

JOB DESCRIPTION - MANAGER

Procedure number: HRPRO029

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JOB DESCRIPTIONS FOR MANAGERS

All Tamworth Basketball Association Representative teams are supported by a Coach and a Manager. Team Managers have an extremely important role ensuring the successful management of the team and the safety and wellbeing of the players / athletes in their care, with the assistance of the Team Coach. Junior team Coaches and Managers are required to complete a Working with Children and Youth Check form and abide by the TBA and BSNW Codes of Conduct.

A job description for the Team Manager including a checklist of duties and responsibilities for consideration has been provided. This job description has been developed to provide Managers with a clear understanding of their roles, duties and expectations of TBA Representative Program.

Responsible to:

Director of Events, Trip Co-ordinator and team coaches and ultimately the President

Responsible for:

Team players and all members of the representative squad

Role:

A Team Manager is responsible for the:

- administration and management of the representative team appointed to, and
- welfare and safety of all team members at training and during tournaments, carnivals and BSNW sanctioned events.

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches, administrators and parents
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- WWCC Clearance
- Copy of a Federal police clearance. It is recommended that all team managers particularly those dealing with children are required to have a police clearance. A Federal police clearance primarily determines if a person has a criminal history and the nature of any past offences. These may include sexual offences under the criminal code including drug offences, assault, major offences of violence, serious dishonesty (eg. embezzlement), drink driving and speeding etc.
- Have a knowledge and understanding of Game Score Sheet regulations with completion of all details (Court Captain, Players with Contacts or spectacles to be

marked with appropriate abbreviations) and starting five and a level 1 Scorebench certificate. Collection after game of completed score sheet and summary sheets.

Desirable

- Previous management of a team
- Current First Aid certificate. For further information regarding sport first aid training refer to Sports Medicine Australia – website <http://sma.org.au/sma-branches-new/nsw/>
- Understand and acknowledge all codes of conduct, TBA policies and procedures.
- Knowledge of the game of basketball
- Computer skills
- Knowledge of TBA website

Team Manager Duties Checklist

The Team Manager has a variety of responsibilities. Some areas to consider when managing a Team include:

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions etc
- Attend Representative Committee meetings
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
- Acting as liaison officer between the Association and the team
- Ensuring all equipment is safe, the first aid kit is ready for use and the players have their own drink bottle
- Ensuring the score sheet and any other rules/regulations of the competition are carried out
- Ensuring all welfare and safety requirements for the team are met.
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies including:
 - Child Protection Policy
 - Harassment Free Policy
 - Codes of Conduct

The role of the Team Manager incorporates the following:-

Pre and Representative Season

1. Development Camp/Selection trials information – advise all players of dates and selection criteria and distribute any forms / information.
2. Team kit includes all player uniforms, water bottles and game ball. Check kit against uniform inventory list (inform Representative Committee of any item missing).
 - Distribute uniforms to team players (same number allocated to one player for entire season)
 - Collect and wash uniforms after each tournament / Carnival (players are not to take home the uniform)
 - At the end of the Managers term, check each uniform and return clean and in good order. Any repairs needed complete the Check off inventory list and return to the Representative Committee.
 - Water bottles – Ensure that all players have a clean water bottle with their name & number on it. Do not allow players to drink from any other water source for health and safety reasons.

3. Ensure all paperwork for each player is completed upon player selection process (annually in October of each year) especially medical forms and parent contact details.
4. Ensure All Coaches and Managers have completed all details in their induction package and return to the Administrator soon after induction.
5. Ensure players complete uniform orders by the due date, including early order and payment of walk out polo's.
6. Attend any team and other relevant meetings both pre and post season.
7. Work closely with the Trip Coordinator and Coach.
8. Attend trainings
9. Drawing up a parent's roster for timekeeping/scoring or transport to away games
10. Ensuring all players remain together at the competition and support each other whilst they are representing the club
11. Receiving money from players for fees, training, uniforms, fundraising, refereeing and any association functions. Providing a receipt for this money, issuing a receipt to the player or parent and handing the money to the Administrator as soon as possible.
12. Distributing to players and coaches the club newsletter "The Dribbler" and any BNSW information.
13. Ensure that all players will be in attendance at least 30 minutes prior to commencement of each game, in uniform and ready to participate in team talk and warm up exercises.

Travelling away and home games

1. Managers are required to travel with the team organised transport and accommodation and to provide adequate supervision and ensure the safety of the players. While supervision is the primarily the managers' responsibility the coaches will assist them in this role.
2. Assist with team and squad head count, meal organisation and clean up after meals. Make sure your players eat sensibly and have plenty of fluids.
3. Responsibility, along with other adults, for caring for the players on the bus.
4. Liaise with the Trip Coordinator re: meal times, food allergies and any other expectations.
5. Liaise with the Trip Coordinator re: pick up delivery of players to the stadium or any organise trips.
6. Provide First Aid during games and over the duration of the trip.
7. Supervise players during the evening and ensure they are in bed and settled at a reasonable time and abide by the lights out curfew. Male and Female players are to be kept in separate areas and managers to be close at hand at all times.
8. Ensure players are ready to leave the venues on time.
9. Supervise players during meal times.
10. Organise a duty roster at each event for Score Bench responsibilities. Two (2) certified score table officials are required from each team (no two bench personnel to do all the timing. There should be a clear separation of roles) and organise parents to fill these roles fairly, do not use the same parents all the time, share the roles with all parents.
11. Brief players on security of personal belongings etc and monitor team security during each event.

Accident, Injury and Illness

Parents can expect to be advised of any accident, injury or illness requiring medical attention by the Team Manager. If at all possible this advice will occur before treatment is secured.

A number of players may have medical conditions which the Team Manager needs to be aware of in the case of an incident e.g. Asthma Medication / Asthma management, Allergies etc.

The Team Manager needs to obtain emergency contact numbers for the weekend of the tournament and clarify with the parents over any medical or other condition that may require action by team management.

Travel with other persons

The Team Manager is responsible for ensuring players have written authority from the parents prior to the tournament/event/carnival. Permission is to be sought from the Director of Events. TBA policy is that all players to travel as a squad unless an acceptable reason for travel not with the squad.

All must be educated that the concept of "Respect" encompasses:

The "Coach" is the most influential participant in preventing harassment and abuse during competition. This can be achieved by "talking the talk" and "walking the talk" in teaching the athletes that the concept of Respect is the most important aspect of the competition. The coach must use every opportunity to reinforce this principle by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition and in post competition feedback sessions.

APPLICATIONS

All Managers, new or returning, are required to complete an application form for each year. Forms can be downloaded from the TBA website or contact the Administrator during office hours for a hard copy.

Initial contact: The Director of Events should be available for all prospective Managers to contact. This person will be responsible for the distribution and collection of the Manager applications.

DISCIPLINE AND PROCEDURES

Inappropriate Behaviour

Examples of inappropriate behaviour that is unacceptable includes:

- Having or consuming alcohol
- Having or using other illegal drugs or substances
- Smoking
- Sexual activities
- Sexual harassment
- Vandalism or other criminal offences
- Swearing or abusing others
- Physical violence towards others
- Harassment or vilification of others
- Violating any TBA Policy

- Violating team curfews
- Refusing to comply with instructions
- Poor sportsmanship or cheating

Procedures

TBA Tournaments, Carnivals, Events or BNSW sanctioned events

It is recognised that players/athletes participating and or representing TBA at events are under the direct control of team management and may be dealt with according to that player/athletes misbehaviour as per TBA policy.

However, where misbehaviour occurs during an event/s which contravenes the TBA or BNSW Codes of Conduct and is considered serious enough to warrant immediate and/or further action, the following procedures are recommended:

- ❖ Team management should investigate the incident/s thoroughly and obtain written documentation of the sequence of events from all parties. This investigation must include interviewing the players/s, athletes involved and providing them with the opportunity to respond to the alleged misbehaviour.
- ❖ To ensure natural justice during any interview process, team management must ensure that player/s, athletes have access to an individual advocate of their choice.
- ❖ If in the opinion of team management any offences are proven, they should immediately inform the trip coordinator or Director of Events, their respective Coaches and the parents/guardians of the player/s or athletes.
- ❖ Team management, in consultation with their respective trip coordinator, Director of Events and Director of Coaching should decide on any action to be taken. Courses of action could include:
 - **Suspending the player/s, athletes from further participation in the event**
 - **Advising the President**
 - **Sending the player/s, athletes home**
- ❖ Should the decision be made to send the player/s home, team management should consult with the Director of Events and the Trip Coordinator to contact the parents/guardians to inform them of the issues arising and organise transport.
- ❖ At the conclusion of the event, team management should present a full written report to their association (Complaint/Grievance form) who shall decide if any further action is warranted.

Prior to any tournament, carnival or BSNW sanction event that the TBA representative attends, all participants and their parents must be reminded of the Associations Codes of Conduct (Player Agreement) and the consequences of breaking them prior to all tours. Players/Athletes and their parents must sign a statement acknowledging that they have read, understood and agree to abide by these codes and any other tournament rules and accept the consequences of breaking them.

Appeals

Any player/s or athlete who has/have been disciplined using the above procedures shall have the right to lodge an appeal if they believe that natural justice has not been served.

Appeals process shall be determined by TBA of the player/s, athletes involved. The following procedures will apply: -

- i. Any intention to appeal must be in writing and submitted within one week of the conclusion of the tournament, carnival or BNSW sanction event or within one week of receipt of advice of any decision made by TBA Representative Committee or the Judiciary Committee.
- ii. Where an appeal is submitted, the player/s, athlete and his/her parents/guardians/partner may request to appear before the appeals panel to put their case.
- iii. The appeals panel shall consist of the Judiciary Committee, the player's or athletes Coach and a representative of the Representative Committee.
- iv. The outcome of any appeal shall be final and will be communicated in writing to all relevant parties

Relevant Procedures (Internal)

REP Policy – Selection Criteria Managers
HR Policy – Complaints

Relevant Policies (Internal)

Rep Policy – Code of Conduct Managers
Rep Policy – Code of Conduct Coaches
Rep Policy – Code of Conduct Players
Rep Policy - Code of Conduct Spectators
Rep Policy – Zero Tolerance
HR Policy - Complaints

Relevant Forms (Internal)

Rep Forms – Manager Application
Rep Forms – Managers Agreement
HR Forms – WWCC online application
HR Forms - National Criminal History Check

See TBA website under Policies, Procedures & Forms for copies of the above documents