

Team Manager Job Description

Preparation Phase:

During the period of preparation of the team the team manager will

- Distribute information to players.
- Establish good working rapport with parents.
- Collect information from players. Send this information through to the NPBA Secretary for tournament roster completion with BBNZ. Notify NPBA secretary of team management details for coach, assistant coach and manager once appointed.
- Collect copies of player birth certificates to take to national tournament in case you are challenged about the eligibility of one of your players
- Ensure consent forms are completed for each time the team travels away overnight.
- Liaise with New Plymouth Basketball Association and Basketball New Zealand regarding BBNZ registration numbers for cluster camp attendees.
- Prepare a tournament budget including referee costs (the rep team co-ordinator will help with this if required).
- Organise travel and accommodation for tournament. It will be left to the discretion of the team manager as to whether parents reside at the same accommodation as the team while away at tournaments.
- Be responsible for any fundraising that is deemed necessary for the team.
- Be responsible for providing quotes to the NPBA funding officer to meet grant application cut-off dates
- Collect any money that is required of players and manage team funds.
- Emphasise the benefits of good nutritious food and hydration for every player.
- Distribute and collect uniforms. (Use the team uniform list to maintain records).
- Collect first aid kit and maintain stock levels. Take to practices along with icepacks, towel, and gladwrap (to hold icepack in place) and provide player first aid as necessary.
- Keep New Plymouth Basketball Association informed of all activities.
- Identify parents/volunteers that would like additional training to help with score bench/statistic responsibilities for the team.

Tournament Responsibilities:

During the period of the tournament, the team manager in conjunction with the coach will

- Allocate rooms and check rooms daily.
- Set curfew and wake up times.

- Monitor use of cell phones especially at night.
- Emphasize quiet waking is essential.
- Ensure daily rest period is observed.
- Monitor player health, injury and fitness levels.
- Make meal arrangements, nutritious food is essential. Arrange a parent/volunteer to assist with this task.
- Arrange food and water drinks.
- Provide first aid, icepacks, towels and gladwrap (to hold icepack in place) and provide player first aid as necessary.
- Organise daily uniform wash.
- Ensure volunteer/parents are available to perform score bench duties and team statistics, along with any other duties as necessary.

Game Time:

- Check players are in correct uniforms.
- Have at least one spare uniform on hand in case of blood rule enforcement.
- Have alternative set of uniforms on site.
- Provide drinks in own guzzlers and ensure players are constantly hydrating.
- Provide first aid kit, icepacks, towels and gladwrap (to hold icepack in place) and provide player first aid as necessary
- Check players have all jewellery off. **Players are responsible for their own jewellery.**
- Keep clothing and team items together.

Post Game:

- Collect score sheets, statistics.
- Be supportive at all times.
- Watch for cliques forming and isolated individuals.
- Monitor parental contacts and the effects of the same.
- Send results to Taranaki Newspaper sports desk.

Post Tournament: Within 4 weeks of end of season tournament

- Provide a season report to New Plymouth Basketball Association.
- Return all uniforms and equipment to NPBA Rep Team Co-ordinator. All uniforms must be washed prior to their return – if they are not NPBA will launder them and the cost of this will be deducted from team funds, prior to reimbursement being made by the treasurer.
- Return all GST receipts and completed Rep Team Expense Reconciliation Form to the NPBA treasurer.

