

# Team Manager



St Anthony's  
Glenhuntly  
Netball Club

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Team Managers are responsible for the successful running of their team, complying with Association Rules & By-Laws, recruitment and approval of team members and team coach within the guidelines of the Club Rules and with assistance of the Executive of the current St Anthony's Glenhuntly Netball Committee.

## Guidelines

- Administration and management of the team including rostering parent on duty for game time. The parent on duty in the absence of the Team Manager fulfils their role including scoring duties, ensuring player and spectator compliance with the CDNA Codes of Behaviour. Parents may be rostered for duty to supervise training sessions also if the team coach is a minor. This is to ensure that there is an adult present in case of accident or injury and to provide back-up supervision for the Junior Coaching staff.
- Welfare of all team members and officials during game and training times and ensure recording of any injuries on score sheet at games.
- Ensure uniforms, training bag and equipment (including first aid supplies) are available for training and competitions (in liaison with team coach)
- Ensure all players are financial members of the Club and that VNA is paid prior to commencement of competition.
- Ensure players/parents/guardians/spectators are aware of and abide by CDNA codes of behaviour
- Ensure photography permission guidelines provided by CDNA are abided by
- Providing training, game & function information (e.g. competition/function details i.e. contact numbers, addresses and functions)
- Providing all team members with a checklist of what they are required to bring prior to training or competitions
- Co-ordinating any team photographs and ensuring photography permission guidelines provided by CDNA are abided by
- Assisting with uniform sizing
- Assisting with team fundraising if required
- Attendance (or ensure delegate attends) and assistance with the organisation of team or club functions
- Liaising with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions
- Acting as liaison officer between the organising committee of the event, the coach and the team
- Mediating any problems that may arise amongst players, coaches, officials and supporters
- Ensuring all welfare and safety requirements for the team are met
- Ensuring athletes under 18 years of age must be supervised at all times
- Liaising with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness
- Ensure Coach holds a current volunteer's "working with children" check (not required if coach is under 18 years)
- Responsible for ensuring CDNA rostered team duty is carried out
- Acting as a spokesperson for the team at official functions unless advised otherwise

- Return of all equipment to Equipment Manager
- Providing report to the committee as required



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## Essential Skills & Requirements

- Working With Children check is required for all Team Managers as of 1<sup>st</sup> January 2017. Please ensure that you nominate St Anthony's Glen Huntly Netball Club in "Organisations" section.
- Strong interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition

## End of year hand over

### Updating key documents

At the end of each year a key activity of the Club Team Manager will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

### Induction of the incoming Team Manager

An important responsibility of outgoing Club Team Manager is to train, mentor and support incoming the incoming Club Team Manager.

***The estimated time commitment required as the Club Team Manager is approximately 2 hours per week during the season.***