**TEAM MANAGER INFORMATION SHEET**

Team managers are there to assist in the management and administration of a team. This allows a coach to focus on what they do best – COACH!

**Before the season starts:**

* Obtain from your club a full contact list for your players, parents and coaches.
* Set up a communication group through whatever platform you agree upon at your first training. This could be a facebook page, messenger, TeamApp, Heja etc….
* Request all parents/players notify you of any absences that are already planned for the season.
* Create a weekly roster for captain, scoring/timing duties and fruit/lollies. The easiest with this is to combine it. So for eg, if Sally is captain this week, her parents are on duty for scoring/timing and she is bringing the fruit/lollies.
* Discuss with the coach if they would like you to look after the coaching bag and training bag or what responsibilities they would like you to take on during the season.
* Our website has a lot of useful information for all involved. [www.successnetballassociation.com](http://www.successnetballassociation.com)
* **Familiarise yourself with the below policies on our website:**
	+ “How to complete a scorecard” <https://www.successnetballassociation.com/_files/ugd/5dd70b_bb2dad47154f44c8a0445d42061c300b.pdf>
	+ “Single Game Voucher Policy” <https://www.successnetballassociation.com/_files/ugd/5dd70b_c41906e7005d4b8ab4f4e5357bde0b7b.pdf>
	+ “Photo and Video Policy” <https://www.successnetballassociation.com/_files/ugd/5dd70b_71d300e331c84eceb41010b7413a39b3.pdf>
	+ “Social Media Policy” <https://www.successnetballassociation.com/_files/ugd/5dd70b_65f077aa808c4631bda588f0cdaf7d33.pdf>
	+ “Adverse Weather Policy” <https://www.successnetballassociation.com/_files/ugd/5dd70b_9420aeb0c3f04f47b89baf758712092f.pdf>
	+ “2024 Competition Handbook”

<https://www.successnetballassociation.com/_files/ugd/5dd70b_f038822b11764e71a4133d7ee17e3b7a.pdf> “Rolling Substitutions” (Juniors/Opens/Walking)

<https://www.successnetballassociation.com/_files/ugd/5dd70b_bbd4a1f3b9f5461c93c63945e506c1e0.pdf>

**During the season:**

* Use your communication platform to put a reminder weekly for your training sessions as they are approaching. Keep a clear record of absentees for training and games and communicate this to the coach weekly. As part of these reminders weekly, issue before game day a reminder to the family on duty.
* If the coach has requested that you manage the training and game bags, ensure the bibs are washed, balls are pumped up before each training/game.
* Check there is a battery with the timer and a spare battery available.
* Check in each week with the family on roster to see if they have a good understanding of completing the scorecard or their duties as a timer. Please remind them that they need to be seated in the square on the side of the court and the Scorer and Timer MUST sit in these boxes for the duration of the game. The scorecard is NOT to leave the box.
* Check with the coach if they would like you to complete the PlayHQ team selection prior to the game weekly or if they will be doing this. It is a good idea to double check it is done each week with each other. Through this process, you can add in players from within the club that maybe playing up for a game.
* Assist your Scorer/Timer to ensure that the positions for each player, each quarter are completed. DO NOT leave this until the end of the game.
* **Forms you may require during the season:**
	+ “Single Game Voucher” <https://docs.google.com/forms/d/e/1FAIpQLSdRnsxc90jySmS8-3wSe0-MsGKn10ikYDWcqz97g0tO2PSYxQ/viewform>
	+ “Rolling Substitution Form” (Juniors/Opens/Walking) <https://www.successnetballassociation.com/_files/ugd/856bc9_0ab0c32e2c9a42a792d3037dfbeddc5a.pdf>