

THESA Girls' Basketball season tasks

Dear Parents of THESA girls' basketball,

Our coaching staff deals with many administrative tasks to prepare before, to maintain during, and to record following each basketball season. As this program has grown over the years, families come and families move on.

Every year, people say, "Let me know how I can help". We have not done a great job in getting our families involved in things they really can do.

The intent of this document is to communicate with you regarding the various jobs and tasks we need help with in order to run our season.

Please review the following tasks, their objectives, and contact one of the coaches for any task you would like to do for this season.

Thank you for your help in making this season run smoothly!

Pre-season Scheduling

Objective is to have sufficient games schedules for each team through communication with coaches for scheduling guidelines, with opponent teams for available dates & times, and coordination with boys' basketball teams by using the team email account or by phone.

- Communicate with other school team coaches/ADs to schedule games for all THESA girls' teams.
- Communicate with coaches on possible dates available for games.
- Verify game dates, times, locations, and teams that are schedule with each school, if possible.
- Communicate confirmed games to web calendar person.

##All communication is done via email.

In season Schedule confirmation

Objective is to ensure that games scheduled are confirmed in advance of the game date.

- Verify each scheduled game with school team coaches/ADs 2 weeks before the scheduled game. Communicate any changes to coaches.
- Communicate schedules, required protocols, and schedule changes to coaches and to web calender person.
- Employ a coach to intercede when issues arise.

##Most communication is via email.

Team Fees collector

Objective is to make it easier for families to pay fees by being an available contact at practices & games.

- Collect team fees (Check/Cash/Ramos PayPal) from team families.
- Provide collected fees and communicate family names / amount collected from each to team finance officer.
- Be available at games and or practices to be a fee collection point.

Game video recorder (by team)

Objective is to record game activity for the purposes of statistics, game review, and archival.

- Record team game action at scheduled games (best if using a tripod.)
- Provide team coaches access to the recorded game. (Access to a shareable cloud storage is best, or could AirDrop (Apple compatible)).
- Ensure game is recorded by an attendee, if unable to attend the game.

Need a recording Tablet/Phone device and a plan to share the recording with coaches

Game book keeper

Objective is to record the individual team athlete activities on both teams within a game in the team score book including points made by type, Free throw attempts, fouls, jump ball possessions, and team time out. Certain games may require you to be the "official" book which means that your information is what the officials will consider as accurate.

*Know the codes and key information locations for the various items recorded,

*Know the basic fundamental game rules

*Provide information to coaches and officials, as required.

##This job is needful when all teams are in the same tournament, or at different locations on the same day.

Game Clock Operator (mostly during tournaments)

Objective is operating the game clock for a selected game.

*Start and stop the clock per the referee's whistle or arm action.

*Sound the horn to get the attention of the referee for substitutions or for official book issues.

##This job is mostly critical for tournament games when we are the "Away" team

Stats recorder (by team)

Objective is to accurately record as best as possible game statistics for our team's performance for the purpose of information for coaches, as input for awards, and for archival.

*Know how and what stats to take for scheduled games. (Rick Ramos' wife Kim has a simple stat system that she uses).

*Capture in-play stats during live games.

*Provide a copy of the team stats to coaches.

Website manager

Objective is to provide a fundamental foundation for information regarding girls' basketball teams, including scheduling, rosters, and home page edits.

- Create new seasons for teams on web
- Add players to teams on web
- Add/modify practice schedules on web
- Add/modify team game schedules
- Modify home page information for girls' basketball on web
- Update game results on web

There is a learning curve for this, but it might be possible to breakup up responsibilities

SportsEngine App expert

Objective is to provide effective team communications via a team sports app for team athletes, parents, and coaches.

- Register Head of Household parent (Guardian) on THESA website
- Download SportsEngine app on mobile device
- Log in to SportsEngine App using registered household name & password
- In SportsEngine app, locate your team(s) and select them as favorite
- Accept through Head of Household email the athlete invite to team from website manager
- Modify Household settings of the athlete profile to include athlete email (if desired).
- Athlete must be added as an additional Guardian (to not be a Fan, but as a Player)
- Athlete may download SportsEngine app to mobile device
- Athlete may now log in to SportsEngine app with their own account