



WARRIORS TEAM MANAGER'S ROLE

- It is a legal requirement that all team managers need to have a current “working with children” ID card. You can obtain and lodge the form from any Australia Post outlet. The check is free as it is a voluntary capacity.
- The club secretary needs to keep a copy of this WWC ID.
- Team Managers are the first point of contact for all parents and players and liaise closely with the coach.
- Team Managers are invited to join the committee but it is not a requirement

THE DUTIES INCLUDE:

1. Each Wednesday evening, check PlayHQ for the updated schedule and email your team's game time and venue to all parents and/or players. The direct link is <http://www.warriorsbasketballclub.com.au/games.html>
2. By the end of the week text your team's game time and venue to all parents and/or players.
3. At the start of the season prepare and distribute a Scoring Roster so that all families have the opportunity to participate each week.
4. Occasionally, Team Managers may be required to distribute and collect club related forms and information, as required by the Committee.
5. **At each game,**
 - a. Complete the scoresheet on both sides with players names and numbers
 - b. Record the Coaches name (club will be fined for deficiency).
 - c. Register any new player's names and contact details on the bottom of the sheet.
 - d. Ensure all children sign the scoresheet (preferably before the game) otherwise they may not qualify for the finals.

NOTE: When using scoring via PlayHQ, most of this step is redundant. Only step c) applies, if your team has any fill-in players.

6. If a team manager is unable to attend a game, a representative must be appointed (the replacement must also have a WWC id)
7. Liaise with the club Uniform Coordinator to obtain uniforms for distribution to your team, and return surplus/spare/returned uniforms to same. Team singlet numbers should be reported to the club registrar promptly at start of season, and kept informed of changes.

UNIFORMS

When arranging uniforms for your team, especially at the start of the season when all teams are attempting to do this at the same time, you can help reduce load on yourself and the uniform coordinator by following these straightforward guidelines:

1. Whenever requesting uniforms, always do a “bulk” request rather than piecemeal.
2. When requesting any uniforms, please inform the uniform coordinator of existing singlet numbers in your team, so number clashes can be avoided.
 - a. The uniform coordinator doesn't need to know that Bobby is in #8 and Jimmy in #22, just a list of current numbers please.
3. When requesting sizes, refer to the sizing charts on our website:
<http://www.warriorsbasketballclub.com.au/uniform-order-form.html>
Note that “old” refers to orange or black, single-sided uniforms, and “new” refers to the double-sided uniforms. The charts can be used to correlate sizes for new/old, and the measurements are also on there.
4. Enlist your team parents to tell you the information you need – it's not your job to run around measuring 10 kids for uniforms.
5. Don't hand out a replacement uniform (eg. Size upgrade) without collecting the old uniform.
6. Near enough is good enough – any uniform is better than no uniform. If it's not a sausage skin, or literally falling off, the child can make do (at least until the start of season rush is complete and old uniforms have been returned)
7. Leave yourself (and the uniform coordinator) as much time as possible. The week before the first game is hectic, don't make it worse by waiting until the last minute to ask for uniforms.
 - a. Kids' parents can either give you current uniform sizes (if they are upgrading) or use a shoulder measurement to request a size based on the size chart on our website.