

Shenley Scorpions

Basketball Club

Job Description



Role Title:	Team Manager
Responsible to:	Chair
Responsible for:	Team Administration
Where:	Shenley Leisure Centre
When:	Saturday's
Commitment:	1 – 2 hrs a week plus monthly Bucks Basketball League fixtures
Duration:	September – July (breaks for Christmas Holiday)
Requirements:	<ul style="list-style-type: none">• To arrive at least 15mins before every session• To notify other Team Manager or Team Head Coach if unable to attend for any reason.• To observe and act in accordance with the club's code of conduct, child protection and sports equity policies and represent the club positively as the first point of contact for new and existing members• To hold a valid CRB check
Main Duties:	<ol style="list-style-type: none">1. To ensure that ALL new players complete a membership form and provide a passport photo and copy of their passport or birth certificate.2. To ensure that all completed membership forms are passed to the Registrations Officer to aid timely registration with England Basketball.3. To complete the register at the beginning of each training session.4. To collect player payments at the beginning of each month.5. To ensure that all payments are passed to the Treasurer with a copy of the attendance register at the end of each month.6. To be responsible for washing team uniform after Bucks Basketball League games.
What's In It For You:	<ul style="list-style-type: none">• Efforts of all volunteers are recognised at the AGM• Every volunteer is provided with a personalised club polo shirt• Appropriate coaching and officiating qualifications funded by the club• Looks good on your CV• References provided by club for long-serving volunteers• Opportunity to support your community basketball club• Be recognised and respected by other parents and players
Ideal Position for:	<ul style="list-style-type: none">• Parents or relatives of players or other responsible adults interested in supporting basketball and club development
For more information, contact:	E: chair@shenleybasketball.org.uk W: www.shenleybasketball.org.uk
	E: coaching@shenleybasketball.org.uk W: www.shenleybasketball.org.uk