

Airdrie Minor Basketball



The City of Airdrie Minor Basketball Association

Team Manager

Roles and Responsibilities

- Using the team roster, create a rotating schedule of parents to ensure there is an assigned practice monitor, timekeeper/scorekeeper and game monitor for each practice and game. Make sure all families rotate through both jobs so it is not the same few families assigned to timekeeping/scorekeeping each week. All families, including equipment representative and team managers must be included in this schedule; only coach and assistant coaches are exempt.
 - Example schedule:

Event	Date	Family
Practice	Sept. 10	The Brown's
Game Monitor	Sept. 13	The Jones'
Game Timekeeper/Scorekeeper	Sept. 13	The Smith's

- Practice Monitor – all ages:
 - The practice monitor must identify themselves to the Community Use Supervisor as the responsible parent at that practice; the practice monitor may sit in the gym during practice.
 - Practice monitor must ensure players/spectators/siblings are only leaving the gym to use the washroom; there is no wandering of halls in any school.
 - The practice monitor must ensure no spectators/siblings are climbing on mats, using school-owned sports equipment or entering gym equipment rooms.
 - Ensure all garbage is removed, nets are returned to 10' height and chairs/benches are put away. (Ask for parent assistance!)
- Game Monitor – Mini House league:
 - The game monitor must identify themselves to the Community Use Supervisor as the responsible parent at that game; the game monitor may sit in the gym during practice.
 - In schools where there are no washrooms available in the change rooms, game monitors must ensure players/spectators/siblings are only leaving the gym to use the washroom; there is no wandering of halls in any school.

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- The game monitor must ensure no spectators/siblings are climbing on mats, using school-owned sports equipment or entering gym equipment rooms.
 - The game monitor for the last game of the night must ensure all garbage is removed, nets are returned to 10' height and chairs/benches are put away. (Ask for parent assistance!)
 - Attend the coaches/captains/refs meeting at the beginning of the game and sign your name on the scoresheet.
 - In the case of an incident, the game monitor must submit a game report to AMBA.
- Game Monitor – travel teams:
 - Attend the coaches/captains/refs meeting at the beginning of the game and sign your name on the scoresheet.
 - In the case of an incident, the game monitor must submit a game report to CMBA.
- Each age group has a representative who has extra supplies, including: balls, pumps, score-sheets and first aid supplies. If your coach needs more of these items, contact your rep to arrange for pick up or delivery. Contacts per division can be found on the AMBA website under “Coaching Resources”.
 - Assist Vice President in coordination of coaching and player development clinics.
 - Collect RCMP back-ground check forms from coaches at beginning of season. Volunteer Coordinator will be in touch with instructions.
 - May be asked to periodically visit team practices for you age group to provide opportunities for coach feedback, observation and ensure gym monitors are in place.
 - Other tasks as needed.

Approximate time commitment: 2 - 5 hours per month

Updated September 23, 2018 - SM