



Team Manager Job Description

The Team Manager provides the coordinating link between the coach, squad members and parents.

SKILLS/QUALITIES REQUIRED:

- 1) Well organised
- 2) Prepared to make a regular time commitment
- 3) Can communicate effectively through Teamer, e-mail or WhatsApp.
- 4) Approachable

MAIN DUTIES:

- Send out invitations via Teamer for training sessions and games
- Be the link between coach and parents
- Circulate any club communications to squad members / parents
- Keep an overview of the squad waiting list (alongside the squad coach) and invite potential new players for trial sessions.
- Liase with Membership Administrator to ensure squad lists are kept up to date
- Ensure (in conjunction with Coach) that Kit is taken to games
- Arrange squad sheet (in conjunction with Coach) prior to each game
- Submit game scores to Basketball Scotland as required
- Assist organising transport to games as required
- Arrange Table Officials (in conjunction with Fixtures Secretary) for each fixture