**Overview**

The primary role of the team manager is to provide organisational support to the team and its coach. This is to ensure the smooth running of the team and its activities and ensure that the coach can focus on the development of the players. The manager is considered to be an integral part of the team and is expected to work with the coach, players and parents (in the case of junior teams) to ensure that the club’s expectations are upheld by all involved, issues are resolved and the team functions as a cohesive unit. The detail around this scope should be specifically discussed with the coach to ensure that the expectations and boundaries of each person’s responsibilities are clear.

Being a team manager is a rewarding experience, and a great way to be involved with your child’s team.

There are two things you will have to complete to be a Team Manager. These are requirements from Basketball SA, and need to be completed before the start of the season. The club is checked on their compliance with these regulations during the season.

1. **Working with Children Check (WWCC):**

     If you currently **do not**possess a valid Working with Children check, the club can initiate the process for you. Please provide us with your full name and date of birth, we will then start the process for you. If you **do** have a current certificate please forward a copy to [secretary@westernmagic.com.au](mailto:secretary@westernmagic.com.au)

1. **Play by the Rules Modules:**

     Basketball SA require all coaches to complete an essential online module about Child Safety. This module takes approximately 30 minutes to complete. This needs to be done so that the club complies with BSA requirements.

* [Modular Child Safeguarding in Sport Induction (2023) (sportintegrity.gov.au)](https://elearning.sportintegrity.gov.au/pluginfile.php/394113/mod_scorm/content/7/index.html#/menu/62f43726bd0c470b82799453)
* Click on the link
* Click on the Play by the Rules rectangle
* If you already have an account enter your details, or click on the yellow **register**button
* Follow through the steps to complete the course

Once you have completed the course, please download your certificate and forward to secretary@westernmagic.com.au as proof of completion.

**Activities and Responsibilities**

* Maintain a list of players and their details (date of birth, address, contact numbers etc) on the team sheet provided and make it available to club officers (normally the Secretary) as required for player registration purposes.
* Distribute code of conduct documents to players and parents (for juniors) as and when requested by a club office bearer and collect signed copies of the acknowledgement slips for forwarding to the secretary.
* Make sure all players/parents have downloaded the Basketball Connect App. This App is where you will find the season schedule, messages or announcements from the club, and where match payments are made.
* <https://play.google.com/store/apps/details?id=com.wsa.basketball&hl=en_US&pli=1>
* Make sure all parents and players have access to the Stack Teams App. This will be the main form of contact between the club and members, and within your own team. You may also like to establish another means of contact with all players and/or parents to ensure that information and updates can be readily conveyed to them e.g. email, text, message group. Discuss with you team who the primary contact shall be (i.e. manager or coach) should players not be able to attend training or a game, this will most likely be done via the Stacks app.
* <https://magicdistrictbasketball.teamapp.com/?_webpage=v1>

* Ensure that the club supplied first aid kit is stocked (via the uniform shop) and present at all matches and make its contents available to any one as required.

* Distribute information to parents as required including training times, notices and newsletters, etc. It is important that information from the club which is sent to you, is passed onto parents and players.

* Promote and support the clubs fundraising activities and facilitate any player/parent involvement in the fund-raising committee or other club positions. This is by way of putting any interested person in touch with a club committee member.
* Manage certain aspects of the team’s involvement in carnivals that may occur during the season. This includes confirming player’s involvement, collecting money and the like, according to the clubs carnival procedures.

* Establish and manage a match scoring roster for the games to ensure that this load is evenly shared.

* Consider a collection at the end of the season towards a gift of appreciation for the coach.

* Keep up to date with club news and activities via the website westernmagic.com.au

* Ensure that you advise the team manager coordinator, and club secretary should you hand over team manager responsibilities to another person.

* **On game days:**

* Make sure all player names are ticked off on the scoresheet on the iPad, and that all details are correct.
* Make sure your scorer knows their role, either the score sheet (iPad) or the clock (scoreboard).
* Ensure all players have their water bottles and that their bags are behind the team bench. You may need to assist the younger teams with organisation of jumpers and warm up tops.
* Assist with injury management, this rarely extends beyond seeking some ice from the stadium canteen
* Work with the coach to assist in the management of any issues around player or spectator conduct.
* Keep up to date with any fixture changes via the Basketball Connect app, and communicate to your parents/players

Please contact the Team Manager Coordinator or a committee member if you have any questions or issues regarding this role. [tm@westernmagic.com.au](mailto:tm@westernmagic.com.au)