

## **SMBA Team Manager Responsibilities**

To provide the best possible basketball experience for players and the necessary support for coaches, the SMBA encourages each team to designate one parent as Team Manager. The responsibilities of the person in this role are designed to improve parent/coach/league communication, allow coaches to focus on coaching, and ensure the league meets its commitments to facilities sponsors. The role of the Team Manager may vary slightly between teams, depending on the coaches' wishes or availability.

Team managers are the principal source of all off-court team information and acts as the liaison between the coaches, parents, and SMBA. Their role is to maintain an open line of communication. Parental concerns about team and SMBA issues should be directed to the team manager.

### **Beginning of season:**

Assist the coaches in team communication and ensure each parent/player is aware of the SMBA code of conduct.

Distribute the team roster (includes names/phone numbers).

Ensure all players and parents have access to the schedule.

### **Throughout season:**

- Act as liaison with coaches, parents & league office, including:
  - Working to resolve conflicts.
  - Reporting unresolved problems to league office.
  - Distributing league information.
  - Collecting information as requested by league office.

Prepares safety information with player emergency contacts, medical information and ensure players' emergency contacts and medical information are available at all practices and games. The league provides player information cards (SMBA Rules/Resources) that should be completed and provided to the coach.

Ensure all participating players have registered with the league. If a player is not on the team roster they must be registered by the league prior to participating. Players can be pulled up from a lower division for a maximum of 3 games (rule GL 3.1.).

Notify parents of a change in game or practice schedule, by phone and/or e-mail.

Ensure a scorekeeper is available for each game. This can be done through a schedule or before each game. Create and circulate a score-keeping schedule for the season.

Ensure a parent is available to monitor the entrance door at practices. *The doors cannot be propped open or left unlocked.* (A parent should be at the door until all the players have arrived and then return 15 minutes before the end of practice to let the parents in).

Organize team photos if desired.

Occasionally attend practice to ensure things are running smoothly.

### **End of season:**

Ensure all parents complete the coach evaluation forms and mail them to SMBA.

Assist the coach in collecting all player jerseys.

Work with the coach on a windup if desired.

Attend the AGM on behalf of their team.

## **Desired Qualifications**

Strong interest and commitment to child/athlete development

Ability to communicate with team staff, parents, players and SMBA