



Basketball Club

Team Manager

Objective

- **Support:** provide administrative support to the Coach and the Mazenod Basketball staff/Committee
 - make sure the required administrative and support arrangements are in place so that Coach and players can concentrate on the game
- **College values:** ensure all behaviours represent the integrity College
- **Incidents:** ensure all off-court basketball matters are dealt with efficiently and in a timely manner

Season start

- **Lists:** from registrations (Committee Registrar), create and maintain a player contact list with:
 - player names (first and surname)
 - singlet number
 - parent/guardian/boarding-house names, email, contact numbers
 - Distribute to Coach, Team Manager, Committee Secretary and Registrar contact details
- **Equipment:** Collect from the Committee (Property and Equipment Manager) uniforms and training balls, documentation etc, and ensure the coach and players are provided with sufficient equipment (as directed by the Committee) for the efficient operation of the team
- **Registrations:** ensure all players are registered with the Mazenod Basketball Club
- **Fixtures:** Promptly advise team of season start date and agreed training details (including making court bookings to train)

During the Season

- **Uniform:** ensure uniform (singlet, shorts and socks) are maintained in good order at all times and have appropriate school logos, player names and numbers attached (where applicable)
 - Ensure 'away' singlet uniform is provided for *Maza vs Maza* games (when applicable)
- **Conduct:** ensure the integrity of the College brand is maintained by enforcing Codes of Conduct (Players, Spectators, Coaches) in accordance with College Sporting Code
- **Fixtures:** Promptly update team players and Coaches of game day fixtures and changes, including division grading impacts (check regularly during until grading is completed)
- **Forfeits:** ensure minimum 5 registered players each game. Each team is afforded 1x free forfeit per season to accommodate conflicting obligations. Forfeits thereafter incur fines.
 - Players may play UP (age group only), not ACROSS (same division or up division of same age)
- **Recognition:** Send (email) game photos and highlight winning games and best players by email to the Committee (Communications Coordinator) for inclusion in Newsletters and Yearbook.



Basketball Club

Game day responsibilities

Team sheets

- Complete and give to umpire in accordance with competition rules.
 - Full names (first and surname) and singlet uniform number.
- Ensure all players have paid KDBA their game day fee and handed over the receipt card.

Scoring

- Ensure a (competent) person is nominated to keep score each game (excluding finals).

Drinks

- Ensure players have their drinks on hand at all times (parents/guardians to provide drinks).

Player's property

- Ensure players' property is collected prior to each game and safely secured during matches.
 - Players' property (eg school bags) must be stored on shelving or safely out of the way, including from blocking Emergency Exits or restricting thoroughfare.

Transport of gear

- Organise transport of gear to/from matches (where required).

Umpires

- Check with Umpires within 2 minutes of finish of game that there were no reports ("all Clear").
 - Reports: note detail and return to Committee President and advise any player involved that he will be required to attend the tribunal by Committee.

Season end

Uniforms/Property/Equipment

- Return uniforms/property/equipment to College at the end of season (as directed by the Committee).

Celebrations

- Organise team gatherings, in consultation with Coach (optional)
- Awards (if applicable): assist Committee with team awards and distribution thereof.

Relationships

- Reports to the Coach
- Supports the Coach(s) as appropriate

Accountability

- The Team Manager is accountable to the Committee Secretary and the Coach of that team which he/she manages
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