

Team Managers Guide / Checklist



Purpose

This guide is to help our Team Managers understand their role and their responsibilities and to hopefully make things a little easier.

As Team Manager you are responsible for the overall administration and management of your team. This is to enable the coach to concentrate on the coaching and training aspects of the team. As Team Manager you will be the liaison person between the team, coach, parents, and the club. As the Team Manager you are expected to work closely with the Coach to help the team to run smoothly, to develop a sense of team spirit and community.

Pre-Season Checklist

Follow instructions from Team Liaison Committee members regarding the registering of your team	
Ensure everyone is registered via PlayHQ by the required dates	
Make sure that everyone that requires a uniform has one	
Create a Team group chat. This could be for example via messenger, whatsapp or a private facebook group.	
If you require additional players for your team, please notify the club so that players on the waiting list can be offered a spot or the club can advertise the position.	
Create a scoring roster for your team	
Organise a game payment system in discussion with team members. Ideas include: <ul style="list-style-type: none"> - Each player brings a certain amount of cash each week. - Everyone pays \$65 at the start of the season to cover the same number of games as there is players, before paying \$65 again. This could be to the team manager or into a bank account opened specifically for the teams games money. - Using an app like Team Play - Organising the score roster to coincide with payments. I.e. It is x players families turn to score so they cover the games money that week. 	
Team Managers and coaches should follow the Beachcombers Basketball Club Coaches & Team Managers Facebook Group: http://www.facebook.com/groups/beachcomberscoachesandteamangers	
Please ensure that all members of team have contact details for coach and team manager	

Pre-Game Checklist

Do you have sufficient players to form a team for the week? If not, notify the club as we may be able to advertise on our Facebook page, via email etc for a fill in.	
Arrive early to ensure you are there to organise payment of games money.	
Ensure that player details are recorded on scoresheet/tablet ahead of the game start at the stadium.	
Do you have a scorer?	

During the season

Advise families of fixture changes	
Advise families of training changes	
Advise families of club events	
Act as a point of contact for any issues or concerns within the team and escalate to the coach and/or club	
At ¾ of the way through the season ask if every player is returning for the next season. This enables time to replace players if need be ahead of the next season.	
Other duties as required	

Communication

All general communication from Beachcombers will be via email and Facebook (the general Beachcombers Facebook page and other private groups). We may utilise other communication methods in the future and we will inform you if this occurs.

Communicating with your team

Within your own team you may want to consider starting your own private Facebook group and invite the relevant people to join. This can be a great way to keep your team up to date on changes to games times, training etc.

Training Attendance

As a club, we generally expect all players to train. Please make sure all players and parents are aware of this prior to registering. Please make sure that parents are aware that training regularly is expected in order to receive regular game time. Of course, training will not always be possible, and we understand this.

Team Manager Availability

When you are not available to attend a game, or you are going away, it is important that your team manager duties are delegated. When delegating your tasks, please make sure that you inform the person what their responsibilities are while you are unavailable. Also inform the coach who will be team managing during your absence.

Working with children's checks

All coaches and team managers must have valid working with children's checks. Please ensure that you apply/renew for this in advance of a season as this will need to be included when you register your team. This information will be checked by our Teams Liaison committee members.

Code of Conduct

Team Managers, Coaches, Players, Parents and Spectators are expected to abide by the Basketball Victoria Code of Conduct available here: <https://www.basketballvictoria.com.au/resources/associationresources/policies> and on our website. Please ensure that your team is made aware of the codes of conduct.

Complaints and Issues Management

From time-to-time issues may arise that may cause anger or concern. It is important that these issues are raised and dealt with at the earliest possible stage. It is important that everyone acts in a manner that is respectful in order to have sensible and productive resolution of disagreements.

If issues are unable to be resolved, you may wish to escalate this to the club. Please email info@beachcombersbasketball.club.

Playing Rules

Team Managers and coaches should familiarise themselves with basketball rules. Current rules can be found on the Basketball Victoria website: <https://www.basketballvictoria.com.au/resources/competitionresources/rules-of-the-game>

Scoring Guide

We encourage you to provide a link to this video to your team: https://www.youtube.com/watch?v=OdTboL_uYqk. This is a visual guide of how to use the scoring system. It is less than 4 minutes long.

Contact Details

Please provide your own contact details to your team to ensure that you are contactable.

If you need to contact the club, please email info@beachcombersbasketball.club.