

Guidelines for Team Managers

Team Managers are very important in the running of the Shooters Basketball Club – they are responsible for many of the “little things” that keep the teams, and hence the club, going... **A Team Manager’s responsibilities include:-**

- 1. Ensuring that you have regular access to a reliable email system.** Almost all Shooters club information is distributed via email. It is important that you read email at least once a day, particularly in the evening. You should know how to create an email mailing list from a list of email addresses. Recently, some team managers have started to use “Team Stuff” for their teams. “Team Stuff” is a web site useful for keeping team lists, maintaining a team events calendar, and handling team notifications. The web address for “Team Stuff” is <https://teamstuff.com/>.
- 2. Understanding the club's Online Registration system and being the contact point for your team members and their parents/guardians regarding registration.** The club has introduced an online player registration and payment system using the Try Booking <<http://www.trybooking.com/>> web site. As team manager, you will need to understand how the web site operates and the various nuances that might confuse people in your team trying to use it. Important points to understand are:
 - a. the web site is normally a ticketing system.** People may be confused by this, but just remember, every shooters player needs a “ticket” for each season. The type of ticket they purchase depends on the circumstances. Most players will need to purchase a “First Team” ticket. If a player plays in more than one team, then they must purchase a “First Team” ticket for one of their teams, then a “Second Team” ticket for each other team they play in. There are some other ticket types for special circumstances – for example, there is a “Train Only” ticket for teams that do not play in the competition on Saturdays;
 - b. registration via Trybooking must be done regardless of whether fees are paid at the time.** If necessary a code can be used to defer payment, but registration must still be done. The Treasurer, [Maureen McBrearty <mmcbrearty@optusnet.com.au>](mailto:MaureenMcBrearty@optusnet.com.au), will supply the code after alternative payment arrangements have been made;
 - c. how the registration process works.** The process requires Internet access and a web browser. To register go to <http://www.trybooking.com/> and click on the **BUY TICKETS** button then in the yellow search area text-box labelled “Buy Tickets” enter “shooters” then click on the magnifying glass. A list of “events” will then be presented to the user. At this point it is important to select the correct “event” corresponding to the next season, not the current season. Families can register all their children by selecting the correct number of “tickets”, one per player. The details of each player must be entered, plus the details of at least one parent or guardian, and also some incidental yes/no questions.
 - d. the team selected during the registration process is your current team.** The club does not know what teams will be registered in the new season so you must nominate what team you are playing for in the current season. If you are not currently playing for shooters, or you do not know what team to use for some reason, then you select “New/Unknown Team”.

As team manager, you will receive an email containing all information collected via Trybooking registration for your team. This information should be treated as “confidential” and also “read only” (as it will be updated from time-to-time so any changes you make will be lost). You should check the information received for correctness and if there are less than eight players you should determine who from the current team has not re-registered and encourage them to do so, or if they are not going to continue to play, let the committee know.

- 3. Creation and distribution of a team contact list and email mailing list.** The contact list should include for each player:-

- | | | |
|--------------------------|-----------------------------|-------------------------|
| a. uniform number | b. full name | c. date of birth |
| d. address | e. phone/mobile nos. | f. email address |

And for each parent/guardian of the player:-

- | | | |
|---------------------|-----------------------------|-------------------------|
| g. full name | h. phone/mobile nos. | i. email address |
|---------------------|-----------------------------|-------------------------|

The list should also include the same information for the coach and team manager as for a parent/guardian. An Excel template that may (or may not) help with this should have been available from the same source where you obtained this document. **The Trybooking information can be used to create the list.**

Once the team contact list is done, the email addresses should be gathered together to form an email “mailing list” so that you can easily send messages to all members of your team and their parents and the coach. The Trybooking information may contain a text file suitable for importing as an email “mailing list”. The first message to everyone should include a copy of the team contact list (you should ask people to treat the list as “confidential”).

- 4. Creation of a scoring roster for the season.** Once created it should be distributed to all players and their parents – a simple per family round-robin system is sufficient. Note that most families will likely end up scoring at least twice, depending on the number of games in the season. Also, families will tend to swap themselves around – this is not the team manager’s responsibility to keep track of. If anyone in your team needs to learn how to score, you should liaise with the club as to the best way to do this (we have resources available for this purpose).
- 5. Ensuring all players in the team qualify to play in finals.** One way to do this is to get all players to sign the back of the sheet for the first five games of the season (or whatever is the required number of games) – the supplied team manager template provides a check-list area to help with this.
- 6. Ensuring that the Shooters committee is kept informed.** You need to know the contact information (mobile phone, email) of all the shooters club committee members so that you can forward on any player/parent queries or comments if necessary, or notify a committee member of any issues that may crop up. It is also possible to send an email message to all committee members at once, by sending an email message to <committee@shootersbasketball.org.au>.

A particularly important event that requires committee notification is if a player leaves, or joins, your team at any time during the season. The committee should be notified immediately so the club can keep its records up to date. In addition, if a new player joins your team, you must ensure that their name, address and date-of-birth are written on the back of the score sheet at their first game, and that an email is sent to the grade secretary notifying them of the new player (this is important for insurance purposes)

Similarly, if you notice any incorrect information on the typed player list on your team’s score-sheet, please make a note of the changes required on the back of the sheet. This change should be reflected in the typed player list the following week.

- 7. Keeping an eye on the Hawthorn Basketball Association newsletter (the Alley Oop Scoop).** In particular, the section at the bottom where it lists **stadium duty**. When it is your team’s turn to do stadium duty, you must arrange for volunteers to do it. Stadium duty is not very onerous – it is usually (but not always) at the same venue where your team plays, generally in a 3 hour timeslot centred around the time the team plays. It may be different at each stadium, but stadium duty generally involves sitting at the desk and ensuring the cash box, referees valuables, etc. are secure. The person on duty may be required to pay referees if the stadium supervisor (usually a senior referee) is not present for some reason, and occasionally there is a team that does not “pre-pay” and you may be required to collect their money and record it on the roster sheet. Finally, it is also a good idea to check the published results for your team on the back of each newsletter to ensure that they are correct.
- 8. Arranging team social events and if appropriate a token of appreciation for the coach.** For example, it has become the custom for some teams to have an end-of-season get together at a local or family restaurant, or other family friendly location – if this is the case, the team manager would canvas date/time/numbers and handle bookings. As for tokens of appreciation for the coach ... there is no hard and fast rule. As a rule of thumb, assuming you decide it is appropriate, older coaches generally appreciate something simple like a card or poster created and/or signed by the players (although some older coaches have been known to accept gifts of fine wine) whereas younger coaches would most likely appreciate a small present such as a gift voucher with a few dollars (perhaps \$5 or \$10?) collected from each player.