

TEAM MANAGERS CHECKLIST



PRE SEASON

- Provide PlayHQ link to team members to register to team (club will give this to you)
- Check in to make sure players are registering.
- Create a scoring roster for parents.
- Notify players of training times.
- Ensure all members of teams have contact details of coach and team manager.

PRE GAME

- Will you have enough players to play on the weekend? If not, contact club asap and we may be able to assist with a fill in.
- Arrive early if game fees need to be paid.
- Ensure that all player details are recorded on scoring sheet/tablet.
- Ensure that you have a scorer (over age 14).

DURING THE SEASON

- Advise families of fixture changes.
- Advise families of training changes.
- Advise families of club events.
Act as the club's key point of contact with your team.
- Act as your team's key point of contact with team questions and escalate to club when required.

BEFORE THE SEASON ENDS

- About 6 weeks before the finals of each season, check in with your team to see if all players will be returning for the next season.
- Contact the club **early** if you team will not have sufficient players.

QUESTIONS?

If you have any questions, please check the Team Managers Page on our website first.

We also have an AI Chatbot on our website that is capable of asking most questions.

If those resources don't answer your questions, please reach out to the club.

COMPLAINTS & ISSUES MANAGEMENT

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.

MAIN CONTACT: INFO@BEACHCOMBERSBASKETBALL.CLUB

UNIFORMS: UNIFORMS@BEACHCOMBERSBASKETBALL.CLUB



OTHER IMPORTANT INFO



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.

CLUB COMMUNICATION

As a team manager it is important that you communicate with the club when requested. This helps to ensure that we do not need to follow up on requests more than once.

Please also communicate regularly with your team when requested by the club to do so.

UNIFORMS

Please visit <https://beachcombersbasketball.club/uniforms> for information on ordering uniforms.

Updated cost of uniform is available from our website.

WHAT HAPPENS IF YOU ARE AWAY?

When you are not available to attend a game, it is important that your team manager duties are delegated to third compliant person in your team. Please make sure that you inform the person what their responsibilities are while you are unavailable.

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.

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/association-resources/policies> and on our website. Please ensure that your team is made aware of the codes of conduct.

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