
General

Working with the coaching staff, team treasurer, and other parents, the Manager of a competitive-program team is responsible for the tasks off the court that help ensure a successful season for the team, including communication.

Responsibilities and Duties

For more detail, see the Competitive Team Managers Guide, which is updated annually.

Season Start

- Attend a meeting of competitive team managers.
- Obtain gym permits for practice sites.
- With the head coach, arrange a pre-practice meeting of coaches, players and parents to discuss the season (after the head coach presents an overview, coaches and players may head into practice).
 - Include a reminder of NBBA codes of conduct for coaches, players, parents, and travel.
- Team Finances
 - Recruit a parent as team treasurer.
 - With the team treasurer, set up a team bank account (two signatures are required on cheques).
 - Assist the treasurer and head coach in developing a team budget, including estimated tournament fees, any fund raising, and team fees if needed.
 - Assist the team treasurer in collecting any team fees.
 - Coordinate or delegate any fund-raising activities, e.g., team sponsorship, canteens.
- Team Roster and Registration
 - Have the team roster signed by the coaches and players (with jersey numbers) as soon as possible so that it can be submitted to the OBA.
 - Register and pay for the Ontario Basketball Championships.
- Medical Information
 - As part of a file of team personal information, maintain player medical information disclosed as part of NBBA registration.
 - Remind the coaching staff of any chronic conditions.
- Uniforms and Equipment
 - Distribute and record team uniforms as needed.
 - Coordinate or delegate any orders for NBBA apparel through MegaCity Promotions.
- TeamSnap
 - Set up a team account with the roster and detailed contact information for coaches, parents and players.
 - Enter practice and game schedules as known, including any exclusions on gym permits.

During the Season

- Communicate regularly with parents, players and coaches regarding team and NBBA business.
- Organize or coordinate team activities such as social events or attending sports events.



- Maintain score-sheet and first-aid supplies as needed.
- Ensure there are table officials for games, as needed.
- Fill out the score sheet before each game.
- Ensure that score clocks and shot clocks are available for home games.
- If necessary, pay cash for one referee before a game (generally not needed except for exhibition games).
- Coordinate rides for players to league games and exhibition games.
- Enter winning scores on league websites (e.g., EOBA, OBA), verify losing scores.
- Arrange for referees for any exhibition games through the OVABO contact and provide payment for refereeing.

Tournaments

- Work with the head coach and parents to decide on tournaments.
- Register and pay for tournaments, reserve a block of hotel rooms as needed.
- Communicate with coaches, players and parents.
- Coordinate rides for players to tournaments, and to and from gyms at tournaments.
- Obtain parental permission if players are travelling unaccompanied to an out-of-town tournament.
- Assist the treasurer in processing any coaching claims for out-of-town tournaments.

Wrapping up the Season

- Collect and return team uniforms to the NBBA, as needed.
- With the team treasurer, provide the team with a financial summary of the season, including any refunds on team fees.
- Close the team bank account.
- Coordinate a year-end social event.

Skills Required

- Communication.
- Commitment.
- Attention to detail.
- Work well with others (team player).
- Well organized.

Requirements

- Police records check.

Responsible To

A Competitive Team Manager is responsible to the General Manager, team head coach, and team parents.

