



Margaret River Basketball Association

Division Year Coordinators

General Responsibilities:

- **Team Formation:** Oversee the comprehensive management of teams within the designated age/year-group, ensuring a balanced and fair distribution of players. This includes considering factors like height, past player grading, and performance.
- **Team Allocation:** Collaborate with the other Division Year Coordinators to assign players to teams. In cases where coaches have not volunteered, actively assist in locating Team Coaches and Managers within the age group.
- **Registrar Coordination:** Provide finalised team lists to the Registrar promptly for entry into PlayHQ before emailing out teams.
- **Communication:** Email team name lists to all players within the respective teams. Example of this email will be provided.
- **Training Coordination:** Work with team coaches and managers to schedule team training times, keeping them informed of training schedules provided by the registrar.
- **Member Engagement:** Promptly respond to enquiries from potential new members within the age group, facilitating their integration into the teams.
- **Team Integration:** Introduce new members to Team Representatives and foster a welcoming environment.
- **Club Communication:** Maintain a consistent line of communication with Team Managers on club matters and updates.
- **Fixture Notification:** Notify Team Managers when first-round fixtures are available on the website.
- **Uniform Distribution:** Collaborate with the Uniform Coordinator to facilitate the distribution of uniforms to team managers.
- **Season Monitoring:** Monitor the first three (3) rounds of the season closely, identifying any necessary player changes to maintain the integrity of the age division. Encourage minimal player moves unless absolutely necessary.
- **Conflict Resolution:** Address enquiries from Team Managers and refer complex matters to the President or Vice President as needed.
- **End-of-Season Duties:** Work in conjunction with the uniform coordinator to ensure the return of all uniforms at the end of the season. Collaborate with the committee to organise end-of-year finals and presentations.
- **Data Collection:** During the final weeks of competition, ensure all coaches within your year group grade players in their teams and collect relevant data for use in the following season's planning.