

Selection Policy – TEAM MANAGER

Policy number	BO-15	Version	1
Drafted by	Brooke Norgrove	Approved by Board on	
Area of responsibility	Basketball Operations	Scheduled review date	March, 2023

1. Introduction

As a team manager you will be required to liaise and coordinate with the respective Head Coach and IBA General Manager in regards to the implementation and management of logistics and the communication processes of the representative team and in doing so ensure the appropriate provision of quality coach, team support, and responsible management.

The Team Manager accepts the responsibility of being a positive role model for IBA befitting the position of Ipswich Force / Energy Team Manager.

The Team Manager will be appointed for the period of the representative season.

2. Conditions of Appointment

All Team Managers are required to meet the following obligations if appointed to the position of BQJBC Team Manager. IBA team staff are subject to standard disciplinary processes in the event of a failure to comply with stated conditions in this policy. Serious breaches may lead to the immediate termination of the Team Manager appointment.

Team Managers must adhere to the following conditions in the role:-

- All Team Managers must apply for their desired position by using this [link](#).
- As a team manager for the Ipswich Basketball Junior Representative Program, you are a representative of IBA. As such, you must ensure that you dress in appropriate attire while acting in the role, use your best endeavours to promote the interests of Basketball in Ipswich and Queensland and must refrain from making any comments that may damage the reputation of Ipswich Basketball, its Board, management and staff.
- Upon appointment and prior to entering into any communication with prospective athletes or parents, the Team Manager is required to meet (by phone or in person) with the IBA General Manager.
- Managers are required to comply with the requirements of the Commissioner for Children and Young People Act Queensland, 2000. They will be required to sign a declaration of compliance with the Basketball Queensland Child Protection Policy.
- Read, agree and sign the Administrators Code of Behaviour Declaration by clicking on this [link](#).

3. Duties / Responsibilities

- Administration and management of the team.
- Communicate effectively with all team members, coaching staff, IBA and parents and guardians.
- Welfare of all team members and coaching staff during team trainings, games and travel to and from State Championships.
- Organising travel and accommodation if the team is travelling more than 50 kilometres from IBA, IBA can provide assistance if required.
- Managers should be aware of any conditions of travel as per the Team Travel & Accommodation Policy BO-07.
- Ensure playing uniforms and equipment is collected as soon as possible after the team selection and ensure these are available for training and competition.
- Budget for any competitions outside of the normal season (eg State Championships, Nationals).

- Attending team trainings.
- Assist with Team fundraising.
- Attend / Assist with IBA team functions.
- Liaising with all team members, coaching staff and parents and guardians to meet the team is appropriately dressed, disciplined and informed of schedules especially training and competitions time and venues.
- Act as a liaison officer between IBA coaching coordinator, IBA General Manager, Coaching staff, Parents and Guardians.
- Mediating any problems that may arise amongst athletes, coaches, parents and guardians.
- Ensuring all welfare and safety requirements for the team are met.
- Ensuring all athletes under the age of 18 years must be supervised at all times.
- Liaising with the appropriate person (either IBA General Manager, Head Coach) regarding any athlete's inappropriate behaviour, misconduct, injuries or illness.
- Be responsible for the financial details, including collecting receipts and providing a financial statement of monies expended.
- Being responsible for the Team transport / Hire vehicles for competitions outside the normal BQJBC season (eg State Champs).
- Ensuring all uniforms and equipment are returned to IBA as soon as possible after the conclusion of all competitions.
- Provide a reports at the conclusion of the season including, financial report and team report.

4. Skills and Requirements

- Hold or willing to hold a positive volunteers "working with children" Bluecard check.
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches, parents and guardians and IBA staff.
- Strong organisational skills
- Sound knowledge of the selection procedures and rules / regulations of the competition
- Driver's License