



# Williamstown Magic Basketball Club

## Team Managers' Checklist

The team manager plays an important role in supporting the coach and acting as the link between the team and the club.

### Team

- Ensure your team list is up to date including player numbers and contact details.

### Training

- Know your training venue: if you need to pick up the key, or nominate a parent to pick it up; or lock up; know who trains before & after you
- If your team is not training let the teams before and after you know
- At training someone must stay with the coach. If *you* can't, you should ask the parents to take it in turns. This is for safety in case of injuries & other possible issues
- The day before training: text your families to remind them to be on time, bring a ball, and be prepared to train, you could combine this with the upcoming game e-mail

### Game Day

- Check the on-line fixture & emails for any last minute changes to game times or any forfeits (rare, but does happen)
- Look at the fixture: if you are playing BCL or Willi Magic as the AWAY team, you will need the Clash Tops (yellow). Contact the clash top coordinator at least 3 days before the game.
- The day before the game: text families and remind them to be early for the game!
- Players MUST sign the back of the sheet and the coach's name MUST be on the front otherwise you will lose points.
- If a new player starts (after approval from the Registrar) their name & details must be written on the back of the sheet to register at the stadium, as well as registration to the club
- If there is a change to the score sheet, eg new players, new numbers, withdrawn players, let your registrar know.
- Each club must provide a scorer
- Create a scoring roster. Give the families each other's phone numbers so they can call each other to arrange changes if necessary
- Be available courtside to collect ice packs, water, bandaids, etc for the players if necessary
- If you can't attend a game, nominate a replacement to do your job.

### Additional information:

- Referee supervisor can be called at any time to come & watch your game if it is getting unruly
- Any complaints or issues to ABBA send to your registrar please don't contact the association directly
- Codes of Conduct can be printed off and handed to players & families