



ASHBURTON NETBALL CLUB

Ashburtonnetballclub.com

Reg. No: A0031842C

Ashburton Netball Club (ANC) Team Manager Role

As the Team Manager, you are the first point of contact for the team. You are there to allow the coach to focus solely on coaching. Below are some guidelines for ways you can do this. Any parent query you cannot answer, please forward to the club via Ashburtonnetballclub@gmail.com

Team Roster

- Create and distribute Parent Roster for scoring games, half time oranges and voting (if required – see Voting section). The coach is not to be included in the roster. Include the player who is captain each week (rotation). Fixture available at WDNA website (www.wdna.com.au)
- Create a contact list for Parents & players with phone numbers, names and email addresses and distribute to the team.

Training

- Contact Players when training is cancelled.
- Liaise with coach when players cannot attend training. Parents are to advise coach/manager if unable to attend training.
- Arrange a parent roster to assist the coach at training if required. Mandatory for U13 and younger.
- If it is raining or over 32 degrees on training day, training may not run. Coach will advise.
- Medical Indemnity forms must be taken to training in case of emergency
- Team Contact list should remain in the Training bag at all times

Before the Game

- Arrange fill-ins if required (refer Fill-Ins section)
- Email parents to remind them of rostered duties for the coming week.
- “Teamstuff” app is useful to use for team management (optional).

Walkovers

- If unable to field a team, advise WDNA of walkover wdnawalkovers@gmail.com. On the day phone 9807 0349. Refer wdna.com.au for further info

At the Game

- Ensure rostered parents are at the game. If first named team, ensure scorer has collected the scoresheet from the Control Box. If second named team, scorer must stand with the other team scorer.
- Ensure all players at the game
- Ensure ball pumped up
- First time-slot to put the post pads/protectors up for their court
- Ensure nails trimmed or taped – trimmed nails not to be seen over finger tips – checked by umpires prior to each game.
- Only the coach is to call out instructions to the team. Parents are to cheer and encourage.
- Only black or matching sports briefs may be worn. Any player wearing bikini pants or bike shorts shall be deemed out of uniform by WDNA
- No jewellery. Piercings may be worn, but must be taped with micropore tape (available at pharmacies)
- Wet weather – players to attend courts and complete score sheet. WDNA will decide to play or not prior to each game on the day.
- Blood – bleeding player must leave the court immediately. Can return when blood covered/cleaned.
- Ensure first aid is administered effectively.
- Bring Medical Indemnity player forms to all games, for emergency use.
- Ensure injuries/incidents reported to WDNA Control box following the game.
- Ensure voting forms completed and returned to you (see Voting section)
- Record Player Participation in season spreadsheet (see Record Keeping)
- Record Votes in season spreadsheet (see Record Keeping)

Fill-ins

- Fill-ins may be obtained from a younger age group, or from a section below in same age group (playing at earlier time). U11 may borrow from other U11 teams.
- Must have at least 4 players from own team (ie max 3 fill-ins on court)
- Player can fill in for another team max 4 times before she must move up to the higher grade
- Use ANC Team Manager list to contact other team managers to obtain fill-ins

Record Keeping

- Record player participation for the season and keep a running total as girls receive badges for 50 games, 100 games etc. A template will be emailed from the ANC for your use.
- If one of your players fills-in for an older team, record this as +1 on your record.
- If a younger player fills-in for your team, email their team manager so they can record the match played.
- Record voting for each game. Keep a running tally for the season. Provide to coach at the end of the season.

Voting & End of Season Awards

ANC have one presentation day for the year, which is usually on Grand Final day of the winter season. Teams to arrange own presentation following Spring Season.

Grade 3, Grade 4 and Grade 5:

No voting required as at this level there is no Best & Fairest award. All players receive participation award following the Winter Season breakup as follows:

Grade 4: participation Medallion

Grade 5: participation Trophy

(Note: Grade 3 only start at Spring Season, no Winter season)

Grade 6 and older:

Each game, 2 rostered parents are to award 3/2/1 votes. Provide to Team Manager at end of game.

Coach awards 2 trophies to team members at the end of the season. Usually a Best & Fairest and a Coaches award, but this is at the discretion of the coach.

End Of The Season

- Send season Player Participation spreadsheet to the club
- Advise team of ANC annual celebration (usually at end of Winter Season) and RSVP to club to advise numbers attending from the team.
- Grade 6 and over: Advise club of Trophy recipients.
- Organise a present for the coach

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- Organise an end of season or end of year dinner for the team and parents
 - Arrange registration for next season.

Note at the end of Winter Season, the club hosts an annual celebration adjoining the AGM. All trophies and player participation medals will be presented there. At the end of Spring Season, the team manager is to collect the trophies from the club and arrange a team breakup. The coach presents the trophies to the recipients at the team breakup. Participation medals are only provided at end of Winter Season, as this is the main season.

Before or Throughout the Season

- Forward to your team emails that come from the club or WDNA
- Attend the ANC Coaches and Managers information session
- RSVP to the club for things like skills clinics provided for the girls
- Organise an occasional fun event like a team outing to watch the Vixens play at Hisense Arena etc
- Any parent query you cannot answer, please forward to the club via Ashburtonnetballclub@gmail.com
- All communications with the WDNA association are to be via the club, no individual should contact WDNA directly.

Coaches Bag

The ANC will provide each team with a Coaches Bag for use at training and the game. This bag contains:

- 1 Netball (new one provided each year)
- Drink Bottle Holder
- Cones
- Whistle
- Rule Book
- First Aid Box
- Nail Clippers
- Clip Board
- Training bibs
- Sunscreen
- Bags may be restocked at the Coaches and Managers annual information session or contact the Equipment co-ordinator via the club at other times (via Ashburtonnetballclub@gmail.com)

Fees

- Netball Victoria membership required by all players. Valid for calendar year. Players cannot take the court without providing Team Manager proof of membership. Payable at the Control Box at courts prior to game.
- Anyone who plays netball must have insurance – Netball Victoria membership provides this insurance . If fill-ins only play one game they pay at the Control Box on the day approx \$9 for 1 game. If they think they may play a few more games they should pay the annual fee via Netball Victoria membership
- ANC fees are as per the ANC fee policy (available from club), and payable to the club each season.

Clothing

ANC uniforms (dresses) and ANC hoodies are available for purchase through the club

Team Selection and Grading

- ANC teams may be mixed around season to season in Grades 4 & 5 as per ANC policy.
- Grade 5 team's will be graded during their Spring season and teams announced at the end of the season to begin in Grade 6. Teams will usually retain this make-up from then on.