ABERFELDIE NETBALL CLUB

www.aberfeldienetball.com.au

TEAM MANAGER RESPONSIBILITIES – WINTER SEASON

Purpose

The primary role of the Team Manager is to support the Coach and manage all the administration and communication between the Club and the Team.

Prerequisite

- Must be over 18 years old and hold a valid Working with Children Check or equivalent.
- Be contactable via Team App, Email and mobile to the coach, team players, parents.
- Able to commit time to training and game day.

Responsibilities

- Be the liaison person between the club, the players and parents.
- Co-ordinate the administration and management of the team ie training/game times, player attendance
- Join ANC Team Manager Group for all club updates for training & game day.

- Regularly maintain communication group for your team ie. TeamApp
  We have moved to TeamApp for a variety of reasons, one being that Under 18 coaches can choose to be part of the Team chat if approved by a parent/guardian.
  Any under 18 player should NOT be in a TeamApp chat without approval by their parent/guardian.

- Ensure all parent/guardian have downloaded Netball Connect app vic.netball.com.au/club-resources.
  Please share this app with your parents so that they can access the draw/ladder and live scoring for when they are called upon to score.

- Roster parent/guardian to be the scorer & advise team who the selected player captain is each week.
  Example: generally, the player who is nominated captain that week will also have their parent/guardian be the scorer that week.
  Speak with your coach whether they prefer to nominate their captain week to week, or follow your scoring roster.
  Generally, the parent who is scoring also brings some cut oranges for half time.

- If it is ANC home game ensure the parent scoring has downloaded the Netball Connect app & has been assigned as scorer. Please ensure the scorer has accepted being Scorer on Netball Connect.

  If ANC is the away team ensure a parent/guardian stands with the opposition's scorer during the game.

- Team Attendance on Game Day:
  Team Managers, please complete your team attendance in Netball Connect.
  This can be done up to 24 hours prior to the game time, and MUST be done prior to the game starting.
  Team Manager Coordinator Heather & committee members can show you how to do this.

- Notify the players/parents when training or a match has been cancelled or washout due to weather.
  You will be notified by the Club Secretary or Team Manager group chat when training / game has been cancelled.
  Please advise your team that they should always assume a game or training is on, until it's not.

- Notify the coach if a player cannot attend training or game day.

- VOTING:
  This will be conducted on Team App.
  Team Managers will be able to push the voting function to the rostered scorer for that week.

  Award being voted for: Best & Fairest (Under 11's, Under 13's, Under 15's, and 17's Open teams)

  ((Under 9's teams all receive a medal at the end of the season at Presentation Day and don't have a voting system in place while they are learning netball))

  All other age groups have a Best & Fairest, Runner up Best & Fairest, and Coaches award.

  Coach votes are separate from your responsibilities.

  Best and Fairest awards are voted by the Parent of the Captain / Scorer for that round.
  By rotating this voting between parents, ANC are confident that this provides an accurate summary of the season.

  The TM (Under 11's and above) will manage the weekly voting system via Team App.

  The Parent of Player Captain will vote.
  If a parent cannot decide, the Coach can assist but final vote must come from a parent.

- Co-ordinate parent support to fulfil club responsibilities ie set up & pack up at training
  All teams must set up and pack up at training. Please ensure your balls/equipment are returned at the end of your session.

- If you are away or not available for training or game day, no problem at all.
  Please let Heather know just incase we need to make contact with your team or if there are any access issues with Netball Connect on game day.

- Liaise with the Secretary for any equipment or first aid that needs replacing or replenishing in game day bag. secretary@aberfeldienetball.com.au

- Be aware of any player medical condition ie asthma, allergies etc

- Encourage and lead friendly and positive support to all players and officials from the sidelines.
  As Team Manager, we hope you will assist both our Club, and EDNA to create a safe space for all parties of netball to be involved.
  If you have a parent / spectator behaving poorly, please address them if you feel comfortable to do so, or report it as soon as possible to the following; EDNA officials and/or Aberfeldie Committee
  Spectator behaviour is a key focus this year, and upholding the policies in place.
  Aberfeldie Netball Club has 18 teams participating this season, and represented in most age/divisions.
  Any negative behaviour towards players, adults, umpires, and officials will not be tolerated.
  We want to be the club of choice for positive behaviour, and as Team Manager, we ask you to set the example, and report any incident to the Secretary or relevant Committee member at your earliest opportunity.

- Ensure players are in correct uniform at games and have removed jewellery, earrings are covered or removed, and finger nails are cut to regulation length etc. uniforms@aberfeldienetball.com.au

- Discourage parents, spectators, friends from giving the player instructions from the sidelines as this is the coach's role.
  We encourage our players to hear and listen out for their coach's instructions and encouragement.
  We will encourage our coaches to address their players away from the fence to maintain focus, and parents are not to go onto the court at all, adjust bibs, give them their drink bottles,

- The TM group chat has been established to support each other, without the coaches being involved in last minute challenges or assistance.
  We are all included incase you need anything, or have last minute cancellations and need help locating another player.
  If you require a fill-in player, please remember to state your team name, age group and division so that the appropriate team managers can reply.

  EDNA have restrictions on how many times a player can fill in for a higher team.
  Please keep this in mind if you find yourself requiring players regularly.

  The club Committee may intervene and assist if more than 1 team in the same age group / division needs emergency players.

- Adhere to the Club policies, procedures and Codes of Conduct when working with children and young people in netball. See www.aberfeldienetball.com.au/code-of-conduct
- Be familiar with the competition By-Laws as they pertain to the game regulations. See www.essendondna.com.au/copy-of-season-details
- Be familiar with Netball Victoria Child Safety Standards. See vic.netball.com.au/11-child-safety-standards
- Liaise with TM Contacts for all enquiries, questions relating to your team, training & game day.

TM Contact: Heather Gleeson	**Email:** vicepresident@aberfeldienetball.com.au **Mobile:** 0408 034529
Child Safety Officer: Ms Nonie Keep	**Email**: keepy25@hotmail.com
President: Sarah Kurczycki	**Email**: president@aberfeldienetball.com.au **Mobile:** 0419 324412
Club Secretary: Jen Ashton	**Email**: secretary@aberfeldienetball.com.au **Mobile**: 0419 335914

Related Documents:
ANC Child Safety Policy
ANC Child Safety Procedures
ANC Child Safety Code of Conduct
ANC Player and Spectator Code of Conduct
ANC VIC Code of Conduct for Community Sport

As a Club, we are here to support you as a Team Manager.
Thank you for taking on the role. Community sport would not exist without your help, and the act of volunteering.
You are our eyes and ears on the ground, and we fully support all feedback, positive and otherwise.

Please send through photos and highlights during the season to our Secretary or to the Team Manager Coordinator.

Please contact us anytime you need assistance or need something to be observed and addressed.

Thank you for leading your team