

## 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 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.
  
- Set up a team communication group for your team.  
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 line of communication between the Team Manager & Coach.  
Experience shows that Coaches benefit from being in a separate Coaches 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](http://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 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 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.  
 The coach votes 3, 2, 1 each week for their award at the end of the season.  
 The coach will consider a variety of criteria that they feel represents their award each week.  
 Best and Fairest awards are voted by the Parent of the Captain for that round.  
 By rotating this voting between parents, ANC are confident that this provides an accurate summary of the season  
 The TM will manage the weekly voting system.  
 The coach will nominate a different Captain each week. The Parent of Player Captain will vote.  
 If a parent cannot decide, the Coach can assist but final vote must come from a parent.  
 Voting slips are provided to each team (except Under 9's)  
 Please seal these envelopes each week, for submission to the Committee at the end of the regular season.
- 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 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](mailto: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 20 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, you need 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](mailto: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](http://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](http://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](http://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](mailto:vicepresident@aberfeldienetball.com.au)  
**Mobile:** 0408 034 529

**Child Safety Officer:** Ms Nonie Keep

**Email:** [childsafety@aberfelidentetball.com.au](mailto:childsafety@aberfelidentetball.com.au)

**President:** Sarah Kurczycki

**Email:** [president@aberfeldienetball.com.au](mailto:president@aberfeldienetball.com.au)  
**Mobile:** 0419 32 4412

**Club Secretary:** Jen Ashton

**Email:** [secretary@aberfeldienetball.com.au](mailto:secretary@aberfeldienetball.com.au)  
**Mobile:** 0419 335 914

**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*