



TEAM MANAGER

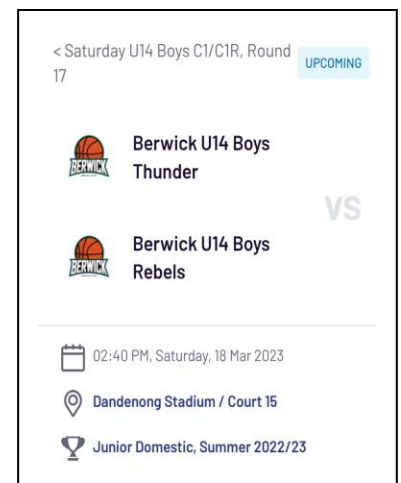
A Team Manager's job is to assist with the general running of a team and to allow the coach to concentrate on coaching and training. The following is a description of the role:

REQUIREMENTS:

- Working With Children's Check (WWCC)
- Registration with PlayHQ as a Team Manager (New link to be provided at the start of each season)

ROLE RESPONSIBILITIES

- Set up a WhatsApp group for the team to communicate
- Accept the invitation to the relevant age group WhatsApp chat
- To be the point of contact between team/club/parents/coach
- Send out timely notification of game times and location
 - ensuring to check Friday nights for late changes
 - do not post a link to PlayHQ, screenshots are preferred
 - To make sure that when we play another Berwick team, that is the first-named team on the fixture, wears white sided singlet
- Ensure the passing on of important club information from the Coaches chat and club
- To make sure that there is at least one other parent at training besides the coach
- Create a scoring roster that includes all families (**with exception of the coach's family if applicable**)
- Ensuring each player has a full uniform to start the season
 - Liaising with the uniform officer for orders and loan uniforms (if required)
uniforms@berwickbasketballclub.com.au
- Ensure all information on team sheets is correct (names, Contact details and player numbers)
 - Report any errors to the club to be rectified



- Report to the club if training is cancelled and reasons for cancellation
- Confirm who is playing, and keep a record of training and game attendance. We can Supply a spreadsheet for this.
- Report any injuries to the Registrar that;
 - require time off
 - require medical attention
 - occur on game day at a stadium
 - result of negligence (example of negligence are injuries occurring due to venue maintenance)
- If the coach is unable to coach, or take training, organise another parent to step in or notify the coordinator to see if someone else can help.
- Ensure every family knows how to score. If someone needs teaching the club has a how to you can ask for.
- Assist the club with finding out who will be continuing for the next season