

INFORMATION FOR TEAM MANAGERS

BECOMING A TEAM MANAGER

When you become team manager, make sure your Age Group Coordinator knows that you have taken over as team manager and has your correct email address. Age Group Coordinator contact details are on the club website.

PRE-SEASON RESPONSIBILITIES

Your main role is to pass information onto the parents re registration, uniforms and fixtures.

- Ensure all players are registered
- Ensure everyone has ordered a uniform if necessary. Details of how to order uniforms is on the Club website.
- Make a team list of parents contact details and send this to the team (with consent from parents to share their details).
- Use the roster templates in the folder and roster all parents to score or supervise training. If someone is uncomfortable scoring, roster them on to do more training supervision.

GAME DAY

- Keep a copy of the team list in singlet order in your phone or wallet so you have it as a reference.
- Ensure you have team contact numbers including the coach into your mobile phone.
- Request that parents contact you if their child cannot attend training or the game.
- Communication – make sure everyone on the team knows where they should be and when, including the coaches.
- Players and coach/es should arrive 10 minutes prior to the game start time with a water bottle. No food and no sticky drinks are permitted in any BH venues.
- Make sure there are enough players to field a team. The game can commence with a minimum of 4 players. If the team needs to forfeit a match because you won't have enough players, please let your Age Group Coordinator know at least 24 hours in advance, if possible.
- Keep your team bench clear of parents and other spectators; this is for the players and coach/es.
- If you need a fill in player, they must be in the right age group or under, have not played for a team in the same age division on the day and can play a maximum of 2 games for your team over the season. Failure to follow these rules may result in a loss of match points.
- Scoring on the iPad is quite straightforward. If you have parents who have never scored before, sit with them once and then they can sit with the next parent and assist them the next week.
- Refer parents to the Parents page on the website which has links to the timing regulations and how to score on the iPad.

- Support your coach, you are the go-between between the coach and the parents. Coaches are often young and learning as they go too. The club philosophy is to have fun, develop personally and learn new skills, not to win at all costs. Sportsmanship is always to be promoted with all parties. The club has a good reputation for this, and it is something we need to keep. Winning and losing is a learned thing with parents, children and coaches. Parents must set the good example for their children to follow.
- The Club suggest that Team Managers stay in the role for 2 seasons and then pass the job onto another parent.

DURING THE SEASON

- If a player joins during the season, they must also be registered and pay fees.
- If you have a new player who joins after the commencement of the season, the Club has a small stock of uniforms. Contact the Uniform Coordinator (see the Contacts page).
- Some of the junior coaches may need a lift sometimes – please check that one of the parents can do this.
- Fixtures are available on the BH website at <http://www.hawthornbasketball.com.au/junior-domestic-competition/>
- The first 4 weeks of the season are grading games. Regrading may occur after Round 2 and Round 4.
- Contact your Age Group Coordinator if you have any concerns about your team's grading.
- Players must have played at least 5 games to qualify to play in the finals. If a player is unable to play at least 5 games due to injury, an exemption can be sought from BH with medical support.

If you have any questions, please refer these to your Age Group Coordinator who will be able to assist.