

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – RECEIVING MONEY FROM PARENTS / GUARDIAN

1. For those that train away from main training gym's (Aquinas & Otumoetai College) you will be issued with a Tauranga City Basketball receipt book. For everyone else there will be Tauranga City Basketball receipt books provided in the plastic box at your trainings.
2. Receipt all incoming money.
3. In each box, along with the receipt book there will be a stack of envelopes on a clip. Please put money into envelope and write clearly the players name and the team name on the envelope. i.e. James Green U19 Boys. **Use a separate envelope for each player. The envelopes are to be left at the bottom of the clip for collection.**

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – SPONSORSHIP

1. All managers must advise Director of Development of any proposed approaches for sponsorship prior to any approach being made. This is in case of any conflict of interest.
2. Draft sponsorship letters to be provided by Managers to Tauranga City Basketball for printing on Tauranga City Basketball letterhead.
3. Managers to advise Director of Development of outcome of all sponsorship approaches.
4. Apparel and other requirements must be followed through with all sponsorship packages.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – BALL, TRAINING SHIRTS PICK UP / DROP OFF

1. Contact Director of Development and organize time to pick up or drop off.
2. Sign out equipment for the season, understanding that they become your responsibility and that the team will need to replace any lost items.
3. At end of season hand over equipment, and have Director of Development sign that you have returned all equipment.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – UNIFORM PICK UP / DROP OFF

1. Contact Director of Development and organize time to pick up or drop off.
2. Sign out uniforms for the season, understanding that they become your responsibility and that the team will need to replace any lost items.
3. At end of season hand over the uniforms, and have Director of Development sign that you have returned all equipment.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – WARM-UP SHIRTS

1. Managers to email team members the order form for warm-up shirt.
2. Managers to put in main body of email the following:

TCBA is trying to standardise the warm-up shirts purchased by representative teams, so that parents & guardians are not requested year after year to purchase a new shirt. What is proposed is that players order their shirts a little on the larger size so they can get 3-4 years wear out of them.

These warm-up shirts are very smart, and from past experience kids love them!!!

As these shirts are sublimated, it is possible to have any writing put onto them without costing any additional, which means teams can get numerous sponsors names placed on them. Therefore there are options:

- Option 1: Some parent or a parent contact with a business that would like positive advertising sponsors the set of warm-up shirts.
- Option 2: Three or four businesses joint sponsor the warm-up shirts.
- Option 3: Each child finds a sponsor for his / her own shirt. Can list all sponsors on all 10 or 12 shirts.
- Option 4: Parents / Guardians purchase the shirt.

3. Managers to collate orders and forward via email to Director of Development.
4. Managers to check order and distribute to team once shirts received in TCBA office.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – FOR COURT HIRE

1. There should not be any need to book additional courts for trainings. If any bookings or changes to current bookings need to be made they must be made by Director of Development. Any changes to the booked courts must be made 4 weeks prior to the change as this is the time we are required by Bay Venues to amend a booking without charge. There will be no refund of un-used courts.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – FOR ACCOMMODATION / TRAVEL BOOKING

1. Director of Development organizes on behalf of all teams' accommodation and travel.
2. Managers can make suggestions or offer alternatives PRIOR to final bookings being made.
3. Administration Manager pays for all Accommodation & Travel costs, so money from players (collected by Team Manager) needs to be with the Administration Manager in a timely manner.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – BUDGETS

1. Budget will be created by the Director of Development, these budgets will be templates and Managers will be permitted to increase costs for food, miscellaneous expenses, travel (petrol) etc after consultation with the Director of Development.
 2. Managers will maintain and upkeep budget, ensuring Director of Development updated continuously.
 3. Please take into account that it is better to budget on fewer players and give refunds, than have a player withdraw and have to ask remaining team members to pay extra.
 4. Managers will ensure a "simplified" budget is made available to Parents / Guardians
 5. Managers must make players aware that they MUST pay prior to attending any event.
 6. Should a player pull out of a team within two weeks of a tournament, if no replacement player is found, then the withdrawn player is still liable for **ALL** costs.
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THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – FUNDRAISING

1. All fundraising activity has to be approved by the Director of Development.
2. Managers will either through full Parent / Guardian meeting or via email discuss the need and desire of parents / guardians to fundraise. Then lead a discussion in regards to opportunities.
3. Managers to organize events, including budgeting, purchase of necessary equipment, scheduling, recording of hours worked per player or per player family member.
4. In regards to fundraising it is each team's individual decision as to whether the income made will be divided equally over the entire team, or only amongst those players involved in the fundraising. Whatever is decided upon it is the Manager's role to account records.
5. Managers will inform the Director of Development of all fundraising activity, dates etc, so can disseminate information through communication channels.
6. It is preferred that Managers bank all fundraising money directly into the Tauranga City Basketball Account with a clear breakdown given to Administration Manager. However, if this is not possible then Managers will organize a time to hand money to Administration Manager. It is preferable that notes are given to Administration Manager rather than coins. A clear breakdown between what is fundraising and what is player fees / payment needs to accompany the handover on Managers Financial Reporting sheet.
7. Please note, that all money raised via fundraising needs to be spent on team activity and is not able to be refunded to parents.

THE PROCESS FOR TAURANGA CITY BASKETBALL AGE-GROUP REPRESENTATIVE TEAMS – RECEIVING MONEY FROM ADMINISTRATION MANAGER FOR INCIDENTALS & FOOD

1. All money received must be banked with the Administration Manager, this assists with proving to potential funders the "true" cost of being involved in the representative programme.
2. If Managers require cash to pay for incidentals, food and petrol, they must put a request into the Administration Manager 1 week prior to the time of need. Money will be banked into Managers personal accounts. All purchases must be detailed and receipted, and a basic summary given to Director of Development post event.
3. Any left-over money must be banked back in to Tauranga City Basketball's Account within 1 week of returning home from the tournament.