



ROLE AND RESPONSIBILITIES

TEAM MANAGER

Updated: February 2025

A Team Manager is essential to ensure the smooth running of the team. They are the liaison between the players, coaches, parents and the Alkimos Raiders. They work closely with the coaches to maintain the general running of the team.

PRIOR TO THE SEASON COMMENCING:

- Ensure you are registered as a Team Manager in PlayHQ via the link supplied by the Alkimos Raiders.
- Once you have received your team list from the Alkimos Raiders, you must contact all team parents by text/email and introduce yourself.
- It is recommended that you set up a team What's App group with all the parents to be used for communication during the season.
- All players/parents should advise both you and the coach in the event their child is unable to attend a game.
- Collect the team playing jerseys from the Alkimos Raiders. Hand them out to the team prior to the first game of the season ensuring to keep note of which player receives which jersey to ensure accurate records can be kept.
- Alkimos Raiders will notify the coach and team manager when fixtures have been released at the commencement of the season. Please note the first three games of each season are grading games. Once these games have been played, some teams may change grade to ensure the fairness of the competition. Revised fixtures will then be released once grading has been completed.
- Ensure all parents have the PlayHQ website details and are reminded to regularly check fixtures as they are subject to change.
- Prepare and distribute a parent scoring roster for the season. It is a WBA requirement that each Club have a representative on the score bench each game (preferably over the age of 15). Each family is expected to provide a scorer when rostered or organise to swap their turn with another family. New families may require coaching on how to score and the best method is to have an experienced scorer sit with them. The team manager generally does not score but can offer support if required.

DURING THE SEASON:

- Be the first point of contact for the Alkimos Raiders to send communication updates to members. These will generally be sent via email. This can include last minute fixture/venue changes for games, so it is important that these are passed on to the team promptly when required.
- Send a reminder message to the team the day before the game confirming the time and court number.
- Prior to the game commencing tick in all available players on the iPad ensuring playing numbers are all correct. Please ensure there are no parents sitting on the team bench.
- Ensure all players uniforms are correct, and that all jewellery is removed prior to the commencement of the game.
- Make sure there are no spectators on the team bench. This is for registered players, coaches and team managers only.

- If it is looking like your team may need to forfeit (less than 4 players available), please notify the Alkimos Raiders as soon as you become aware of this to give the Alkimos Raiders the opportunity to obtain a fill in player if possible. This avoids the Alkimos Raiders incurring forfeit fines.
- Move all players and spectators away from the team bench in a respectful and reasonable time after your game finishes to allow the next team time to set up and warm up.
- Ensure your bench area is left in a neat and rubbish free state following your game.
- Report any player/parent bad behaviour issues to the Alkimos Raiders before they escalate.

CONCLUSION OF THE SEASON:

- Remind all players to bring a spare shirt to wear and ensure to collect all playing singlets upon completion of your final game of the season, wash them and return to the Alkimos Raiders.

Thank you for taking on the role of Team Manager. If you have any question or concerns, please don't hesitate to contact info@alkimosraiders.com.au