



Welcome and thanks for being a Team Manager!

Team Managers play a very important role in our club. It is a job which is quite easy to fulfil, especially if you plan to attend all of your child's matches and you value equal communication to every team member. We aim to be a very friendly and welcoming club, and it is through the Team Manager's role in maintaining team spirit and unity that each team is a happy and functioning unit.

Please contact Julie Cooper – Team Manager Co-Ordinator to provide your name, team name, coach and email address (please provide an email address that you are prepared to check at least once a week).

Julie's details are:

[Email:coopersathome@gmail.com](mailto:coopersathome@gmail.com)

Phone: 0410 668 485

Important Instructions for all TEAM Managers – Old and New

Tasks to do NOW – Before the season starts!

- You will need to check that your team listing is correct and advise the Age Group Coordinator ASAP of any changes needed
- You need to have a current Working With Children Check. If you do not have one you must apply for one, and if you do have an existing one you have to update/register your details online to show Maroondah Magic, which will notify the club of your details. Visit <http://www.workingwithchildren.vic.gov.au/> in either case.
- Remind players to pay their registration for the season. For players who are yet to pay, direct them to the online registration link on the Magic website.
- Organise a roster for parents to score each week. You can download a 'Scoring Roster Template' from the website. Team Managers' and Coach's families don't have to be on the scoring roster.
- Advise families when the fixtures are online and can be accessed via Magic website or via Fox Sports Pulse website and mobile Apps.

At each game:

- Arrive 15 minutes before the start of every game to pay the team sheet at the office.
- Welcome the parents and players, making sure that everyone knows each other.
- Make sure that your team's rostered scorer is ready.
- Assist the scorer to de-activate any players you know will not be playing on the electronic scoring system. If a player is running late or you are not sure if they are coming leave them as activated and remove at half time if you need to. This will avoid needing to add late arrivals. Note – players can still be added at any time during the game should they turn up. Check that player numbers are correct and change where needed. Ensure any players who have previously filled in are not automatically checked as playing.
- Collect money from parents and record details on Team Payment Record Sheet. A copy of this template is available on the website,
- If first listed on the fixture delegate sweeping of the court at half time.
- Support your coach in any way possible and assist with injured players.



During the season:

- Check your contact list of team players regularly and inform the Age Group Co-ordinator of any changes (including singlet numbers).
- Assist the coach with administration, liaise with players, parents and Age Co-ordinator and hand out notices as required.
- Half way through the season, check Players Qualification lists on website and advise players of how many games they must play to qualify for finals.
- Organise an end of season break-up and buy a present for your coach (using team's money of course).

Additional information you will need for the new season is now available on the clubs sporting website. The following is the link to the website www.maroondahmagic.com.au.

There you will find the following in the documents section.

- Introductory letter for coaches
- Scoring instructions
- Coaches code of conduct
- Spectators code of conduct
- Parents code of conduct
- Players code of conduct
- Team payment record sheets
- Team sheet fees guidelines
- Scoring roster
- Introductory letter for team managers
- Tips for new team managers
- Link to Registration Forms
- Blank court plans and diagrams
- Encouragement awards
- Various other coaching resources and links

The Kilsyth Basketball Website also has a number of other resources which you may find useful. Familiarise yourself with the Junior Competition Rules.

<http://www.kilsythbasketball.com.au/index.php?id=rulesandpolicies>

Once again thank you for volunteering in this role, your time and effort is much appreciated.

Maroondah Magic Basketball Club Committee.