**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. List all players in alphabetical order by surname. 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.

<https://79eabb9f-1791-491a-a2f4-e314fd799473.filesusr.com/ugd/05f85b_08e8b758f37d4172a1f016ee3b629f48.xlsx?dn=Parent%20Roster%20Template%202025%20Season.xlsx>

* PlayHQ will provide match information weekly – if your team name appears first you are scoring and must collect scoresheet from SNA office. If your team name appears second you are timing and will need to get timer from the game day bag.
* 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.
* “Rolling Substitution Form” (Juniors/Opens/Walking) <https://www.successnetballassociation.com/_files/ugd/856bc9_0ab0c32e2c9a42a792d3037dfbeddc5a.pdf>

Download the Rolling Substitution Form and prefill players in surname alphabetical order (which will be same order that Game Day Scorecards are printed). Print multiple copies and keep in Game Day Bag.

* Success Netball Association website has a lot of useful information for all involved. [www.successnetballassociation.com](http://www.successnetballassociation.com)
* **Familiarise yourself with the below SNA policies on website:**

**Print a copy to keep in the Game Day Bag as a reference:**

* + “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 (Monday/ Tuesday) – keep an eye on weather conditions also. Training will be cancelled if suspected lightning but **not** rain. Keep a clear record of absentees for training and games and communicate this to the coach weekly.
* Use PlayHQ for game information to communicate with the Team for assigned job roles on Game Day (Timing/ Scoring, Captain, Fruit/ Lollies).
* 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.
* Team Manager is required to setup the bench prior to the game commencing.
* 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 (due by Thursday night). 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.
* Ensure once game is completed you have two voters to enter Player of the Match 321 Votes into PlayHQ (can only be completed through Coach or TM PlayHQ login). You can ask parents, coaches, other team to be a voter but the voting must be completed by someone who has actively watched the game.
* Team Managers will be responsible for communicating information from the Club Facebook page and/ or Team Manager/ Coach Facebook page to your team page.
* **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>