NCBA Team Manager Guidelines

First of all, thank you all for taking on one of the most important roles in our organization: the Travel Team Manager.  You are the backbone of the team and keep things running smoothly for both the coaches and parents. Do the best you can and if you have any questions don’t hesitate to ask. We recognize that you are giving your valuable time and that you are the glue that holds our organization together.

Team Manager

* Liaison between coach and team players\parents
* Responsible for coordinating and following up on parent assignments (basically, the captain of all the team’s volunteers).
* Assisting other parents when needed.
* Coordinates transportation to away games if any players need rides.

**Key Dates for the 2017-18 Season**:

11/6/17 - First week of practice

11/17/17 - BIG EVENT NCHS/NCBA Fundraiser at Waveny House 6:30 pm

12/1/17 - Games start

1/5/18 - Coppo Players Event - no games scheduled

1/23/18 - NCBA Super Bowl Cocktail Party

3/1/18 - FCBL Tournament starts

3/12/18 - NCBA Banquet (tentative date)

**Travel Practice Schedules**

Please load practice schedule & practice monitors by Wednesday November 1, 2017.

When you log into the website, you should have the “manager’s view” which means that you are the administrator for your team.  You can send communication and add practices to your team’s home page.

There is a feature that allows you to book “recurring events” practice times that are the same days/week.

Remember please do not to blast your entire team with the messages of each initial posting.  Uncheck the send note button at bottom of page before saving.

**Travel Game Schedules**

NCBA is a member of the Fairfield County Basketball League. Games will start on December 1, 2017.

Scheduler meeting will be held week of November 1st. (See Scheduler note for details) Your scheduler, your coach, or you must attend the meeting. All initial games are entered by FCBL - any subsequent changes are made by team Scheduler on FCBL site.

**Game Confirmation**

Beginning of each week your scheduler will send an email to the manager or coach of the opposing team. Example…

Please confirm the following:

New Canaan 8BB Team vs. Darien 8BB Team

2:00 pm, Saturday, December 2, 2017

Saxe Middle School,

468 South Ave, New Canaan, CT 06840

Ashley 203-966-1234

**Weekly Emails**

You are the primary source of information for your team, NCBA may send you updates throughout the season to communicate directly to your team.

Always remember to communicate clearly & effectively to your team by including your team name in the subject line (NCBA 7BB Week of December 1 - 7)

Include the practice schedule for the week and upcoming games for weekend. Confirm games and gym addresses with scheduler and provide a gentle reminder for your practice monitors. For example:

Hello 5GB,

Hope you are attending the NCBA Banquet March 6th - RSVPs due by March 1st….  Anyone interested in helping.. We need 2 reps to help out.

PRACTICES:

Tues. 2/28: 6:15 - 7:40 Saxe

practice monitor\*\* - Smith

Weds. 2/15: 7:40 -  9:05 Saxe

practice monitor\*\* - Jones

\*\* gentle reminder on the roles of the practice monitor, you must stay until every player has been picked up.  Please refer to NCBA email or the NCBA Web Site for any needed refreshers.

Playoff game:

Saturday 3/4:  8:30 AM verses Ridgefield at Stamford Rippowam Middle School, 381 High Ridge Road, Stamford CT 06905

Go 5GB!!!

**Parent Meetings**

Schedule a brief but meaningful parent meeting at the beginning of the season where you will review and assign the team roles. Parents can make or break a team so if all parents are positive and supportive of the coaches, manager, and players, the season will run smoother and be more enjoyable.

**Team Roles**

1. Practice Monitors – role & responsibilities

All parents are expected to serve as practice monitor during the season. It is the responsibility of the Team Manager to input the parent monitors into the practice schedule for the season.  This is a mandatory role of each parent on the team. We recommend populating the practice schedule early and advising parents that if there are conflicts that they should work to resolve with other parents. All monitors must stay for entirety of practice. Parents must communicate these rules to any caregivers that may be serving as practice monitors.

Safety Monitor All Gyms

* Responsible for organizing and overseeing the clean up of the gym your team is using.
* Responsible for coordinating and supervision of entrance and exit of players and parents. Gyms doors remain locked after school hours.
* Responsible to stay on-site until the last player is picked up.
* DO NOT LET SIBLINGS PLAY IN THE HALLS.

Specific for St. Luke’s – In addition to the above:

* Push in the bleachers in the Old Gym (for the last game of the day).
* Responsible for communicating the St. Luke’s usage rules to all players and their families.
* This is a very important job. St. Luke’s extends to us the privilege of our children playing in their beautiful facilities. Maintaining this relationship with St. Luke’s is a top priority of the NCBA board and should be for every family as well.

In addition, everyone on the team is expected to support NCBA and be prepared to volunteer for one of the following jobs during the season:

2. Referee Confirmation and Payment (Home Games)

Referees are booked through the NCBA. If the game is listed, there will be referees. Therefore if a game is cancelled or changed it is important to reflect on schedule to not send referees to an empty gym.

Managers will assign one team volunteer will be responsible for paying referees during half time of every home game. The NCBA Treasurer will reimburse money at end of season. Refs are paid in cash. If there are two referees, they receive $50 each if there is only one, they receive $75.

3 - Time Keeper (Home Games)

Responsible for running time clock and electronic scoreboard at each home game. This can be rotating job for all parents at home games. Manager must ensure parent volunteer knows how to operate equipment and that all equipment is working at the start of game.

4 - Scorebook Manager (All Games)

Rotating Parent volunteer that will maintain coaches scorebook at each game home and away. Manager must ensure parent volunteer knows how to fill in scorebook.

5 - Publicity Manager

Manager will (or assign one parent to) write short articles covering games for weekly submission to the ncbahoops.org website, NewCanaanite, New Canaan Advertiser, NC News Review and the New Canaan Patch.com sites.

The email addresses are :

NewCanaanite: editor@newcanaanite.com

NC News Review: aparelli@bcnnew.com

NC Advertiser: sports@ncadvertiser.com

NC Patch: [newcanaan@patch.com](mailto:newcanaan@patch.com)

6 - Team Photographer

Take team picture during the first week of practice for official submission to the league (as per FCBL rules).

Take pictures during some games and send photos to the ncbahoops.org website and/or local publications noted above.

Keep photos in one location electronically for end of season banquet and yearbook and to post on team’s page on the NCBA website.

New Canaan Basketball Association Name & Reputation

Please remind players and families that everyone represents NCBA during home and away games. NCBA’s reputation is something to be proud of and protect. As members of the organization, everyone should look out for one another and in accordance with the NCBA Codes Of Conduct behave accordingly.

Finally, enjoy working with your team, your coaches and families. Watching these young basketball players develop is exciting - have fun! NCBA is a fantastic organization, growing stronger every year because of wonderful supportive parents like you. Enjoy the season and good luck! Again, if you have any questions or concerns please reach out to Chris McKiernan ([cmckiernan@abmck.com](mailto:cmckiernan@abmck.com)) or Ashley Burr ([ashleyburr1@gmail.com](mailto:ashleyburr1@gmail.com)).