



NEWMAN SIENNA NETBALL CLUB

Team Manager Role & Responsibilities

**Welcome and thank you for volunteering to be a
Team Manager this year!**

Managers play an important role within Newman Sienna Netball Club (NSNC), to ensure that everyone is aware and informed, so that all can enjoy the season ahead.

As Team Manager, NSNC encourages you to follow these guidelines:

- Be a good role model
- Be enthusiastic
- Have the confidence to be assertive, consistent, friendly and fair
- Ensure safety to all participants
- Behave ethically and dress appropriately
- Maintain discipline during games
- Be organised for each game day
- Treat everyone fairly and include participants of all abilities, ages, genders and ethnicity



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Manager Information

- As Team Manager, you are the point of contact between NSNC, coaches and players
- Communication used can be your team's choice eg:
 - Emails
 - Texts / Group chats
 - What's App
 - Heja (sports team app)
- Distribute your team contact list and ask for updates from parents, if any details are incorrect
- Follow the PNA Code of Behaviour (copy in file)
- Provide Duty of Care for players (copy in file)
- Follow Injury / Illness or Blood Guidelines (copy in file)
- Access team fixtures through MyNetball (how to instructions in file)
- Co-ordinate for your team:
 - Important dates and events
 - Training day / time
 - Holiday training (April & July)
 - End of season team wind up
- Create team parent roster - parents score or time and bring oranges for half time
- Attend weekly training sessions, if assistance needed by coach

Start of Season

- Plan time and meeting place at Matthews, before games (court map in file)
- Remind players of correct uniform, no jewellery, hair tied back, nails cut short and to bring their own water bottle



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- As the start of the season is usually still warm, applying sunscreen before games is also recommended
- First game, meet NSNC Treasurer (usually at Café) for umpiring money (multiples of \$25)
- Team equipment bag - coach or manager to bring to games

Game Day

- Collect scorecard from stand near office, if scoring - first team on card scores, second team times
- Pay NSNC umpire \$25 before game
- Notify parents involved in MVP voting, at the start of the game & hand out voting slips
- Clipboard or timer ready before game, ensure scorer and timer stand together
- As the team is responsible for fines incurred when scorecards are incorrectly completed, check each quarter break, that the scorecard is up to date, including the other team's details.
- Winning team takes scorecard to metal basket outside PNA office
- Collect game ball and bibs at the end of the game
- Report any incidents/injuries to NSNC on the day (Committee contact list in file)
- Collect voting slips

End of Season

- Collate MVP Votes (Voting policy in file)
- Co-ordinate end of season team wind up
- Ensure team bag is cleaned and returned at the NSNC Wind Up