

TEAM MANAGER INFORMATION SHEET

Welcome to the Diamonds Netball Club!

Thank you for offering your valuable time to our club as a Team Manager. Your time and effort does not go unnoticed and is a massive help to both the players and the coach throughout the season. This information sheet has been developed to assist you in your role here at Diamonds Netball Club.

As Team Manager you help with the administration and management of the team which enables the coach to concentrate on the coaching and training aspects of the team.

Prior to the Season starting

- 💎 Acquire and store a team contact list detailing the players' names, parent/guardian names and contact details for easy access at training and on game day.
- 💎 Set up a Facebook group, Heja, email or SMS distribution list (depending on what you choose) to use for communicating with the team.
- 💎 Create and distribute a weekly roster for captain, scoring/timing duties and fruit/lollies (if applicable). A template is available to download on our website.
- 💎 Together with the coach you will agree on who will look after the team bag and/or training bag.

TEAM BAG

1 set of match bibs (7)
2 balls
1 timer with new battery supplied
1 basic First Aid kit
A4 clipboard and pen

TRAINING BAG

4 balls for Jnr Teams
5 balls for Snr Teams
10 Dots
1 set of training bibs (7)

During the Season

Training

Remind the players and parents of training sessions as they approach. Communicate any changes to training times or dates to players so that everyone knows what is going on. Keep a record of known absentees and let the coach know if players will be missing for training and/or games. Assist the coach with equipment set-up for training sessions (pumping up balls or grabbing equipment from the crate).

Code of Conduct

Prior to the first game, double check that the coach has discussed the Code of Conduct with the players (and parents where required). Ensure that all players (and parents where applicable) sign the Code of Conduct. Keep the signed code in the game bag for season to refer back to if/when necessary.

Prior to Game Day

Check the fixtures each week for the court number and which team is on scoring and timing. The team listed first on the fixtures will be scoring. The other team will be timing. Remind the parents (or team) who the scorer/timer is for that week. Notify the coach if any players are not available for the upcoming game.

Fixtures and results can be found at:

<https://www.playhq.com/netball-australia/org/success-netball-association-inc/f4b7932a>

Game Day

Check that you have a suitable game ball (has sufficient air).

When your team is scoring, check that your scorer has completed the scorecard correctly and assist where necessary. If the scorer is new to scoring, help them understand what is required. An example scoresheet is available in your game bag.

When your team is timing, put the batteries in the timer. Assist anyone new to timing to make sure they know how to work the timer and are aware of how many minutes are in each break.

Wash (or delegate the washing of) the game bibs as required (please give them a quick wash if they are wet from playing in the rain)

The team manager is 'usually' the extra official for first aid and can take the court to help a player in the event of an injury only.

Fundraising / Thankyou Gifts

The club normally organises several fundraisers throughout the year to help keep playing fees down. You will be informed of these, and how you can help, as they come up.

The Team Manager will generally organise a gift to say thank you to your coach at the end of the season.

Want more information?

There is a lot of information available on our website:

Diamonds Netball Club Website: <https://dncperth.wixsite.com/diamondsnetball>

Our Facebook page is consistently updated with current information:

<https://www.facebook.com/Diamonds-Netball-Club-1503544066599758/>

Success Netball Association web page: <https://www.successnetballassociation.com/>

Team Managers

- 63.6.1 Team Managers will be selected or co-opted by the Team Coach in Consultation with the ADO.
- 63.6.2 Team Manager's duties will be as per their Duty Statement.
- 63.6.3 Team Managers are to be provided with a copy of the Association Member Ethics Clause.