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| 1 | **Completing team registrations.** * Chelsea will require an email of your team list including playing numbers.
* Chelsea will send out an email with the closing date for the team list for each tournament.
* Mildura Basketball employees will thus enter the team for each tournament & individuals for each tournament.
* Russell will liaise with the coach in regard to division entry for each tournament understanding we do not control the outcome.
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| 2 | **Score Sheets.*** Some tournaments require you to write the children’s names and numbers on sheets.
* Other tournaments will have names on sheets already. You will just need to check names and numbers.
* This needs to be checked and completed for every game at every tournament prior to the game starting.
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| 3 | **Providing information to the team in timely manner.*** You should have a list of all players & parents, contact details (including email) in your folders. (Note that if player’s parents are separated it pays to get both parents contact details, then all information is passed on).
* It is a good idea to set up a group email with all your teams’ families so that you can easily send information (include coach).
* Enter all parent contacts in your phone too, as you may be required to send a group text with updates/changes to draws or finals games details whilst at a tournament, plus a lot of families don’t access their emails all the time.
* Mildura Basketball Association will inform you when the draw is up & you can text the parents & make them aware of the online draw.
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| 4 | **Scoring Rosters.*** Once you have the draw, make up a scoring roster for parents. Each family is required to take their turn to score games through the Junior Heat season. If they don’t know how, they need to learn. The easiest way is to start scoring at a weekly club game to get some practice before a tournament, there are plenty of parents or Junior Heat committee members that can teach those parents.
* The fairest way is alphabetically, note though that if the parent is not confident please swap those parents for any finals.
* If you have individuals who would like training Mildura Junior Heat will hold a session if necessary. Please advise.
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| 5 | **Tournaments.*** Check results regularly, particularly to find out finals games.
* Check draws once at tournament in case there have been any late changes to it.
* Most draws are now electronic, so easy to check online.
* Ensure players are well hydrated during games.
* Take water with you to refill drink bottle during games – (There is a preference that you buy cheap water from supermarkets, in bulk due to different water conditions, and the prospect that the players might get sick.
* Provide snacks during games for energy – Check to see if there are any allergies.
* First aid is usually available at most tournaments but good idea to have a basic kit with some band aids, bandages, etc.
* Note any players that may be asthmatic.
* Try to keep players bags, close and neat and tidy, as you may need to access them quickly if they need something.
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| 6 | **Money for snacks/water**. * Easier to get $10 off families up front to cover the above expenses for season.
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| 7 | **Other duties as directed.*** Some coaches don’t like to be approached by parents, either right before or straights after a game. The duty of the Team Manager is the buffer. It is your role to ensure that everything else runs smoothly, to enable the coach to coach the players.
* Duties may come from the coach such as sending out training times, extra training, cancellation of training, etc.
* Each individual coach may have their own technique, extra duties they ask of their Manager.
* Team Managers need to conduct themselves with discretion in relation to team information and team personal details.
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**CONTACT:**

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