TyneMet Basketball League

New Team Induction Pack

- **a guide to setting up a new team and to running an effective team within the League**

April 2017

New Team Induction Pack

This pack is designed to give you an insight into how successful clubs manage their business and continue to provide high quality basketball through effective administration.

While our aim is to play basketball in a competitive environment, there are always two games being played: one on the court and one off the court. All the best clubs are successful at both, and with great organisation your club stands a good chance of running well for years to come.

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Commitment

The running of any Team in any sport takes dedication and commitment from its leader and its members. BOTH need to have enthusiasm for the venture to work properly. Before launching on something formal like joining a competitive league, sufficient time and action must occur to prove the commitment is genuine and sustained. This can be achieved/tested by running regular training sessions and playing friendlies against already established teams. Only then will it become clear whether the venture will be sustainable by regular attendances etc.

Requesting admission to the League

In order to play in the TyneMet League your admission needs to be ratified by the League's members. This happens at the League's Annual General Meeting (AGM) – **normally held in early June preceding the next playing season (September to May)**. For advice on this process contact the League Chairperson or Secretary. Their details may be found on the League's website (see later).

Organisation

Approach

Fair but tough administration is an essential element for the smooth running of a club. This requires nerve as in some instances you will need to tell your star player they need to pull their weight.

Contact list for players

Get a contact list for all your players, officials and followers.

Mobile and reliable e-mail contacts are absolutely key so that you can contact people quickly, and also make sure League communication goes to the relevant people in your organisation.

Collecting Cash

This is first priority with any club. If you do not collect cash (unless you are really lucky to have no costs or you have a sponsor) then the club will fold.

Setting-up costs

a. What does your hall cost?
b. How many weeks a year do you practice?
c. What is the number of average participants you expect per week?
d. You will need to replace strips approximately every 3-4 years. (£30 per person)
e. New basketballs will be needed approximately every 3-4 years. (£40 each)
f. Referee costs are an average of £21 per game (approx 20 games per year).
g. Table officials' costs: £10 per home game per offical (approx 10 home games per year).
h. Required table equipment ----- the TM League do offer an initial Table Pack free of charge to new teams.

First year calculation, i.e. initial set-up costs: **((a*b)+d+e+f+g) / c** will give you an indication of the weekly 'subs' that you'll need to collect to cover your costs.

Example

a. Hall costs £50 for 1 session (2 hrs) THIS CAN VARY WILDLY from venue to venue
b. 50 weeks of the year
c. 12 people

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d. Strips £360
e. Balls £160
f. Refs £420
g. Table Official £100
h. Table equipment £0 (assumed issued free by TML)
i. Travelling costs £0 (assumed this will be borne by the team members directly)
j. Coach fees £0 (assumed to be a Team member giving services freely)

First year set up cost £520
Yearly running costs £3020

This means that your first year you need to charge roughly £300 per person for the first year.
This can be collected as weekly 'subs' of £6 per session. However this can be subject to significant shortfalls if all people do not attend regularly.
A fee of £25 per month per person (regardless of attendance) for 12 months is a better solution.

Attached is an easy-to-use Excel sheet that allows you to add up these costs yourself.


season costs.xls

Cost Reductions

There are several ways to reduce costs. These are only a few ……

a) Get the players to buy their own strip set (vests and shorts). They will initially all be bought by the club but then sold to each player. This also means they always have the same number AND that they are responsible for washing their own kit.

b) Court share-- especially if the venue has two courts within one fixed hire charge.

c) With only 10 home games out of 50 weeks available there would be an awful lot of training and scrimmage sessions. So have "open" scrimmage sessions during the close season and charge the 'guests'.

d) Sub-Let the court for other basketball events when you are not using it. (Check your letting agreement allows this though.)

e) Get season or game sponsorship from a commercial organisation.

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Fixture planning

August

Draft fixtures are released from the fixtures secretary. Go through the fixture list and make sure all of the home dates are available with your court (Christmas and exam times can be unavailable for some schools/sports centres). Next, take out the holiday dates and any time that you know you will not have a team for. Please note there are weeks in the first half of the season that are reserved for Knock-Out Cup fixtures; there are no League fixtures during these weeks.

Return any amendments back to the fixtures secretary and confirm amendments.

You will also be asked to provide accurate contact and venue information for your team(s) that will be shared with other teams in your Division, and made available on the League's website.

Also during August, you will be contacted by the League's Registrar. They will ask for the registration details needed to register your players, officials, coaches and team followers with Basketball England so that they can be issued with a Licence to participate in the game. This Licence ensures that all participants are appropriately insured for their own and competitors' benefit. All participants in TyneMet League events MUST be appropriately licensed to Basketball England.

September - ongoing

There will be a **registration meeting**, usually on the first or second Sunday in September. The League's website (see later) will give details. All teams and officials MUST attend this meeting.

The season usually starts on the Monday following the registration meeting. Planning for fixtures should be over; ensure that you have communicated your fixtures to your organisation's members.

If during the season you need to reschedule a published fixture for any reason then you MUST follow the procedure for this as explained in the League's Constitution. A copy of this document may be downloaded from the League's website (see later).

Expectation of players/coaches/spectators behaviour

The right tone from the top is always the best way to set the expectations: lead by example. If, as a manager, you turn up not ready to play, late, and forget to pay, then others will follow your lead.

Guidelines for the conduct/behaviour of all League members are clearly laid down in the agreed 'Expect' programme. A copy of this document is an appendix to the League's Code of Condut document which may be downloaded from the League's website (see later).

Responsibilities to the League

Meetings

All League meetings must be attended by two representatives from each team. This should always be the secretary and then one other. Some clubs have two responsible folks while others tend to have it on a rotational basis; either seems to work. There are generally four League meetings per

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year: a registration meeting in September, business meetings in December and March, and finally the AGM in June.

Any new team that does not attend the AGM is not permitted to join the League the following year.

There are also **officiating seminars** held before the meetings in September, December and March. These are opportunities for all League referees, table officials, coaches and team representatives to come together and discuss officiating. These often take the form of short workshops where particular points of emphasis or mechanics are discussed and agreed upon. The seminar in September is used to disseminate rule changes and interpretations from Basketball England. These seminars are essential in ensuring a common, shared understanding of how officiating will be carried out in the League. Attendance is compulsory for all referees and table officials. The dates of the seminars are published a year in advance at the AGM each year.

Referees
Each team is expected to fill a certain number of refereeing commitments per year. This number is set by the League at the start of each season. The number of commitments is the number of referees sent to games, e.g. 2 refs to 1 game = 2 commitments.

New teams entering the League are normally given a year of grace in order to get some of their members qualified to contribute the following season. For this reason, from their second season in the League each team is expected to have at least one qualified (minimum Level 2) referee affiliated to their team. Any teams not fulfilling the required number of refereeing commitments may be refused re-admission to the League in the season following their transgression.

The actual referees for each game are allocated by the League by the Referee Appointments Officer.

Table officials
All teams must have at least one qualified (minimum Level 2) table official to officiate their home games.

There is a list of Table Officials who can be contacted and hired to help.

Fines for technical and behavioural transgressions
The League has a Code of Conduct. This describes the penalties that will or may be imposed (depending on the offence) on an individual and/or a team if the League's expectations are not met. Copies of this document may be downloaded from the League's website (see later). This document should be read in conjunction with the League's Constitution.

Insurance and safeguarding

Coaches
Level 1 coach = assistant coach.
These coaches are covered to coach juniors under the supervision of a level 2 coach.
These coaches cannot operate a club with juniors without a level 2 coach in attendance.
Level 2 coach = club coach
These coaches are able to run and coach at all levels (up to National Div 3 Men).
Level 3/4 coach
Advanced coach and Coach of coaches; is able to coach at any level.

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Juniors
A child is defined as a person under the age of 18 (The Children Act 1989).
(http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/childprotection/ChildProtectionPolicy_wda60690.html)

If you have juniors within your club you must have a Level 2 coach who is also DBS checked.

Police checks
Any person who is not a parent, carer or guardian who is in single contact with juniors (under 18s) must be DBS checked. (This includes giving transport to juniors.)

Matches

As the HOME TEAM
Before the game
The home team is responsible for having all table equipment:

- Personal foul markers
- Visible scoreboard
- Preferably a visible clock, failing this an appropriate game clock
- Team foul markers
- Directional arrow
- A BE-approved scorebook
- A game report sheet

Check that you have all the required licence cards to present to the table official and the referees at the start of every game. Remember: NO LICENCE, NO PLAY/COACH!

Ensure that you have funds to pay the referee (see below).

After the game
The home team is responsible for sending the white score sheets to the Fixtures Secretary. The League will provide the appropriate number of stamped, addressed envelopes for this purpose at the registration meeting in September.

Ensure that the visiting team has been given their licence cards back.

Ensure that the referee is given a completed game report sheet to enable them to log the results on to the League's website.

As the AWAY TEAM
Ensure that you know where and when your game is to be played, and ensure that your team arrives in plenty of time to change and warm-up.

The away team is also responsible for bringing a change of kit. Check before each game what the home team will be wearing to avoid a colour clash. This information is provided at the start of each season on the League's website.

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Check that you have all the required licence cards to present to the table official and the referees at the start of every game. Remember: NO LICENCE, NO PLAY/COACH!

Present your team list and licences to the home table official.

Ensure that you have funds to pay the referee (see below).

Payment to referees
Each team is responsible for paying half of the total refereeing fees for the game. This usually works out at an average of £21 for each of the two teams (home and away) and should be paid BEFORE the game is played.

Facilities

A playing court that is safe to play on and of good standard is expected for all games. Ideally there should be a two- metre space around the playing area for 'run off'. Whilst this is the expectation it is recognised that in some facilities this is simply not possible. The appointed referees are ultimately responsible for the health and safety of all participants. They have the power to abandon a game at any point should they have any health and safety concerns for the participants.

Your home court should have team benches and suitable toilet and changing areas – please note this is a must if you have any junior players.

Changing area – for any teams with junior (u18) participants the changing area should be available as these people are considered to need the extra privacy that adults can forsake. You must ensure that there are both male and female changing and toilet facilities available, and that players may shower after the game if they choose to do so. You should bear this in mind when setting up the times on your hiring agreement.

As far as practicable you should provide seating for spectators. This seating should be on the opposite side of the court to the team benches. As the hirer of the court for your game, your team is responsible for the admission or otherwise of any spectators.

Useful contacts

President
Chairperson
Secretary
Treasurer
Disciplinary Committee Secretary
Registrar
Table Official Development Officer
Refereeing Appointments Officer
Refereeing Development Officer
Junior Development Officer
Coaching Development Officer

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Women's Development Officer
Publicity Officer

All contact details can be found within the League contact information.

Website

This is the dominant vehicle for the day-to-day running of the League and its Cup competitions.

http://www.tynemetbasketball.co.uk

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