

TEAM MANAGER RESPONSIBILITIES – SPRING 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 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 WhatsApp for all club updates for training & game day.
- Set up a team communication group for your team ie. WhatsApp.
Please ensure that the group is players parents/guardian only.
No players under 18 to be in the group unless permission received by a parent/guardian.
Please ensure your Coach is not in the team chat, set up a separate chat between the Team Manager & Coach.
Experience shows that Coaches benefit from being in a separate Coaches chat group with the Coach Mentor from the club, and only have direct contact with their Team Manager, and not the whole team.
- 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.
- If it is ANC home game ensure the parent scoring has downloaded the Netball Connect app & has been assigned as scorer.
If ANC is the away team ensure a parent/guardian stands with the 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 48 hours prior to the game time, and MUST be done prior to the game starting.
Team Manager Coordinators Heather & Sarah can show you how to do this.
- VOTING – Voting does not occur in the Spring Season.
Spring season is an opportunity to continue playing netball, player development, introducing new players to netball and your team if applicable.
- 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.
- 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 poles and 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 or Sarah 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 friendly and positive support to all players and officials from the sidelines.
- 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 coaches role.
We encourage our players to hear and listen out for their coach's instructions and encouragement.
- The TM WhatsApp group 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.

- 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.essendon dna.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
TM Contact: Sarah Kurczycki

Email: vicepresident@aberfeldienetball.com.au

Mobile: 0408034529
Mobile: 0419324412

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