advise us of any uniform issues during grading.