



## **Lara Sporting Club Netball Section NETBALL TEAM MANAGER RESPONSIBILITIES**

YOUR ROLE IS CRUCIAL! Thank you for volunteering.

A Team Manager is required for each team participating in the Saturday GFL netball competition. The role requires an individual who will be present at every home and away game for the duration of the season. Below is an outline of the tasks required to be completed.

**The Team Manager is there to assist the coach and players, they are not to be involved in coaching decisions and offer coaching from the sidelines. This is the responsibility of the coach. We ask that this is respected.**

The on game day check the score sheet 10 minutes before scheduled games, making sure all players who are in the team, as well as fill in players, are listed on the printed score sheet.

Should fill in players not be registered with Lara ensure all details are completed on a new player registration form filled in by the player, and details entered on 'My Netball' website. It is preferable to have all this completed the day before the game for any new players to the club. Ensure that a clearance is not required if they have played in the GFL or BFL in the last two years.



The Club Team Manager is responsible for the:

- Administration and management of the team.
- Comply with the Clubs' Code of Behaviour for Administrator/Players/Coaches.

### **Responsible to:**

The Team Manager is responsible to the team, Coach and Netball Committee and reports to the Netball Committee Chairperson.

Knowledge, Skills, Experience and Requirements:

- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators.
- Strong organisational skills.
- Sound knowledge of the rules the competition.
- Sound knowledge of the Geelong Football Netball League Netball By-Laws. (booklet is in your team managers bag)
- Current First Aid Accreditation (preferred but not essential)

### **Responsibilities and Duties:**

The Club Team Manager has a variety of responsibilities including:

#### **General**

- Report any problems that may arise amongst team members, parents, the coach and supporters to the Netball Committee. First point of call is Paula Eyre-Walker.
- Ensure all equipment is safe and report any defects to the Coach and the Netball Committee.
- Ensure all welfare and safety requirements for the team are met.
- Ensure any new player completes the League Single Registration Form and has paid or provided Netball Vic Membership details prior to taking court
- Ensure court is swept to remove any loose stone, other debris or pooling of water.



### **WEDNESDAY PRIOR TO EACH GAME**

Receive team list from the coach and check that the players' names are listed on 'My Netball' website before 10:00am THURSDAY morning.

### **YOUR LINK TO MYNETBALL IS:**

<http://my.netball.com.au/> - you will need your own login and password (please keep these safe)

Collect any outstanding money for purchase of uniforms and club fees handed to you in a marked envelope with the name.

At the start of the season organize a 'Duty Roster' for scoring/timing/oranges/lollies for home and away games.

You also need a roster for the canteen (home games only).

### **Game Day**

- **Home Game** - Ensure Player Area Safety Audit is completed prior to commencement of play of first game of day.
- **Home Game** – – Ensure goal post pads are placed on goal posts prior to commencement of first game.
- **Home & Away** - Ensure all equipment is available. Eg. Position bibs ready, training and match balls are ready for use, First aid kit courtside, timers available, scoresheets are checked and available.
- **Home & Away** - Ensure Scoresheet is completed at least 10 minutes prior to commencement of match by Coach and is placed on score table.
- **Home Game** – Arrange scorer (home & away game) and time keeper (only home game) and ensure they are aware of their duties and the paperwork to be completed.



- **Home Game** – Ensure 3 timers and siren are on score table for use by time keeper. Set one timer for match duration, one for injury time (2 minutes) and one for breaks.
- **Home Game** – Ensure siren is given to time keeper and is fully pump up before match. Instruct timekeeper on its use.
- **Home Game** – Ensure Primary Carer is courtside and has vest on ready for commencement of game.
- **Home Game** – Ensure Results Sheet in Folders are given to scorers to complete.
- **Home Game** - Ensure Club voting slips are ready for completion. Give one envelope to coach and one to a spectator who you feel will be unbiased and will be watching the entire game.
- **Home & Away Games** - Distribute 1 Club voting envelope to appropriate people watching game.
- **Home Game** – Ensure match ball is given to umpires.
- **Home & Away Games** - Ensure all injuries are registered in Injury Register. Liaise with Emma Dalziel (Lara Sports Trainer on any injury and for follow up).
- **During the game** - check all players positional changes with the coach
  - o At each quarter these changes are to be completed and accurate on the score sheet.
  - o Changes are to be given to the scorer by the team manager only.

### End of Game

- **Home & Away** - Ensure all Club equipment is returned to bag. (Bibs, blanket etc.
- **Home Game** – Ensure match ball is returned to Club bag.
- **Home Game** - Ensure scorers/coaches complete Results Sheet with scores & 3 best players and for press report



- **Home & Away Game** - Collect Club voting slips and ensure they are completed, placed in envelope and returned to locked box inside our container - we will tell you where this is. If you don't already know!
- **Home Game** - Ensure all paperwork (scoresheets, League votes, Registration forms, Results Sheets & Standard Results) are placed in envelope for return to Club/League. Check the media report is completed by the scorer.

### **Team Manager**

Every team is allocated a Coach and Team Manager.

These positions, as are all positions in the Club, Purely VOLUNTARY

For a smooth running season, they are joint co-ordinators of the team and they ensure that their team is represented in all Club matters.