

ST CLARE'S NETBALL CLUB

TEAM MANAGER ESSENTIALS



Key attributes:

- **Be organised and approachable** – you are the connection between players, the coach(es) and parents. They should all be comfortable coming to you with questions and to clarify information
- **Be on time (where possible)** – try to get to games and training early so you can work with the Coach to manage any unexpected changes.

Administration

- **Team training** – be clear on the day and time of this and send reminders or updates if there is wet weather. If players do not attend without notice, follow it up to check they are ok. If there is no reason given for absence, report this to Sepi Hawke
- **Game Day (Saturday)** – be clear about what time warm up starts and where your team will warm up. Please request that all players meet you at the St Clare's Marquee 30-minutes prior to the start of your game. Girls umpiring or coming from Queanbeyan matches may not be available until 10 minutes prior to the game.
- **SCNA Score Sheet** – before each game (on your way from warm-up to the court), collect the score sheet (clip board) for your game from the SCNA office (unless the other team has already collected it). You may need to score the whole game or share it with the opposition. It is a good idea to ask a parent to do this for you so you can support the coach.

Communication

1. It is important that you maintain regular communication with your players and their parents. It is your responsibility to ensure players are kept well-informed on weekday training and Saturday warm-up and match times.
 - Set up a What'sApp Chat group with all players **parents**.
 - Set up a St Clare's School Email group or What'sApp Chat group for all **players**
2. Maintain communication with Ms Hawke and Ms Patton regarding player availability, injuries or behavioural issues with players in your team. All players have signed the St Clare's Netball Code of Conduct and should be role models for others in the community.

Game Day Management – Check List

- ✓ Be early for warm up and make sure players know where you are (start at St Clare's Marquee)
- ✓ Check for long fingernails and jewellery at commencement of warm up – fix if required
- ✓ Know which court you are on and move to court 10 minutes prior to start
- ✓ Assist with coordination and movement of team from warm-up to court & make sure no items are left behind
- ✓ Collect / check score sheet clipboard for your match has been collected – check with opposition to make sure someone is allocated to scoring for the duration of the match
- ✓ Check and sign score sheet at conclusion of the match and make sure it is returned to SCNA Office
- ✓ Report injuries to the SCNA Office, complete an incident report, ask the Sports trainer at the St Clare's Marquee to assess the injury, and email details to Ms Hawke and Ms Patton.
- ✓ Remind players where and when training will be the following week.

Need more information or help?

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