BASKETBALL TEAM MANAGERS

Marist Basketball Club can’t function and exist without the contributions of volunteers. The role of team manager is a simple, yet very important role that keeps the season running smoothly.

**Role of the Manager**

* Send out **weekly game time** reminders to parents
* Draw up **bench duty rosters** for families at the start of the season
* Find **fill in players** where needed - **coordinate** with other team managers in eligible divisions and have potential fill in players earmarked
* Collect all items for the **kit** at the end of the season: singlets, balls, coaches bag and training shirts. The kit must be returned to the equipment manager (not the front office or school)
* Be the conduit between the Club and the team
* If you have students as coaches – ensure parents do not approach the student coaches at any time. All queries from parents must go directly to the team manager
* Coordinate your **team photos** session (and attend)

Assistance

Your first point of contact for information or problems is the **Marist Basketball website** or [enquiries@maristbasketball.com](mailto:enquiries@maristbasketball.com).

Resources

Winter Training Times[Training Time Request / Change Form](https://maristbasketball.com/coachesmanagers-training-time-request/)  
[Injury/Incident Reporting](https://www.maristbasketball.com/wp-content/uploads/Injury-Incident-Reporting-%E2%80%93-Information-for-Sports-Clubs-Dec-2020.pdf)  
[Scoring How Tos and Resources](https://maristbasketball.com/officials/scorers/)

**Team Manager Cheat Sheet**

**Things to do at the start of the season**

* Email a copy of your Working with Vulnerable People Card to [Paul Mead](mailto:paulmead@mcc.act.edu.au) [WWVC Information for Sporting Club Volunteers](https://www.maristbasketball.com/wp-content/uploads/Information-for-Sporting-Club-Volunteers.pdf)  
  (Note card must be carried with you at all times when acting in the role of Manager)  
  **All managers must adhere to the Working with Vulnerable People Registration Policy**
* Check PlayHQ for your [Team members](https://support.playhq.com/hc/en-au/articles/4407172415897-My-Teams-View-Squads) and bookmark - if you have not yet received your team list, email the [Registrar](mailto:registrar@maristbasketball.com)
* Join the Team Managers’ Whatsapp group
* Send out a Welcome Email to your team – [suggested format](https://www.maristbasketball.com/wp-content/uploads/Manager-Welcome-Email-Suggested-Format.pdf)
* Create a means of weekly communication with your team, ie. group email list, team whatsapp group
* Ensure you or your coach collects the team kit – See [Equipment](https://maristbasketball.com/?p=7087) for details
* **Read the**[**Marist College Code of Professional Conduct for Coaches and Volunteers**](https://www.maristbasketball.com/wp-content/uploads/Code-of-Conduct-Marist-Sports-Clubs-Dec-2020.pdf)

Note that each player is allocated a numbered playing shirt (distributed with the kit) – The number on this shirt is tied in with the Basketball ACT Scoring system so boys must not swap playing shirts. Any problem, please contact the [club](mailto:enquiries@maristbasketball.com).

**Things to do before each game:**

* Send a message to all families reminding them of game time, location and bench duty roster
* Ensure you have enough players to field a team. If not, use the team managers contacts to find extra eligible players

**Things to do at each game:**

* Ensure all players are listed on the tablet at the start of the game, with correct singlet numbers.
* Ensure the score bench has a duty parent.
* Assist the coach and team, as required, ie first aid (ice, band-aids, nothing crazy!), fill water bottles
* Ensure Marist spectators adhere to the spectator code of conduct. Any problems with spectators, please contact the court supervisor (red shirt) and Marist Basketball.
* Report all injuries to BACT (via MSO – the official in the red shirt)

**Things to do at the end of the season**

* Before the last game, remind players to bring a change of shirt so they can return their singlet
* Collect all singlets and coach bag and organise return to the club
* Organise with parents a team gift for your coach as a thank you for the season. You can also organise your own “end of season” party…
* Watch out for information about presentation night.