

Manager Welcome Email – Suggested Format

Dear Parents and Players

Welcome to Marist Basketball for a new season!

My name is [Insert your name here] and I have volunteered to manage the [Insert team name here] team for this season. My contact details are as follows:

Contact Telephone: [Insert telephone number here]

Contact Email: [Insert email here]

Our volunteer coach for the season is [Insert coach name here].

This email outlines a few things that you and your boys need to know as we head into the season. Please take the time to read through it.

Bench Duty

Each team is required to provide 2 people for bench duty at each game. Our Club will be 'fined' if we do not provide people for bench duty. As a team we try and share around the duty as fairly as we can.

Duty involves sitting on the scoring bench, keeping score, recording fouls and alerting the referees for player substitutions etc. Useful information about how to do duty – scoring and game timing - is available on the [website](#). It is a great way to learn more about the game and to be involved with other parents or helpers from the team (and you get the best seats!)

If you are new to basketball, or a bit rusty on bench duty, let me know. I will endeavour to pair an experienced 'bench' person with an inexperienced person if I can.

The Bench Duty Roster will be sent to you shortly – please advise if there are any dates during the season that you are unavailable so I can schedule around them.

Contact List

Please advise if you do not wish your contact details shared with the rest of the team by [Insert Deadline here].

Training

Training will be held [Insert Day and Time Here] in Marcellin Hall. Any changes will be communicated to you via email or text as soon as I have been told. All boys need to meet their coach, manager or a parent from the team in the Marcellin Hall foyer – they cannot be

on the courts without supervision. If their coach, manager or a parent from the team is already at the court the boys may join them. At end of training all boys are to wait in the hall foyer for their parents – boys cannot be left unattended. Please note that training is compulsory – it is a critical part of your son's basketball development. If you are unable to attend a training session please text me so that I can pass the message on to the coach.

No Food and Drink in Marcellin Hall

We want to keep Marcellin Hall in tip top shape. The College requires that no food or drink (except water) is allowed in the Hall – this applies to parents who bring in coffee, snacks to eat/drink while waiting for their sons training to finish. Boys, Parents and Siblings also need to note the shoe policy while in the hall. There are to be NO black soled shoes, NO stiletto heels and NO football boots on the floors in Marcellin Hall. If you are wearing any of these please either remove them before entering the hall or wait in the foyer.

24 Hour Rule for Grievances

Hopefully it will be very rare that anyone has a grievance. To better care for our coaches and managers, parents and players who feel they do have a grievance with a team's management are required to wait 24-hours after the game or event/issue before they approach the Club official. Remember – our coaches are all volunteers, and are trying to do the very best for all the players. A reminder that student coaches are not to be approached at any time with a grievance, as this should be aired with the parent manager.

Code of Conduct

The Club's Code of Conduct for officials, players and parents is on the Club website. We are all ambassadors for Marist, when we are on or off the Court, and we want to make sure that we all act as positive participants and role models in our basketball

Website

The Marist Basketball Club has a fantastic website; <http://www.maristbasketball.com/>. Get in the habit of checking it for news and upcoming events, as well as information about the Club and its teams.

Uniform

Please ensure that boys turn up to games in Marist uniform. Correct uniform consists of the Marist Basketball singlet (supplied for the season by the club), Marist Basketball shorts (bought at the uniform shop), Marist sports or Marist Basketball basketball socks.

Note that the singlet issued to your son at the beginning of the season is registered with Basketball ACT and corresponds to the Scoring System – kindly make sure that any changes

to singlets are only made in conjunction with the Marist Basketball Equipment Manager to ensure that singlet numbers match the system.

Singlets need to be returned to me at the end of the season.

[Let me know if you can help out](#)

If you want to know more about how to help out in the Club, you can either ask me or you can email the Club President at (insert details).

It is going to be a wonderful season. I look forward to catching up with you as we watch our boys enjoying their basketball!