



Team Managers Guide / Checklist

Purpose

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

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

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| 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 | |
| Order uniforms that might be required, contact the Uniforms & Merchandise Committee member to do so or email uniforms@beachcombersbasketball.club | |
| Create a Team Facebook Page (or similar) and ensure that parents from you team are in it. Use it to communicate with your team regularly. | |
| If you require additional players for your team, please notify the club so that it can be advertised. | |
| Consider creating a scoring roster for your team | |
| Team Managers and coaches should follow the Beachcombers Basketball Club Coaches & Team Managers Facebook Group: http://www.facebook.com/groups/beachcomberscoachesandteamanagers | |
| Notify players of training times | |
| Please ensure that all members of team have contact details for coach and team manager | |

Pre-Game Checklist

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| Arrive early to ensure you are there to receive game fees from players or parents. | |
| Ensure that player details are recorded on scoresheet/tablet. | |
| Do you have a scorer? | |
| 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 new player or fill in. | |

During the season

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| 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 | |
| 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.

Uniforms

Uniforms should be ordered via the club. All new uniforms are to have a reversible singlet. In order to ensure that uniforms are received in time for new seasons, please put your orders in early. Please email uniforms@beachcombersbasketball.club with any questions regarding uniforms and ordering.

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/association-resources/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/competition-resources/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.