



## Role Of The Team Manager

### OUTLINE

The role of the Team Manager at St Anthony's Glenhuntly Netball Club is possibly the most important role (apart from the players of course) of the organisation. Many netball clubs dictate the make up of each team at club level and the Team Manager must accept the new personnel, coaching staff, etc. each season. We operate a little differently and the composition of each team is generally put together by the Team Manager and in some instances, the players themselves.

The Team Manager can appoint or remove a Team Coach (generally we would recommend you liaise with the Club Secretary regarding removal of a Team Coach or player to ensure grievance procedures have been adhered to), players if necessary and recruit and appoint new players as they require in line with the Association By-Laws (refer CDNA website for By-Laws and other forms and policies).

<https://cdna.net.au/forms-information/>

These By-Laws can be amended without notice at any time by CDNA. They are separate to the Codes of Behaviour and the Association Constitution. The Constitution can only be amended at their Annual General Meeting or an Extraordinary General Meeting.

### GUIDELINES

As each team has its own personnel, personalities and probably a history of what works and what doesn't, the Club Committee provides these guidelines only.

1. TEAM LIST - Obtain from your predecessor or from the Registrations Officer ([registrations@stanthonysnetball.org.au](mailto:registrations@stanthonysnetball.org.au)) a listing of your players, their emergency contacts and any medical issues that the team coach needs to be aware of.
2. DUTY ROSTER – Fixtures are available on the CDNA website, usually only in the week just prior to the start of the season. <https://cdna.net.au/domestic-fixtures/>

Create a roster of parents on duty for scoring at games (or games and training if you have a junior coach). As a minimum this parent on duty is responsible for scoring for the team or for supervising the scoring by the opposition parent. Some teams expect their Parent on Duty to supply half time oranges, fruit or snakes. A sample roster where the coach is a junior and therefore requires a parent on duty at training is available on our website.

Depending on the team & the coach, the parent on duty may be required to 'back up' the team coach as sometimes the netballers at training can get a bit boisterous and junior coaches are known to struggle with discipline. This does not mean the parent needs to be a tyrant, but firm, gentle reminders to listen to the coach may be required from time to time.



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3. CONTACTING CDNA – All communication and questions need to be referred through the Club Secretary as the CDNA will only respond to the Club official. On occasion where speed is of the essence (e.g. last minute notification of forfeit, etc.) you can phone or email the CDNA contact but ensure you copy in the Club Secretary as well.
4. EQUIPMENT – Generally the Coach will look after the team bag and organise it to be at games and training but again, that depends on the coach & team manager. The team manager has ultimate responsibility to ensure that the equipment is complete, the game ball is up to scratch and pumped up ready for play. The Club Equipment Officer can provide a checklist of what should be in the team bag and can organise refills/refits [equipment@stanthonysnetball.org.au](mailto:equipment@stanthonysnetball.org.au)

### GAME DAY

If your team is first-named you, or ensure Parent On Duty (POD) knows they need to collect the scoresheet from the office and checks the names on the scoresheet. Don't cross out a player's name on the scoresheet unless they have left the team permanently. If they are not playing that day, just a line through the positions. The Scoring Procedures are on the CDNA website (Competitions tab, Scoresheet Procedures). Make sure you and all PODs have seen and are familiar with the procedures to avoid fines (see below).

Each player taking the court needs to have one position shown on the scoresheet, each change of position doesn't need to be recorded, only for those players as they take the court. This is important to ensure that all players are qualified (played 3 games) for finals series.

Scorer and assistant scorer must stand in the boxes marked opposite the centre circle. The coach & parents need to choose one end of the court and stay there, not walk up and down the court yelling instructions. All spectators must remain behind the line to leave room for the umpire to travel up and down the court. Ensure drink bottles and bags etc. are out of the way.

Players, Coaches and Spectators are expected to comply with the CDNA Codes of Behaviour (available on the CDNA website (Home, Policies & Procedures, Codes of Behaviour). Nobody is to address the umpires except the team Captain. Any problems occurring during the match need to be reported to an Umpire Supervisor (Red Coat) immediately, do not wait until the match is over to lodge a complaint, get the Red Coat to come and observe the play or behaviour at the time. Wearing the supplied team official bibs – Coach, Scorer & Team Manager will decrease the reaction time from the CDNA.

In the event of BAD WEATHER, players still need to report for the match and minimum of 5 players need to sign in or the team will have forfeited the game. CDNA may declare the round a washout and will sometimes post this information on their website, generally by 4pm on the Friday but only in extreme weather conditions.

**ANY INJURIES**, even seemingly minor ones need to be recorded on the back of the scoresheet. This is a requirement of the insurance component of the VNA. As a guideline, if



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the injury requires a timeout or swap out should be recorded on the back of the scoresheet as a minimum.

Using **BORROWED PLAYERS**. The CDNA By-Laws outline the rules for borrowing players from within the club but generally must be from lower age group or division, recorded on the scoresheet and fill-in no more than 4 times in a season. Fill in players can be from other clubs or associations but their name, DOB, dress & VNA number (either member number or Day Pass purchased at the CDNA office on day of game) must be written on the back of the scoresheet and their name (& VNA number) written on the front.

### UNIFORMS

All players must wear the official St Anthony's uniform of either an A-line dress or two piece singlet & shorts. The Club subsidises the purchase of the complete uniform and they dress is currently \$60 and the singlet/shorts is \$75. Second hand uniforms are always welcome and the Club will buy back uniform in good condition for around \$15-20/piece to on-sell for \$20 - \$30 per piece. Please don't donate to Op Shop, we will find a home for 2<sup>nd</sup> hand items.

General:- PLAIN WHITE anklet socks (no emblem if possible) or the St Anthony's netball socks available from Uniforms Officer (\$5). No black-soled shoes. Shoes for netball should be supportive (not Nike FreeRuns, etc.). The optional St Anthony's hoodies are available for sale normally at the start of 2<sup>nd</sup> term in time for the colder weather. They sell at around the \$60 mark, depending if personalised or plain hoodie.

U11s are allowed to wear a plain white or navy long-sleeved skivvy in cold weather but it has to be consistent across the team.

Contact [uniforms@stanthonysnetball.org.au](mailto:uniforms@stanthonysnetball.org.au) for sizing and how to purchase uniform items.

### TEAM FINES

Should a team incorrectly fill out the scoresheet, (e.g. not including information on front and back of scoresheet, incorrect borrowing of players, etc.), late forfeit (forfeits notified to CDNA before 4pm on the day before do not incur a fine) will incur a team penalty. For U11s this will be a \$50 team fine and for U13s and above this can be a loss of 4 game points and/or \$50 fine. Fines need to be collected from parents in the team as the Club does not pay team fines unless the Club has not communicated a duty or has somehow been responsible for incurring the fine.

### RE-GRADING

Normally the first 3 or 4 matches of the season are grading matches. If you feel your team is in the wrong section (i.e. either consistently winning or losing by a large margin) then the Club can apply to have the team re-graded. Re-grading requests are required to be lodged to the Club Secretary in the week prior to the 4<sup>th</sup> game as the re-grading process occurs immediately after the 4<sup>th</sup> match on the Saturday. U11s can be re-graded at any time. Ladders are re-set after grading.



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### TEAM AWARD

The Coach and/or Team Manager will be asked to nominate a player to receive the MVP/Coach's Award at the end of season functions. This award can be based on most improved, most cheerful, most reliable, best listener at training, whatever criteria you and/or your coach is happy to stand up at Presentation Day and explain. Some teams have a voting system like the Brownlow or nominations from the parent on duty at games, whatever works for you.

### PAYMENT OF COACHES

If your team does not have a volunteer parent or adult coach, the Club will endeavour to recruit an existing older player to coach the younger teams. If your team has a student as a coach they have made a commitment to coach your team and be available for games and training on possibly two occasions a week. Apart from the inconvenience of travelling to and from games, which may require their parent's involvement, often this means that the Junior Coach is not able to commit to other part-time employment. It is therefore within reason for the team to provide a token payment in compensation.

As from Spring 2022, club fees have increased to cover the payment of these coaches which the club will arrange in accordance with the schedule available on our website - <https://www.stanthonysnetball.org.au/about-us/coaches-programme/>

The Team Manager should keep track of coach's attendance as a reconciliation will occur at the end of the season with final payment to the coach amending any differences (e.g. regular non-attendance by the coach, finals series and extra training sessions scheduled). This should be supplied to the Treasurer [treasurer@stanthonysnetball.org.au](mailto:treasurer@stanthonysnetball.org.au) on the weekend of the last round of netball for your team.

### LASTLY – COMMUNICATE, COMMUNICATE, COMMUNICATE

Not all netballers are created equal. As a Club we pride ourselves on being a social netball club. Our ethic is to encourage and develop our players and to provide a chance for players to stay in touch with friendship groups, especially as they get older and branch out to different schools. We do not grade our players as our teams are formed based on age and friendships groups. Every team is going to have players of different skill levels and fitness. The job of the coach is to develop the weaker players so that their skills improve. We encourage equal court time and fairness as a general rule.

Asking for opinions and majority rules will work in many situations. Large team lists may mean you/your coach prefers to roster a player off per game rather than some players only getting half a game, communicate this early on to your players/parents to avoid misunderstandings. If your team policy is to only play your strongest players for finals etc. you need to advise this to your group & parents up front. Communication is key to any of these types of decisions. If players are to lose game time for non-attendance at training, etc. communicate that policy to players and parents at the start of the season.



**St Anthony's  
Glenhuntly  
Netball Club**

## **Role Of The Team Manager**

Bullying or unfairness will not be tolerated. Any player, official, parent or spectator that thinks the games should be 'win at all costs' will should find a club more aligned to that culture. The Executive Committee will assist in dispute resolutions but by communicating with your players and parents up front and avoiding misunderstandings and unfair behaviour, many disputes can be avoided.

Lastly, thank you for stepping up into this role, without you, there can be no team.