



If you are reading this, you have just taken on the role as an Atoms Team Manager (ATM) Not really just TM

Firstly, many thanks for taking on the team managers role with Atoms Basketball club and your team.

We certainly appreciate your commitment to volunteering with this role.

You can now login via the below link to access all details or your team.

[Login for Team Managers](#)

Each team –

at the Atoms must have a **Team Manager** who is usually a parent of one of the Registered Players. The **Team Manager** acts as the first point of contact for parents and carries out administrative duties on behalf of the team. Being a **Team Manager** is a wonderful opportunity to meet and connect with the basketball and school community, help the club, your kids and requires very little of your time!

The key to this role is to get all parents involved, to ensure that scoring, and training supervision is performed by every parent. The best way is to create rosters at the start of each season, distribute them and remind parents of their obligations. Note: it is a condition of membership that parents participate in team related duties.

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The **Team Manager** is generally responsible for off-court team management activities while the Coach is responsible for on-court team management activities.

A what's app group seems to be the best way to communicate.,

Atoms fully supports its **Team Managers** throughout the season.

The following is a summary of **Team Manager** tasks:

Prior to start of competition season –

- Confirm players for the new season and add or remove players from side with your Atoms Team manager login.
- Have new players register with Atoms if they have not. So, you can add them to the side.
<http://www.atomsbball.com/joinateam.php>
or from your team managers login
- Players will also need to register with the Association on PlayHQ each season on the link provided
- Coaches and Team managers will need to register on PlayHQ each season on the link provided and will need to have a current Working with Children Check
<https://www.workingwithchildren.vic.gov.au/>
- Liaise with Atoms Training Coordinator to determine Training Venue & Time if needed.

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- Round 1 match - The Club will advise you of your match time and venue for the first round. This advice is often not available until late in the week prior to this first match so you need to be vigilant and check your emails regularly! Please pass this information on to your team and coach.

Seasons Fees –

are due prior the first game of each season. An introductory email will be sent by Atoms Basketball club with information of payment of fees for the season.

- These fees cover all costs including game fees, administration, court hire for training, coaches and trophies. Fees are paid via PlayHQ on the season link provided each season

Uniforms –

are ordered via our online store

<http://www.impactsports.com.au/club/atoms/>

- Orders cutoff each month on the 15th and will take 3 to 4 weeks to arrive
- Atoms have a small amount of uniforms in stock that may be a perfect fit and are 50% off the uniform store price. Follow the link below to apply.

[Uniform Request \(atomsball.com\)](http://www.atomsball.com)

www.atomsball.com

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Once you get started, most of the above falls into place although we can appreciate reading through this that it looks a little daunting at first! If you have any queries don't hesitate to contact us – We are only too happy to help.

Game Day –

- Make sure there are enough players to field a team. We can start a game with 4 players, but not with 3. If we need to forfeit a match because we don't have enough players, it must be done at least 24 hours in advance, otherwise we must pay a fine. You should also ring around the teams who are playing in the age group below yours to find some extra players (ie U14 teams should get U12 players to fill in, not other U14 players).
- Players and coach/es should arrive 10 minutes prior with water bottle. No food and no sticky drinks are permitted in any basketball court building.
- Check in all registered players (If you have a fill in player they will need to be registered before they will show up on the iPad at
- The Competition requirements for player eligibility for the finals is that each player must have played a minimum of 5 games during the season (depending on the season length). It pays to be attentive to this duty at the beginning of the season to ensure that all players have achieved finals eligibility – then you can relax! Towards the end of the season [about 3



rounds to go], if you are unsure about the eligibility of any of your players and your team looks like it will be a finals contender, able to tell you. If an ineligible team member plays during the finals, the team will be disqualified!!!!

During the competition season -

- Send reminder email or WhatsApp group post to parents on a weekly basis of game time and venue. New fixtures will be issued after re-grading [usually after round 4] but you will be notified in advance of any changes
- Explain scoring to inexperienced Parents
- Inform Atoms Training Coordinator when court hire is not required for training
- Distribute Atoms information to parents as required.

End of competition season –

- If the team makes the finals, ensure Parents/ Players are aware of venue and time.
- Advise Parents/ Players of end of season celebration details.
- Before the end of the season [2 rounds to go] ask all players/parents and coach if they are returning the



following season. Any change in the team structure, whether it be players, Coach or Team Manager needs to be confirmed as soon as possible to enable replacements to be made where necessary.

And..... Thank-you.

No team can operate with any degree of competency without a **Team Manager**. You are invaluable.

