WEST DES MOINES PARKS AND RECREATION

ADULT BASKETBALL LEAGUE
TEAM MANAGERS RESPONSIBILITIES

As the individual designated by your players as the team manager, you play an important role for both your team and the Recreation Department. How well you perform your duties and responsibilities will reflect back on the team in general and may relate to the enjoyment of the basketball season by your players. Your attitude toward the program will be contagious to the rest of your team.

A. Organizational Meeting and Rosters

1. It is the responsibility of the team managers or their designated appointee to attend the Mandatory Organizational Meeting. Attending this meeting will not only familiarize you with the league format, update you on any changes within the program, review any rule changes but offer the opportunity to ask questions of the Recreation Department or other Managers.
2. It is the Managers responsibility to adhere to all rules relating to the Team Roster. Players must be made aware that when they sign the Roster they are also signing a Waiver Form. Managers must make sure that new players read and complete an Add-a-player form before the deadline listed on the schedule to be eligible.

B. League Rules, Schedules – Copies on website <u>www.wdm.iowa.gov.</u> Go to Parks & Rec, then Adult Sports Info.

1. <u>The manager is to see that all individuals on the team have a copy of the league rules</u>. Not only must the manager provide all players with this information, but follow-up to see that all understand the parameters placed on each team in the league. The manager must understand both the league rules as well as the Iowa High School rules used for the league.
2. You will receive a league schedule in your packet at the Organizational Meeting. <u>It is the Managers responsibility to see that all players have a copy of this schedule.</u> If you have an address or phone number change, notify the Recreation Office immediately. You will be notified of any changes or additions needed to be made to the schedule by the Recreation Department. It is then your responsibility to inform all your players. In the event games on a particular day need to be postponed due to weather you and your team members can call **222-3500** on status of games after designated times. (See league rules for proper procedures.)
3. The Department will not reschedule any games.

C. Uniforms

1. The team manager must see that all players on the team have a shirt of the same identical color and style with permanent numbers on both the front and back prior to the start of the season. Should the shirts need to be ordered, ample time must be allowed to give your supplier time to make delivery. Remember that t-shirts are perfectly acceptable so you need not incur a large expense or need the extended time necessary to wait for a made-to-order uniform. It may warrant your consideration to order extra shirts in the event new players are added or if someone should lose their shirt. Remember--digits 1 & 2 by themselves are illegal, as well as any digits higher than 5.
2. Only non-marking gym shoes will be permitted in the gyms.
3. Duplicate numbers will not be allowed.
4. ***Please call Bruce at 222-3454 for any non-identical uniform allowance. I will allow almost any major deviation (temporarily until replacements arrive) or minor uniform deviation throughout the entire season, but you must contact me one day prior to game so that I can inform score keeper about the allowance.***

D. The Game

1. Remember game time is forfeit time - if your team does not have the appropriate number of players at game time the game is over. We will use the gymnasium clock to determine game time (if applies), otherwise officials or scorekeepers clock will be used as game clock. Referees will not officiate forfeited games.
2. Before each game the team manager is responsible for putting every players first and last names and shirt numbers in the score book used by the Department.
3. Prior to the start of each game, the two referees will meet with both team managers. Should you have any questions about your upcoming game, this is the best time to get them answered. Should the referee pass along any information applying to your game, you are the one responsible to see each player understands that information.
4. During the course of the game, the team manager is the only person to raise questions to the referees on behalf of the team. This however does not give you a permit to hassle the officials.
5. At all times the team manager is responsible for the actions of his players and fans. Before, during and after the game, both on the court and on the bench. Each manager has their own style and method of working with their players in all types of situations but each manager must be able to deal quickly and efficiently with the matter should the need ever arise.

E. Communication with Recreation Office

1. The communication line between the team manager and the Department is a 2-way street. As the individual who will receive information for the team, as well as ask questions on behalf of your team, you play a very important role. In the event of challenges occurring at a game in which your team or player from your team was involved, you will be the individual the Department will work with to resolve the situation. If you have a change of address or phone during the season, call us immediately. The Department's goal is to provide the best program for your team. Cooperation between all parties will make this possible.
2. Questions? Contact Bruce w)222-3454 or bruce.mankle@wdm.iowa.gov or Kevin w)222-3453 or kevin.fitzgerald@wdm.iowa.gov.