



Team Manager Role

Policy	The role of a Team Manager is to manage the team welfare, administration and communication for training and game day competition. This policy outlines the specific duties of the Team Manager.
Applicable Parties	Team Managers
Effective Date	10 April 2025
Version	Draft
Supporting Documents	Code of Conduct – Officials Code of Conduct – Parents Code of Conduct – Spectators How to Score Guide Social Media Policy.

Responsibilities and Duties

The Team Manager's duties include the general running of the team, including being the liaison between the team/coach/parents and the club administration.

Team Managers report to the Toorak Basketball Club Admin or Team Manager Liaison.

Team Managers should communicate their role and the responsibilities of the parents/guardians to their groups at the beginning of each season.

Game Day – Planning and Follow Up

1. Sunday nights, as best practice, communicate the week aheads game details including scoring roster, training details and any incidentals coming up.
2. Prepare and implement a scoring roster for competition games. The scoring roster should be prepared in advance, upon the release of the Team Fixture and the team notified. Each team is responsible for providing a scorer at games except in Grand Finals in MCBA and Waverley Competitions. In Playball finals a parent scorer is usually still required.
Team Managers are unable to score due to conflicting duties.
Ensure all scorers understand the role of scorer, as documented in the 'How to Score' Guide (an experienced scorer can sit at the bench with a new scorer for training purposes).
3. Ensure only players in attendance at the game are added to the team scoring computer. Do not enter non-attendees into the gameday computer.
Never enter players or allow team staff or team parents to enter a player under an illegal or false name at any time. Doing so will result in a 20-0 forfeit against the team and potential further action.
Any emergency fill-ins required for a team to have 6 players must have correct spelling and d.o.b. added into the gameday computer.



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4. Ensure all players are in correct uniform (including jewellery, watches removed, long hair tied back, shoelaces tied etc).
Ensure all players have filled water bottles at the player bench.
Parents/guardians to sit on the opposite side of the court to the team bench.
Team Managers sit at the end of the Team Bench next to the players, during the game with water bottles kept at the end of the Team Bench when not in use.
5. Team Managers should not be providing vocal coaching from the bench or interfering with the coaching of the team, unless otherwise indicated and requested by the Team Head Coach.
6. Concerns/ issues/ grievances raised by parent members, between parent members/ Team Coach or otherwise can be logged on the website, raised with the Club Child Safe Officer or any member of the Club Board.
7. Provide basic First Aid and appropriate supplies (such as band aids and ice packs). Seek out designated First Aid Officer on duty at larger stadiums or inform appropriate medical emergency services at satellite stadiums, where required and please ensure a log of an incident is recorded by the referees in the scoring computer/iPad.

Training and Coaches

1. Prepare and implement a roster for parent supervision duty at training sessions. The roster should be prepared in advance for the term. It is Toorak Basketball Club policy that a parent must be on duty at all training sessions, in addition to the Coach, to respond to any potential safety and security issues.
2. Ensure participants are adhering to the conditions and guidelines for use at training venues.
3. Administrate team attendance, including late arrivals, at all training sessions. Parents must advise Team Manager of all absences or late arrivals prior to training commencing.
4. Manage coaching fees (if using an external hired coach). Advise parents of coaching fees, collect fees, and pay the coach at a proscribed time, once per term.

Communications

1. Administrate a communication group with all team parents through WhatsApp. This communication method is to be used to share information regarding training and game fixtures/including changes, polling attendance, help with car-pooling, traffic updates, early pickups etc.
Moderate the team communication channels to ensure they meet the Toorak Basketball Club Social Media Policy.