



# Guide

## Team managers – season schedule

Date / event	Actions
<p>By Mon, 30 September</p> <p>End Term 1</p>	<ul style="list-style-type: none"> <li>• Set up a duty roster for parents/carers to score and collect weekly game fees.</li> <li>• Send out an email to all players introducing yourself as Team Manager and providing a link to the online page <a href="#">Players &amp; families new season kit</a> and attaching your duty roster.</li> <li>• In this email ask families to confirm that players' contact details and singlet numbers are correct.</li> <li>• Inform your Team Manager Liaison (TML) of any errors or changes that need to be made.</li> </ul>
<p>By Sat, 5 October</p> <p>End school holidays,</p>	<ul style="list-style-type: none"> <li>• Ensure you have received a response from all players.</li> <li>• Notify TML if any families haven't responded.</li> <li>• Ensure that all players have confirmed their contact details and player singlet numbers.</li> <li>• Inform TML of any changes.</li> </ul>
<p>Mon, 7 October</p> <p>Week 1 of the competition - grading</p>	<ul style="list-style-type: none"> <li>• If possible, attend initial training session, (make introductions, ensure the team is off to a good start).</li> </ul>
<p>Rounds 1-6, grading games</p>	<ul style="list-style-type: none"> <li>• You should receive the game fixtures by email by Wednesday of the week before each game.</li> <li>• Email game details to team and coach/coaches. Add as a reminder which family is on scoring duty.</li> <li>• Follow team results and level changes at <a href="http://www.edjba.basketball.net.au">www.edjba.basketball.net.au</a>.</li> </ul>
<p>Rounds 7-15, regular rounds</p>	<ul style="list-style-type: none"> <li>• Receive by email the game fixtures for rounds 7 to 15 (in 1 or 2 blocks).</li> <li>• Distribute fixtures to the team so all families have a copy.</li> <li>• Each week, send a reminder email to the team and coach/coaches. Include the duty parent for that week.</li> </ul>
<p>Finals – 3 weeks</p>	<ul style="list-style-type: none"> <li>• All AR graded teams and teams in top 4 of the ladder will play the finals.</li> <li>• Receive fixtures by email the Wednesday before each final</li> <li>• Email game details to team and coach/coaches nominating the duty parent for that week.</li> <li>• If the team isn't in the finals or eliminated, organise gift for the coach/coaches and the team break-up event.</li> </ul>