



ATOMS TEAM MANAGER ROLE, DUTIES & INFORMATION

Each team at the Atoms Basketball club 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 **Team Manager** is generally responsible for off-court team management activities while the Coach is responsible for on-court team management activities.

The club fully supports its **Team Managers** throughout the season. The following is a summary of **Team Manager** duties:

Prior to start of competition season:

- Send the Atoms communications to all parents.
- 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. [Atoms Join a team](#)
- Also have players register and pay via this link to [PlayHQ](#) (Basketball Victoria's registration) Players will also be notified by the club via email about this registration and fees.
- Liaise with Atoms training coordinator to determine Training Venue + Time for upcoming season.
- Notify Parents of the CCBL fixture
- Organise player and parent scorer's roster

- 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!

During the competition season:

- Send reminder email to parents on a weekly basis of game time and venue New 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, please also refer them to the [PlayHQ electronic scoring video](#).
- Inform [Atoms Training Coordinator](#) when court hire is not required for training.
- Distribute Atoms information to parents as required.
- Encourage your team to think about how they interact with players, referees, officials and other spectators. Let's take the CDBA OATH and stand out from the crowd:
 - C – Care about the players & officials
 - D – Display only encouragement
 - B – Be aware of what you do and say
 - A – Always applaud the positives
- Together we will make this season and those to come the best experience for your children and those who are there to assist, mentor and guide them. Details of codes of conduct available at:
- www.camberwelldragns.com/resources/code-of-conduct/

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.

Uniforms:

are ordered via our online store [Here](#)

- Each parent will be required to create a login to order uniforms for their player. What they need to order will be evident when they login.

Once you get started, most of the above falls into place although I 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 are allowed to 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 hefty fine. To forfeit a match, notify Atoms as soon as possible but also you should also ring around the teams who are playing in the age group below yours to find some extra players (i.e., U14 teams should get U12 players to fill in, or can use other U14 players from a lower division).
- 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.
- CCBL requirements for player eligibility for the finals is that each player must be registered in PlayHQ and have played a minimum of 5 games during the season, after they have registered. If players need to be manually added on the iPad before the game, they haven't registered on PlayHQ and the game doesn't count towards finals eligibility. 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!!!!

And..... Thank-you.

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

Go Atoms!

Michelle & Arni

