

TEAM MANAGER'S HANDBOOK

Thank you for taking on the role as Team Manager with Surrey Park Netball Club! We highly value the work of the volunteers at our club. Along with the committee and coaches of the club, your role is crucial to our players enjoying their netball. This booklet complements the *General Information Handbook* in outlining the important aspects of your role. For further, more specific information, please find the General Information Handbook on the Surrey Park Netball Club website at <http://surreyparknetballclub.com.au/>.

It is important here to emphasise the environment we wish to create for all members. Netball should enable all members to:

- Learn and develop the skills and ethics of netball.
- Have fun and create friendships with peers that share a common sporting interest.
- Accept coaching from experienced netball players.
- Be supported and encouraged by the club, peers, coaches, team managers & Parents.
- Be guided by the club to reach their potential.

As a team manager your main role is to support the club's ethos, the team's weekly functions and assist the coach wherever necessary. It is not an onerous role.

Role of the Team Manager

Season beginning

- Email all players to welcome them to the season, provide an electronic fixture and web link to both Surrey Park (<http://surreyparknetballclub.com.au/>) and WDNA (<http://www.wdna.com.au/>)
- The club will provide you with a list of contact names, numbers and addresses of players and their parents. Create a team contact sheet to be distributed to the team via email preferably.
- Create a roster for scoring. If we are the first-named or 'home' team the rostered scorer must collect the team sheet from the control box. They should stand with the designated scorer from the opposition team. As an 'away' team, our designated scorer is not required to score as such, but should stand beside the opposition scorer so the final score can be verified.
- Create a roster supplying cut oranges (if applicable).
- Negotiate a training time and day with the coach. Inform players.
- Ensure playing kit and first aid supplies are complete (see kit contents on p.3). A committee member is designated to managing equipment (see p.5). Please contact them via surreyparknc@gmail.com should anything be required.
- Be a point of contact for players and/or their parents in relation to uniform ordering. A committee member is designated to managing and ordering uniform (see p.5). Please note that teams younger than U/15 are required to purchase a playing top and **hire** a skirt from the club. At U/15, players will be required to purchase a SPNC playing dress and the hired skirt should be returned to the club, washed and ironed.
- Be a point of contact for team members and their parents in relation to all other issues. These include grievances, for which the club has a written policy (see *General Information Handbook*).

- Please note that it is not the role of players' parents or the team manager to deal directly with WDNA. Please contact a committee member should you have any queries about rules, policies, behaviour etc and to convey to the committee parent and player grievances.
- The committee will provide a club polo shirt and jacket which should be returned to the club once you no longer hold the role of team manager. You are welcome to order your own should you wish, however you will be required to finance this yourself.

During the season

- Bring playing kit and first aid supplies to both training and games.
- Maintain playing kit and first aid supplies. Balls can be inflated at the Ashwood courts.
- Email players as necessary across the season.
- Voting- For U/13 teams and above (not modified) provide 2 parents and the coach with a voting slip each week (3 sets of votes). Votes are recorded as 3 for the best player on the day, 2, then 1. The focus of these votes is to reward players who play at **their** best. These votes should not be awarded solely on being the most skilled player in the team. Collect those votes at the completion of each game. You might choose to compile these as you go. This should be kept confidential. A sample is included on page 6. Please feel free to photocopy.
- The club participates in numerous fund-raising efforts and celebrations across a season or year. These include a sausage sizzle, Pink Day for Breast Cancer Network of Australia, Presentation Day and the Black and White Gala. The team manager would be required to facilitate the team's involvement by recruiting parents, collecting money or administering pink ribbons etc.
- Occasionally coaches and team managers will be invited to participate in committee meetings where issues of relevance to individual teams will be raised. These will particularly occur at selection time prior to a new season.
- Should a team need to forfeit a game for any reason, the TM should email surreyparknc@gmail.com by Wednesday night prior to the game. In the first instance, the TM should communicate with TMs of teams lower in grading or younger in age in order to find suitable replacements. You will be provided with the contact details in order to facilitate this. Please note that a younger/lower player can only play up a grade 4 times in winter and 3 times in spring before they are deemed to be a part of the higher team. A replacement player will be recorded on the WDNA scoresheet in future weeks with an exclamation mark indicating the number of times they have played up

Season end

- Tally the votes and send to the coach who in turn is required to inform the committee of the recipient of the MVP award.
- Canvas players to see who will be playing on the following season and communicate this with the relevant committee member.
- Inform relevant committee member of any requirements for playing kit and first aid supplies in preparation for the season to follow.

Playing Kit

Contact: Karen Lurati (Equipment Manager)– M: 0418303194 If your ball bag kit has any items missing/damaged/lost as there are spares of everything.

(Bag pickups at start of season and drop off at end of season - 17 Oaks St, Surrey Hills)

In Bag

- 4 x Netballs (3 x Training balls + 1 x Match Ball)
- 1-2 x Set of bibs (1 pullover and 1 Velcro for teams in dresses)
- Drink Bottle holder
- SPNC drink bottles (1 per player allocated)
- Cones x 10
- Ball Pump & Needles
- Whistle

Folder

- Pen
- Mini White board
- Whiteboard marker
- Exercise book (for planning training and /or scoring purposes)
- Team Managers Handbook

First Aid Kit Supplies (In a clear box)

- Sunscreen
- 2 x Disposable Ice Pack
- Band-aids (varying sizes)
- Disposable gloves
- Scissors
- Hair ties & Bobbie Pins
- Nail File
- Nail Clippers
- 2 x Packet of Tissues
- Hand Sanitiser
- Sachet of Cotton Balls
- Roll of Tape
- Dettol Spray/Betadine
- Alcohol Swabs
- Bandages

Uniforms

Please note that teams younger than U/15 are required to purchase a playing top and hire a skirt from the club. At U/15, players will be required to purchase a SPNC playing dress and the hired skirt should be returned to the club, washed and ironed.

Sue Natoli is in charge of any uniform enquiries surreyparknc@gmail.com

Codes of Behaviour/Conduct

As a representative of Surrey Park Netball Club, it is expected that you will support the club ethos and encourage others to do so. Netball Victoria and WDNA publish Codes of Behaviour/Conduct relevant to players, coaches, umpires, administrators and parents/spectators. It is particularly important that these codes are adhered to and as a nominated representative of our club, it is anticipated that you will take necessary action in accordance with these codes. WDNA codes can be found at <http://www.wdna.com.au/?q=GeneralForms> and Netball Victoria's codes can be found at <http://vic.netball.com.au/support/assoc/rules-regulations/>

It is worthwhile familiarising yourself with these codes so that you can act appropriately if required. The Netball Victoria *Parent/Guardian Code of Conduct* forms part of this booklet.

Team selection and rotation policy

Surrey Park Netball Club committee do not take team selection lightly and always attempt to attain the best mix of girls in each team to ensure a balance of height and positional players, friendship and skill. WDNA's age policies also help to determine team selection and placement. Occasionally the decision will be made to play younger players up an age division. This decision will only be made in the best interests of the player and their team.

This information has been included in this booklet so that as a TM, you may help in all ways to support the club's ethos around team rotations and equal court time, although it is not the remit of the TM to usually be involved in this decision making. Team rotations should be planned by the coach to ensure that the team remains balanced but importantly should offer the players the opportunity to play in different positions. It is essential for players to understand every position on the court so that player absences or rotations won't affect overall team performance. Multi-skilling will also aid in increasing a team's depth. After all, a good defender also requires strong attacking skills and vice versa.

As the players progress to U/15, players tend to demonstrate preferences for specific positions although experience in all positions should still be encouraged. Many factors, including physical development, speed and height will sometimes dictate a player's positional preference, however it is hoped that the experienced gained from earlier netball will enable players to fill any role on the court.

SPNC firmly support an equal court time policy. As selection is done to balance teams as best as possible, every girl has the right to equal time on the court, regardless of whether they are the strongest player in the team or not. Although winning is certainly enjoyable, this should not come at the detriment of a player's equal contribution to the team effort.

Official Training

There are many resources available to you as a manager of a team in order to improve your familiarity with the role and develop your skills. The Australian Sports Commission offers various free online courses which can be found at

<http://www.ausport.gov.au/participating/coaches/education/onlinecoach>

The course recommended for team managers is under *Coaching and Officiating*. Additionally, *Play by the rules* offers useful free online courses at <http://www.playbytherules.net.au/interactive-scenarios/free-online-training>.

2016 Committee Members and Roles

To contact a specific committee member, please indicate in the subject line to who you wish your email to be directed. The committee email address is surreyparknc@gmail.com

President: Rowan Abbott

Secretary: Linda Abbott

Communication Secretary: Gillian Rhodes

Treasurer: Gin Mason

Uniform: Sue Natoli

Equipment: Karen Lurati

Player and Team Selection: Jane Thomas

Player Representative: Claire Murray

General Committee: Natasha Loverso, Martine Klump, Caroline O'Sullivan



Surrey Park Netball Club – Voting Slip

Surrey Park V

Date: Voted by

3 Votes (1 st choice)	Name:
2 Votes (2 nd choice)	Name:
1 Vote (3 rd choice)	Name:

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Surrey Park V

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