



Team Manager Role For Newlands Basketball Club

As a prospective or current Team Manager of a Newlands Basketball Team, there are some set routines you must adhere to. You will be given assistance through this process so that you are confident to carry out your duties, which are described below.

Team registration sheet

This form needs to be signed by every player listed, if a player's name is absent, add them and details to the sheet. This form (original) is given to Liz Nichols, Luci Tamis or Leanne Chatziopoulos, as soon as you are aware of the cutoff date. The form will be copied and returned to the Team Manager. The copy stays in your folder for future reference. If you need assistance, contact your Coordinator

Hint Get the player to sign their first name only, as this is a guide for qualifying.

New players

If you have a new player commence during the season, the following steps need to be completed before the player can take the court:

1. The guardian/parent must complete a Newlands Basketball Club Registration Form.
The forms can be obtained from Luci Tamis or on our website
www.newlandsbasketball.com.au/newlands-basketball-club-registration
2. The guardian/parent/player must supply a copy of a birth certificate or passport:
something with the player's full name and date of birth.
3. Registration fee (as per Registration Form) will be required and payable to
Luci Tamis or Leanne Chatziopoulos.
4. A spare uniform is organized. You will need to see Liz Nicols to obtain.

***** No uniform will be ordered unless payment is received ******

Task The Team Manager must add these player details on the back of the game day score sheet
OR add them in to the electronic scoring.

Hint The player is to fill out and sign the original team registration sheet. A copy is then required to be given to Liz Nichols.

Important association ruling

A player **MUST PLAY** at least half a season to qualify for finals. A medical certificate must be presented to the Club in order to organize an exemption from this ruling.



Training & game day

Notify all team members/coach of training & game day times. If players are not attending, please notify the coach. If the coach is unable to attend, please contact Luci Tamis to make alternative arrangements. If you know you have only 3 players, please call Luci ASAP in advance so top-up players can be arranged.

Game day

Firstly, you will be given a folder which should include a float of \$50.00.

The team manager MUST arrive at the stadium at least 10-15 minutes before game time on Saturday.

Task Team Managers need to pay **\$37.50** at the front desk for the game and receives a proof of payment.

Task The Team Manager must collect the game fee (\$7.00) from every player. If no payment is received, the player cannot take court unless payment arrangements are made.

Record all payments on the Float Management sheet, which is provided. This is to be kept up to date on a weekly basis.

Scoring

If scoresheet is used

The team manager is to check the players details on score sheet and fill out any missing/incorrect details.

Do not forget the coach's name. All current players are to sign the back of the sheet (if required) at either prior to the game or at the end of the game. Please refer to the Newlands Basketball Club website for tutorial on how to score and add players etc. www.newlandsbasketball.com.au/resources

Hint: If the opposing team has paid for their half of the score sheet, you take it with you to your designated court, if not give it back to the front desk.

If electronic scoring is used

The team manager is to arrange for all players who are at the game, be recorded on the electronic score sheet. Ensure that the players' names and numbers are recorded correctly. Please refer to the Newlands Basketball Club website for tutorial on how to score and add players etc. www.newlandsbasketball.com.au/resources

Registration fees

Registration fees from each player is due 3 weeks after the season commences, ALL fees are payable by week 8 or the player cannot take the court or attend training until a payment plan is organised.

New player registration fees are due immediately, or a payment plan organised.



Uniforms

Spare uniforms will be issued by Liz Nichols or Luci Tamis.

Personalized uniforms are only ordered once all registration fees have been paid.

Excess float

If you are carrying excess float (more than \$100) please see Luci Tamis or Leanne Chatziopoulos. You will need to hand over the excess funds which will be receipted and banked accordingly.

These funds are not to be used for gifts or outings.

Recruit new players

Please spread the word that our Club is always looking for new players.

Other useful paperwork

- Coburg Basketball Association Incident Report (please see supervisor for document).
- Coburg Association Playing Up Form www.newlandsbasketball.com.au/images/newlands/Documents/Under-Age-Player-Indemnification-Form.pdf
- Clearance Forms www.newlandsbasketball.com.au/images/newlands/Documents/Junior-Domestic-Clearance-Form.pdf

Team information

- You will be required to notify all team members of any upcoming events (EG: Training day/time, game day times, Club official events (presentation day)).
- You also will be required to hand out any raffle tickets and ensure the collection of money / unused tickets by the required cutoff date.
- You will be required to distribute Registration Invoices when issued to your team.

