



North Lakes Blues Netball Club Inc
INCORPORATED ASSOCIATION
Affiliated with the Pine Rivers Netball Association (P.R.N.A)

Be a Team Manager

Manager's Role and Duties

It is the Team Managers responsibility to assist the Coach by taking responsibility for administration and any other tasks to enable the coach to concentrate on coaching the team.

General

- Together with the coach, be responsible for the day-to-day operations of the team.
- At all times liaise with the team coach and, if deemed necessary, seek assistance from the Club's Executive Committee.
- All Club related correspondence between coaches, managers and members must be CC to the club email address.
- Be responsible for the welfare of each team member during the times of their commitment to the Club (i.e. training, games and other team events)
- Ensure that each team member conducts themselves in a manner that does not bring the name of the Club into disrepute.
- Maintain an up-to-date record of all player details as well as a record of all monies collected and paid out.
- Collect any money owing for carnivals, raffles, fund raising etc.
- Liaise with photographer at team photo time. Collect money and distribute photo's.
- End of Season Break Up: Collect money and arrange a gift and card for the coach.
- Check all new players have signed the team ID card.
- Managers should take custody of the cooler / drink holder and the first aid kit.
- Designate a first aid person (Duty of Care officer) for each game.

Before Each Game

- Ensure the team has a responsible scorer for each match to fulfill the following tasks:
 - If not already available on the court, collect the score sheet from the opposing team or from the control desk and, according to the coach's allocations, ensure each player signs it before taking the court.
 - Each player must sign the score sheet using the same signature as on the team ID card.
 - Write on the score sheet if a player is playing "up" from a lower team. Beside their name, write the division they normally play in e.g. Blues Inters 2. Note: a player can only play "up" twice before they must be permanently placed in that team.
 - Action any notes attached to the scoreboard.
 - Ensure all team players are in correct uniform . All jewellery must be removed. Nails must be cut to the required length.
 - All players water bottles to be in cooler / drinks holder.
 - Have the team assembled ready to take up their positions as soon as the court is clear and umpires available.



During the Game

Ensure that any substitute player remains at the side of the court and is on hand if required.

Ensure that the team captain advises the opposition and both umpires of any substitutions/changes that are made to the team.

After the Game

Ensure that the team acknowledges the opposing team and umpires (e.g. shake hands/say thankyou).

After the game, check the score sheet to ensure that the scores are correct and that they reflect the correct winning teams name on it. Also check that all signatures have been taken.

Ensure that the team scorer and the team captain sign the score sheet. If Blues are the winners of the game, ensure the team captain returns the score sheet to the control desk.

Ensure all team members are aware of the day and time of their next commitment.

Remind those who have umpiring duties after the game to go and check in as quickly as possible.