

## **AVCSS Youth Basketball Club**

### **Team Manager / Job Description**

- 1. Assist with player registrations:**
  - collection of fees
  - registration forms
  - medical forms
  
- 2. Responsible for uniforms:**
  - coordinate player uniform fittings/track clothing sizes
  - collect uniforms after games/scrimmages
  - coordinate uniform cleaning with parents
  
- 3. Practices:**
  - assist with arranging for transportation of players to practices (carpooling)
  
- 4. Fundraising:**
  - recruit parents to assist with fundraising
  - collect money from players
  
- 5. Team travel to games/tournaments:**
  - secure rooms (if overnight trip)
  - arrange room assignments
  - coordinate supervision of players in hotel (curfews, etc.)
  - arrange for team meals
  - secure rides/arrange transportation for players who need rides
  - have releases signed by coach and parents
  
- 6. Phone calls:**
  - Call players regarding practices, scrimmages, etc...
  
- 7. Arrange activities:**
  - Coordinate parents/volunteers
  - Recruit parents to assist at tournaments
  
- 8. Snacks/Drinks during Scrimmages/Tournaments:**
  - Coordinate with parents to bring the snacks/drinks.