



Policy Name:	Team Manager Policy
Approved BY:	General Committee
Responsible:	Basketball Operations Manager, Junior Domestic Committee, Junior Championship Committee
Effective Date;	May 2021
Review Cycle:	1 Year

### Purpose

Team Managers are regarded as crucial people in terms of communication between parents of players in teams and club organizers and also support for the coach. This Policy clarifies how the Club sees their role within its operations.

### Scope

This Policy covers the engagement of all Team Managers within all Junior Teams within the Club's Program

1. The target of the Club shall be for there to be a team manager for each team.
2. Championship committees and coaches are requested to design strategies to ensure Team Managers are of the quality required for the demanding role and need for attention to detail.
3. Where helpful, programmes are invited to appoint a team manager liaison officer to help find Team Managers where no volunteers emerge, and to assist with the training of Team Managers. Various programmes should report to the general committee on procedures for appointment, orientation, and support of Team Managers. All new Team Managers should be sent a copy of this document.
4. The club shall acknowledge the work of Team Managers by
  - a. Discounting the subscriptions of those who assist in this way
  - b. Team Managers awards
  - c. Publicity for excellent efforts by Team Managers.

### 5. CORE DUTIES OF TEAM MANAGERS

The list of core duties of the Team Manager is indicated below, it is acknowledged that coaches, parents and Team Managers will negotiate about these tasks in some cases, so that other tasks are added and/or some tasks are delegated to others. ***A task shall not be given to or by Team Managers in which there is likely to be individual unsupervised contact with persons under the age of 18.***

The Team Managers shall not normally carry out all the duties listed below but shall delegate and draw up rosters to ensure tasks and duties are carried out. All

parents are expected to assist in some way when required. The Team Manager may find specialists for various tasks or allocate many tasks on a roster basis.

A team manager must hold a valid Working with Children's check (WWC) that is to be linked to the club through their WWC profile. This can be either a volunteer or employee version depending on the position of the individual. Other documentation that may be required by the specific competition is also required to be completed.

#### DUTIES for allocation or completion

- a) Collection of game fees (if required)-
- b) Having a representative on the bench as scorer or timekeeper- children are typically not suitable without strong parental guidance. It is also recommended that in a close game that a support person sits on the bench to help out with the events of the game.
- c) Keeping parents informed of team plans such as tournaments, special events, changes in game times, changes in training schedules, coaches' requirements
- d) Coping with minor crisis such as injuries. Some kind of first aid kit is required containing an ice pack, band aids etc. the rule stating that no bloodstained clothing or bleeding colour can remain on the court should be noted. A spare singlet on hand is advisable.
- e) **REVERSIBLE SINGLETS** - when playing another Eltham team, (Saturday or Friday comp) the team on the LEFT or TOP side of the fixture is deemed to wear black.
- f) Arrange a roster of parental supervision at training if coach is young. (may be required)
- g) Providing a channel of communication with the Club in case of problems such as failure to support the coach, missing players, coach non-fulfilment of duties, continuing poor conduct of anyone associated with the team. Normally the team manager should consult the appropriate Grade Convenor or Overall Co-ordinator.
- h) Arranging social events as appropriate, especially an end of season function.
- i) Notify the team of the club presentations at the end of the season and encourage them to attend
- j) We encourage Team Managers to take initiative and use their imagination in support of their teams.

6. Please note a Team manager is not by virtue of that position a supervisor of children, a transporter of children, a substitute coach or a personal counsellor. Any arrangements parents make for supervision or transport of their children is a matter for private arrangement at their own risk.