

# How to be a basketball team manager

## Ivanhoe Knights Winter 2010

### Prerequisites of a team manager

You have a reliable email address and you generally check your email at least once a day during the basketball season. This becomes particularly important when waiting on the next lot of Saturday fixtures and during finals.

Apart from that, the job isn't particularly onerous and doesn't involve as big a time commitment as, for instance, coaching.

### Duties of a Team Manager

#### Contact the Team

Prior to the start of the season you will receive the team contacts sheet (usually with training time) and other documents such as venues and 'how to score' for distribution to all players/parents and coaches.

You then need to phone the team and gather email contacts for all players/parents and coaches. After that, most communication can happen through email. You may need to double check that what you send gets read in time, but most people are accustomed to checking their email when they are awaiting such information.

Let the team know that training starts the week beginning Monday 12 April and that the first game is on Saturday 17 April. Periodically during the season you will also be sent the fixtures. When you receive these you will need to forward them on to the team and coaches as well.

#### Singlet Numbers – [singlet numbers policy on website](#)

No players/parents are to organise singlet swaps amongst themselves; the uniforms secretary Julie Stafford will sort it out.

When you receive the team list, check that there is no doubling up of singlet numbers. However, don't assume that the singlet numbers on the team sheets are accurate. Some may be incorrect. Before the first game, email the team to double check every player's singlet number. If you don't do this, undertake a singlet number audit during the first game.

If you have a singlet number clash and you are uncertain as to whether it has been sorted out, please email Julie Stafford: uniforms@...

## Team sheet fines

The club is fined if the duty parent incorrectly fills out the names on the score sheet. Last season the association fined the club \$350 for such inaccuracies. Could you please make scorers aware that the full first name and surname of each player needs to be entered, with the correct spelling. The order of first and surnames isn't important, as long as you are consistent. Remember to also enter in the full name of the coach(es), with correct spelling.

To assist with this, it is recommended that the duty parent takes with them a copy of the team sheet. Particularly as many people have names which are hard to spell. Money that the club loses through team sheet fines could be better spent on developing playing and coaching skills.

## IVE versus IVE - [alternative singlet policy](#)

When you are playing another Ivanhoe Knights team, it is the team manager's responsibility to work out which team is to wear the blue clash singlets. If your team is to wear the blue, the clash singlets will be made available for you by the venue manager. Please ensure that all players are fitted up several minutes before the game commences.

## Parent/Guardian Duty Roster

You will be sent a parent duty roster with a list of season dates. Please fill in the duty parent roster column and forward to your team. The duty parent listed for each week will be responsible for scoring, collecting game fee money from each player and paying the venue manager at their assigned game. If the coach is under 18 years of age, then the duty parent is also responsible for supervising training in the week prior to their assigned game. If the coach can't make their own way to training and/or games, then the rostered parent is also required to provide a lift.

Ensure that the roster follows some sort of logical order (e.g. alphabetical or reverse alphabetical, singlet number or reverse singlet number etc...). Let the team know that it is the responsibility of parents to organise a swap amongst themselves for duty game/week if required.

Please note that where a team is coached by a family member of a player, this family is not to be rostered on for duty.

## Fill-in players - [EDJBA bylaws](#)

If you are short of players for a game, the coach may ask you to recruit a fill-in player or two. Fill-in players can be recruited from another Ivanhoe Knights team that are an age group below and up to one letter grade higher than that

your team. For instance an U15 team in **CC** grade can recruit up to two players from U13 **BC** grade, or from any U13 team in a lower grade than BC.

Please note that the rules are changed for fill-in players during finals and become much stricter.

## Finals

Confer with your coach about the continuation of training. Ask your team to arrive 15 minutes early for a finals match. During finals the team sheet must be paid for before commencement of the game (approx \$35.00 per team). There is also an entry fee for finals games currently set at \$1.50 for players and spectators over 12 years old.

If your team makes the grand final, you will need to contact the relevant team manager liaison (TML) to inform them of the result immediately after the game. TMLs collect this information and pass it on to the registrars and finals coordinator for presentation night trophy preparation the next day.

## Updating Information

Email the relevant TML if there are any changes to the team that you haven't been explicitly notified about by your TML. Examples where you would need to inform the TML include:

- The coach recruits someone to co-coach or assistant coach the team
- A player drops out of the team during the season
- A player is added to the team
- If some of the singlet numbers are not the same as those listed on the team sheet (the correct singlet number is considered to be the one that a player plays in during the current season)
- If any contact details for players change including email addresses

## End of Season

The team manager is responsible for acknowledging the work of the coaches and to sound out the team to see if the players want to have an end of season dinner/function.