Manager Introduction Letter Template - to all players and their families

Dear Parents and Players

My name is XXXXXX and I have volunteered to manage the XXX team for this season. This letter 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 all of it.

The Marist Basketball Club (MBC) website www.maristbasketball.com contains a wealth of information. From time to time you will receive emails from me or the club directing you to the website for information about certain events or for further details about Basketball ACT guidelines, etc. The Club endeavours to have everything you need in the one place and I recommend you spend some time taking a look around.

Games

Every week I will send an email reminder for the week’s game in the following format:

**Round 1:** Sunday 23rd March
**Time:** 9.25 am (be there 9.10 for warm-up)
**Venue:** Tuggeranong 1
**Versus:** WCW Dodgers
**Bench:** Kevin / O’Rourke

Bench Duty

Each team has to provide 2 people for bench duty at each game. MBC will be ‘fined’ if we do not provide people for bench duty. Duty involves sitting on the scoring bench keeping score, recording fouls and alerting the referee’s for player substitutions etc.

Useful information about how to do duty – scoring and game timing - is available on the MBC website (http://maristbasketball.com/?page_id=122). The club usually holds a short course how to do bench duty. I will keep you posted if this is offered this season.

Below is the duty roster for the season. Please let me know if you are unable to do bench when you are rostered on. I will endeavour to pair an experienced ‘bench’ person with an inexperienced person.

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**U14 Sky A Grade BASKETBALL TEAM - MARIST COLLEGE**

<table>
<thead>
<tr>
<th>ROUND</th>
<th>DATE</th>
<th>COURT</th>
<th>VENUE</th>
<th>TIME</th>
<th>TEAMS</th>
<th>FAMILIES</th>
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<tbody>
<tr>
<td>1</td>
<td>13/05/12</td>
<td>3</td>
<td>Tuggeranong</td>
<td>10:00 AM</td>
<td>Ginninderra Rats</td>
<td>Cashion / Kibble</td>
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<tr>
<td>2</td>
<td>20/05/12</td>
<td>1</td>
<td>Tuggeranong</td>
<td>10:00 AM</td>
<td>CGS Bucks</td>
<td>O’Rourke / Wallace</td>
</tr>
<tr>
<td>3</td>
<td>27/05/12</td>
<td>2</td>
<td>Belconnen</td>
<td>10:00 AM</td>
<td>Daramalan</td>
<td>Norton / Ohara</td>
</tr>
<tr>
<td>4</td>
<td>3/06/12</td>
<td>2</td>
<td>Tuggeranong</td>
<td>10:00 AM</td>
<td>West Magpies</td>
<td>Perkins / Leys</td>
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<tr>
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<td>17/06/12</td>
<td>2</td>
<td>Belconnen</td>
<td>10:00 AM</td>
<td>Burgmann</td>
<td>Peruss / Cashion</td>
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<td>24/06/12</td>
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<td>Kibble / O’Rourke</td>
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<td>10:00 AM</td>
<td>STM Saints</td>
<td>Wallace / Norton</td>
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<td>8/07/12</td>
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<td>Norths</td>
<td>O’Hare / Perkins</td>
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<tr>
<td>10</td>
<td>12/08/12</td>
<td>2</td>
<td>Tuggeranong</td>
<td>10:00 AM</td>
<td>St Edmonds White</td>
<td>Leys / Peruss</td>
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**SCHOOL HOLIDAYS**

- 19/08/12 | 1 | Tuggeranong | 10:00 AM | Queanbeyan Roadrunners | Cashion / Kibble |
- 26/08/12 | 2 | Tuggeranong | 10:00 AM | Ginninderra Rats | O’Rourke / Wallace |
- 2/09/12 | 1 | Tuggeranong | 10:00 AM | CGS Bucks | Norton / Ohara |
- 9/09/12 | 1 | Tuggeranong | 10:00 AM | Daramalan | Perkins / Leys |

**PUBLIC HOLIDAYS**
Contact List
Attached is the contact list provided to me by MBC. Can you please confirm that all details are correct (singlet number, spelling of name, email and mobile numbers).

I use the details provided here to email &/or text parents about games, changes to training schedules, etc. so your urgent attention to this item would be appreciated. If you would like messages to a second parent please provide those details as well.

Training
Training will be held [DAY TIME] 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 and non-attendance may result in the boys getting less court time at that week’s game. If you are unable to attend a training session please text me so that I can pass the message on to the coach.

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

Please do not have the boys turn up to games in hoodies, league jerseys, NBA gear, etc. When they are at games they are representing the school.

Marcellin Hall
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.

Photo Policy
Even though you were asked to consent (or not) to your boys being photographed when you completed the Marist application, MBC would like to cover themselves by asking parents to sign a photo release form. There is one Photo Consent Form for each team. Please see me at the first game or at the first training so that we can get ours completed.

If the team manager has this information to hand they can answer requests that come from Basketball ACT or opposition teams (if any) and can allow for photos to be taken during the season for use at presentation nights or on the website.

Enews
It is a new requirement that every team write a 350 word game report (and photos) at least once during the season. If you think you are up to the task of writing a report or can help out with the photos on the night, please let me know ....otherwise the Coach will have to do it. As soon as I know when our team is scheduled I will let you know via text/email. Marist wants to profile all the sports more heavily in enews, facebook etc...
Links

MBC website for updates, news
http://www.maristbasketball.com

Basketball ACT website for draws
http://www.foxsportspulse.com/assoc_page.cgi?c=1-4689-0-0-0&a=COMPS

There is also an APP (apple/android) for Basketball ACT draws called Fox Sports Pulse that can be downloaded from the App Store.