

The Team Manager is the person who provides the coordinating link between coaches, players and the Ignite Netball Club Committee.

### **Responsible to**

The Team Manager is directly responsible to the President of Ignite Netball Club and the Club members.

### **Responsibilities and Duties**

The Team Manager should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Be the primary point of contact for the Club in relation to team matters, including providing information to players and their parents;
- Advise the Registrar/Committee of any changes to the team (eg. coach, team manager, players) during the season;
- Consult with the Club in relation to any player vacancies that present during the season;
- Manage issues in relation to the coach, players or parent conduct and escalate any matters that cannot be resolved to the Executive Committee.

### **Registration**

- At the end of each season, the Team Manager should ask players and parents whether they will be playing the following season, and encourage them to register in the correct time period. If players are not planning to register for the following season the Team Manager should let the grading committee know.

### **Game Responsibilities**

- A season roster template will be emailed to the Team Manager by the Club prior to the commencement of the season. The Team Manager should use this template to create a roster that nominates the following for each game:
  - A parent responsible for refreshments (eg. fruit / lollies) and scoring duties
  - A parent to vote for MVP
- The Team Manager should send a weekly email or text message to the team regarding game day court number, scoring roster and any other relevant information;
- Before each game the Team Manager should:
  - Notify the Coach of any player who will be absent, and ensure that a fill player is organised (see further details below);
  - Ensure the scorer has collected the scoresheet from Mission Control (for home games) and ensure that the parent rostered for scoring is aware of their responsibilities;
  - Ensure that inside courts are swept before the game commences;
  - Provide the rostered parent with an MVP envelope.

- At the end of each game the Team Manager should:
  - Ensure that the scoresheet is signed by a player, usually the child of the person who is scoring);
  - Check the scoresheet to ensure it has been completed correctly. Points are deducted for breach of WNA uniform code, incorrect spelling of fill ins, NC written against a player's name indicating the player does not have VNA insurance, etc. Please refer to the Score Sheet Guidelines pages in the Team Manager folder for details;
  - Record player games on the Games Log in the Team Manager folder and send a copy to the Ignite Netball Club via the email address at the end of the season. This is important data as it is used for medals etc
  - Record details of any player injuries or incidents of significance on the back of the scoresheet. This must be done at the game;
  - Collect completed MVP envelope from rostered parent and keep in a safe place. All MVP envelopes must be handed in to the Coaches Convenor at the end of the season.
- The Team Manager should oversee parent, player and spectator conduct at games and escalate any concerns or incidents to Mission Control;
- If the team needs a fill in player the Team Manager must:
  - Ensure that an Ignite player is registered with a team in a **lower** section to your team;
  - Check with the Player Management Coordinator and the fill in's coach prior to confirming with the player;
  - Complete details for the fill in player on the back of the scoresheet including the team that the player is registered with;
  - If the fill in player is not registered with Ignite the Team Manager must record their VNA number on the scoresheet. If the player does not have a VNA number the Team Manager must purchase a Single Game Voucher (SGV) from Mission Control **prior to the commencement of the game**. Details for the fill in player must be recorded on the scoresheet;

Please see the Score Sheet Guidelines pages in the Team Manager folder for more details.

### Knowledge and Skills Required

Ideally the Team Manager is someone who:

- Can communicate effectively;
- Is well organised and can delegate tasks;
- Can maintain confidentiality on relevant matters;
- Is computer literate.

### Estimated Time Commitment Required

The estimated time commitment required as a Team Manager of Ignite Netball Club is half an hour per week. Setting up a roster at the beginning of the season will require a little more time.

Reviewed Date: May 2018