



# TEAM MANAGER DUTIES

A Team Manager's role is to maintain the general running of a team enabling the coach to concentrate on player and team development.

A Team Manager should also be a liaison person between Team/Coach/Parent Group/Junior Panel and Club Committee. Team Managers work closely with the Coach to bring about a high level of team spirit and camaraderie within the team and Club.

## Maintain & Communicate Up-to-Date Information

- Maintain an up to date list of the team
- Obtain a list of parents names, contact numbers, residential address, email address and players Date of Birth (you will need all of these details if registering for carnivals)
- Ensure parents and players have the contact details of the Coach, Assistant Coach and Team Manager.
- Use TeamApp to distribute information received from the Club to both players and parents
- Encourage and support parents in use of TeamApp
- Keep parents informed of team plans such as Tournaments, special events, changes in games times, changes in training times and Coach's requirements
- Be aware that for some families they may prefer information to be shared via email or phone messages
- Ensure parents and players are aware of training days/times/venues and that parents are to contact you or the coach if their child will not be able to attend training or a game
- Ensure all players are registered before they begin playing
- Keep an eye out for the season fixture release, and pass on these details to families as soon as possible

### Game & Training Preparation

- Prepare and distribute a scoring roster to all parents. It is a requirement of the club that each player provides a person who can take their turn on the score bench at games.
- Ensure that you advise the parents who are unable to score on their rostered day to arrange a swap with another parent. It is generally not the role of the Team Manager to score as they will be supporting the players during the game.
- At the beginning of the season the club provides each Coach with a first aid kit. Please speak with your Coach to arrange if it will be the Coach or the Team Manager who brings it to all games. To restock the contents of the first aid kit, please arrange to meet the designated Uniform Officer in the Lions cage area.
- You will need to assist players with minor injuries. There are instant ice packs in the first aid kit; however each stadium has ice available at the stadium entrance or their canteen.
- Prior to games, obtain the score sheet at the stadium entrance and fill it in. Write each player's name and their playing number on the score sheet. If a player does not arrive at the game, cross their name off at half time. You will also need to write the Coach and Assistant Coaches names on the scoresheet.
- For SA District Basketball, when you are playing on your home court you must provide a person to do the score sheet. When you are playing at an away court the person is required to do the electronic Scoreboard. When a shot clock is involved at home games (U14's and up) you must provide a second person to operate the shot clock.
- Provide your scorer with a 4 coloured pen. Ensure parents are aware they need to use a different colour for each of the quarters, and the final quarter should be in blue or black.
- Ensure that all players are in the correct playing uniform
- Communicate that the reversible training top is worn to each training session
- Players need BOTH blue and reversible tops at EVERY GAME
- Ensure each player at the game has a named drink bottle. The Team Manager will offer drinks from the bench as players come off the court
- Do not allow parents or siblings to sit on the players bench
- The Team Manager must collect the player's tickets before the game and put them in the plastic bag provided by the stadium (found on the scoresheet clipboard); the referee will count these at half time
- During extremely hot weather, the Team Manager must ensure that the players drink adequately before, during and after the game. Be alert and react to any signs of distress/potential distress in players
- At the end of a game, encourage the team to clear the bench area quickly so that the next team may prepare for their game
- The Team Manager should collect a copy of the scoresheet from the score bench at the end of each game, and then pass this onto the Coach

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### Other Duties

- Arranging social events as appropriate during the season
- Assist the Fundraising Committee by handing out and collecting tickets, order forms etc
- As Team Manager you may be privy to information about Club families - please keep this **confidential**
- Organise a Coach's gift at the end of Winter Season (collect money from all parents) (you can delegate this to another parent who is willing to help)
- The Team Manager is also a point of contact for parents regarding any conflict resolution issues that may arise within the team.
- Team Managers are to report to the Junior Panel any incidents occurring at a game that include:
  1. Players who receive a Technical Foul, an Ejection Foul or who are reported
  2. Coaches who receive a Bench Technical Foul, who are ejected from the stadium or who are reported
  3. Parents who are reported, or who in the judgement of the Team Manager are bringing the Club into disrepute
- Fundraising – Discuss with families the opportunities for the team to Fundraise. This can assist in paying for carnivals, carnival tops, or social events. Speak to the Committee in regards to hosting a Premier League game night.

### Carnivals

1. Liaise with parents and obtain commitments for players to participate
2. Complete all registration forms and send to the appropriate person by the assigned date
3. Collect registration fees from families (this applies to some carnivals)
4. Once game schedule is released, provide families with game times and venues
5. Organise a scoring roster
6. Communicate to families when there are different game lengths, amount of timeouts etc
7. Communicate with families about accommodation and travel plans if required
8. Have a copy of the carnival rules on hand to enable any resolution if needed

### Child Safety

All Team Managers should complete and present their "Play by the Rules" Certificate and National Police Check Certificate at the start of the season. A copy must be provided to the Club's Child Safety Officer.

(Police Checks are free-of-charge for Club Volunteers)

Team Managers are in a position of "Mandatory Reporting" when working with Children/Young People. This is legal obligation to report any suspected Child Abuse or neglect.

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*Have fun and enjoy the experience.*

*The Club thanks you for volunteering to be a Team Manager for the Central Districts Basketball Club - your contribution and support is appreciated.*

**STRENGTH IN THE PRIDE**

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### Points of Contact

You can raise questions and/or escalated matters in this preferred sequence:

Team Coach or other experienced Team Managers

Junior Panel ([JuniorPanel@LionsBasketball.com.au](mailto:JuniorPanel@LionsBasketball.com.au))

Junior Development Officer ([JDO@LionsBasketball.com.au](mailto:JDO@LionsBasketball.com.au))

Director of Basketball ([DOB@LionsBasketball.com.au](mailto:DOB@LionsBasketball.com.au))

Committee Representatives ([Info@LionsBasketball.com.au](mailto:Info@LionsBasketball.com.au))

### Club Child Safety Officer

Chelsea Whyte

0439 766 754

[ChildSafety@LionsBasketball.com.au](mailto:ChildSafety@LionsBasketball.com.au)

### Useful Links

Website

<http://www.lionsbasketball.com.au>

TeamApp

<https://centraldistrictsbasketball.teamapp.com/>

BasketballSA

<http://www.basketballsa.com.au/>

Member Protection

[http://www.basketballsa.com.au/fileadmin/user\\_upload/2015\\_Update\\_Final.pdf](http://www.basketballsa.com.au/fileadmin/user_upload/2015_Update_Final.pdf)

Play by the Rules Fact Sheet

[http://www.playbytherules.net.au/assets/Play\\_by\\_the\\_Rules\\_Working\\_with\\_children\\_check\\_fact\\_sheet\\_SA.pdf](http://www.playbytherules.net.au/assets/Play_by_the_Rules_Working_with_children_check_fact_sheet_SA.pdf)

Child Safe Environments

<http://www.families.sa.gov.au/pages/protectingchildren/CSEHome/>