Newtown Apache Ballers

Team Manager Role and Duties

The Manager’s role is to maintain the general running of a team to free the coach to concentrate on the coaching and training aspects of the team. A Manager should also be a liaison person between team/coach/parents and the club administration. Team Mangers work closely with the Coach and Club Administrators to bring about a high level of team spirit, camaraderie and communication within the team and with all other members of the Club.

Also – several of our Coaches are under 18, so it is the Manager’s role to sit on the bench and help all Coaches aged under 18 years to supervise and maintain appropriate behaviour and respect within the N.A.B and CSBA Code’s of Conduct rules.

**Tasks**

* Regularly distribute material received from the Club to players and parents when requested.
* Maintain up to date list of team members including any change of address and phone numbers. This will be provided to you by the Club Administration at the star of each season.
* Prepare a team bench roster and send it to parents at the start of each season.
* Text players with a reminder of game time 48 hours before game and ask to be let know if anyone is not available.
* Text players with a reminder of training time 24 hours before game and ask to be let know of any absences.
* Let Coach and Administration know of any absences communicated to you so that players can be organised to play up if team is short.
* Notify team members of any changes to trainings or games.
* Communicate to Club Administration any issues reported to you.
* Remind Coach/Captain or yourself to provide a regular match report to Administration (this task can be shared between Coach, Captain and Manager as the team sees fit).
* Other tasks may be communicated to you from time to time by Club Admin but these will not be regular or onerous.

**At start of season**

* Prepare and distribute to all parents a scoring roster. It is a requirement of this club that each player provides a person who can take their turn on the score bench at matches. Ensure that you advise the parents/helpers who are unable to score on their rostered day to arrange a swap with another parent/helper. It is generally not the role of the Team Manager to score as they will be supporting the players during the game. It is often useful to include the names of the parents and a contact number on this roster.