



TEAM MANAGER INFORMATION/RESPONSIBILITIES

Welcome to the important role of **Team Manager** with **Solway Basketball Club**. Your responsibilities are outlined below. There is a lot of information but don't be put off. The role of Team Manager is very important and can be a very rewarding and fun one. Your support is greatly appreciated.

WORKING WITH CHILDREN CHECK AND MEMBER PROTECTION DECLARATION

It is a legal requirement under State Law and Basketball Victoria Policy that all adults supervising children are required to have a Working With Children Check and signed Member Protection Declaration. An application form for the WWCC can be obtained from a Post Office or the Club Secretary. There is no cost associated with WWCC for volunteers. The Member Protection Declaration form is attached. Completed copies of both must be given to the Club Secretary to have on file if the Club is officially checked at any stage.

The **Solway Basketball Club** is totally dependent upon volunteers at all levels of operation, from administration to Coaches and **Team Managers**. This support is greatly appreciated and all club members are encouraged to understand that we do our best.

TEAM MANAGER RESPONSIBILITIES

CORRESPONDENCE

1 Ensure all families receive **all official correspondence** – especially the Game Fixtures. **The team Manager Co-ordinator** will forward all information to the **Team Manager**. This includes player details, coach details, training time and venue. Also relevant information is available on the Solway website which all Team Managers must be familiar with. This includes an example of the “Player Contact Details” sheet and the relevant Codes of Conduct for Parents and Players which all members should be aware of. Also be aware that many players do not attend Solway PS and thus need to be informed of any events published in the Solway PS Newsletter (e.g. relating to annual functions etc) which may affect training sessions at the Solway School Hall.

2 Put together a “**Players Contact Details**” (available to download from the website) sheet for each player/family containing the following important information:

- a) Team Name /Grade /Season /Venue for matches and address/phone no*
- b) Player’s names/phone nos./parent names /MOBILE number and email addresses*
- c) Coach and Team Manager names and phone numbers.*
- d) Day/time/venue for training and any requirements e.g. player to bring own ball and water bottle*
- e) Time to be at each match eg.15 minutes prior to match.*

Please ensure your **Coach** also receives a copy of this information.

TRAINING SESSIONS (dependent on age group and location)

Attending training sessions or **ensuring another adult** (other than the Coach) attends depending on the age group and training venue

- check the venue is prepared as requested when booking was made e.g. backboards are in place (applies at APARC)
- answering parent inquiries
- assisting with safety, security and care of players

(PLEASE NOTE THAT JUNIOR PLAYERS MUST ONLY EVER GO THE TOILETS IN PAIRS)

- ensuring that players are punctual
- ensuring that players are positively participating in training sessions. It is vital to note that Coaches are there to Coach – NOT to use their time to discipline players. If you are the **Team Manager** with a Junior Coach, please assist in ensuring that your players are fully participating and not being disruptive. It is the **Team Manager's** responsibility to respond appropriately should a player need reprimanding.
- generally assist and liaise with coach when applicable

NB: Often **Team Managers** make up a training roster where they roster a different family on each week to attend training. This lightens the **Team Manager's** load whilst sharing it around to all families.

NB: Our Junior Coaches MUST have an adult attend every training session.

PLEASE NOTE: If for any reason a training session is CANCELLED by the Coach/Team Manager, apart from letting players/families know, the **Team Manager** MUST also notify both the training venue and Secretary 24 hours prior to usual training session (see website for Committee contact details)

MATCHES

- 1 Ensure that all players are available for each game. Let families know that players/families must notify the Team Manager if they are unavailable to play (or train) who will then let the Coach know.
- 2 Arrive at the stadium at least 15 minutes prior to the game.
- 3 Provide a scorer for each game. Generally all families are expected to take a turn at scoring and assistance is provided for “learners”. This also frees up the **Team Manager** to manage. A scoring roster organised at the start of the season is essential.
- 4 Take the team's First Aid Kit containing a frozen ice pack to each game (available from the **Club First Aid Co-ordinator** for the duration of the season).
- 5 Check that each player has a named drink bottle on the bench prior to the start of each game.
- 6 Ensure that only the Coach, players and Team Manager sit on the team bench. Players must sit with their Coach during substitutions.
- 7 Deal with any queries/complaints regarding your team where possible (if they can't be resolved at the court then notify the Club Secretary – see Committee contact details on website)

If there are any complaints from Parents, please do not engage them, but rather ask them to put their issue in writing to the Club. All issues received will be dealt with quickly by Committee.

8 Ensure that all players are listening to their Coach during time outs etc. (this mainly applies to the younger players)

9 Ensure players are being good sports and follow their **Code of Conduct**. (available on website) This includes shaking the hands of all players of the opposition at the end of the game.

10 If you need to organise fill-in players or to forfeit due to lack of players please contact your Age- Group co-ordinator who will assist you. (Their details will be forwarded to you at the start of the season)

11 Check the Waverley website for the latest information (ladders, changes and finals details) and keep your team informed.

12 Towards the end of the season take a team photo and forward to the Club Secretary before Presentation night.

13 At the conclusion of the season **Team Managers** may like to organise an informal get together to give the players/parents an opportunity to say “Thanks” to their Coach and may like to collect a small donation from each family for a gift.

FINAL NOTE: A player in your team MUST play 6 out of 8 games (not including the Grading matches) to qualify for the Finals

**IF YOU HAVE ANY QUESTIONS OR ENQUIRIES PLEASE DO NOT HESITATE TO ASK
THE CLUB TEAM MANAGER CO-ORDINATOR
GOOD LUCK... BE PROFESSIONAL... ENJOY THE SEASON**

Useful Contact Information:

Solway Basketball Club:

Postal address: P.O. Box 390, Ashburton 3147.

Waverley Basketball Association www.waverleybasketball.com.

Waverley Stadium: Corner Batesford Road & Power Avenue

Chadstone 3148

Waverley Stadium Ph: 9807 9814

Ashburton Pool and Recreation Centre. www.ashburton.ymca.org.au

8 Warner Avenue, Ashburton 3147 Ph. 9885 0333

Solway Primary School www.solway.vic.edu.au

Winton Road, Ashburton Ph.9885 2421

St Michaels Primary School www.smashburton.catholic.edu.au

268 High St, Ashburton 3147 Ph. 9885-3105

Glen Iris Primary School www.gips.vic.edu.au

170 Glen Iris Road, Glen Iris 3146 Tel: 9885 3624

St Cecilia's Primary

Van Ness Ave, Glen Iris VIC 3146 Tel: 9809 2142

Sienna College www.siena.vic.edu.au

815 Riversdale Road, Camberwell, VIC 3124 Tel: 9835 0200