



Team Manager Role and Responsibilities 2021

The Team Manager role is to provide “administration support” for the team and in doing so, allow coaches to focus on their main role of “coaching the team”. Parents/families are expected to support and assist the Team Manager to fulfil their and ensuring that the club's expectations for the team are followed.

All Team Managers are required to –

1. Complete the Team Managers (TM) Registration Form. This should be provided to Tammy Moffat and Hannah Sharp, or email to admin@easternmavericks.com.au
2. Request to join the Eastern Mavericks Team Manager Facebook group page
3. Provide a current “Play by the Rules” Certificate to secretary@easternmavericks.com.au for [Child Protection](#) and [Harassment and discrimination](#) before the start of the current season (must be within a 2 year currency at all times)
4. Complete or provide evidence of a Working with Children Check (WWCC) / DCSI Screening Clearance (cost is covered by BSA)
5. Join the Eastern Mavericks Team App
6. Regularly check the various platforms for information
7. Must not be friends with under age players on social media (Follow and uphold the Social Media Policy in line with Eastern Mavericks)

Responsibilities

Game day responsibilities include-

- Check the online scoresheet & ensure all players have ‘paid’ before the games
- Be present at any Team/Player meetings prior to and after games in conjunction with the coach
- Ensure that all players are in correct playing uniform on arrival and departure of the stadium, and whilst warming up. **No other association (including SA Country or Metro) uniform / apparel is to be worn. Refer to Uniform Standard Document**
- Ensure rostered duties are filled – scorers, timers, shot clock, video
- Ensure all Team Manager equipment, provided by the Club, is at the game including First Aid Kit / Ball / Blood Uniform/ Sanitiser/Team Bag (containing the list of players/parents/guardians and player medical indemnity form)
 - Players should provide and use their own strapping tap
- Organise players’ bags, drink bottles and other requirements (including items required for medical conditions) before the games. (Players retain responsibility for their drink bottles and bags).
- Sit at the end of the players’ bench during games.
- Thank the score bench volunteers at the end of each game
- Administer basic first aid (if required)
- It is recommended you take a photo of the score sheet/screen at the end of the game, for ‘post game’.
- Post Game – post the final score and the top three scorers for the game onto the Team Manager Facebook group page by Sunday 12 midday. Use the photo taken if the results are not available on the sporting pulse app. Use this format please:
U10G Div2
Mavs 42 def Norwood 38
C. Smith 12, T. Jones 9, R. Brown 5

Other Responsibilities include-

- Distribute information from the Club to players/parents/families. This information will be obtained from the TM Facebook page, the Admin Officer or TM Liaison, club's website or Facebook page
- Retain Medical Information Forms for all players in your team, keep confidential.
- Prepare and distribute a roster for scoring and other team responsibilities. Ensure that parents/helpers who are unavailable on their rostered day arrange a swap with another parent/helper and advise the Team Manager of the swap
- Attend all compulsory Team Managers' meetings held throughout the year
- Ensure that the Team Bag, in particular the First Aid kit (provided by the Club) is at all games. Please contact the TM Liaison if you need to top up the First Aid kit. At the end of the season, this kit and the bag is to be returned to the Club office for redistribution the following season
- Ensure a list of current squad members is maintained and available to Club Officials
- Advise and ensure that new players joining the team after trial day need to complete the online registration form. Contact the treasurer to ensure the Club is aware of their registration.
- Liaise with the Coach and parents/families to organise team entries into tournaments
- Collect fees for carnival entry, photo's etc. and provide to the Treasurer or other nominated committee member
- Organise team where allocated to support the NBL1/Premier League Roster as required.
- Ensure team allocation of volunteers are available for training BBQ duties
- Help and distribute any fundraising programs – Lottery Books, Chocolates, Bunnings BBQ's
- Be familiar with and adhere to the Code of Conduct Policy
<https://sites.google.com/site/bsapolicies/policies>

Important Information:

- **Junior Basketball Manager:** Nathan Jones - basketballmanager@easternmavericks.com.au
- **Number Allocation Officer:** Melanie Webb 0434 555 746
- **President:** Mellissa Bradley - president@easternmavericks.com.au
- **Secretary:** Hannah Sharp – 0400 283 800 secretary@easternmavericks.com.au
- **Treasurer:** Talitha Carroll treasurer@easternmavericks.com.au
- **Admin Officer:** – admin@easternmavericks.com.au
- **Team Manager Liaison:** Tammy Moffat- 0421 119 133 tammy.moffat@inet.net.au
- **Apparel Officer:** - apparelofficer@easternmavericks.com.au
- **Mavericks Member Protection Officer:** Jackie Dahlitz 0419 287 946
- **BSA Member Protection Officer:** Michelle Sterry - msterry@basketballsa.com.au
- **Website:** <http://easternmavericks.com.au>
- **Team App:** www.teamapp.com (search for Eastern Mavericks Basketball)
- **Facebook link:** <https://www.facebook.com/EasternMavericks/>
- **Results/Fixtures on Sports TG:** http://websites.sportstg.com/assoc_page.cgi?c=1-3-0-0-0&a=COMPS
- **Training Schedule:** Facebook, EMDBC Website and Team App
- **Hot Weather Policy:** <https://sites.google.com/site/bsapolicies/policies>
- **Basketball SA link for Insurance:** www.basketballsa.com.au
- **Home Stadium:** St Francis de Sales, Phone: 8393 1000
8 Dutton Road, Mount Barker
- **Eastern Mavericks Postal Address:** PO Box 1461, Mount Barker SA 5251

**Yours in Basketball
EMBC Committee**