



POSITION DESCRIPTION TEAM MANAGER

INTRODUCTION:

Malvern Tigers Basketball Club provides an opportunity for around 600 children each season to be involved in a healthy team sport environment. This requires a lot of organisation if games, training and general administration is to run smoothly.

One of the most important roles is the Team Manager. As Team Manager you are the formal link between the Club and the team (the players and their parents), as well as being a vital support to the team coach.

In performing the role of Team Manager, the Age Group Coordinator will be a valuable source of guidance and support for you. The Age Group Coordinator will have previous experience as a Team Manager or Coach, and supports the Senior Coach by co-ordinating certain aspects of fielding teams. The Age Group Coordinator should be your first point of contact if you have questions about or need assistance to perform the Team Manager role.

If you have been nominated but can't take on the role please find a replacement within the team and notify the club Secretary.

RESPONSIBILITIES:

1. Communication

- a) Ensure all relevant information provided by the club (usually via the Secretary) is communicated to the players, their parents and the Coach. A group email list for your team is an effective means to do this. If you need help setting one up on your computer contact the Membership Officer.
- b) Encourage the players/parent to contact you as early as possible when they are unable to participate in a match. If your team will be short for a match, contact the Age Group Coordinator as early as possible to find fill in players from a lower Age Group (this excludes U8s). U10 and above should only forfeit a game as an absolute last resort.
- c) If you have insufficient players to form a team for a particular game, notify the Secretary at least 48 hours before the game to advise a walkover. Failure to do this will result in the Club receiving a walkover fine. All correspondence with Waverley Basketball Association should be through the Secretary.
- d) Encourage players/parents to access the club's website to keep up to date with the latest news.
- e) Provide details of fixtures, where they can be sourced and advise players/parents of fixture changes when they occur. Refer the Fixtures section below.
- f) Provide contact details of relevant club Age Group Coordinators and the club's website for any new membership enquiries.

POSITION DESCRIPTION – TEAM MANAGER (cont.)

2. Administration

- a) Ensure all players details are correct on the Team List issued by the club. Advise the club's Membership Officer of any changes as soon as they occur. Also advise any changes of family address you become aware of in your team.
- b) Encourage all players to have a mouth guard, and ensure each player has a uniform with a unique number for your team. Help arrange a replacement uniform top should there be a duplicate number.
- c) Assist in the submission of player registrations for the following season.

3. Fixtures

- a) Ensure that all parents/players know where to locate the fixture for their games. Fixtures are the responsibility of the Waverley Basketball Association and will be posted on their website (www.waverleybasketball.com) in the Junior Domestic section. Normally there are two fixtures issued for a season. The initial one covers the grading games (first 4-5 games) and the second covers the remainder of the season and takes account of any movement of teams between grades based on the outcome of grading games. Fixture changes can also occur mid-season where, for example, a team withdraws from the competition.
- b) Ensure that all parent/players are notified of any fixture changes.

4. Training

- a) Ensure that all team members are aware of the team's training venue and time
- b) At the start of the season ask the coach if they would like a parent in attendance at training. This is more likely to be required with the younger age groups where child safety is a high priority. Organise a parent roster for training if required.
- c) Encourage parents to make sure the training venue is open and an adult club member is present prior to dropping their child off at training.
- d) Notify the Secretary when your team is knocked out of the Finals games so training venue bookings can be cancelled.

5. Game Day Duties

- a) Arrive at the venue at least 15 minutes prior to the start of the match.
- b) Ensure that you have sufficient players for each game. A team cannot take to the court unless four team members are present at the beginning of the game.
- c) Each match will require a person from both participating teams to assist on the score bench. Do the scoring yourself or organise a score bench roster amongst parents so this duty is shared by all families.
- d) Ensure that all parents on the roster understand the actions for scoring/timing. Contact the Membership Officer if you require assistance.

6. Other

- a) One of the club's objectives is for players to have fun whilst playing and training. To encourage this, suggest to the team you have social events during and at the end of the season. Assist in organising these or delegate to another parent.
- b) Consider circulating a weekly information email and game result summary to the team. This can be created by you, the Coach or another parent.
- c) Support and promote the values of the club. Specifically, help to instill positive attitudes and respect for team-mates, opponents, officials and coaches.