

## QUICK TIPS FOR TEAM MANAGERS – MAKE YOUR LIFE EASIER!

- **Take your Team Manager** folder to all games and training.
- **Keep your copy** of your team list in the folder so you have it as a quick reference at all times.
- **Keep your team** listed in their singlet order
- **To fill out the scoring** sheet at the games, it is easy to just list it straight from the team sheet – it is very difficult to remember all the kids and their numbers if they are just arriving and running around everywhere, especially when the game is about to start and you have arrived a bit late. It also makes it easier to find the kids on the sheet when scoring by looking down the list numerically.
- **Key the team** mobile numbers including the coach into your mobile phone, if you are clever you can put them into a group so one text does them all (get your child to show you, I don't know how but it's a great idea as it saves doing lots of separate texts).
- **Ask your player's** parents to put you in their mobile phone and ask them to call you if they are going to be late to a game, can't make training, or similar.
- **Ensure** you have everyone's emails correct and that they are email addresses that are regularly checked, once a week probably is not going to be that useful but better than nothing
- **The club runs on email** communications so if you are not that familiar with how it works have someone give you a bit of a run-down on the basics of opening, creating, sending, forwarding, attaching etc (see above point about your child's abilities in this area).
- **If you change** your team, update the details on the team sheet and forward it back to whoever is looking after your team group (you will be advised of this shortly). Team lists must be kept up to date otherwise we have coaches who haven't coached getting paid or the other way around, players who haven't played getting trophies, or the other way around – if you don't tell us, chances are that we don't know what has changed on your team.
- **Train your parents.** No, not *your* parents, the parents in the team! Don't do all the duties yourself or you'll burn out. Use the roster templates in the folder and get them all doing something. You will find that with some families both parents are very involved, others will be one, some will be neither and you rarely see them. Basketball is not for babysitting, it is a parent-run club. If someone really doesn't like scoring then see if they are happy to do more training supervision or stadium duty. Share it around but ensure all do their part in helping you run the team. Because when your turn is up, another parent has to take over – by showing what is involved it won't be so mysterious.
- **Scoring** can be daunting and there is nothing worse than being asked to do it, and having no idea on how to. Forward the scoring sheet to all parents and advise them that unless they offer to do something else, they will be asked to do it on a regular basis. Personally, I recommend getting someone to do it two weeks in a row, as it helps it sink in a bit more. Have someone experienced with them until they are comfortable.
- **Support your coach**, you are the go-between between the coach and the parents. Coaches are often young and learning as they go too. The club philosophy is to have fun, develop personally and learn new skills, not to win at all costs. Sportsmanship is to be promoted at all times with all parties. The club has a good reputation for this and it is something we need to keep. Winning and losing is a learned thing with parents, children and coaches. Parents have to set the good example for their children to follow.
- **Communication** – make sure everyone on the team knows where they should be and when, including the coaches.