



# Team Managers

## Job Description

### Beginning of the season

- Develop and maintain a players list
  - The Registrar will provide a spreadsheet with all of the details on your players at the beginning of the season – if players are added, ensure you have the most up-to date list
  - Your player list must contain player names, parents names, e-mail addresses, phone numbers, health card numbers, emergency contacts and all pertinent health information (allergies etc...)
  - Have a paper copy available at all games & practices in case of emergencies
- Develop an e-mail distribution list for all players and coaches on the team
  - Be sure to include e-mail addresses of both parents (two separate columns on the registration list)
- Coordinate jersey distribution
  - Ensure that no players on the team have the same numbers
  - Ensure that players and parents are aware of the care instructions (wash in cold water and air dry)
- Maintain a list of player #'s for coaches
  - Player's numbers must be available for filling out the score sheet at every game
- Ensure that all coaches and managers on the team have Criminal Records Checks on file
  - The Executive Secretary maintains the Criminal Records Check copies
  - If a coach/ manager does not have a CRC on file, letters to present to the RCMP or Kentville Police station are available on the Coaches Corner Tab on our website
  - Collect any Criminal Records Checks and forward to the Executive Secretary
- Ensure that at least one coach on your team (Mini & above) has the NCCP Learn to Train Status
  - NCCP Learn to Train is required of at least one coach in order for a team of Mini, Bantam or Midget players to play in a provincial tournament
  - NCCP Clinics are available across the province. Visit the Basketball Nova Scotia website for information on upcoming courses or contact the Club President to arrange.
- Develop a score sheet and time clock schedule for all home games

- It is the responsibility of the home team to supply people to fill out the score sheet and run the time clock (typically parents or siblings)
- If no parents are willing to take on this responsibility, it is the manager's responsibility to hire someone to do this and the cost is to be shared among the parents of the players

### **Conflict Prevention & Resolution**

- Organize a parent meeting at the beginning of the season
  - Contact the KMBA Executive to host a parent meeting early in the year to discuss expectations of both players and parents
  - Ensure parents are aware that they are to take all concerns with coaching methods, etc... to their team manager. If they are not happy with the results of that, they are to come to the KMBA Executive team
  - Encourage parents to wait at least 24 hours after a game to express complaints (give them and the coach time to cool off)
- Attempt to mediate situations between players, parents and coaches. If unsuccessful, do not hesitate to contact the KMBA executive for advice and support. They will set up a face-to-face session with all those involved in an attempt to resolve the situation.
- Maintain records of any communications between yourselves and parents/ coaches

### **Throughout the season**

- Organize fundraising initiatives for team activities & clothing
  - If teams intend to fundraise, all initiatives must be approved by KMBA's fundraising coordinator in advance to prevent duplication in requests
  - If teams would like to offer canteen services at the gyms during games, they should speak to the fundraising coordinator to secure a date
- Collect monies raised and provide to the club treasurer
  - Each team has a separate account within KMBA. All monies collected should be turned into the Treasurer where it will be kept for future use
- Collect fees for extra games from parents and provide to club treasurer
  - If teams wish to play games or participate in tournaments above and beyond the 10 League games, 2 seeding games and two league tournaments, the costs are the responsibility of the team.
  - In advance of the registration deadline, managers should collect and submit monies required to the Treasurer. The treasurer will then issue a KMBA cheque to cover the registration costs.

## **Communication**

- Distribute game schedules to all players and coaches
  - A schedule will be sent out to all managers prior to the League start. Managers are to ensure that all players and parents have a copy of this schedule
- Provide team members with weekly updates on practice and game schedules
  - As game times and practice times are affected by player availability, gym availability and winter conditions, it is advised that managers send weekly updates to inform parents about the games and practices scheduled for that week
- Communicate any changes to the practice or game schedule to all players & coaches
- Accept e-mails re: players availability for practices/ games and communicate this to coaches
  - Player availability may impact the ability for a team to play. Routinely reinforce the need for players to make you aware of any practices or games they are not able to attend.
  - If a team has few enough players that the game needs to be re-scheduled or forfeited, coaches of both teams involved must be made aware as soon as possible
- Ensure final team rosters are submitted to the League committee by January 1<sup>st</sup>. Failure to do this could result in your team being unable to play in the League play-offs
- Ensure that team rosters for the Provincial tournament, as well as player t-shirt sizes are submitted to the Provincials coordinator prior to the cut-off date for registration.

## **Games/ Tournaments**

- Set up the score table and score clock for all home games
  - The table should be set up with two chairs
  - Ensure that the score clock is plugged in, set up and ready to go
  - Ensure that pens are available for the person doing the score sheet
  - Ensure that the appropriate score sheets are on the table
  - Ensure that the KMBA roster is filled in
- Ensure assigned scorers and time clock operators are available for their shifts and understand their task
  - Ensure scorers understand how to correctly fill out the score sheets
  - Make sure score clock people understand the appropriate clocks ( Directions are available for both clocks)
- If only one coach is available, join the coach on the bench to help manage players

- Take pictures of the score sheets at the end of the game to forward to the League coordinator (currently Jeff Starratt-and he likes to receive texts to 902-680-5648)
- Pay referee costs if required (obtain a cheque from the Treasurer in advance)
  - Referees for home games (both league and extra games) are paid as a lump sum by our Treasurer
  - Referees for league games (away games) are paid by the host
  - Extra games played in other facilities may require that you have a cheque to pay your team's share of the refereeing costs
- SEEDING GAMES
  - Each Mini, Bantam and Midget team must play a minimum of 2 seedings games prior to the beginning of March, to help the provincial coordinators decide which division your team should play in.
  - Ideally seeding games are played with Metro teams in a division you feel you may be competitive in (you can play teams outside Metro who have played Metro teams but this makes it more difficult for the coordinator)
  - Seeding games should be played when all members of both teams can play (they use the scores from these games to determine which division you will be playing in- should be an accurate representation of your team quality)
  - To find teams to play, visit the Basketball Nova Scotia Site to find Club Presidents for every Club in Nova Scotia. Send an e-mail request to all club presidents to see if there is interest from any of their teams
  - Coordinate a time that works for both teams
  - Book gym time with the scheduler
  - Book referees (contact varies according to the gym being used)
- EXHIBITION GAMES:
  - If looking for teams, visit Basketball Nova Scotia as above
  - Coordinate a time that works for both teams
  - Book gym time with the scheduler
  - Book referees (contact varies according to the gym being used)
- Coordinate tournament activities
  - If your team intends to participate in a tournament, ensure that enough players are able to attend
  - Register the team for the tournament
  - Collect monies for the tournament costs and acquire a check from Treasurer (as above)
  - Coordinate hotel rooms for those interested in accommodations (book # of rooms under your name and supply contact information to parents so they can confirm)
  - If using a hotel, consider booking their conference room/ seating area for a team meal