



Manager's Requirements & Responsibilities

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

A description for the Team Manager role, including a checklist of duties and responsibilities for consideration has been provided. This position 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, team coaches and ultimately the President

Responsible for:

The age group of representative basketball players that you manage

Role:

A Team Manager is responsible for the:

- administration and management of the team
- 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
- Knowledge of procedures and rules/regulations of the competition
- WWCC Clearance
- Have a knowledge and understanding of Game Score tablets and regulations with completion of all details (Court Captain, Players with Contacts or spectacles to be marked with appropriate abbreviations, starting five)

Desirable

- Previous team management experience
- 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
- A level 1 Scorebench
- Computer skills



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 tablets 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

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. Attend any team and other relevant meetings both pre and post season.
4. Attend trainings
5. Drawing up a parent's roster for bench duties and court supervising (at home events)
6. 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. Provide First Aid, water and support during games
2. Ensure players are organised for each trip away.

Accident, Injury and Illness

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. Make sure all injuries are officially reported at the venue.

Inappropriate Behaviour

Examples of inappropriate behaviour that is unacceptable includes:

- Sexual harassment
- Vandalism or other criminal offences
- Swearing or abusing others
- Physical violence towards others
- Harassment or vilification of others
- Violating any TBA Policy
- Refusing to comply with instructions
- Poor sportsmanship or cheating

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 they should immediately inform the Director of Events, their respective Coaches and the parents/guardians of the player/s or athletes.

APPLICATIONS

All Managers, new or returning, are required to complete an application form for each year

Agreement Forms to be completed prior to 15th December 2021

» [Rep Manager Form \(tamworthbasketball.com.au\)](http://tamworthbasketball.com.au)

Any questions please contact the office during business hours