**ROLE PROFILE: TEAM MANAGER**

**What will I do?**

The primary duties of the Team Manager include (but are not limited to):

* Collating membership information (contact details, membership numbers, medical information, etc.)
* Management of attendance register (through Spond App)
* Ensure Spond is up-to-date with fixtures (including meet time and location)
* Ensure that all match fees are collected from players in the team, and records kept
* Work with the Club Treasurer to communicate with any members who are behind on subscription fees.
* Ensure that all referees and officials are paid prior to the commencement of any fixture, and records kept, in line with Basketball England guidelines.
* Arrange officials for any home fixtures in any competitions in which officials are not arranged for you.
* Act as a primary point of contact for players/parents in your team – passing information along to your team’s coaching staff as required
* Provide a list with license numbers and team list prior to every fixture, and report the result to the appropriate authority and the club publicity officers following each fixture (The publicity officers may ask for more regular updates through fixtures, on occasion, and we would ask that you support them with that, too)
* Regularly provide records of incoming monies and outgoing expenses to the Club Treasurer, along with monies to be banked.
* Attend Club Business sub-committee meetings
* Ensure that upcoming club events are properly promoted through the members of your team
* Ensure that you proactively communicate with the Club Secretary in the event that your team needs to cancel a facility booking (or make a new booking).

**Who will I work with?**

As a Team Manager, you’ll work as part of the support staff for your team, alongside the Head Coach and any Assistant Coaches, and working with your team’s players and parents. You’ll be a part of the Club Business Sub-Committee (along with a Vice Chair, Secretary, Treasurer, other Team Managers and the Fundraising Officers).

**What skills are required to do the role?**

You have to be an enthusiastic and trustworthy person, with great organisational and communication skills. We use the Teamo app to manage our teams – and we’ll ensure that you’re added as a Manager for your team and will work through how to use this.

**What is the time commitment?**

The time commitment for the role will normally be around 2-3 hours per week during the playing season.

The Team Manager is an appointed role, appointed by the Management Committee following the AGM for a term of one year (running to the next AGM).

If you would be interested in becoming a Team Manager, please email us to apply at: [bulldogsbasketball@hotmail.co.uk](mailto:bulldogsbasketball@hotmail.co.uk)

All applications **must** be received at least 14 days prior to the date of the AGM.

It is essential that you are a registered member of the club for the season in which you are serving as a member of the committee, and we may require the person holding the role to provide references and/or undertake a DBS check and Safeguarding qualifications.