



Bucks Hornets Basketball Club

Aylesbury Grammar School
Walton Road
Aylesbury
HP21 7RP



TEAM MANAGER RESPONSIBILITIES

The main role of the Team Manager is to act as the main link between the Coach and

The Coach and Team Manager will require to reach agreement on how they can generally assist the Coach in the day to day running of the team. There are though several standard responsibilities for the Team Manager:

1. Act as the Team point of contact for the Treasurer:
 - a. Membership fees.
 - b. EB Registration etc.
 - c. Officials' matchday payments.

2. Act as the Team point of contact for the Club Secretary / Fixtures Manager for Team Fixtures:
 - a. Advising the Club Secretary / Fixtures Manager of changes required to fixture dates or times (these may need to be coordinated with other teams and officials).
 - b. Being the matchday point of contact for officials and teams.
 - c. Paying matchday officials and obtaining receipt (cheques from Treasurer).
 - d. Informing EB of match results straight after the matches have finished (**Tel: 0114 2444 888**).
 - e. Posting (1st class) the white copy of the official score sheet to EB within 48hrs. (**England Basketball, PO Box 3971, Sheffield, S9 9AZ**).

3. Ensuring the Sports Hall is set up appropriately, i.e.:
 - a. Home team Bench.
 - b. Away Team Bench.
 - c. Officials Table and Chairs (x2).
 - d. Subs Chairs x 4.
 - e. Supporters chairs (with assistance from parents).

4. Selling matchday merchandise – e.g. Bam Bams