



*The Team Manager's job is to maintain the general running of a team to free the coach to concentrate on the coaching and training aspects of the team.*

*A Manager should also be a liaison person between team, coach, parents, information officers and the Club.*

*Team Managers work closely with the coach to bring about a high level of team spirit & camaraderie within the team and with all other members of the Club.*

# Team Managers

## Before Season

- Hand out team shirts and complete uniform/equipment sheet. Give a copy to the Club.
- Inform players and parents to "not iron" their game day shirts!
- Contact all team players/parents to notify them of training days, times, venue and when training commences.
- Supply your team with a contact details of coach and manager in case of emergency.
- Make sure all players/parents have the Game Day SportsTG app and/or website details.
- Prepare and distribute to all parents, a scoring roster. It is a requirement of this club that each player provides a person who can take their turn on the score bench on game day. Ensure that a replacement is found for parents/helpers who are unable to score on their rostered day. There is no set requirement for scorers to be designated "home or away" for domestic games - just whoever is comfortable with either role on clock/scoreboard or on the computer.

## During Season

- Check your emails regularly as that is Phoenix Basketball Club and Wanneroo Basketball Club communication platform.
- Regularly distribute material received from the Club to players and parents as appropriate and attending to the administrative tasks as requested by the administration of the Club.
- Maintain up to date records & information including an up to date list of team members, any change of address or phone numbers. Notify Club registrar of any changes.
- Keep up to date with what is happening within the Club which may affect your team or parents eg. no training, different training venue, change of time.

## After Season

- Collect shirts and equipment at the last game of the season to hand back to Phoenix with completed uniform/equipment sheet.
- Hand back Game Tally Sheet to the Club. This is the ONLY record we have to count the games that players have played for their (100, 200) game medals.
- Collect Wanneroo Basketball Association trophies and distribute to your players.
- Provide information to Club about players. Are they returning next season? Would they like to stay in same team? Were there any issues? Does their singlet still fit? etc

## Before Game

- Each week contact players/parents to remind them of upcoming game time and venue. Arrange for coach and players to arrive 15 minutes before the game for warmup.
- Notify team members of any changes to games.
- Ensure that all players are in the correct playing uniform. No pockets in their black shorts and a team playing shirt.

## During Game

- Don't allow parents or siblings to sit on the players' bench.

## After Game

- Mark off Game tally sheet.
- Encourage team members to clear the bench area quickly so that the next team may prepare for their game.

## Training

- Liaise with coaches/managers regarding pick up and return of the key to your training venue. Keys need to be picked up and returned to their location as specified in the training letter you received with your uniforms.

**Thank you for volunteering your time to help our kids.  
If there are any issues, please don't hesitate to contact any  
of the Committee members, who will be able to help you.**

**... and  
don't  
forget to *Have fun!***