

Casey Vales Basketball Club

Registration Number:A0112778S

Team Manager Role Requirements

A Team Manager's role is to assist the coach with the general running of a team.

Requirements

- Registration with PlayHq as a Team Manager
- Current Working with Children's check
- Available for all training sessions and games

Role Responsibilities

- Set up a form of communication with the team. This can be via Facebook Messenger Chat group, WhatsApp group, Facebook group, email or Text Message
- Be a member of the season Facebook Messenger Chat group
- To be the point of contact between team, Club, parents and coach
- Send out timely notification of game times and location.
 - Ensuring to check the night before a game for late changes on PlayHq
 - Do not post a link to PlayHq, a screenshot is preferred, or the details typed in the notification
 - What colour top is to be worn for the game
 - Which family is scoring the game on behalf of the team
- Ensuring that important Club information is passed on to the team
- Attend training sessions weekly and if unable to attend to ensure that there is at least one other parent at training apart from the coach
- Create a scoring roster that includes all families (except for the coach and team managers families if applicable)
- Ensure that each player has a full uniform to start the season
 - Liaising with the Vice President for orders of uniform if required at caseyvales.vicepresident@gmail.com
- Ensure that all information of the team sheets (PlayHq) is correct
- Add the team lineup on game day on the iPad at the game. Ensure that players who are not playing are not added and that player numbers match the player name