

Duties of a Manager

A Manager's Primary role is to deal with the parents of the team

A Coach's Primary role is to deal with the children from the team

Coaches liaise with Manager to convey any correspondence they wish to relay to the parents. Managers write and send this and also ensure Club and SSNA correspondence are distributed in a timely manner to the parents.

In addition Managers are responsible for:

- Check the draw and court for each round
- Ensure that your parents are advised on what time training is each week
- Ensure that your parents are advised on what court you are on and what time the coach expects the kids at the court before the game each week
- Encourage parents to have everything ready the night before and to turn up with shoes on and hair done.
- Ensure that each week you check the Joey's draw and record who your umpire is for the game that Saturday – it is a good idea to note this down so that if your umpire is not there 10 minutes before the game you can look specifically for a person
- If you cannot find your umpire then you should immediately contact
 - Maryanne 0414 385 870
 - Lauren 0421 389 313
 - It is easier for us to help you if you can tell us who you are looking for.

On game day

- Collect the board from Control if you are the first person on the draw
- Check the other team's cards against the names on the sheet, and the photos on the cards
- Ensure the sideline is clear for the Umpires Running (no bottles, balls, bags, people, rubbish)
- You can share scoring ¼ by ¼ or ½ by half
- Scoring can be done by you or on a roster basis sharing it around each week.
- Make sure all parents are aware of the following requirements for scoring.
- Ensure that you fill in your team's positions and revised positions each quarter
- Ensure that you stand side by side mid court – back from the sideline, for all 4 quarters
- Circle the results at the end of each quarter and leave the board in a neutral position (ie don't walk away with it). At the end of the game note full time score and sign the sheet.
- Make sure you and all parents watch for the raised arm of the umpire to indicate a goal
- Get the umpires to write their name on the board – Managers and Captains to thank both umpires at the end of the game.
- Winning team takes the board and sheet back to control
- Managers should note the score of both sides and check my netball each week to ensure the score was entered correctly
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Illness and Injury.

- Ensure all medical forms are completed and in alphabetical order in your folder.
- Ensure you read them and that both you and the coach are aware of any conditions that kids on your team have
- Should an injury or illness occur you should make sure someone grabs the folder and the child's sheet to check for anything that might be relevant – allergies/conditions etc

Canteen

The Assistant Secretary will send out canteen slots for one round at Bellingara, and one round at Seymour Shaw. You can fill them by breaking into half slots but Manager are expected to allocate the slots to parents within the team within a week, and advise the Assistant Secretary of who will be covering the roster.

Photos

Your team will be given a time for photos – this time takes into consideration play time, umpires within the team's commitments, coaches other commitments, etc.

Managers are to:

- collect team payments and collate
- check spelling on the photo sheet for players, coach and manager
- have your team at the area and ready to go 10 minutes before the photo slot
- a final reminder the night before is always a good idea.

Borrowing

At the beginning of the season ask all parents to advise of any planned absences they have for the entire draw. Holidays are often planned well in advance and it is best to know with as much notice as possible.

Also instruct parents that if they have to withdraw their child due to sickness or injury they should only phone you – not text or email – to ensure you have the message asap.

It is a good idea to say to them to let you know if a child is unwell during the week and MAY NOT be able to play – so you can get someone on standby

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t is a good idea once the draw is out to note the teams in a lower grade than you are (and you are allowed to borrow from – SEE 2nd GAME SHEET) - who are not on the same game slot as you are

Ensure you have contact details for these 3-5 teams that you can borrow from.

In the event that you are in a situation where you need to borrow, know what position you are needing to fill and start phoning the coaches of the relevant teams.

When you have found someone please ensure that you get that player's card – as you will need to take the child to Control with your board, before the game to sign them on for a second game.

Please Note, players who are not playing for their own team (ie they have a bye) do not have to be signed in for a second game at Control, but still need their player card and to be written on the sheet. You still need to follow the 2nd Game borrowing table.

Rule:

A player is only allowed to play up for a team 2 times without penalty.

On the third occasion they become part of that team and cannot play for their original team again. Please advise the President and Secretary when you have borrowed just to keep track along with you.

Concerns:

If you have any concerns about anything the Executive Committee is a great resource – don't hesitate to contact them!